STUDENT COVID-19 GUIDE

Updated August 11, 2020
Dear Cincinnati Public Schools’ Students and Families,

Welcome to the 2020-21 school year!

We are committed to providing a safe and healthy environment as our young people return to learning. This new Student COVID-19 Guide is designed to give students and parents information and resources needed for a successful academic year. Inside, students will learn how to promote safety with ways to protect themselves and help others stay safe.

As we know, circumstances can change rapidly, and Cincinnati Public Schools is prepared to quickly react. We are committed to working with the Cincinnati Health Department to frequently review risk data within our community and schools, and to communicating often with our students and families.

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

Each school year brings with it many new and exciting opportunities, as well as its own challenges that we must accept and work through.

Backpacks on, laptops open – futures bright!

Regards,

Laura Mitchell
Superintendent
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OUR GOAL

After reading this Student COVID-19 Guide, we hope students understand this information and can answer these questions:

• What is COVID-19?
• How can I keep myself and others safe and healthy?
• What is my school doing to keep me safe and healthy?
• What can I do if I feel anxious or worried?
• Who can I ask for help?

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 students and employees 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. Find updated versions on the CPS website: cps-k12.org

WHAT IS COVID-19?

COVID-19 is the short name for a coronavirus disease that began in 2019 and has spread all over the world. COVID-19 is an illness caused by a virus that spreads from person to person.

Doctors think COVID-19 spreads between people who get close to one another. Droplets of the virus (germs) are sprayed out into the air when a sick person coughs, sneezes or talks. These droplets can land in the mouths or noses of people nearby, and then the germs get into their bodies and can make those people sick.
HOW TO STAY HEALTHY AND HELP OTHERS STAY HEALTHY

Each morning when you arrive at school, an adult will ask you questions and take your temperature. This is important to make sure you are feeling well and not showing signs of being sick.

To take your temperature, someone will use a special thermometer and point it at your forehead. You won’t feel a thing!

If you have a fever (100.4°F or higher), or if you show signs of being sick, the school nurse will contact your parent or caregiver so that you can go home and get well. You will not go to your classroom. You will wait in a special quiet area - called a quarantine room - until an adult arrives to take you home.

It is important for students to follow these rules to keep everyone safe.
KEEP YOUR **PAWWS** UP

**Practice Social Distancing**
Stay 6 feet away from others

**Avoid Touching**
your eyes, nose and mouth

**Wear a Mask**
to protect others from germs

**Wash Your Hands**
for 20 seconds or use hand sanitizer

**Stay Home When You Are Sick**
You can return when you feel better
**Practice Social Distancing**

**Stay 6 Feet Away From Others**

**Keep Space Between You and Other People**

“Social distancing” means staying at least 6 feet away from other people whenever possible. Think of six feet as the distance of a jump rope laid on the ground, two shopping carts placed end to end, or a door laying down between you and your friend.

**Here’s an easy way to remember**

Keep “airplane arms” - your arms spread like airplane wings - between you and your friends.

Want to learn more about Social Distancing?

Check out this video

[www.youtube.com/watch?v=KXUT62G-IcU](http://www.youtube.com/watch?v=KXUT62G-IcU)
WHERE TO SOCIAL DISTANCE

Keeping space between you and others while waiting for the school bus

Keeping 6 feet apart when waiting in line

Keeping space between you and others in the hallways, office, playground, classrooms and bathroom. Look for floor markings to help you stay 6 feet apart.

Staying in your assigned area in the classroom and facing forward

No hugs or high fives -- instead wave or text!
Germs such as COVID-19 can enter your body when you touch your eyes, nose and mouth. You also can spread the germs to other people by touching your face and then touching something else, leaving your germs behind on that object.

If you touch your face, wash your hands for 20 seconds or use hand sanitizer.

When you sneeze or cough, cough into your elbow or cover your mouth with a tissue to help block the germs from getting into the air.

**To blow your nose:**
- Get a tissue
- Take off your mask and blow into the tissue.
- Throw away the tissue in the trash,
- Wash your hands
- Remember to put your mask back on.

**Avoid Touching Your Eyes, Nose and Mouth**

Do not touch your eyes, nose, and mouth.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Wash your hands with soap and water for at least 20 seconds.

Remember to put your mask back on.
Every student must wear a mask while at school and on the school bus. A mask - or a face covering made of cloth or paper - covers your mouth and nose and stops your germs from spreading to other people.

Students must wear masks at all times during the school day - while walking to your bus stop; riding on the school bus; walking into school; in the hallways, restrooms, classrooms and offices; during after-school activities; and on the bus ride home.

You will be allowed to take off your mask to eat breakfast and lunch. Also, there will be planned “mask breaks” during the day. Follow your teacher’s instructions during break times.

If you cannot wear a mask due to a health condition such as asthma, your doctor must write a note explaining why. Bring the note to the school office.

Although you may not feel sick, you may still have the virus inside you. That is why, even if you feel healthy, it is important for everyone to wear masks or other approved Personal Protective Equipment (PPE). By wearing a mask, you are helping others

Masks should —

• Cover your nose and mouth.
• Fit snugly but comfortably against your cheeks.
• Be held in place ties or ear loops.
CPS’ TOP 10 STEPS TO WEARING A MASK

1. Wash your hands before putting on your 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 when eating or when an adult gives you permission to take it off.
6. When you take your mask off, only touch the ear loops. Fold the outside corners and sit it on a tissue or paper towel.
7. To put your mask back on, only touch the ear loops.
8. Keep a clean extra mask in your backpack in a plastic bag in case your mask gets dirty.
9. Wash dirty cloth masks in the washing machine or in a sink with hot, soapy water.
10. Do not wear your mask on your chin, touch your mask or touch another person’s mask. If you do, wash your hands for 20 seconds right away.

To learn more
One of the best ways to keep yourself and others safe is to wash your hands. If you can’t wash your hands, use hand sanitizer. Every classroom will have hand sanitizer.

**When should you wash your hands?**

- After coming to school
- Before and after eating lunch
- After using the bathroom
- After blowing your nose, coughing or sneezing
- Before touching your eyes, nose or mouth because that’s how germs enter our bodies
- After touching things that have been touched by lots of other people
- When you get home from school

**Follow these five steps every time you wash your hands:**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Sing the “ABC Song” or the “Happy Birthday song” two times.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.
Here’s a video to show you the right way to wash your hands

[Video Link]
youtu.be/qJG72sycQB8

Use Hand Sanitizer When You Can’t Use Soap and Water

How to use hand sanitizer
1. Put the gel in the palm of one hand.
2. Rub your hands together.
3. Rub the gel over the top of your hands, the palms of your hands, and in between your fingers until your hands are dry.
4. Rub your hands for at least 20 seconds. Need a timer? Sing the “ABC Song” or the “Happy Birthday song” two times.

20 seconds
Symptoms are signs that you are getting sick.

Here are symptoms of COVID-19:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

If you feel sick, make sure to talk to your parent or caregiver, and stay home.

Your parent may need to call your doctor.

You cannot return to school until you are feeling better.

(Stay Home When You are Sick continues on next page)
If you have been in close contact with someone who is sick with COVID-19, you will have to stay home for 14 days. This is called quarantine. You may need to stay longer if you still feel sick.

**What counts as close contact?**
- You were within 6 feet of someone for at least 15 minutes who has COVID-19
- You were helping someone who is sick with COVID-19
- You touched, hugged or kissed the person sick with COVID-19
- You shared eating or drinking utensils with someone
- A sick person sneezed or coughed on you

**Stay home and monitor your health**
- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19

If you get sick with COVID-19, you will have to stay home for 10 days from when you talk to the doctor. This is called isolation. Also, you need to go at least 24 hours with no fever, and your symptoms must have improved.

Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

EATING MEALS AT SCHOOL

Breakfast and lunch will be eaten in classrooms instead of gathering in the cafeteria.

Breakfast will be available from kiosks at arrival time for you to pick up and take to your classroom to eat.

At lunch time, a kiosk will be brought to your classroom for you to pick your lunch and eat in your classroom.

If you have food allergies, please have your parent or caregiver contact the school nurse or principal to make sure you can eat in a safe place.

ATTENDANCE

You are expected to come to school on time on your assigned days, unless you are feeling sick. Your parent or caregiver will tell you which days are “in-school days”.

Your teacher will take attendance when you report to school. On days when you are expected to complete your assignments at home, your teachers will take attendance by checking:

- If you logged into Schoology
- If you completed a daily check-in
- If you completed assignments

For this school year, there will be no perfect attendance awards given out. Remember, it is healthier for you and your classmates if you stay home when you are sick.

If you miss a lot of school, your teacher or school social worker will call your parents to talk about ways to help you be in school more often.

Despite these difficult times, Cincinnati Public Schools still must take attendance every day, monitor who is in class and report data to the Ohio Department of Education. While CPS administrators want to be understanding, if you are truant (absent too many days from school), you and your parents or guardians could be referred to Juvenile Court for intervention.

Preschool students are expected to be in attendance every school day to participate in daily lessons. If a child is sick, parents should keep the child at home.
REPORT TO SCHOOL ON ASSIGNED DAYS

If a student reports to school on the wrong day, the student should report to the office. The office will contact the parent or family member (via student’s cell phone if available) to arrange pickup. Students will wait in the library, Alternative Learning Center or office until an adult picks them up.

If this issue happens again, the principal may request that the school social worker contact the parents by phone or text, and explain the blended-learning school schedule. Home visits can be conducted when safe and necessary.

STUDENT DISCIPLINE DURING COVID-19

The CPS Student Code of Conduct is in effect while students are in school or learning remotely. Students who do not follow the COVID-19 safety rules will be considered disobedient, which is a Category I offense in the Code of Conduct.

Consequences may include:

- Reteaching
- Student conference
- Community service
- Written reflection and apology
- Contact with parents
- Parent/Teacher conference
- Alternative Learning Center (ALC), during which school work is completed

Students may be removed from school for refusal to follow, or disregard for, COVID-19 safety rules, due to the health and safety risk posed to others. This includes refusal to wear a mask.

If a student cannot wear a mask or other approved Personal Protective Equipment (PPE) at school, a meeting will be set up with the teacher, principal, parent and student to discuss possible enrollment in full-time remote learning at CPS’ Cincinnati Digital Academy.

The needs of students with IEPs and 504 plans will be considered in regards to wearing masks and providing appropriate learning environments.
QUICK SHUTDOWN PLAN

To keep everyone safe, Cincinnati Public Schools may decide to shutdown a classroom, one school, or all schools, if too many people get sick.

Be prepared! Take home every day what you will need to do your schoolwork at home, just in case.

Items to remember to take home, if applicable:
- iPad or laptop computer
- Backpack
- School supplies
- Planner
- Masks
- Lunch bag
- Gym clothes
- Band instrument
- Rest-time materials (preschoolers)

KEEPING YOUR SCHOOL SAFE

Here are safety tips:
- Keep your desk and classroom organized. An adult will help to clean desks and tables.
- Do not share school supplies. Ask your teacher if you need something.
- Bring your own water bottle and try not to drink from the water fountain - fountains can spread germs.
- Go to your locker, cubby and restroom only when your teacher tells you.
HOW TO TAKE CARE OF YOURSELF

It’s OK to feel worried or scared. There is a lot happening around you that is new for you and for the grownups.

Feeling worried or scared due to COVID-19?
Check out this video:

https://youtu.be/O-1ACFTthdE

Here are five ways to help yourself when you are feeling nervous or worried.

1. BUILD A CIRCLE OF SUPPORT
   • Talk about how you are feeling with a trusted adult, such as a parent, family member, teacher or principal.
   • Ask questions that are on your mind.
   • Keep in touch with friends - from a distance.
   • Video chat with family members who don’t live near you.
2. BREATHE IT OUT

- When you are feeling nervous or scared, try square breathing.
- If your body is feeling restless or keyed up, take some time to sit and slow your breathing. Try these easy exercises by tracing your finger over the lines and breathing along with them. Repeat at least 5 times!

3. SET SMALL, DAILY GOALS

- Stay focused on things you can do! Set small, daily goals for yourself and keep track of your progress.
- Goals may include: Number of pages to read each day, how long you will practice your band instrument, or the number of assignments you complete on Schoology.

4. HAVE FUN

- Take time to focus on something fun, such as playing a game with your family, enjoying being outside, having a family dance party, painting a fence or a picture, drawing or creating something new.

5. LET YOUR WORRIES GO

- Set a timer and think about all your worries for 3 minutes.
- Take 3 minutes to write down those worries, or draw pictures of them.
- Wad up the paper of worries and throw those worries in the trash can!
**HOW DO I ASK FOR HELP**

If you are feeling sick, tell your parent or caregiver and your teacher. Your teacher will send you to see the school nurse.

If you are feeling sad, nervous, mad or worried, there are a lot of adults at school who can help you.

Start by talking with your teacher. If you do not feel comfortable talking to your teacher, ask your principal, who can take you to trusted adults such as the school counselor, school psychologist or school social worker. Every school also has a therapist who can help.

If you are having thoughts of harming yourself or others, tell a teacher right away.

If you are at home, tell your parents or text 4HOPE to 741741
Or, talk to a counselor right away by calling: 1-800-273-TALK

**SAFETY STEPS FOR PRESCHOOLERS**

Some tips for parents of preschool students:

- Update at the school your phone numbers, email addresses and list of who has permission to pick up your child.
- Teach your children the importance of wearing a mask and practice wearing masks at home and outside.
- Practice hand washing with your children by singing the “ABC song” twice while making soap bubbles in their hands and then rinsing.
- Practice social distancing - 6 feet apart - with your child; make it fun - airplane arms!
- Keep sick children at home and contact the teacher.
SAFETY STEPS ON BUSES

While riding yellow buses and Metro buses:

- Wear a mask (cloth face covering).
- Keep 6 feet apart in seats, aisles and while waiting.
- Yellow buses: One child assigned per seat. Brothers and sisters, and students from the same household, may sit together.

Metro Bus Riders

Metro Bus Cards may be picked up at your school starting August 10.

To get your Metro Bus Route information:

- **Call** Metro: 632-7528
- **Email** Metro: Extraservice@go-metro.com
- **Visit** Metro’s Website - go-metro.com – or CPS’ website - cps-k12.org

Transportation Questions?

Call CPS’ Transportation Hotline - CPS Access: 363-RIDE (7433)

- One number connects parents with yellow bus vendors, Metro bus and CPS’ Transportation Department
SAFETY STEPS
DURING PHYSICAL EDUCATION (PE)

• Adults will tell you how to sanitize PE equipment before and after each use.
• PE classes will be held outside whenever safety and weather permits.
• Students must not share PE equipment.
• Students must wear masks and maintain social distancing; if rigorous movement is required, then no mask but social distancing required.
• PE classes will plan activities that are lower risk activities, such as no within-team competition. (See picture below.)
SAFETY STEPS DURING BAND PRACTICE

• Use hand sanitizer when entering the band room
• No sharing of instruments, materials or sheet music
• Space students at least 6 feet apart
• Face students in the same direction
• Face masks must be worn, except when students are playing wind instruments
• Wind instrument players - Students should touch only the ear loop on a face mask when removing it. Partially remove face masks by unfastening the ear loop and letting the mask hang down while playing.
• Brass players (trumpet, trombone, baritone horn, tuba, french horn) should not empty spit valves on the floor. A small container or cup lined with a paper towel to absorb the spit should be used.
WHAT ADULTS WILL DO

• All adults will be screened every day to make sure temperatures are normal. They cannot have a fever and come to work.
• All adults are required to stay home if they are sick or around someone who has been sick with COVID-19.
• All adults must wear masks to protect you, except while they are eating or during mask breaks.
• Adults will wash their hands often and use hand sanitizer.
• Adults will keep their distance from students in order to keep everyone safe.
• Adults will sneeze into their elbows, cover their cough, or sneeze into a tissue.
• Adults will monitor and enforce these safety rules.

WHAT YOUR SCHOOL WILL DO

• Signs will be posted around schools to remind students and adults to practice safe behaviors.
• Classrooms, bathrooms and common areas will be cleaned daily.
• Hand sanitizer, soap and cleaning supplies will be in every classroom.
• Posters will remind everyone to keep 6 feet between other people when sitting or standing.
• Desks will be moved around to put more space between students.
• Field trips and assemblies will be cancelled.
• School officials will limit who can come inside classrooms and the building.
TOP 10 RESOURCES FOR PARENTS

Talking to Children about COVID-19 (Coronavirus): A Parent Resource

How to Talk to Younger Kids about Coronavirus from PBS
https://www.pbs.org/parents/thrive/how-to-talk-to-your-kids-about-coronavirus

What Kids Want To Know About Coronavirus: An Original Comic: Goats and Soda

Steps to Help Ease Kids Fears and Anxieties About Covid-19 from Cincinnati Children’s Hospital

Parent Checklist from Centers for Disease Control (CDC)

Connection and Nurturing | Coronavirus Resources for Families
https://www.cincinnatichildrens.org/patients/coronavirus-information/family-resources/connection-nurturing

Mission2Move Free Mindful Exercises for Students
https://www.mission2move.org/

Mindfulness Apps via Common Sense Media
https://www.commonsensemedia.org/lists/meditation-apps-for-kids

Daily Feelings Journal

Free K-12 Social-emotional Learning Lessons to Use at Home
https://www.movethisworld.com/supporting-mental-health-covid-19/
Student Pledge:

I, _______________________________________(print first and last name) have read the
Student COVID-19 Guide or reviewed it with my parent. I pledge to help keep myself and
others healthy and safe by following the rules in this Guide.

Student’s Signature _________________________________________

Date ____________

Parent/Caregiver Pledge:

I, _______________________________________(print first and last name) have read the
Student COVID-19 Guide or reviewed it with my parent. I pledge to help keep myself and
others healthy and safe by following the rules in this Guide.

Student’s Signature _________________________________________

Date ____________

The Cincinnati Public School District provides equal educational, vocational, and employment opportunities
for all people without regard to race, gender, ethnicity, color, age, disability, religion, national origin, creed,
sexual orientation, or affiliation with a union or professional organization, and provides equal access to the
Boy Scouts and other designated youth groups. The district is in compliance with Title VI, Title IX and Section
504 of the Vocational Rehabilitation Act. For additional information, contact the Title IX Coordinator or
Section 504 Student Coordinator at 363-0000. TDD# 363-0124.