



PREPARING STUDENTS
FOR LIFE

EMPLOYEE COVID-19 GUIDE





PREPARING STUDENTS
FOR LIFE

MESSAGE FROM THE SUPERINTENDENT



Hello Colleagues,

Welcome to the 2020-21 school year!

We are committed to the continued health and safety of our employees and students, and we can't wait to join you again in the work we love.

This new **Employee COVID-19 Guide** provides information and resources you will need to do your jobs effectively while maintaining healthy environments in our schools and offices.

As we know, circumstances can change rapidly, and Cincinnati Public Schools must be ready to react quickly. We are committed to working with the Cincinnati Health Department to frequently review data monitoring the risk within our community and schools, and to communicating with you regularly.

We all must be flexible and prepared to quickly migrate to a fully remote environment if necessary, or, potentially, to increase the number of in-person school days should it become safe.

All of you play critical roles in preparing our students for success in life. Thank you for your dedication to our work, and to our schoolchildren and families.

Regards,

Laura Mitchell
Superintendent



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Cincinnati Public Schools is working closely with the Cincinnati Health Department, Cincinnati Children's Hospital Medical Center, Interact for Health and other community partners to monitor the COVID-19 situation. Together, we are creating a responsive approach to reopening our schools in a safe and healthful manner that supports our learning and working environment.

The safety of our staff and our students is of the utmost importance. We have created this Guide to communicate key elements of our plan to help **ensure that our safety protocols are communicated, understood and followed.** Information in this Guide is current based on guidance at the time of publication (August 5, 2020).

This Guide will be updated as necessary based on local, state and federal guidance.

We will update the online version as needed; find it on **MyCPS, under Human Resources: Employee COVID-19 Information web page**



WHAT IS COVID-19?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus that was first identified in Wuhan, China, and has now spread throughout the world.

According to the World Health Organization, most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems such as cardiovascular disease, diabetes, chronic respiratory disease and cancer, are more likely to develop serious illness from COVID-19.

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

The best way to prevent illness is to avoid being exposed to this virus.

The COVID-19 virus is thought to spread mainly from person to person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced **when an infected person talks, coughs or sneezes.** These droplets can land in the mouths or noses of people nearby or, possibly, be inhaled into the lungs.



WHY THIS GUIDE

At Cincinnati Public Schools, we keep our “I am CPS” core values at the heart of what we do.

“I Care,” the first of these values, drives us to put the health and safety of our employees and students first. To this end, we each must do our part to prevent the spread of COVID-19.

This guide was created to clearly communicate to CPS employees the policies, procedures and protocols for the COVID-19 pandemic. All of the information contained herein is aligned to guidance from the federal Centers for Disease Control (CDC).

It takes all of us adhering to these safety standards to support a healthy and safe environment for ourselves and our students. **Employees who do not follow the COVID-19 safety policies and procedures as described herein will face disciplinary action in accordance with the CPS Employee Handbook.**

COVID-19 presents a rapidly changing and dynamic situation. [Check here](#) for updates to this guide: mycps.cps-k12.org/employee-resources/employee-covid-19-information



PREPARING STUDENTS
FOR LIFE

I am CPS★

It's who we are — It's what we do

 <p>I CARE We value each other and put students first.</p>	 <p>I CONTINUOUSLY IMPROVE We constantly learn, innovate and adapt.</p>
 <p>I COLLABORATE We come together as a diverse community.</p>	 <p>I COMMIT TO SUCCESS We strive to do our best and help others to do the same.</p>

SECTION A

HOW TO KEEP YOURSELF AND OTHERS SAFE

1 PRACTICE BEHAVIORS THAT REDUCE SPREAD

Stay Home When Appropriate

When to Stay Home

- If you have COVID-19-related symptoms -- such as fever or chills, cough, shortness of breath, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- If you have had close contact (less than 6 feet of social distancing for 15 minutes or longer) with an individual with a confirmed COVID-19 case in the past 14 days.
- If you have tested positive for COVID-19 in the past 10 days.
- If you have been told by your healthcare provider (or local health department) to quarantine.

If any of the above is true, seek guidance from your Personal Healthcare Provider (or local health department) for care when ill and for instructions on returning to school or work after quarantine/isolation requirements have been met.



Reporting COVID-19-related Absence

Contact and advise your supervisor if you need to stay home. Keep your supervisor apprised of the situation (e.g., if or when you are tested for COVID-19, the test results, and your return-to-work plan). See below for more details on leave and absence policies.

What the District Will Do

CPS will conduct temperature checks of all employees at each building's entrance at the start of the work day. (Students' and visitors' temperatures also will be checked as they enter.) If an employee has a temperature of 100° or greater, the employee will be sent home and asked to follow up with his/her healthcare provider before returning to work.

Employees are responsible for monitoring and self-assessing daily for symptoms of COVID-19 before reporting for work.

Wear a Mask

All employees, students and visitors are required to wear face masks (cloth face covering) when in a CPS building and when riding on a yellow bus or a Metro bus.

A mask can include paper or disposable masks, cloth masks, neck gaiters, scarves or bandannas. Masks must cover the mouth and nose completely. The mask should not be overly tight or restrictive, and should feel comfortable to wear.

A face shield is not a replacement for a mask, but may be added as an optional level of protection for employees who want to wear one.

The District has a limited supply of masks. Employees are expected to bring their own masks to work each day. If you forget to bring your own mask, CPS will provide one for you.



How to Wear a Mask in 10 Steps

1. Wash your hands before putting on a mask.
2. Hold the mask by the ear loops only.
3. Put the mask on one ear, then the other ear.
4. Put it over your nose and mouth and secure it under your chin. Keep the mask close to your face.
5. Keep your mask on at all times, except during a mask break such as when eating or when alone in your office or classroom.
6. When you take your mask off, only touch the ear loops. Fold the outside corners and sit it on a clean tissue or paper towel.
7. To put your mask back on, only touch the ear loops.
8. Keep a clean extra mask handy inside a sealed plastic bag (in case your mask needs replacement during the work day).
9. Wash non-paper used masks in the washing machine.
10. Do not wear your mask pulled down covering only your chin, do not touch your face mask, and do not touch another person's mask; if you do, immediately wash your hands for 20 seconds.

COVID-19

Cloth face coverings/masks DOs and DON'Ts

PREVENTION

For additional information call 1-833-4-ASK-ODH or visit coronavirus.ohio.gov.

Some people with COVID-19 have no symptoms and can spread the virus to others who are close by, through speaking, coughing, sneezing, or other means.

To help prevent this, the Centers for Disease Control and Prevention (CDC) has recommended that people wear cloth face coverings (masks) in public settings, such as grocery stores, to help slow the spread of COVID-19.



DO practice 6-foot social distancing even if you are wearing a face covering.



DO buy a covering or make one from household or common materials. Use multiple layers of a fabric that does not lose shape when laundered or machine dried.



DO wear face coverings so they fit snugly but comfortably and allow for breathing without restriction. Secure behind the head with ties or ear loops.



DO wear horizontally. Ensure that your nose, mouth, and chin are covered at all times.



DO wash your hands before putting on and immediately after removing.



DO regularly launder coverings in a washing machine.



DO NOT place cloth face coverings on children under age 2, or anyone unable to remove them without assistance.



DO NOT touch the mask while wearing it. If you do, wash your hands immediately.



DO NOT allow the mask to slip under your nose or chin.



DO NOT unhook ear loops while wearing.



DO NOT touch your eyes, nose, or mouth when removing the face covering.



DO NOT wear when wet from laundering or from spit or mucus.

Wash Hands Often

One of the best ways to keep yourself and others safe is to wash your hands. If you cannot wash your hands, use hand sanitizer.

How to Wash

[Wash your hands](#) often using soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. Avoid touching your **eyes, nose and mouth with unwashed hands.**

When to Wash

It is especially important to wash your hands:

- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing or sneezing
- After handling your face mask
- After changing a diaper
- After caring for someone sick
- After touching animals or pets



No soap or water close by?

If soap and water are not readily available, **use a hand sanitizer that contains at least 60 percent alcohol.** Cover all surfaces of your hands, and rub them together until they feel dry.

How to Use Hand Sanitizer

1. Put the gel in the palm of one hand.
2. Rub hands together for at least 20 seconds. Need a timer? Sing "Happy Birthday" twice.
3. Rub the gel over the tops and palms of your hands, and in between your fingers until your hands are dry.

Containers of hand sanitizers have been placed in common areas around CPS buildings (such as hallways and entryways) and in each classroom.

Use hand sanitizer upon entry into a CPS building and into each classroom or work area.

Supplies

We understand that there will be a substantial increase in the use of soap, paper towels and hand sanitizer due to these enhanced safety protocols. CPS is prepared to provide a constant and adequate supply to meet these needs.

When supplies are needed, please fill out and submit an [Internal Work Order form](#) to your Building Engineer.

Questions on materials or supplies?

Please contact your Building Engineer, or your building's main office.

Maintain Social Distance

Avoid close contact when possible, maintaining 6 feet of distance (or about 2 arms' length) to help prevent spread of the virus. Signage has been placed throughout CPS' buildings and offices to remind employees and students to maintain 6 feet of social distance.

Cover Coughs and Sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into the inside of your elbow.
- Do not spit.
- Throw used tissues into the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60 percent alcohol.

Follow Health and Safety Signage

Signage, educational materials and messaging have been created and posted to promote proactive measures for employees, students and families.

The District will provide these materials (e.g., 6-foot-marking floor stickers, entryway reminders on safety protocols, and student educational materials) so that the messaging is consistent districtwide. These materials will be integrated with each school's Positive Behavior Intervention Support plan.



2 MAINTAIN HEALTHY ENVIRONMENTS



Clean and Disinfect

What the District Will Do

We have increased our level of cleaning for enhanced disinfecting to help ensure a safe and healthy environment. Cleaning will follow guidance from the federal Centers for Disease Control and the Environmental Protection Agency for [cleaning and disinfecting](#).

Cleaning products will meet [EPA disinfection criteria](#). [Safe and correct use and storage of cleaning and disinfection products](#), including storing products securely away from children, will be practiced at all times.

Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to a specific building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, emptying trash, and other building-based tasks.

Enhanced cleaning also will be provided and is focused on cleaning and disinfecting high-touch surfaces, specifically for the purpose of preventing the spread of disease.

Specific Response Cleaning is performed based on our established protocols and depends on the situation. Situations may be evaluated case by case, in response to a particular identified incidence of disease.

CLEANING CHECKLIST

ROUTINE HIGH-TOUCH CLEANING (DAILY)

- Restroom stalls, dispensers and hand dryers
- Handrails
- Door handles
- Toilets, sinks and faucets
- Reception desks
- Drinking fountains

SUPPLEMENTAL CLEANING

- Elevator buttons
- Recreation equipment
- Vending machines
- Countertops
- Light switches
- Copier, printer and fax control buttons
- Lobby surfaces
- Classroom tables and desks

EMPLOYEE CLEANING* (DAILY)

- Desk
- Computer keyboard and mouse
- Phone
- Chair arms
- Remote controls
- Cabinet and file drawer handles
- Microwave, refrigerator, other appliances (handles, touch areas)
- Coffee machines
- Other items you use to perform your job

* Customized to personal preference and standards. Cleaning products and equipment will be provided by CPS. Employees may request additional products for work-area cleaning from Building Engineers using the [Internal Work Order form](#).

Additional Precautions

1. Safety Data Sheets (SDS) for all cleaning products used will be posted in the main office of each school building; employees should reference these safety documents to review proper precautions.
2. Supplies, such as disinfectant bottles, are labeled with content, hazards and precautionary measures
3. Use of materials should follow the directions on the label and the SDS.
4. Employees with questions should refer to the SDS or [contact their Building Engineer](#). Also available to assist: Shawn League in Facilities and Cynthia Eghbalnia in Environmental Health and Safety



Avoid Sharing Materials and Supplies

Avoid sharing supplies and work materials. If you must share a computer or other device or supply, disinfect it before and after use. Teachers should eliminate shared classroom materials when at all possible.

Maximize Ventilation

To maximize inside ventilation, Heating, Ventilation, Air-conditioning (HVAC) systems will:

- Have an increased time mode to all heating and cooling equipment during peak occupancy
- Be scheduled to full-ventilation mode during peak occupancy if outside temperatures allow
- Have filters changed on a regular basis.

Bring Your Own Water

Hallway water fountains can easily spread germs and should be used only to refill personal water bottles. Employees are encouraged to bring their own water supply each day.

Allow for Social Distancing - Observe Modified Layouts, Barriers and Physical Spaces

Maintaining 6 feet of distance with other people is important to reduce spread of COVID-19. **The length of two adult arms is about 6 feet.**

What the District Will Do

- Provide storage solutions for extra furniture or classroom materials.
- Install barriers in spaces where employees' jobs require interaction with customers (e.g., main offices in schools, the Customer Care Center, the Employee Care Center)
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that employees and students remain 6 feet apart in lines and other times (e.g. guides for creating one-way routes in hallways or signage stating "one person at a time" on elevators).
- Provide bus monitors whose role is to ensure that students sit in assigned seats, face forward and wear masks at all times when on yellow buses.

What Employees Will Do

- Ensure that seating areas in offices, classrooms and common spaces are properly socially distanced
- Remove furniture and accessory items that were not provided by CPS, such as pillows, bean bag chairs, futons, lounge furniture, etc.
- Minimize the amount of supplemental materials in classrooms and office areas.
- In classrooms, set up student desks and tables to provide for 6 feet of social distancing. Turn desks to face in the same direction if possible (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Instructional staff should explicitly teach and reinforce 6 feet of social distancing in classrooms and all areas of the building. The length of two adult arms is about 6 feet, or demonstrate "airplane arms" – arms spread like airplane wings - for younger children.
- Remind peers and customers to maintain appropriate physical distances and to position themselves behind the barriers when interacting.

Modify Use of Communal Spaces and Restrooms

To maintain healthy environments, communal spaces will be closed or modified. Meals should be eaten in classrooms or offices, not in shared spaces such as cafeterias. At the Education Center, Rick's Prestige Catering is carry-out only and will comply with all Ohio COVID-19 guidelines for restaurants and food establishments.

Do not congregate in restrooms. Wait outside if there is not enough room to maintain 6 feet of social distance. **Note:** A physical barrier, such as a stall partition, takes away the need for social distancing of 6 feet, so using a stall next to someone else is okay.



3 MAINTAIN HEALTHY OPERATIONS

Limit In-Person Group Gatherings

No large in-person gatherings are permitted. Virtual meetings are encouraged. No more than **10** adults can gather in a space for professional learning, meetings, etc. until further notice. Six feet of social distancing must be maintained

Limit Visitors and Volunteers

Parent and community volunteers will not be permitted inside schools to help ensure the safety and health of students and employees. Other nonessential visitors, volunteers and activities involving external groups will be limited as much as possible. After-school care providers will be permitted to operate but must follow all safety precautions in this guide.

Limit Sharing of Facilities

External organizations will not be permitted to use school facilities unless a building permit has been issued. Building permits will be issued only for essential functions for the safety of students and employees. External organizations that are approved to use school facilities also must follow these safety precautions and must submit a revised memorandum of understanding.

Communicate Virtually with Parents When Possible

Provide parents and caregivers with options whenever possible for phone or video conferencing. When in-person meetings are necessary, ensure that social distancing, mask wearing and all other precautions detailed in this guide are followed.

Abide by CPS Travel and Field Trip Policy

Based on the continued uncertainty about travel and quarantine restrictions, all CPS-sponsored travel, which includes field trips and professional development, outside of a 100-mile radius is suspended for 2020-21. Employees should take advantage of virtual field-trip offerings. See the [remote learning platform](#) for resources.

Personal Travel

The District will require all students and staff to follow all recommended and mandatory state and local travel advisories and restrictions as it relates to personal travel during the COVID-19 pandemic.

Because travel increases your chances of getting infected and spreading COVID-19, the Centers for Disease Control and Prevention (CDC) recommends avoiding travel to protect yourself and others from getting sick. All students and staff are strongly encouraged to consider the risks involved with personal travel out-of-state during this pandemic and to be mindful of any travel restrictions that may be imposed during the school year.

(Personal Travel continued on next page)

All employees must disclose ahead of time to their supervisor any personal travel that would fall under a travel advisory in order to discuss whether your position would be eligible for telework or whether you would need to take leave as a result of a self-quarantine because of personal travel.

Check here for the most recent travel advisory information:

mycps.cps-k12.org/employee-resources/employee-covid-19-information

For additional information about travel, visit the CDC Travel Web page:

www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

Minimize Movement of Itinerant Teachers

Whenever possible, teachers should stay within their assigned classrooms. Traveling with mobile carts should be minimized if possible.

Itinerant teachers, educational support personnel, and related service providers who are assigned to multiple school buildings will collaborate with their building supervisors to create schedules that limit the number of schools visited each day.

Intervention specialists need to follow the student's IEP. Whenever possible, intervention specialists should collaborate with general education teachers to provide special education services within the general education classroom.

Know your School's or Department's COVID-19 Point of Contact

In 2020-21, each school will have a nurse assigned by the Cincinnati Health Department. The school nurse will be each school's COVID-19 point of contact. School buildings also will be assigned a back-up COVID-19 point of contact. Schools/Service Buildings will communicate the contact information so that all school staff and families can be familiar with who this person is and how to contact them.

Read, Review, Share all COVID-19-related Communications

Ensure that you are reading and reviewing carefully all COVID-19 documents shared with employees, including this guide. Employees must follow all communicated protocols to maintain their own health and well-being, as well as the shared health and safety of CPS environments and operations.

When instructed by your supervisor, clearly communicate key information with families and district partners regarding COVID-19.

Updated information is available on MyCPS:

mycps.cps-k12.org/employee-resources/employee-covid-19-information

Use Personal Protective Equipment When Appropriate

Utilize personal protective equipment (PPE) when teaching specialized units where close contact is necessary. PPE could include a face shield and gloves, depending upon exposures.

Contacts for PPE:

- Early Childhood: Reathanak Ward - Email: Wardrea@cps-k12.org Phone: 363-0243
- Department of Student Services and English Language Learners - Email: cpsss@cps-k12.org Phone: 363-0350

How to Request COVID-19-Related Leave

Qualifying reasons for leave related to COVID-19 include:

- Employee is seeking a medical diagnosis due to experiencing COVID-19 symptoms
- Employee is caring for an individual quarantined due to COVID-19
- Employee is caring for his or her child because school or daycare is closed due to COVID-19
- Employee has been advised to quarantine by a healthcare provider

Employees have the option to use accrued leave or leave that has been made available through the Families First Coronavirus Recovery Act (FFCRA).

For information about FFCRA, visit:

drive.google.com/file/d/1kNpUMMmQn2MACZJBjmveRM2Xqc6tpHRd/view

The employee can request leave by contacting the Benefits Office: 363-0147 or 363-0159. Or, visit Employee Online - Webforms and select Families First Coronavirus Recovery Act option.

Leave Form

drive.google.com/open?id=11rDZykSXYvMeFeussJH_a86Nm9Umpp0

Additional information

mycps.cps-k12.org/employee-resources/employee-covid-19-information

Back-up Staffing

Substitute teachers' mobility across buildings will be limited. Substitutes and supersubs will be assigned to specific buildings to minimize exposures.

Staff Training

Staff information and training related to COVID-19 will be available via:

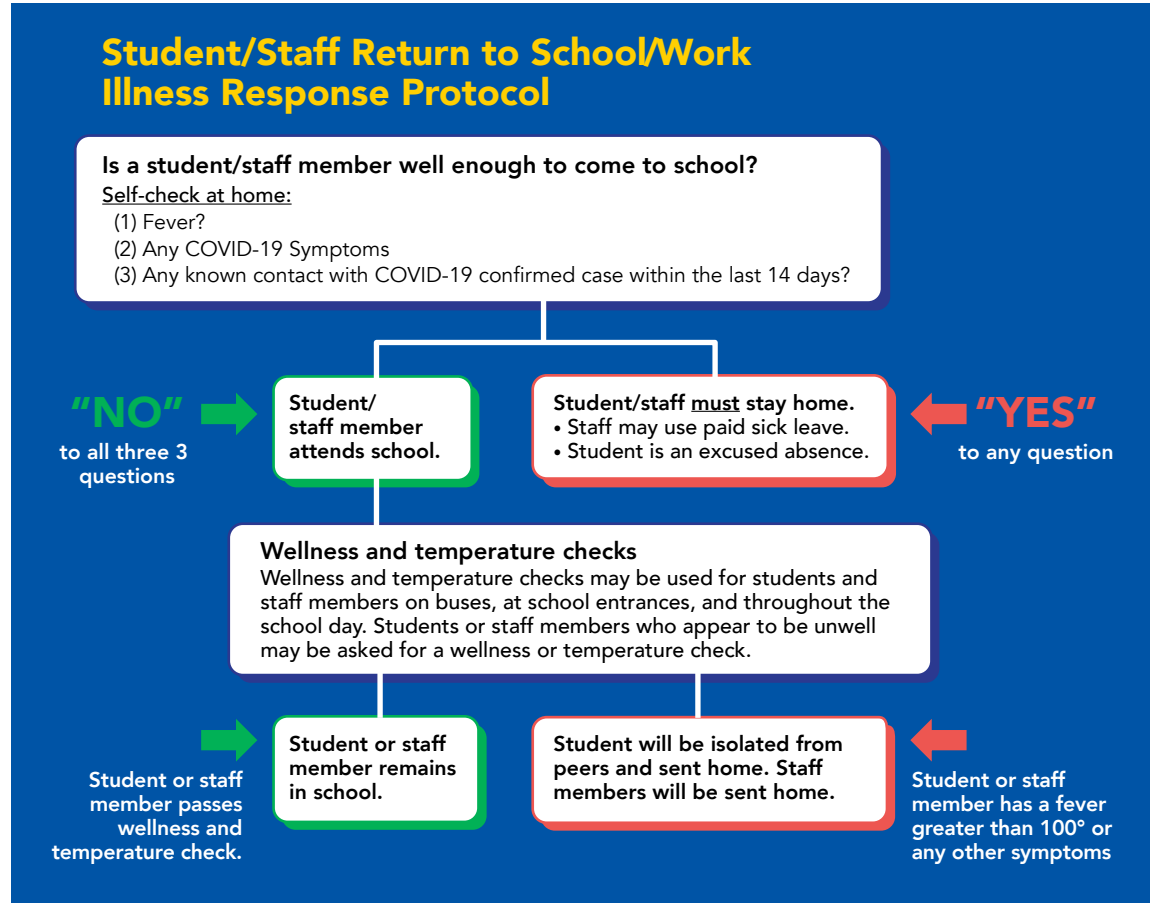
- This Guide, which also is posted on [MyCPS](#)
- SafeSchools - COVID-19 related trainings listed as suggested (not mandatory)
- Check back on [MyCPS](#) for additional training resources

4 PREPARE FOR WHEN SOMEONE GETS SICK

Monitor Your Health Daily and Follow Protocols if Sick or Exposed

What the Employee Will Do:

- Be alert for symptoms, check your own health daily, and follow the Illness Response Protocol



- Watch for fever or chills, cough, shortness of breath, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea ([Go here](#) for more information.)
- This is especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).

If symptoms develop while you are home:

- Take your temperature. Do not take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, such as acetaminophen (Tylenol).
- Contact your supervisor.
- Stay home from work.
- Contact your healthcare provider.

If symptoms develop while you are at work:

- Contact your supervisor.
- Go home.
- All reporting processes will be documented on a confidential tracking form (if a suspected COVID-19 case or a confirmed COVID-19 case).

Employee Instructions for Returning to Work

- Sick employees should follow guidance from their personal healthcare provider or the [CDC-recommended steps](#) for returning to work.
- Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health departments.
- **Per the CDC, these are common procedures to follow, though specific situations may vary:**
 - If you think or know you had COVID-19, you can return to work after at least 10 days after symptoms first appeared, your symptoms have improved, and you have been fever-free at least 24 hours without taking a fever-reducing medication.
 - If you tested positive for COVID-19 but had no symptoms, you can be around others 10 days after the test.
 - If you were exposed (in close contact with someone with COVID-19), stay home for 14 days after exposure (based on the time it takes to develop illness).
 - See here for more information on [CDC guidance for discontinuing home isolation](#) and CPS guidance for staff (mycps.cps-k12.org/employee-resources/employee-covid-19-information)
- Employees should keep their supervisor advised of their status, including testing results and return-to-work orders. This allows the District, the supervisor and building operations to follow appropriate internal procedures for response. Confidentiality of employee information will be maintained.
- Return to Work documents can be presented in-person at the Education Center, emailed to Tamara Nared in Human Resources - Naredta@cps-k12.org - or faxed to (513) **322-7313**. These documents are placed in the Human Resources medical files, and confidentiality is maintained.
- Return to Work Documents should include: 1) Test result document(s) (the positive and follow-up, if available); and 2) the Return to School/Work Release provided from either your healthcare provider or the local health department.

What the District Will Do

- If there is a confirmed case of COVID-19 in a CPS building, the District will follow guidance from the Centers for Disease Control and the CPS Confirmed Case Procedure.

CPS Confirmed Case Procedure

STUDENT suspected case:

A student reports having a fever, or symptoms consistent with COVID, or having close contact with a confirmed COVID case – the student must **STAY HOME** — see the Illness Response Protocol

All suspected cases (students and staff) should be reported to Cynthia Eghbalnia – Environmental Health and Safety (EHS). EHS will monitor all cases and work with the Cincinnati Health Department to respond to any potential hot spots / flare ups.

Clean / Sanitize

All areas accessed by the infected person must be cleaned and thoroughly disinfected.

Temporary Closure – Confirmed Cases Only

In the case of confirmed cases, a temporary closure (2-5 days) should be ordered based on a risk assessment – starting on the day the District becomes aware of the confirmed case:

- Work with EHS and the Health Department to determine the appropriate scope of the closure necessary to avoid community transmission – e.g., single classroom, grade level, school, or all district schools
- Initial closure should be for 2-5 days to allow for thorough cleaning / disinfecting and to monitor whether additional cases are identified
- Work with EHS and the Health Department to determine whether initial closure should be extended.

Report / Monitor

Assess Risks and Determine Next Steps

Communicate

Immediately communicate suspected / confirmed cases to **all persons who may have had "close contact"** with the confirmed/suspected case or **any household member** of the confirmed/suspected case. Principal/teacher/coach should immediately initiate personal calls, email, robocalls to communicate that there is a suspected case.

Persons who have been in "close contact" (less than six feet apart for a prolonged period of time, e.g. 15 minutes or more) and anyone experiencing symptoms – should self quarantine for 14 days after last contact with confirmed case.

Confirmed/ suspected case:

Person with a confirmed case or a suspected case (showing symptoms and awaiting testing) and has been physically present in CPS's schools or buildings within the last seven (7) days

STAFF suspected case:

A staff member reports having a fever, or symptoms consistent with COVID, or having close contact with a confirmed COVID case – Staff member must **STAY HOME** – see the Illness Response Protocol

Prepare for Closures

In the event that CPS closes a building or buildings suddenly due to COVID-19, employees will receive guidance about telework expectations from their supervisors. **Bring essential work items home each day**, such as laptops and power cords, critical documents and binders, thumb drives, etc.

SECTION B

SUPPORT, COPING AND RESILIENCE

1 STAY INFORMED

An important coping mechanism is to stay informed about COVID-19 using reputable sources, such as the Centers for Disease Control and the Ohio Department of Health. But, to reduce stress, don't forget to take breaks from reading, watching and listening to the news.

Here are websites for staying informed:

CPS Employee COVID information:

mycps.cps-k12.org/employee-resources/employee-covid-19-information

Ohio Department of Health Coronavirus website:

coronavirus.ohio.gov/wps/portal/gov/covid-19/home

Cincinnati Health Department's Interactive dashboard for Cincinnati:

www.cincinnati-oh.gov/covid19/interactive-map/



2

PRACTICE SELF-CARE AND RESILIENCE

Practicing self-care by building our resilience muscle can help us cope during times of stress, such as COVID-19. The good news is that resilience is not something you either have or don't have. It includes behaviors, thoughts, and actions that can be learned and developed.

The research-based strategies below can help strengthen resilience in each of us.

Monitor Your Own Stress and Anxiety

Recognize symptoms of stress you may be experiencing:

- Feeling irritation, anger or in denial
- Feeling uncertain, nervous or anxious
- Lacking motivation
- Feeling tired, overwhelmed or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating

Know common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Trying to take care of personal and family needs while working
- Managing a different workload
- Needing to access different tools and equipment, such as laptops, to do your job
- Learning new communication tools, such as video conferencing, and dealing with technical difficulties
- Adapting to a different workspace (kitchen table) and/or work schedule
- Feeling that you are not contributing enough or feeling guilty about not being on the frontlines
- Uncertainty about the future of your workplace and/or employment

Please pay close attention to whatever degree you feel concerned about returning to work, regardless of your inclination to hide it or tell others.



You can utilize the following tools to self-reflect:



Daily self-reflective questions to build a resilient mindset

Use this as a personal reflective checklist at the end of each day, or it can be used in teams at the end of a day or week.

www.cfcd.com.au/self-reflection-questions-for-a-resilient-mindset/



Energy Check-In

Use this to consider your overall well-being and to reflect on the different physical, emotional, cognitive, and spiritual energies you need to feel healthy, capable, engaged, and happy. When you don't feel well, it could be that you haven't tended to one of these areas, and you are out of balance. Use this reflection tool every couple of weeks to check in on your energy.

www.onwardthebook.com/wp-content/uploads/2018/09/Energy-Check-In.pdf



Challenge that Thought

Use this reflective tool to challenge negative thoughts that are stirring anxiety or stress. This tool can help you re-ground yourself when your emotions and thoughts begin to spiral.

www.onwardthebook.com/wp-content/uploads/2018/09/Challenge-That-Thought.pdf



Increase your sense of control by developing a consistent daily routine when possible — ideally one that is similar to your pre-pandemic schedule

- Keep a regular sleep schedule. www.sleepassociation.org
- During breaks, do some stretching or exercises, or check in with your supportive colleagues, coworkers, family, and friends.
- Spend time outdoors, either being physically active or relaxing.
- Practice mindfulness (password to access the app: cpscares) www.managementcenter.org/resources/weekly-plus-list-sample/
- Do things you enjoy during non-work hours.



Employee Assistance Program

Most importantly, find someone to talk to about your stress and anxiety.

Our Employee Assistance Program is available to you, here, with more details below mycps.cps-k12.org/sites/mycps.cps-k12.org/files/pdfs/CPS19_EAP_2019.pdf

Connect with Others

Communicate with your coworkers, supervisors and direct reports about job stress while maintaining social distancing (at least 6 feet apart while sitting or standing).

- Identify things that cause stress and work together to identify solutions utilizing the tools in this guide. (See page 23.)
- Establish clear expectations regarding work, and seek clarification regarding work expectations.

The links below are tools that can help you:



Align with your supervisor

docs.google.com/document/d/1illaeYBsh2ELLcnV4F2Ykyt1Xt4Z6KZb9KWIKL2M4sU/edit?pli=1



Manage your workload beyond the day to day

www.managementcenter.org/resources/weekly-plus-list-sample/



Align goals, what you will do to accomplish those goals and how you will accomplish the goals

www.managementcenter.org/resources/success-sheet-role-goals/

Talk with people you trust about your concerns, how you are feeling, and how the COVID-19 pandemic is affecting you.

Connect with others through phone calls, emails, text messages, mailing letters or cards, video chats, and social media.



Utilize google chat room and conversations to stay connected and build a positive culture with your colleagues

support.google.com/chat/answer/7659784?hl=en-GB&ref_topic=764911



Check in on others

Helping others improves your sense of control, belonging and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as depression and anxiety.

www.cdc.gov/tobacco/campaign/tips/diseases/depression-anxiety.html

Practice basic wellness

Ample exercise, sleep and healthy eating

3 GETTING HELP IF YOU NEED IT

Find a Testing Site

Cincinnati Health Department's list of testing sites:

www.cincinnati-oh.gov/health/covid-19/covid-19-testing-map/

Report Violations of Safety Protocols

Immediately report safety violations seen in CPS buildings to CPS by texting the word SAFETY to: (513) 363-TEXT

Take Advantage of the Employee Assistance Program (EAP)

The confidential TriHealth Employee Assistance Program is offered as a no-cost benefit to all CPS employees and their families. The services are designed to assist you in times of crisis and also to help you thrive in all aspects of your life. CPS employees, spouses and dependents living at home are eligible for up to 10 confidential counseling sessions per issue with a licensed counselor.

Information:

sites.google.com/cpsboe.k12.oh.us/benefits/cps-wellness-program

Participate in Wellness Works

The Wellness Works Program is available to all full-time, benefits-eligible employees and their spouses, regardless of their participation in CPS health insurance (You do need to be eligible to receive CPS health insurance to participate.)

Information:

sites.google.com/cpsboe.k12.oh.us/benefits/cps-wellness-program



Additional Resources

- [Centers for Disease Control Coping with Stress](#)
- [How to Talk to Children About COVID-19](#)
 - Remain calm. Remember that children react to both what you say and how you say it.
 - Reassure children that they are safe. Let them know it is okay if they feel upset.
 - Share with children how you deal with stress so they can learn from you how to cope.
 - Make yourself available to listen and to talk. Let children know they can come to you with questions.
 - Avoid language that might blame others and lead to stigma.
 - Pay attention to what children see or hear on television, radio or online. Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
 - Provide information that is truthful and appropriate for the child's age and developmental level. Children may misinterpret what they hear and can be frightened about something they do not understand.
 - Teach children every day actions that can help reduce the spread of germs. Remind them to wash their hands frequently, and to stay away from people who are sick or who are coughing or sneezing. Remind them to cough or sneeze into their elbow or into a tissue, then throw the tissue into the trash.
- [What to do if you are sick](#)
- [CDC When to Quarantine](#)
- [CDC When to Isolate](#)



Fact Sheets

- [CDC - 10 Things to Do to Manage Your COVID-19 at Home](#)
- [CDC - Prevent the Spread of COVID-19 If You are Sick](#)
- [CDC - What You Should Know About COVID-19 to Protect Yourself and Others](#)

SECTION C

APPENDIX

You can use the link below to find these and other printable posters to use in your own work space.

www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Fit it over your nose and mouth and stretch it under your chin
- Ty to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY WHEN YOU'RE HOME

- Touch the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be used for health care workers and other medical first responders.
For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover Coughs and Sneezes

Stop the spread of germs that can make you and others sick!

- Cover your mouth and nose with a tissue when you sneeze or cough.
- If you don't have a tissue, use your elbow.
- Wash hands often, especially after coughing or sneezing.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus

Stop the spread of germs that can make you and others sick!

- Wash your hands often
- Wear a cloth face cover
- Cover your coughs and sneezes
- Keep 6 feet of space between you and your friends

length of 1 jump rope
6 feet

cdc.gov/coronavirus

