

# COVID-19 HANDBOOK

**Dear Administrators, Teachers, and Support Staff,**

We are pleased to provide you with our GRPS COVID-19 Handbook.

This handbook is intended as a quick reference guide for all GRPS administrators, teachers, and support staff as we continue to navigate the COVID-19 pandemic.

This is a living document that will be updated as changes or new information emerges.

If you have suggested changes or additions, please contact the Communications Department.

Sincerely,

Leadriane Roby, Ph.D.  
Superintendent of Schools

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# COVID-19 STAFF & STUDENT HEALTH SAFETY EXPECTATIONS

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Dear Students, Parents, Guardians and Staff,

First and foremost, thank you for your continued commitment, dedication, and resiliency during these uncertain and ever-changing times.

I am writing to reiterate our staff and student health safety expectations.

**1. Masks are required at all times in GRPS district buildings.**

**2. You are required to stay home if you are experiencing any of the following symptoms regardless of vaccination status:**

- Fever 100.4F or higher
- OR feels warm to touch
- New cough or change in cough
- Shortness of breath
- New loss of taste or smell
- Sore throat
- Body aches
- Diarrhea, vomiting, or nausea
- Severe headache
- Extreme tiredness
- Congestion or runny nose

**Also stay home if you are unvaccinated AND:**

- Have had close contact or live with someone who tested positive for COVID-19
- Live with someone who has symptoms of COVID-19 and is awaiting test results

**3. Health safety protocol when in buildings:** When possible, please keep 6 feet social distance and ALWAYS wear proper masks that cover your nose and mouth at all times. Practice good handwashing and respiratory etiquette.

We want everyone to remain safe and healthy, so we must be vigilant in our ways. Thank you.

Sincerely,

Leadriane Roby, Ph.D.  
Superintendent of Schools

# COVID-19 STAFF PROCESS

## What to do if Staff Test Positive for COVID-19 or are Identified as a Close Contact

The District will follow MDHHS/ OSHA requirements and protocols if an employee has a confirmed case of COVID-19, including reporting and record keeping requirements. The District will collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.



**If you have symptoms associated with COVID-19 regardless of vaccination status, you must:**

- 01** Stay home
- 02** Notify your supervisor.



**If you come to work and develop symptoms during the workday, you must:**

- 01** Notify your supervisor
- 02** Leave work immediately.

If you test positive or have been placed in quarantine because of an exposure:

- 01** Stay home or leave work immediately. Notify your supervisor and Human Resources (616) 819-2028, [HumanResources@grps.org](mailto:HumanResources@grps.org)
- 02** Contact your school nurse. Your school nurse will conduct contact tracing and provide you with isolation/quarantine guidelines.

Return to work guidelines can be found on the [Infohost COVID-19 section](#).

If you have any questions or need more information, contact your supervisor, Human Resources.

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# COVID-19 STAFF PROCESS

## Timelines for Staying Home from work with COVID-19 or COVID-19 Related Symptoms

Guidance provided by the Centers for Disease Control and Prevention (CDC) and the Kent County Health Department (KCHD).

**Regardless of vaccination status:  
If you have symptoms of COVID-19, you should stay  
home and get tested.**

If you test **positive**, you can return to work:

- 01** After 24 hours have passed with no fever (without the use of fever reducing medication) **AND**,
- 02** Symptoms improved **AND**,
- 03** 10 days since symptoms first appeared **OR** 10 days from test date if you do not have symptoms.

If you have a **negative PCR test** (negative antigen test must be confirmed by PCR), you can return to work:

- 01** After 24 hours have passed with no fever (without the use of fever reducing medication) **AND**,
- 02** Symptoms improved

If you do **not get tested**, you can return to work:

- 01** After 24 hours have passed with no fever (without the use of fever reducing medication) **AND**,
- 02** Symptoms improved **AND**,
- 03** 10 days since symptoms first appeared **OR** 10 days from test date if you do not have symptoms.

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# COVID-19 STAFF PROCESS

## Timelines for Staying Home from work if you are identified as a close contact

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Guidance provided by the Centers for Disease Control and Prevention (CDC) and the Kent County Health Department (KCHD).

### If you are fully vaccinated – close contact:

- If you **have been in close contact outside of the school setting or live with someone with COVID-19** and you do not have symptoms, you do not need to quarantine, and you may report to work.
- If you are **identified as a close contact of someone who tests positive in the school setting** and you do not have symptoms, you **do not need to quarantine**, and you may report to work.

### If you are not fully vaccinated – close contact:

- If you **live with someone with COVID-19**, you must isolate with that individual for their 10-day isolation period, followed by another 10 days of quarantine for a total of 20 days from the onset of that individual's symptoms.
- If you have **been in close contact with someone with COVID-19 outside of the school setting**, but do not live with them, you **must quarantine** for 10 days starting with the last contact with that individual.
- If you are **identified as a close contact of someone who tests positive in the school setting** you **must quarantine** for 10 days starting with the last contact with that individual.

# COVID-19 CONTACT TRACING PROCESS

Immediately notify the school nurse if you become aware of a positive COVID-19 case or a student who has symptoms.

## **REQUIREMENT:**

**This process must be completed within 24 hours of notification of positive staff or student case.**

**The school nurse will contact trace and report positive cases according to the Kent County Health Department guidelines.**

**Isolation and quarantine instructions will be provided by the school nurse.**

[DATE]

You are receiving this letter because your GRPS student has been placed in quarantine because of an exposure to COVID-19 in the school setting.

Your student's return to school date is \_\_\_\_\_. If your student develops symptoms of COVID-19, please call your medical provider and get tested for COVID-19.

### **SYMPTOMS OF COVID-19 may include:**

- \* COUGH
- \* HEADACHE
- \* FEVER (at or above 100.4)
- \* SORE THROAT
- \* MUSCLE PAIN
- \* NAUSEA OR VOMITING
- \* CHILLS
- \* NEW LOSS OF TASTE OR SMELL

All household members, if they were NOT exposed to the person with confirmed COVID-19, may continue attending school and work.

**If you have any questions, please contact your school nurse.**





### **RESOURCES FOR GETTING HEALTHCARE, TESTING, and VACCINE INFORMATION:**

- Contact your medical provider to schedule testing
- Contact a local pharmacy or health system to schedule testing
- Contact the Kent County Health Department at (616) 632-7100
- [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

Sincerely,

Grand Rapids Public Schools Health Services Department

# COVID-19 METRICS DASHBOARD

METRIC	TARGET	TARGET RISK LEVEL DEFINITIONS	DATA SOURCES
<b>COUNTY POSITIVITY RATE</b> 7 day average	 <b>&lt; 5% LOW RISK</b> Consider 5-10%	<b>RISK LEVELS</b> Low = < 5% Moderate = 5-8% Higher = 8-10% Highest = > 10%	<a href="#">Kent County Health Dept.</a>
<b>COUNTY INCIDENCE PER 100,000</b> over 7 days	 <b>AIM &lt; 9 cases/100K</b> Consider > 10 cases/100K	<b>CASES/100,000:</b> Low = < 9 Moderate = 10-49 Substantial = 50-99 Highest = > 100	<a href="#">Kent County Health Dept.</a> <a href="#">Center for Disease Control</a>
<b>COUNTY VACCINE RATE</b> 7 day average	 <b>AIM &gt; 70%</b>	<b>Percentage (%) of eligible population fully vaccinated*</b>	<a href="#">Kent County Health Dept.</a>
<b>GRPS ZIP CODES VACCINE RATE</b> 7 day average	 <b>GRPS ZIP CODES</b> <b>AIM &gt; 70%</b>	<b>Percentage (%) of eligible population fully vaccinated*</b>	<a href="#">Kent County Health Dept.</a>

The GRPS COVID-19 Data Dashboard will be populated with data and updated weekly on the district website. The Data Dashboard will be used to guide our District's decision making in consultation with the Kent County Health Department.

\*Fully Vaccinated = at least 2 weeks have passed since the second dose of a 2-dose vaccine (Pfizer/Moderna), or a single-dose vaccine (Johnson & Johnson)

# COVID-19 MASK PROCESS

In alignment with the Center for Disease Control (CDC), State of Michigan Guidelines, and the Office of Civil Rights (OCR), masks are required for all students, staff, and visitors in all district buildings. The CDC and OCR note, however, that a narrow subset of individuals because of a disability or documented medical condition might not be able to wear a mask or cannot safely wear a mask because of these documented conditions. Individuals meeting either of these categories because they cannot safely wear a mask in accordance with CDC guidelines should not be required to wear one.

However, if a student with a disability cannot wear a mask, maintain physical distance, or adhere to other public health requirements, the student is still entitled to FAPE. Whether attending school in-person or remotely, students who cannot wear a mask due to their disability must not be denied services or disciplined for being unable to comply with mask requirements and must continue to receive instruction on a nondiscriminatory basis.

Accommodations may include, but are not limited to:

- Shield
- Variety of Mask Types/Styles
- Acrylic Dividers
- Schedule Change
- Frequent Breaks
- Incentives
- Class Size
- Correct/Consistent Masking and Additional PPE for Others Who Work or Learn with the Student

\* Remote learning may be considered if none of the reasonable accommodations are successful and for students with disabilities, their offer of a free appropriate public education can be met in whole.

For **student** mask accommodation requests, please contact your school nurse.

For **staff** mask accommodation requests, please contact Human Resources at [HumanResources@grps.org](mailto:HumanResources@grps.org).

## DISTRICT MASK ACCOMMODATION FLOWCHART

**Student and staff, because of a disability or documented medical condition, are unable to wear a mask or cannot safely wear a mask at this time.**

Review Data and Establish a Baseline for Tolerance

Review Data and Identify Reasonable Accommodation(s) to Build Student Tolerance and TEACH Mask Wearing

Review Data Weekly for Increasing Tolerance Across Environments

Implement Accommodation(s)

Review Data at 3 Week Intervals to Determine Further Recommendations

### RESOURCE:

<http://bit.ly/covid-19-civil-rights-Q-and-A>



# COVID-19 STUDENT SYMPTOM REMINDER

Before leaving for school please check your student for symptoms of COVID-19.

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**Keep your child home if they are experiencing any of the following symptoms regardless of vaccination status:**

- Fever 100.4F or higher OR feels warm to touch
- New cough or change in cough
- Shortness of breath
- New loss of taste or smell
- Sore throat
- Body aches
- Diarrhea, vomiting, or nausea
- Severe headache
- Extreme tiredness
- Congestion or runny nose

**Also keep your child home if they are not vaccinated AND:**

- Have had close contact or live with someone who tested positive for COVID-19
- Student or any household member are awaiting COVID 19 test results.

**If you believe your student's symptoms are related to a clear alternative diagnosis, please contact your school nurse before sending your child to school. You may be required to provide proof of this diagnosis.**

If your child develops any of these symptoms during the school day, the school will isolate your child away from others and call you to arrange for pick up. If we are unable to reach you, we will call the emergency contacts listed in Synergy. It is extremely important that you keep your contact information updated in Synergy.

# COVID-19 SUGGESTED CLEANING PROCESSES & TIPS

[Click here for the complete School Cleaning Guide.](#)

## DEFINITIONS

**Cleaning** removes germs, dirt, and impurities from surfaces or objects using soap and water. This process does not necessarily kill germs but lowers the risk of spreading infection.

**Sanitizing** lowers the number of germs on surfaces or object to an acceptable level, by public health standards, and works on objects to lower the risk of spreading infection.

**Disinfecting** kills germs on surfaces or objects by using chemicals but does not necessarily clean dirty surfaces. It is recommended you clean surfaces and objects using soap and water prior to disinfection.

When school is reconvening in-person the health of you and your students is the top priority. Wearing masks, washing hands and practicing social distancing to the best of everyone's ability is going to be the key to a safe school year.

Cleaning and disinfecting reduce the risk of spreading infection by removing and killing germs on surfaces people frequently touch.

### Here are some quick reminders that may help you keep a clean classroom and school:

- Train staff, teachers, and others who use cleaners and disinfectants to read and understand all instruction labels, understand safe and appropriate use, and have and are using the PPE appropriate to the product.
- Make a plan with staff and teachers including obstacles to routine cleaning and disinfecting and ways to overcome those obstacles.
- Develop a schedule for routine cleaning and disinfection.
- Immediately clean surfaces and objects that are visibly soiled.
- Clean and disinfect frequently touched surfaces within the school and on school buses at least daily or between use as much as possible.
- Limit the use of shared objects including discourage the sharing of items, ensuring adequate supplies to minimize sharing, and keep each student's belongings separated from others'.
- Establishing a culture of hand hygiene through promotion throughout the school by building time into daily routines for students and staff to wash hands and making hand sanitizers with at least 60% alcohol available throughout the building.

# COVID-19 PROCESS FOR ORDERING PPE

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Dear School Administrators and Administrative Professionals,

We are writing to share information about ordering Personal Protective Equipment (PPE) through the district E-Term/Bi-Tech system.

Included please find:

- [Instructions to First Login on Bi-Tech](#)
- [Instructions for How to Approve Supply Requests](#)
- [The Bi-Tech Guide](#)

We want to emphasize this is the official process for ordering PPE supplies. Do not email [supply@grps.org](mailto:supply@grps.org) to fulfill your orders. The supply email is to be used for movement of furniture and general questions, not for ordering supplies. The E-Term / Bi-Tech system is not “TR” as some have referred to it. Please update terminology to ensure there is not confusion.

Schools should use your supply account code or another designated code when submitting an order. Expenses for PPE supplies will not be charged to your account. The district is using other public and private funds designated for PPE. Please order a reasonable amount of supplies. All excessive orders will be reduced.

There is a new listing for PPE supplies listed in the catalog. Below we have included the product IDs and descriptions for PPE listed in the catalog.

If you need or are unsure if you have Bi-Tech credentials, contact Help Desk at [HelpDesk@grps.org](mailto:HelpDesk@grps.org) or call (616) 819-2487.

If you have general questions about how to use the system, contact the Purchasing Department at (616) 819-2175 or email [purchasing@grps.org](mailto:purchasing@grps.org). Thank you!

#### **Product ID and Description:**

- HL00312 Gloves, vinyl size small 100/box
- HL00315 Gloves, vinyl size medium 100/box
- HL00317 Gloves, vinyl size large 100/box
- HL00330 Gowns, Disposable med large
- HL00348 Adult Masks Cloth 50/box
- HL00349 YTH Masks Cloth 50/box
- HL00344 Adult Clear Masks
- HL00343 YTH Clear Masks
- HL00346 Adult Face Shield 25/box
- HL00347 Youth Face Shield 25/box
- HL00356 N95 Masks
- HL00000 White tubs of sanitizing wipes
- HL00000 Gray pump items of disinfectant
- HL00503 Infrared thermometers

# COVID-19 HEALTH OFFICE GUIDELINES FOR STAFF

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In order to prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student visits to the Health Office will be triaged.

**Please do NOT send groups of students to the health office.**

## 1. COVID-19 Positive Student or Household Member

If a student reports that they, or a household member, is COVID-19 positive:

- a. Call health office or main office to report student needing to be assessed and isolated.
- b. RN, health aide, or office staff will assess need for isolation.
- c. RN/Health Aide will notify building administrator and begin contact tracing procedures.

## 2. Ill/Injured Visits

- a. Staff will be asked to email, call or radio the Health Office with a request for an ill student visit.
- b. Nurse/health aide will prioritize the student for a visit and direct them to a “well” or “sick” zone based on symptoms. Some students will be directed to a first aid staff member.
- c. Student will walk independently to the health office, unless one or more of the following symptoms are present:
  - i. Confusion/ disorientation
  - ii. Decreased level of consciousness
  - iii. Shortness of Breath/Respiratory Distress
  - iv. Dizziness/Lightheadedness
  - v. Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE THE STUDENT
  - vi. Vision impairment
  - vii. Diabetic low blood sugar
  - viii. Life Threatening Bleeding
- d. If any of the above-mentioned criteria are met, or per staff/nurse best judgment, students will stay in place for in-person evaluation.
- e. If it is an emergency, 911 should NEVER be delayed. Activate MERT, call 911 and delegate as appropriate.

## 3. Routine Visits

- a. Please continue to send students who receive daily medications or treatments to the health office at the appropriate time(s).
- b. Students taking daily medications or requiring daily treatments in the health office will be asked to STOP just outside the health office door, and wait for the RN or health aide.

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# COVID-19 HEALTH OFFICE GUIDELINES FOR STAFF

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**Students do NOT need to present to Health Office with the following common situations:**

**1. Paper cuts, small abrasions, picked scabs**

- Wash hands
- Direct to the first aid station to apply band aid

**2. Minor headaches and/or fatigue & student does not act ill in the classroom, especially immediately after lunch or recess:**

- Encourage snack or drink water.
- Apply cool water to the face and neck.
- Rest 30 minutes.
- If worsening, contact the health office for an office visit.

**3. Mild indigestion and/or upset stomach especially immediately after lunch or recess**

- Allow to use the restroom
- Drink water. Rest 30 minutes.
- If worsening, contact the health office for an office visit.

**4. Localized bug bite**

- Apply cool paper towel
- If worsening, contact the health office for an office visit.

**5. Clothing or Glasses repair**

- Email or call the health office or to determine what supplies are needed.

**6. Soiled underwear or clothing**

- Encourage parents to keep supplies and multiple changes of clothing in all student backpacks.
- Students may be directed to self-clean up and discard fecal contaminated clothing in a double bag by a first aid provider, paraprofessional or TA.
- If the student needs to be sent home for hygiene, the parent/guardian may be contacted by the teacher, staff or health office.

**7. Missed breakfast or snacks**

- With the exception of students with diabetes or other medical concerns, students should not be obtaining or eating meals or snacks in the health office.

**8. Behavior Interventions**

- Unless otherwise specified in student's behavior plan, students should not be sent to the health office for behavioral interventions or interruptions.