

SHEFFIELD CITY SCHOOLS

FY2021-22 Covid-19 Mitigation Procedures

Procedures for Students

1. **Face Masks.** Face masks which cover the nose and mouth are to be worn in the following circumstances:
 - a. **Inside SCS Facilities.** Face masks, which cover the nose and mouth, are to be worn by everyone inside any SCS facility regardless of vaccination status. This requirement also applies to any indoor SCS activity or event, including Sheffield City Board of Education meetings.
 - b. **Traveling on School Bus or Any SCS Vehicle.** Face masks, which cover the nose and mouth, are to be worn by everyone while traveling on any SCS school bus or vehicle regardless of vaccination status. This provision is intended to comply with CDC Order, authorized by 42 U.S.C. 264(a) and 42 C.F.R. 70.2, 71.31(b), and 71.32(b).
2. **Exceptions.** Face masks are not required in the following circumstances:
 - a. **Infants.** Face masks shall not be required for individuals younger than two (2) years of age.
 - b. **Strenuous Physical Activity.** Face masks shall not be required for any student while engaged in strenuous physical activity. When a student is not participating in such an event, he or she should wear a face covering.
 - c. **Exigent Circumstances.** A face covering will not be required if a parent, guardian, or visitor is: experiencing acute difficulty breathing; unconscious or incapacitated; receiving health care where it is necessary to remove the face covering; or is personally unable to remove the face covering without assistance.
 - d. **Medical Exemptions.**
 - i. If a family believes which their student requires an exemption to this procedure based on a medical, physical, or psychological contraindication, which family should reach out to their student's principal.
 - ii. SCS may require documentation from a licensed health care provider before granting an exemption, and it is ultimately SCS' determination – and not the outside licensed health care providers – as to whether a student's medical condition justifies an exemption.
 - iii. Given the number of masking exemption requests SCS may receive, it may take several days before SCS can review a particular request for an exemption and to determine whether any such exemption is warranted.
3. **Questions.** If a family or student is unwilling to comply with this procedure, the school principal will attempt to contact the student's family to discuss possible alternatives to in-person instruction.
4. **Enforcement.**
 - a. **Student Discipline.**
 - i. *Misplaced or Forgotten Mask.* SCS will not punish students for failing to bring a mask to school or for misplacing their masks or for forgetting to bring a mask with them to school. Each school will have spare masks for students.
 - ii. *Defiance.* *If a student is defiant for refusing to wear a mask, the student will be subject to the applicable consequences and interventions from the SCS Code of*

Conduct. If a student refuses to comply with these procedures, then Policy 2.04, discussed below, applies.

- iii. **Policy 4.18.3b.** Policy 4.18.3b states: As a condition to participating in any on campus instruction or attendance at any school-sponsored event, students must adhere to the procedures developed pursuant to this policy. Failure to do so may result in removal from in person instruction. If parents/guardians believe which their student will not be able to comply with the procedures, they should contact their student's school principal to discuss options.
- b. **Notice.** Both Policy 4.18.3b, which was previously adopted by the Board and which has been in place since 2020, and this webpage serve as notice to you of SCS' policies and procedures.

5. Updates.

- a. **Amendments.** The Superintendent, or his designee, will develop, and amend as necessary, these procedures based on current guidance from local and state government and health officials.
- b. **Notice.**
 - i. The Superintendent, or his designee, will ensure this page is updated to reflect the latest version of the COVID-19 mitigation procedures.
 - ii. The Superintendent, or his designee, will update the Board of Education when making major changes to these procedures.
 - iii. The Superintendent, or his designee, will send updates to SCS families using typical methods of communication (e.g., robo-calls and e-mails) when making major changes to these procedures.

Effective Date: August 9, 2021

Procedure for Parents, Guardians, and Visitors to SCS Facilities

1. **Face Masks.** Face masks which cover the nose and mouth are to be worn in the following circumstances:
 - a. **Inside SCS Facilities.** Face masks, which cover the nose and mouth, are to be worn by everyone inside any SCS facility regardless of vaccination status. This requirement also applies to any indoor SCS activity or event, including Sheffield City Board of Education meetings.
 - b. **Traveling on School Bus or Any SCS Vehicle.** Face masks, which cover the nose and mouth, are to be worn by everyone while traveling on any SCS school bus or vehicle regardless of vaccination status. This provision is intended to comply with CDC Order, authorized by 42 U.S.C. 264(a) and 42 C.F.R. 70.2, 71.31(b), and 71.32(b).
2. **Exceptions.** Face masks are not required in the following circumstances:
 - a. **Infants.** Face masks shall not be required for individuals younger than two (2) years of age.
 - b. **Exigent Circumstances.** A face covering will not be required if a parent, guardian, or visitor is: experiencing acute difficulty breathing; unconscious or incapacitated; receiving health care where it is necessary to remove the face covering; or is personally unable to remove the face covering without assistance.
3. **Questions.** If a parent, guardian, or visitor is unwilling or unable to comply with this procedure, he or she should reach out to the school principal to discuss possible alternatives (such as

communication through telephone or Zoom). If seeking some type of exemption from this procedure, the school principal or other SCS employee may ask you for additional information to determine whether appropriate accommodations can be made.

4. **Updates.**

- a. **Amendments.** The Superintendent, and his designees, will develop, and amend as necessary, these procedures based on current guidance from local and state government and health officials.
- b. **Notice.**
 - i. The Superintendent, and his designees, will ensure which this page is updated to reflect the latest version of the COVID-19 mitigation procedures.
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Effective Date: August 9, 2021

Procedures for Employees

1. **Inside SCS Facilities.** Face masks/Face shields (depending on distance), which cover the nose and mouth, are to be worn by everyone inside any SCS facility regardless of vaccination status. This requirement also applies to any indoor SCS activity or event, including Sheffield City Board of Education meetings.
2. **Traveling on School Bus or Any SCS Vehicle.** Face masks, which cover the nose and mouth, are to be worn by everyone while traveling on any SCS school bus or vehicle regardless of vaccination status. This provision is intended to comply with CDC Order, authorized by 42 U.S.C. 264(a) and 42 C.F.R. 70.2, 71.31(b), and 71.32(b).
3. **Exceptions.** Face masks are not required in the following circumstances:
 - a. **Exigent Circumstances.** A face covering will not be required if a parent, guardian, or visitor is: experiencing acute difficulty breathing; unconscious or incapacitated; receiving health care where it is necessary to remove the face covering; or is personally unable to remove the face covering without assistance.
 - b. **Strenuous Activities.** Face masks shall not be required for any employee while engaged in strenuous physical activity. When not participating in such an event, employees shall wear a face covering.
 - c. **Disability Accommodations.** If an employee requires a reasonable accommodation to perform the essential functions of his/her job which would impact his/her ability to wear face covering as required by these procedures, the employee must reach out to his/her supervisor to seek such exception. The employee's supervisor and relevant SCS administrative personnel will engage in the interactive process to determine whether the request accommodation is reasonable.
4. **Questions.** If an employee is unable to comply with this procedure, he or she should contact his/her supervisor to discuss possible alternatives.
5. **Enforcement.**
 - a. **5.1 B. Employee Qualifications and Duties:** Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent,

or their supervisor(s) or their designees. Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities

6. Updates.

- a. **Amendments.** The Superintendent, or his designees, will develop, and amend as necessary, these procedures based on current guidance from local and state government and health officials.
- b. **Notice.**
 - i. The Superintendent, and his designees, will ensure which this page is updated to reflect the latest version of the COVID-19 mitigation procedures.
 - ii. The Superintendent, or his designee, will update the Board of Education when making major changes to these procedures.
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Effective Date: August 9, 2021

Quarantine and Contact Tracing Procedures for Students and Employees

1. **COVID-19 Student Screening Tool.** SCS will use the *Attachment E: COVID-19 Student Screening Tool* (page 15) from the Alabama Department of Public Health’s (“ADPH”) 2021-22 Back to School Guidance when students present with symptoms of COVID-19. This tool will help SCS school nurses identify possible cases of COVID-19 in schools.
2. **Reporting Suspected Cases.** SCS will report all suspected cases of COVID-19 to ADPH as required by law.
3. **Symptoms of COVID-19 with a Positive Test Result for COVID-19.**
 - a. **Isolation.** Individuals who test positive for or have been diagnosed with COVID-19 must isolate by staying home.
 - b. **Requirements Prior to Return to School.**
 - i. Wait 10 days following the onset of symptoms or the positive test result;
 - ii. Be 24 hours without fever or fever- reducing medications; and
 - iii. Experience symptom improvement before returning from isolation.
4. **Symptoms of COVID-19 with a Negative Test Result for COVID-19.** Individuals who demonstrate symptoms of COVID-19, as per Attachment E: COVID-19 Student Screening Tool, but test negative for COVID-19 will be required to comply with the following:
 - a. **No Alternative Diagnosis.** Symptomatic students who do not receive a confirmation of an alternative diagnosis must:
 - i. Wait 10 days following the onset of symptoms;
 1. Be 24 hours without fever or fever- reducing medications; and
 2. Experience symptom improvement before returning from isolation.
 - b. **Alternative Diagnosis.** If a symptomatic student receives a confirmation of an alternative diagnosis, the student can return to school as per SCS Policy 6.13’s guidelines which state in pertinent part: “In cases of acute or contagious illnesses, parents or guardians

may be notified and required to pick up the student and keep the student home until the student no longer has a fever or is contagious.”

5. **Quarantine for Close Contacts.** SCS will not be quarantining individuals who are considered “close contacts”, as defined by the Centers for Disease Control and ADPH, to a known or suspected positive COVID-19.
6. **Contact Tracing.**
 - a. **Referrals to ADPH.** SCS will adhere to all local and state laws and regulations pertaining to the reporting of known or suspected COVID-19 cases to ADPH.
 - b. **Letters to Families.** When SCS becomes aware of a known case of COVID-19 in a school, the students and employees assigned to the impacted classroom(s) will receive a letter informing them which an individual in their class has tested positive and to monitor for any symptoms of COVID-19.

Effective Date: August 9, 2021