

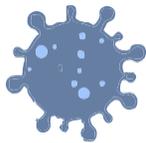


**Kemper County  
School District**

# **COVID-19 School Response Manual**

**PreK – 12 | KCLE | KCUE | KCMS | KCHS | KCSS | CTE**

*This manual is intended for use by administrators, teachers, and staff of Kemper County School District*



**FIGHTING | THE WILDCAT WAY  
CORONAVIRUS**

# Responding to COVID-19 at KCSD

*There are many things to think about when having in-person instructions with our students or teachers and staff working in our buildings during the pandemic. Decisions about how to respond to COVID-19 should be made to protect both the immediate and long-term health and safety of students, teachers, staff, and visitors.*

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**The goal of Kemper County School District is to provide a safe learning environment for students and a safe workplace for teachers and staff.**

Based on what we know today, COVID-19 spreads very easily and quickly. At KCSD, we have in place numerous prevention measures in schools, buildings, and practices. However, schools, buildings, and practices cannot stop the spread of COVID-19 alone. It is critical for communities, families, and individuals to take personal responsibility and all of the necessary measures to lower the spread of COVID-19.

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**The two most important things you need to know are:**

1. How to maintain a safe learning environment and protect your schools, buildings, and yourself.
2. What to do if a student, teacher, or staff is exposed to COVID-19, experience symptoms, or tests positive for the virus



## COVID-19 School Response Manual

### Why do we support in-person instruction? | Our Top 4 Reasons

- #1 - KCSD Schools provide safe and supportive environment
- #2 - KCSD Schools provide critical instruction and academic support that benefit students
- #3 - KCSD Students benefit from the interpersonal interactions they get in school
- #4 - When our schools are closed to in-person instruction, the education gap gets wider

### What is the difference between isolation and quarantine?

- Quarantine
- You may end quarantine early
- Isolation

### How to maintain a safe learning environment and protect your schools, buildings, and yourself?

- Who is considered part of our KCSD School Community?
- School Administrators
- Teachers/Staff
- Students
- Parents/Families
- Community members

### What to do if a student, teacher, or staff is exposed to COVID-19, experience symptoms, or tests positive for the virus?

- 1-Anyone exposed to COVID-19
- 2-Experiencing symptoms of COVID-19
- 3-Anyone who tests positive to COVID-19

### Case Investigations and contact tracing

- KCSD Schools will do their own contact tracing with the help of COVID-19 Response Team
- Each school has a COVID-19 point of contact (POC)
- The POC will notify students, teachers, and staff if they were exposed to COVID-19 at school
- POC will determine close contact exposures

### Other Important Things to Know

- What information can the school disclose if someone in the school tests positive for COVID-19?
- Extra-curricular activities and COVID-19
- Who decides if a school will transition from in-person learning to hybrid or remote learning?
- What is considered an outbreak in our district?



*“Keeping the main thing – the main thing – students, teachers, staff, and community.”*

- **Hilute Hudson**, Superintendent of Education  
Kemper County School District



# Why do we support in-person instruction?

At KCSD, we believe schools play an essential role in the infrastructure and well-being of our students, our state, and our communities. Here are our **top four** reasons.

## Our Top 4 Reasons



### #1 - KCSD Schools provide safe and supportive environment.

- When our students are in school, they benefit from important routines, structure, and support services.
- KCSD Schools provide critical psychological, mental, and behavioral health services to children who may not have access to these services outside of school (such as psychological counseling, and other mental health and behavioral assessments).



### #2 - KCSD Schools provide critical instruction and academic support that benefit students.

- KCSD Schools provide PreK-12 instruction and support students' academic development leading towards individual student success and achievements.
- In-person instruction allows teachers and students to communicate better. It also provides students with critical academic services which are not always available or accessible if students are not in school.





### **#3 - KCSD Students benefit from the interpersonal interactions they get in school.**

- Social interaction for our students in grades PreK-12 is important not only for emotional wellbeing, but also for their language, communication, social, and interpersonal skills.
- KCSD Schools provide part of our students' foundation for socialization. When our students are out of school, they may be separated from their social network and peer-to-peer social support.
- Teachers are able to more actively participate in student learning and provide feedback.
- In-person instruction may be even more important for students with more learning needs. Children with disabilities may not have virtual access to the support they need, such as specialized instruction, related services, or any additional support required by their Individualized Education Programs (IEPs).



### **#4 - When our schools are closed to in-person instruction, the education gap gets wider.**

- Some families may not be able to fully participate in distance learning because of computer and internet access issues or lack of support due to parent, guardian, or caregivers' work schedules. Families may rely on school-based services that support their child's academic success.
- The achievement gaps which existed before COVID-19 closures, such as disparities across income levels and racial and ethnic groups, could get worse and cause long-term effects on children's educational outcomes, health, and the economic wellbeing of families and communities.
- Students who rely on key services, such as school food programs, special education and related services (speech and social work services, occupational therapy), and after school programs can't access these programs and services when our school buildings are closed. Students are put at greater risk for poor health and educational outcomes.

# What is the difference between quarantine and isolation?

*Quarantine* is for people who may have been exposed to COVID-19, but aren't sick yet.  
*Isolation* is for people who have tested positive or who have symptoms of COVID-19.

## Quarantine

You should quarantine if you were exposed to COVID-19. This means you were in close contact with someone who has COVID-19 while that person was infectious. Close contact means you were closer than 6 feet from someone who has the virus for a cumulative total of 15 minutes or longer in a 24 hour period.

**Quarantine keeps you away from others for 14 days so you don't infect someone else without knowing it.**



## You may end quarantine early:

- **On day 10 without testing.** If you don't have symptoms of COVID-19, you can end quarantine 10 days after the last time you had close contact with the person who tested positive.
- **On day 7 with a negative test result.** You can get tested on day 7 of your quarantine. You can end quarantine if your test is negative and you do not have any symptoms of COVID-19. You must wait at least 7 days after the exposure to be tested.



## Isolation

Isolate if you have symptoms of COVID-19 or test positive.

If you have tested positive, you should isolate (stay at home) until you have been:

- Fever-free for 24 hours (this means you did not use medicine to lower your fever), and
- It has been at least 10 days since you first got sick.



**Fever Free – 24hrs**  
*Without Medicine*

**AND**



*“It is not enough for us to just go through the motions of our safety practices. It has to be our way of life, both in and out of school.”*

- **Hilute Hudson**, Superintendent of Education  
Kemper County School District



# How to maintain a safe learning environment and protect your schools, buildings, and yourself



## Who is considered part of our KCSD School Community?

- School Administrators
- Teachers/Staff
- Students
- Parents/Families
- Community members



## School administrators:

- Decide who the COVID-19 **point of contact (POC)** will be at the school. The POC will work with the Kemper County COVID-19 Response Team on **contact tracing** in the school. It is a good idea for schools to have several employees who are trained as backups for this role. Provide any needed support or equipment to the POC so he or she can work with the COVID-19 Response Team on contact tracing.
- Understand the **privacy laws** that protect student, teacher, and staff personally identifiable information.
- Make sure all teachers, staff, and the school POC understand privacy laws that protect students, teachers, and staff.
- Provide a safe learning environment for students, teachers, and staff. This includes considering their emotional and social needs.
- Provide resources to parents and students who choose or need to participate in remote learning.
- Ensure safety cleaning protocols are performed.
- Enforce handwashing, wearing personal protective equipment, and maintaining social distancing.



## Teachers and staff:

- Stay home from school or work if they feel sick, have symptoms of COVID-19, or are waiting for test results.
- Get tested if he or she has symptoms of COVID-19.
- Follow the isolation guidance if they test positive for COVID-19.
- Follow the quarantine guidance if they are exposed to someone with COVID-19.
- Understand privacy laws that protect students, teachers, and staff.



[www.kempercountyschools.org](http://www.kempercountyschools.org)

- Provide a safe learning environment for students by following their school plan for reopening.
- Prepare curriculum plans in case they have to isolate or quarantine.
- Encourage students to wash their hands, wear personal protective equipment, and maintain social distancing.



### Students:

- Tell their parents or teacher if they feel sick or have symptoms of COVID-19.
- Stay home from school and other activities if they feel sick or have symptoms of COVID-19.
- Stay home from school and other activities if they are waiting for test results or test positive for COVID-19.
- Follow the quarantine guidance if they are exposed to someone with COVID-19.
- Wear a face mask at school and when they are around people they don't live with.
- Practice physical distancing as much as possible.
- Wash their hands with soap and water often.



### Parents/Families:

- Check their child for symptoms of COVID-19 every day before school.
- Take their child's temperature every day before school. If their child has a temperature of 100.4 degrees F (38 degrees C) or higher, the child has a fever.
- Check their child's skin to see if it feels warm or is red, or ask if he or she has chills or is sweaty.
- Keep their child home from school if he or she feels sick, has a fever or other symptoms of COVID-19, or is waiting for test results.
- Get their child tested if he or she has symptoms of COVID-19.
- Follow the isolation guidance if their child or anyone who lives in their home tests positive for COVID-19.
- Follow the quarantine guidance if their child or anyone who lives in their home is exposed to someone with COVID-19.
- Tell the school if their child has a health condition that puts him or her at a higher risk for severe illness from COVID-19.
- Make sure their child, and everyone in their family, wears a face mask and maintain social distance when they are around people they don't live with.



### Community members:

- Wear a face mask and maintain social distance when they are around people they don't live with.
- Stay home if they are sick, have symptoms of COVID-19, or are waiting for test results.
- Get tested if they have symptoms of COVID-19.
- Follow quarantine and isolation guidelines if they test positive for or are exposed to COVID-19.



***“Planning is only half the battle.  
Effectively executing the plan  
determines if you win or lose.”***

- **Hilute Hudson**, Superintendent of Education  
Kemper County School District



# What to do if students, teachers, or staff is exposed to COVID-19, experience symptoms, or tests positive for the virus

## 1 – Anyone exposed to COVID-19



### QUARANTINE for 14 Days

Anyone who was exposed to the virus needs to quarantine and watch for symptoms until it has been 14 days since they were last exposed.

You can end quarantine early:

- **On day 10 without testing.** If you don't have symptoms of COVID-19, you can end quarantine 10 days after the last time you had close contact with the person who tested positive.
- **On day 7 with a negative test result.** You can get tested on day 7 of your quarantine. You can end quarantine if your test is negative and you do not have any symptoms of COVID-19. You must wait at least 7 days after the exposure to be tested.

Students, teachers, or staff who live with someone who tests positive for COVID-19 must quarantine for 10 days from the last day of exposure to the person who tested positive. You must finish the entire 10-day quarantine, even if you don't have symptoms or test negative.



## Symptoms of COVID-19



Fever



Cough



Shortness of Breath



Loss of Taste or Smell



Soar Throat



Muscle Aches

## 2 – Anyone experiencing symptoms of COVID-19



### ISOLATE for at least 10 Days and get a COVID-19 test

If you have tested positive, you should isolate (stay at home) until you have been:

- Fever-free for 24 hours (this means you did not use medicine to lower your fever), and
- It has been at least 10 days since you first got sick.

Some people may be asymptomatic. This means they have no signs or symptoms of the virus but can still spread it to others. Testing may be recommended for people without symptoms in certain situations, such as if there is a high number of cases in a school. Asymptomatic testing may also be done if a person is exposed to someone who tested positive for COVID-19.



# 3 – Anyone who tests positive to COVID-19



## ISOLATE for at least 10 Days Right Away

Students, teachers, or staff should isolate right away if they test positive for COVID-19. This means to stay home except to get medical care. You should not go to school or work.

If you've tested positive, you should isolate until you have been:

- Fever-free for 24 hours, and
- Your respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since you first got sick.
- If you did not have symptoms, you should isolate for 10 days from the day you were tested.

Anyone who was in close contact with a person who has COVID-19 up to 2 days before he or she had symptoms is considered exposed and should quarantine. Even if the person who has COVID-19 did not have any symptoms, he or she is infectious up to 2 days before they were tested. Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for a total of 15 minutes or longer in a 24-hour period.

The time period for isolation is the amount of time someone is infectious and can pass the virus to other people. A student or teacher who tests positive for COVID-19 will be required to isolate at home for at least 10 days. This does not mean someone will only be sick for that amount of time. Some people who get COVID-19 are sick for a long time. The time period for quarantine may also be longer than 10 days if the person has ongoing exposures to COVID-19.



***“Being open, honest and transparent is the only way we communicate.”***

- **Hilute Hudson**, Superintendent of Education  
Kemper County School District

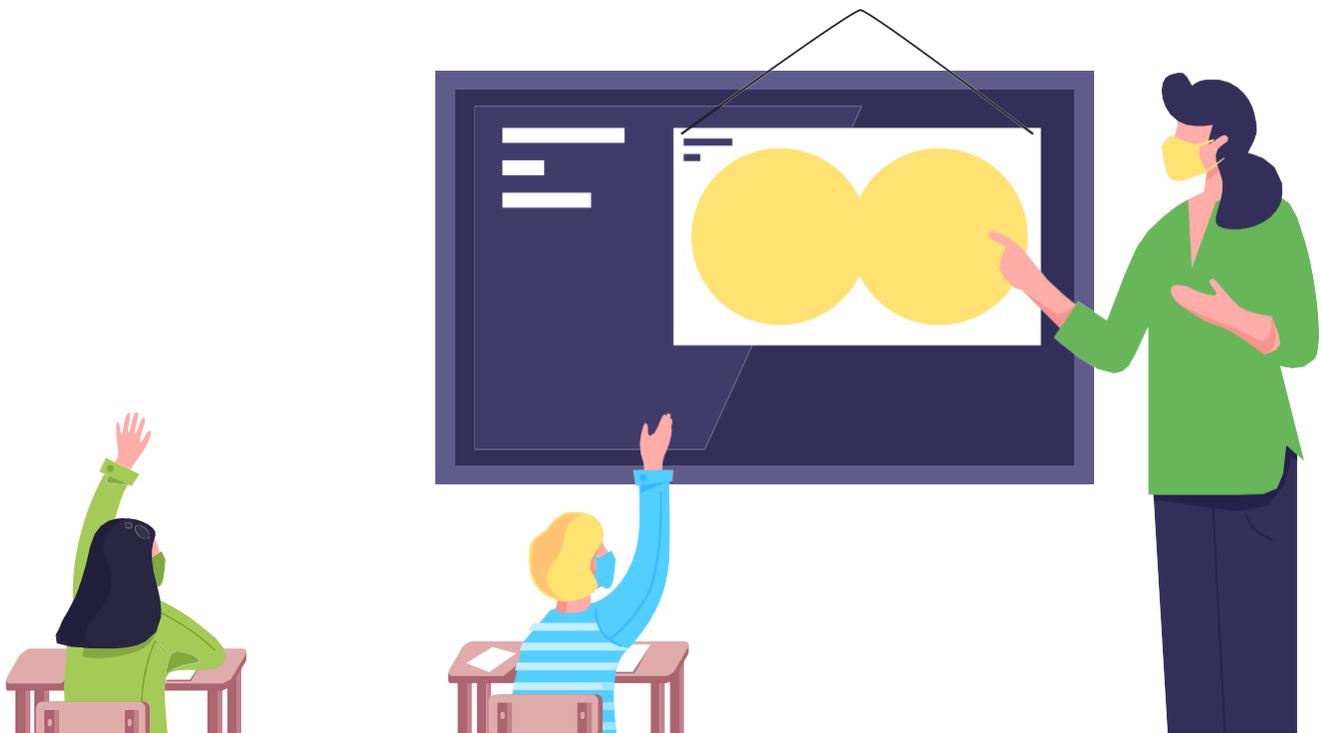


# Case investigations and contact tracing

At KCSD, contact tracing is an important part of how we respond and stop outbreaks. Students, teachers, and staff who have been in close contact with someone who has COVID-19 are more at risk of getting infected and making others sick. Contact tracing is about finding the close contacts of someone who has COVID-19.

When we become aware that someone has tested positive for COVID-19 in our school district, we immediately contact the individual to conduct a case investigation. A **case investigation** is when we identify and interview someone who tested positive about possible exposures to COVID-19. At a minimum, we will ask where the individual has been while they were infectious, when their symptoms started, and who else may have been exposed.

**Contact tracing** happens after a case investigation is done. Contact tracing is the process we utilize to find who else may have been exposed to the virus and then we contact these individuals/families to let them know how long they should quarantine.





# KCSD schools will do their own contact tracing with help from the COVID-19 Response Team.

## **Each school has a COVID-19 point of contact (POC).**

The POC will work with the KCSD COVID-19 Response Team on contact tracing. The POC will notify eligible students, parents, teachers, and staff if they were exposed to COVID-19 at school. The POC will work closely with our school nurse, campus administrator, and transportation director (if required).

The POC should also be familiar with:

- Laws regarding student and employee privacy.
- Patient confidentiality and how to conduct interviews with someone who has been exposed or tested positive without violating confidentiality.
- Symptoms, exposure, and testing options for COVID-19.
- Advising on quarantine and isolation.
- Soft skill communications so trust can be built.

## **The POC will notify students, teachers, and staff if they were exposed to COVID-19 at school.**

- 1 Following the completion of the contact tracing process, the POC will notify parents/families of students, teachers, or staff who may have been exposed to the person who tested positive. The POC will provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing. The POC will only notify people who were exposed to the person who tested positive while at school.
- 2 Schools will notify all person who are considered in close contacts, even if they meet the criteria to not quarantine, and provide instructions on what they should do. The POC is not responsible for contacting anyone who was exposed to COVID-19 outside of the school setting.
- 3 Only students, teachers, or staff who came into close contact with the individual who tested positive will be notified of a possible exposure.
- 4 The POC and the school officials cannot release the private health information under any circumstances. This includes the name of the person who tested positive for COVID-19.
- 5 The POC may need to share the identity of the person who has tested positive for COVID-19 with other school officials to determine the identity of individuals who have been in close contact with the person who has tested positive for COVID-19 and the risk level of those individuals. This must be limited to the least number of school officials possible and each must be notified that the information is confidential and cannot be redisclosed or shared with anyone else.



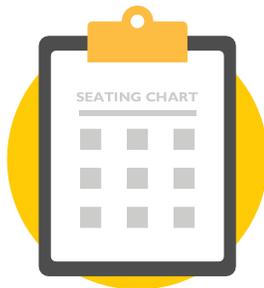
# POC will determine close contact exposures

The point of contact (POC) will work closely with the health department to determine who came into close contact at school with the person who tested positive.

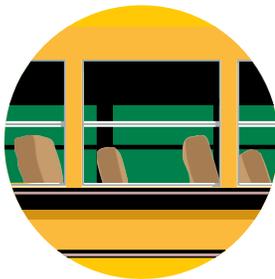
The POC may need to talk with a teacher or coach to understand who a student was in close contact with. Sharing this information must be limited to the least number of school officials possible and each must be notified that the information is confidential and cannot be re-disclosed or shared with anyone else.



To protect the privacy of the person who tested positive as much as possible and help with contact tracing efforts, schools may want to consider:



Asking teachers to have written seating charts and student groupings in advance for classroom activities.



Students should have assigned seats on buses if possible. This includes if a bus is used to take students to an activity, field trip, or sports events.



Coaches may want to consider advance written plans for practices that include student names and groupings for each activity or drill. Coaches and activity directors should keep a roster of attendance at activities, practice, and games.



## ***OTHER IMPORTANT THINGS YOU SHOULD KNOW***

- **Hilute Hudson**, Superintendent of Education  
Kemper County School District



# What information can a school disclose when someone in the school test positive for COVID-19?



- A school may disclose that someone at the school tested positive for COVID-19, as long as the facts alone or in combination with other information released, do not identify the person.
- The school may not publicly release the personal identification information of the student such as the student's name or whether they tested positive for COVID-19.
- The school may not publicly release the name of a teacher or employee who tested positive for COVID-19.

## Extracurricular activities and COVID-19

Extracurricular activities are important to our students, their families, and our community. This is why we are asking students, schools, families, and community members to take extra precautions to slow the spread of COVID-19 in their communities. It will take everyone working together and taking precautions to make sure students get to participate in these activities.



# Who decides if a school will transition from in-person learning to hybrid or remote learning?



While Governor Tate Reese, Mississippi Department of Education, Mississippi Department of Health, and Kemper County Health Department each have legal authority to close schools in response to a public health emergency, our school board will decide if or when a school will move to remote or hybrid learning during the pandemic. Many things will be considered in this situation including the following:

- Importance of in-person learning to the social, emotional, economic, and academic growth and well-being of students.
- Number of people in the community who are testing positive for COVID-19 (called community spread or community transmission).
- Number of students, teachers, and staff who are testing positive for COVID-19 or who are on quarantine due to an exposure.
- Growth rate of new cases (people who tested positive) in the area.
- The COVID-19 Transmission Index level in Kemper County.
- Interaction of students, teachers, and staff among other schools in the district.
- Ability to provide virtual learning to students.
- Economic and social hardships on families and students.



# What is considered an outbreak in our district?

An outbreak is when a disease or virus happens in higher numbers than expected. An outbreak can happen in one area (like a classroom) or extend more widely (like a school).

## KCSD outbreak thresholds for classrooms vs schools

Where is the outbreak happening?	How many people tested positive for COVID-19 within the previous 14 days?	What are the recommendations to protect students, teachers, and staff at the school?
<p><b>Classroom -</b> Elementary schools</p>	<p>3 people who are connected by setting is considered a classroom outbreak. The threshold for a classroom outbreak applies ONLY to elementary schools.</p>	<p>The individuals who test positive should isolate.</p> <p>The individuals who were exposed should follow the school quarantine protocols provided by the POC.</p> <p>The classroom will be cleaned according to cleaning guidelines.</p> <p>School administrator and superintendent decides to either:</p> <ul style="list-style-type: none"> <li>• Move all students and staff in the classroom to virtual/remote learning for 10 days</li> </ul>
<p><b>School -</b> applies to all PreK-12 schools</p>	<p>The outbreak threshold for the entire school is 15 cases.</p>	<p>The individuals who test positive should isolate.</p> <p>The individuals who were exposed should follow the school quarantine protocols provided by the POC.</p> <p>The entire school will be cleaned according to cleaning guidelines.</p> <p>School administrator and superintendent decides to either:</p> <ul style="list-style-type: none"> <li>• Move all students and staff in the school to virtual/remote learning for 10 days</li> </ul>

