



Kansas State School for the Blind

COVID—19 Plan

Health Center number: 913.305.3030

As of March 9, 2020

We are all concerned about COVID-19. This plan was created out of precaution to help identify possible risks, to minimize risk of exposure to the staff and students, to assist in making good choices, and to help reduce the possible spread of infection in consideration of the well-being of everyone in the KSSB community.

Additional cleaning supplies and materials are being ordered for housekeeping and KSSB staff to help maintain clean, sanitary facilities. This plan is flexible and will be monitored, as necessary, based on new information.

Risk:

- Stay home when sick.
- Stay home from work, school, and errands if you do not feel well or are exhibiting symptoms of respiratory illness (cough, shortness of breath, fever).
- The Centers for Disease Control (CDC) recommends that staff stay home if someone in your household is sick.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Cover coughs and sneezes, by coughing/sneezing into tissue or shoulder/arm. Wash hands with soap and water afterwards..
- Clean and disinfect surfaces or objects. Clean and disinfect frequently touched surfaces at home, work, or school, especially when someone is ill.
- Avoid sharing items when possible. If unable to avoid sharing, disinfect between users.
- Wash hands for at least 20 seconds. Washing hands often under clean, running water can help prevent the spread of germs. If not able to wash your hands, use hand sanitizer that contains at least 60% alcohol.
- Limit face-to-face contact, particularly in large groups

Sharing:

- COVID-19 plan and associated updates will be posted on KSSB website. School closings that are the result of coronavirus or any other illness will be communicated to staff and parents through the school's Swift K-12 alert system and posted on the school's website.

Staff and Student Absence Notifications:

- Staff and parents/families will continue to use pre-established routine systems for informing of need to be absent from school/work.
- Families are expected to call the office if their absence is related to respiratory symptoms, or if anyone in the household is exhibiting signs of respiratory illness, or if anyone living in the household traveled to or from any of the CDC Traveler Health Locations.
- Staff are expected to make HR aware if absence is related to respiratory symptoms, if anyone in the household is exhibiting signs of respiratory illness, or if anyone living in the household traveled to or from any of the CDC Traveler Health Locations. Call HR at **913.305.3004**
- Absences resulting from respiratory illness will not reflect negatively on the employee's work record and will not be subject to disciplinary action during the period of state of emergency or CDC health alert.

Plan for Absenteeism:

- The existing absenteeism patterns among both students and staff will be reviewed and used as a baseline for determining increases in absence.
- Health Center Manager will alert local health officials if absences appear due to respiratory illness (e.g., common cold or influenza which have symptoms similar to symptoms of COVID-19)

Field Trips, Staff Travel, Events and Large Gatherings:

- Requests for student trips and staff travel for conferences or other school-related business will be carefully reviewed before determining approval or non-approval. Factors to be considered in making determinations include, but may not be limited to, the following:
 - Guidance from CDC
 - Nursing Department
 - Mode of travel
 - The Destination
 - Presence of individuals who have traveled internationally
 - Exposure to large crowds

Travel restrictions for staff are as follows:

- Any staff member who has traveled internationally including a CDC-restricted locations (e.g. currently China, Italy, Iran, Japan, South Korea – to include airport layovers) is subject to a minimum 14-day waiting period before returning to work. Please note that should any country be added to the CDC travel restriction list while staff members are present in that country or were recently in the country, they will be subject to the minimum 14-day waiting period.
- Any staff member who has come into contact with a confirmed positive COVID-19 patient is subject to a minimum 14-day waiting period before returning to work. Under these circumstances, any returning staff member must notify administration in advance of their intent to return to duty.
- Staff who present with respiratory illness symptoms with fever at any time during their shift will be sent home. The expectation is that they leave immediately.

Students:

- Students at school who present with symptoms of respiratory illness will be sent home. As soon as the symptoms are identified, parents will be contacted to pick up their son or daughter from school. The expectation is that parents have transportation plans in place that allow them to respond to this communication immediately. A student exhibiting symptoms of respiratory illness will not be permitted to ride the bus home from school.
- Sick students who become too ill to get themselves home will be kept separate from staff and students who are well until they can leave campus.
- The Health Center will be used to triage and isolate sick students until someone arrives to pick them up. Every effort will be made to keep staff caring for students presenting with respiratory illness separate from those caring for students without respiratory symptoms.
- Staff working in the Health Center to take care of symptomatic students will be asked to wear masks, gowns and gloves. Sick students will be required to wear masks, as tolerated.
- 911 will be called for students or staff exhibiting signs of respiratory distress.
- Staff and students who have been absent from school due to symptoms of respiratory illness will be required to provide clearance from a medical professional to return to work/school.