



COUNTY OF NORTH CAROLINA

ADMINISTRATION

VIRTUAL LEARNING CENTERS

RFP 21-11-ADMIN

Date of Issue: October 9, 2020

Proposal Due Date: October 19, 2020 @ 4:00 p.m.

Direct all inquiries concerning this Request for Proposals (RFP) to:

Amanda Bullard

Purchasing Manager

Email: cumberlandpurchasing@co.cumberland.nc.us

Phone: (910)-678-7743

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

Table of Contents

1.0	PURPOSE AND BACKGROUND	3
2.1	REQUEST FOR PROPOSAL DOCUMENT	3
2.2	PROPOSAL SUBMITTAL	3
2.3	PROPOSAL QUESTIONS	3
2.4	RFP TERMS & CONDITIONS	4
3.0	NOTICES TO VENDOR	4
3.1	PROHIBITED COMMUNICATIONS AND CONFIDENTIALITY	4
3.2	PROPOSAL COMPLIANCE	5
3.3	PROPOSAL EVALUATION PROCESS.....	5
3.4	EVALUATION CRITERIA	5
3.5	METHOD OF AWARD	6
4.0	SCOPE OF WORK & VENDOR'S PROPOSAL CONTENT REQUIREMENTS	6
4.1	SCOPE OF WORK.....	6
4.2	VENDOR PROPOSAL CONTENT REQUIREMENTS	8
5.0	CONTRACT TERMS AND CONDITIONS	8
5.1	IRAN DIVESTMENT ACT.....	8
5.2	E-VERIFY	8
5.3	DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL	8
5.4	CONTRACT CHANGES	9
5.5	CONTRACT TERM.....	9
5.6	PRICING	9
5.7	INVOICES	9
5.8	PAYMENT TERMS	9
5.9	APPROPRIATION OF FUNDS	9
5.10	FINANCIAL STABILITY	9
5.11	INSURANCE:	9
5.12	GENERAL INDEMNITY	10
5.13	ENTIRE CONTRACT	11
5.14	CONTRACT CANCELLATION.....	11
5.15	LAWS AND ORDINANCES	11
5.16	COMPLIANCE WITH LAWS.....	11
5.17	CONTRACTOR REPRESENTATIONS	11
	ATTACHMENT A: INSTRUCTIONS TO VENDORS.....	13

ATTACHMENT B: EXECUTION OF PROPOSAL15

ATTACHMENT C: CERTIFICATION OF FINANCIAL CONDITION16

ATTACHMENT D: STRONG SCHOOL NC PUBLIC HEALTH TOOLKIT (K-12)17

1.0 PURPOSE AND BACKGROUND

Cumberland County is seeking experienced community-based organizations to provide kindergarten through 8th grade students of Cumberland County all-day care and supervision while Cumberland County Schools require any amount of virtual education. Services are intended for students in the greater Cumberland County area with a demonstrated need for technological and/or adult supervision assistance. Services will continue with the terms described herein for as long as Cumberland County Schools' in person instruction is supplanted by some form of virtual instruction or through June 30, 2021 whichever occurs first. These Virtual Learning Centers will provide a healthy, safe, and secure remote learning environment provided by experienced, trained, and caring adults.

Projected timeline for services:

- Expected notification of award October 26, 2020
- Expected start date November 2, 2020

Vendor shall not charge fees for participant care at county-funded Virtual Learning Centers.

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. By submitting a proposal, the vendor agrees to meet all stated requirements in this section as well as any other requirements and terms and conditions stated in this RFP. If a vendor is unclear about a requirement or believes a change to a requirement would allow for the County to receive a better proposal, the vendor is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.3.

Vendors shall populate all attachments of this RFP that require the vendor to provide information and include an authorized signature where requested. Failure to include required documents and/or signatures, where requested, will result in rejection of submitted proposals.

2.2 PROPOSAL SUBMITTAL

Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, at any time before 4:00 PM, as per the clock located in the Purchasing Office of the Finance Department on Monday, October 19th, 2020.

Email address for delivery of proposal electronically
SUBJECT LINE: Virtual Learning Center cumberlandpurchasing@co.cumberland.nc.us

IMPORTANT NOTE: All proposals shall be electronically received by the email address listed above on or before the proposal deadline. All risk of late arrival due to unanticipated delay is entirely on the vendor. It is the sole responsibility of the vendor to have the proposal to the County department specified by the specified time and date of opening. Any proposal received after the proposal submission deadline will be rejected.

All RFP addendums and/or corrections will be sent by email to vendors who submit an intent to propose and be posted to the Cumberland County Vendor Self Service site:

<https://ccmunis.co.cumberland.nc.us/MSS/Vendors/VProposals/SearchResults.aspx>.

2.3 PROPOSAL QUESTIONS

Written questions shall be emailed to cumberlandpurchasing@co.cumberland.nc.us by Wednesday October 14, 2020 at 4:00 p.m.. Vendors should enter "Virtual Learning Center Questions" as the subject for the email. Questions will not be answered by phone. Questions submittals should include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, the County's response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Cumberland County Vendor Self Service Site, <https://ccmunis.co.cumberland.nc.us/MSS/Vendors/default.aspx> and shall become an Addendum to this RFP. Vendors shall rely *only* on written material contained in an Addendum to this RFP. **Vendors should not contact any other County employees, besides those listed above, during the proposal process. Vendors who contact any other County employees may be disqualified.**

Any questions considered minute in nature or that point to an error in the RFP or that the County determines will produce information required in order for all vendors to submit a responsible proposal, may be answered at the County's discretion after the specified date and time. Such questions that are received after the deadline are not guaranteed to be answered and if the questions qualify as "minute in nature" shall be determined at the sole discretion of the County.

2.4 RFP TERMS & CONDITIONS

It shall be the vendor's responsibility to read the instructions, the County's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

Questions, issues, or exceptions regarding any term, condition, or other component within this RFP, must be submitted as questions in accordance with the instructions in Section 2.3 PROPOSAL QUESTIONS. Vendor's proposal shall constitute a firm offer.

If a vendor desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in this RFP, about whether specific language proposed as a modification is acceptable to or will be considered by the County. It is the County's sole discretion to accept or reject requested modifications and/or exceptions.

3.0 NOTICES TO VENDOR

3.1 PROHIBITED COMMUNICATIONS AND CONFIDENTIALITY

PROHIBITED COMMUNICATION: Each vendor submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person outside of the County department issuing this RFP. A vendor not in compliance with this provision may be disqualified from contract award.

CONFIDENTIAL INFORMATION: The proposal must not contain any information marked as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Trade Secrets Protection Act (the "Act") as set out in Article 24 of Chapter 66 of the North Carolina General Statutes, unless the vendor has noticed the County Finance Department of its intent to designate any information in the proposal as such and received permission from the County Finance Department to do so in writing. Vendor's notice to the County Finance Department must be in writing and must describe the information for which confidentiality is requested and explain how the information is a "trade secret" as defined in G.S. § 66-152(3). If the County Finance Department determines the information for which confidentiality is requested is a "trade secret" covered by the Act, it will notify the vendor how to mark the information in the proposal and will identify the measures that County will take to protect the confidentiality of the information. Vendor's submission of a proposal after receipt of this notice from the County Finance Departments shall be deemed to be acceptance of the County Finance Department's statement of how it will maintain confidentiality. If the County Finance Department determines the information for which confidentiality is requested is not a "trade secret" covered by the Act, it will notify vendor of that determination. Any proposal marked with any information as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Act in violation of this section shall be regarded as not responsive to the request for proposals and shall not be considered.

3.2 PROPOSAL COMPLIANCE

It is in the best interest of vendors to submit proposals that are clear, concise, and easily understood. Proposals should provide information essential for a straightforward and concise description of vendor capabilities to satisfy the requirements of the RFP.

Vendor may include any optional data not provided for elsewhere and considered to be pertinent to this proposal as an addendum.

Vendors are urged and cautioned to read the RFP completely through as noncompliance with requirements may result in proposal rejection. Section 4.2, vendor's proposal content requirements must be in the same order with the same titles as listed in Section 4.2. Vendor proposals should be easy to follow and all sections should be easily identified.

The requirements included in this package describe the services that the County feels are necessary to meet the performance requirements of this RFP and shall be considered the minimum standards expected of the Vendor. However, the requirements are not intended to exclude potential Vendors.

If the vendor is unable to meet any of the requirements as outlined therein, vendors are advised to submit questions and concerns regarding the requirements during the question and answer period described in Section 2.3.

If the vendor does not indicate or submit questions or concerns regarding the requirements, the County shall assume it is able to fully comply with these requirements. The County shall be the sole and final judge of compliance with all requirements.

The County further reserves the right to determine the acceptability or unacceptability of any and all alternatives or deviations.

3.3 PROPOSAL EVALUATION PROCESS

The County shall review all responses to this RFP to confirm that they meet the requirements of the RFP. The County shall not be required to hold interviews; however, depending on the number of responses and the information contained in the responses, the County may decide to conduct interviews with organizations of its choice. The County reserves the right to request clarification of information submitted.

The County reserves the right to reject all offers.

3.4 EVALUATION CRITERIA

All qualified proposals will be evaluated, and award made based on considering the following criteria to result in an award most advantageous to the County:

Proposals will be evaluated based on the vendor's ability to meet the listed requirements of this RFP. This section provides a description of the evaluation criteria that will be used to evaluate the Proposals. To be deemed responsive, it is important for the Vendor to provide appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. The Vendor's Proposal will be the primary source of information used in the evaluation process. Proposals must contain information specifically related to the proposed item and services and requested herein. Failure of any Vendor to submit information requested may result in the elimination of the Proposal from further evaluation.

Proposals will be assessed to determine the most comprehensive, competitive, and best value solution for the County based on, the criteria below. The County reserves the right to modify the evaluation criteria or waive portions thereof.

MINIMUM QUALIFICATIONS

1. Vendor must have and demonstrate a minimum of twelve contiguous months' experience providing structured childcare and/or all-day summer camp for school aged children.
2. Vendor must be a non-profit organization and show evidence of its status as a 501(c)(3) or other recognized non-profit company.
3. Vendor must express and be willing to demonstrate a willingness and ability to accommodate virtual learning assistance for students in rural and underserved areas of the County.
4. Vendor must have published safety protocols, best practices, and environmental protocols in place to prevent, mitigate and resolve the transmission of COVID-19, influenza and/or other viruses and diseases.
5. Vendor must partner with Cumberland County Schools prior to or within two weeks of receiving a funding award.
6. Vendor shall detail and certify compliance with the StrongSchoolsNC Public Health Toolkit (K-12).

EVALUATION CRITERIA

- | | |
|---|------------------|
| 1. Qualifications and Relative Experience of Organization | 30 points |
| 2. Qualifications and Experience of Staff | 25 points |
| 3. Cost of Proposal | 20 points |
| 4. Virtual Accommodation Level | 15 points |
| 5. Level of Programming Detail | <u>10 points</u> |
| | 100 points |

3.5 METHOD OF AWARD

The County reserves the right to make separate awards to different vendors, to not award one or more, or to cancel this RFP in its entirety without awarding a contract, if it is considered to be most advantageous to the County to do so.

The County reserves the right to request one or more of the vendors submitting proposals within a competitive range to submit a best and final offer (BAFO), based on discussions and negotiations with the County, if the initial responses to the RFP have been evaluated and determined to be unsatisfactory.

4.0 SCOPE OF WORK & VENDOR'S PROPOSAL CONTENT REQUIREMENTS

4.1 SCOPE OF WORK

GENERAL

Cumberland County is seeking experienced community-based organizations to provide Cumberland County kindergarten through 8th grade students all-day care and supervision in a remote learning setting under the North Carolina Department of Health and Human Services **StrongSchoolsNC Public Health Toolkit (K-12)**.

Provider shall meet all applicable federal, state, and/or local law, regulations, or policies including but not limited to the Environmental Health Considerations published by DHHS on August 27, 2020 and the **StrongSchoolsNC Public Health Toolkit (K-12)**.

1. North Carolina Department of Health and Human Services (NCDHHS) Rules and Regulations

Provider shall comply with all rules and guidance from NCDHHS, including Environmental Health Considerations published on August 27, 2020 and all guidance in the North Carolina Department of Health and Human Services **StrongSchoolsNC Public Health Toolkit (K-12)**.

2. Guarantee of Service

Cumberland County does not guarantee a level of participation or utilization. Cumberland County reserves the right to establish guidelines in enrollment procedures.

3. Site Visits

Provider must allow ad-hoc site visits by Cumberland County personnel. Provider must make available such program and operational records as may be requested for examination by Cumberland County personnel.

4. Treatment of Children

Provider shall ensure the safety of any and all Virtual Learning Center participants. Provider must familiarize all persons providing services on behalf of Provider with Cumberland County's practices, including specifically the prohibition of corporal punishment, the prohibition of the use of seclusion and illegal restraint and the prohibition of the use of adverse practices.

5. Ratio of Qualified Staff to Students

Provider shall have reasonable staff to student ratio and must conform to all legal guidelines and must be, at a minimum, 1:25.

INDEPENDENT CONTRACTOR

1. Provider is not authorized to enter into any contract on behalf of or otherwise obligate Cumberland County.
2. Provider shall provide staffing, telephone message, answering service, clerical and direct program support to its employees in the Program.
3. Provider shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage, overtime, and other legal State and Federal requirements. At no time shall the employees or agents of Provider be considered or represented to be employees of Cumberland County.
4. Provider agrees to indemnify, save and hold harmless the Cumberland County Board of Education, Cumberland County, their officers, agents and employees from and against all loss (including attorney's fees) and damage of any kind related to this contract and/or the services, programs, or operations described therein.

TASKS

1. At all times shall Provider's equipment and materials comply with the most current NCDHHS guidelines.
2. Provider shall ensure that they maintain the facilities and equipment in a manner conducive to the children's health, safety, comfort and developmental (physical, social, emotional and cognitive) needs.
3. Provider shall ensure that the physical health and safety features of the environment conform to local, state and federal requirements. Provider shall protect children against the danger of fire and smoke, injury attributable to the environment, against electrical hazards, and the spread of disease and infection. The provider shall provide written notification to Cumberland County immediately upon learning of any such hazard(s) and shall provide written notification to Cumberland County within twenty-four (24) hours of any investigation or citations by local, state, and federal authorities.

4. Provider shall furnish office supplies, and paper goods, programmatic equipment such as books, toys, and art supplies necessary to furnish a Virtual Learning Center program.
5. Provider shall provide information regarding enrollment processes for students including the procedure followed for student enrollment.

4.2 VENDOR PROPOSAL CONTENT REQUIREMENTS

1. Vendor shall provide an IRS 990 or 1040 document for the most recent year.
2. Vendor shall provide audited financial statements for the most recent year.
3. A detailed listing of any and all proposed Virtual Learning Center location(s).
4. Vendor shall provide either an existing remote learning facility agreement with Cumberland County Schools or a Letter of Intent from Cumberland County Schools to enter into an agreement with the Vendor.
5. Vendor shall provide evidence of demonstrated experience in the provision of structured childcare and/or all-day summer camp for school aged children.
6. Vendor shall provide evidence of qualifications and experience of staff to be employed at the proposed Virtual Learning Centers.
7. Vendor shall agree to meet, as “Provider,” the indemnification and insurance requirements in the proposed agreement.
8. Vendor shall agree to meet as “Provider,” a criminal records check.
9. Vendor shall provide a detailed daily per-participant cost and itemized justification to support those costs.
10. Vendor shall provide proof of broadband connectivity for each proposed location.
11. Vendor shall detail and certify compliance with the StrongSchoolsNC Public Health Toolkit (K-12).

5.0 CONTRACT TERMS AND CONDITIONS

5.1 IRAN DIVESTMENT ACT

As provided in N.C.G.S. 147-86.55-69, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the County Treasurer pursuant to G.S. 147-86.57(6) c, is ineligible to contract with the County of North Carolina or any political subdivision of the COUNTY.

5.2 E-VERIFY

CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.”

5.3 DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL

The CONTRACTOR certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

5.4 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the COUNTY and CONTRACTOR.

5.5 CONTRACT TERM

It is expected that the CONTRACTOR start date shall be Monday November 2, 2020 and will continue with the terms described herein for as long as Cumberland County Schools' in person instruction is supplanted by some form of virtual instruction or through June 30, 2021 whichever occurs first.

5.6 PRICING

Proposal cost per participant shall constitute the total cost for complete performance in accordance with the requirements herein, including all applicable charges in handling, administrative and other similar fees. CONTRACTOR shall not invoice for any amounts not included in the stated cost per participant.

5.7 INVOICES

a) Invoices must be submitted to the following address:

County of Cumberland, County Manager's Office
P. O. Box 1829
Fayetteville, NC 28302-1829

b) Any applicable taxes shall be invoiced as a separate item.

5.8 PAYMENT TERMS

The CONTRACTOR will be paid net thirty (30) calendar days after the CONTRACTOR'S invoice is approved by the COUNTY.

5.9 APPROPRIATION OF FUNDS

The parties intend that contractual performances by either party beyond the first fiscal year after the execution of this agreement be contingent upon the continued funding and appropriation by the County Board of Commissioners. Therefore, the parties agree that services provided and payment due under this agreement will be provided upon a year-to-year basis contingent upon continued funding and appropriation. The fiscal year for Cumberland County begins on July 1 and ends June 30th.

5.10 FINANCIAL STABILITY

CONTRACTOR warrants that it has the financial capacity to perform and to continue to perform its obligations under the contract; that CONTRACTOR has no constructive or actual knowledge of an actual or potential legal proceeding being brought against CONTRACTOR that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.11 INSURANCE:

Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR and is of the essence of this Contract. All such insurance shall meet all laws of the County of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR'S liability and obligations under the Contract.

During the term of the Contract, the CONTRACTOR at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the CONTRACTOR shall provide and maintain the following coverage and limits (**CONTRACTORS may propose alternative insurance requirements. Acceptance of any insurance requirement changes will be at the discretion of the COUNTY and must be pre-authorized by the County's Risk Management Coordinator**):

Professional Liability Insurance: CONTRACTOR shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the CONTRACTOR'S profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the CONTRACTOR's services as defined in this contract. Coverage shall be written subject to limits of not less than \$1,000,000 per loss.

Commercial General Liability: CONTRACTOR shall maintain Commercial General Liability and if necessary Commercial Umbrella Liability insurance with a total limit of not less than \$2,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit. Must include coverage for sexual harassment, molestation, and corporal punishment.

County of Cumberland, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the CONTRACTOR; products and completed operations of the CONTRACTOR, premises owned, leased or used by the CONTRACTOR; and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to Cumberland County, its officers, officials, agents and employees.

Workers' Compensation and Employer's Liability: CONTRACTOR shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance. The Employer's Liability shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease and \$500,000 policy limit.

Business Auto Liability: CONTRACTOR shall maintain Business Auto Liability and if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.

The CONTRACTOR shall furnish Cumberland County with a certificate of insurance, executed by a duly authorized representative of each insurer showing compliance with the insurance requirements prior to commencing the work and upon renewal or replacement of each certified coverage throughout the term of this contract. Evidence of additional insured status shall be noted on the certificate of insurance.

Copies or originals of correspondence, certificates, endorsements, or other items pertaining to insurance shall be sent to: Cumberland County Risk Manager, 117 Dick Street, Fayetteville, NC 28301.

Automobile Child Transportation Liability: CONTRACTOR shall maintain automobile liability of no less than \$500,000 for child transportation.

5.12 GENERAL INDEMNITY

The CONTRACTOR shall hold and save the COUNTY, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the CONTRACTOR in the performance of this Contract and that are attributable to the negligence or intentionally tortious acts of the CONTRACTOR provided that the CONTRACTOR is notified in writing within 30 days that the COUNTY has knowledge of such claims. The CONTRACTOR represents and warrants that it shall make no claim of any kind or

nature against the COUNTY's agents who are involved in the delivery or processing of CONTRACTOR goods or services to the COUNTY. The representation and warranty in the preceding sentence shall survive the termination or expiration of this Contract.

5.13 ENTIRE CONTRACT

This contract constitutes the entire understanding of the parties. In the event of a conflict between the COUNTY'S contract terms and the CONTRACTOR'S contract terms, the COUNTY'S terms shall be the overriding determining factor.

5.14 CONTRACT CANCELLATION

The COUNTY may terminate this contract at any time by providing 30 days' notice in writing from the COUNTY to the CONTRACTOR. If the contract is terminated by the COUNTY as provided in this section, the COUNTY shall pay for services satisfactorily completed by the CONTRACTOR, less any payment or compensation previously made.

5.15 LAWS AND ORDINANCES

The contract will be governed by North Carolina law.

5.16 COMPLIANCE WITH LAWS

CONTRACTOR shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with this contract, including those of federal, state, and local agencies having jurisdiction and/or authority.

5.17 CONTRACTOR REPRESENTATIONS

CONTRACTOR warrants that qualified personnel shall provide services under this Contract in a professional manner. "Professional manner" means that the personnel performing the services will possess the skill and competence consistent with the prevailing business standards in the industry. CONTRACTOR agrees that it will not enter any agreement with a third party that may abridge any rights of the COUNTY under this Contract.

If any services, deliverables, functions, or responsibilities not specifically described in this Contract are required for CONTRACTOR'S proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, CONTRACTOR will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the CONTRACTOR to provide and deliver the Services and Deliverables.

CONTRACTOR certifies that it has not previously or currently:

- a. Had any criminal felony conviction, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of CONTRACTOR, its officers or directors, or any of its employees or other personnel to provide services on this project, of which CONTRACTOR has knowledge.
- b. Had any regulatory sanctions levied against CONTRACTOR or any of its officers, directors or its professional employees expected to provide services on this project by any governmental regulatory agencies within the past three years. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings.
- c. Had any civil judgments against CONTRACTOR during the three (3) years preceding submission of its proposal herein.

Any personnel or agent of the CONTRACTOR performing services under any contract arising from this RFP may be required to undergo a background check at the expense of the CONTRACTOR, if so requested by the COUNTY.

The COUNTY may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the COUNTY may request acceptable substitute personnel or terminate the contract services provided by such personnel.

Attachments to this RFP begin on the next page.

ATTACHMENT A: INSTRUCTIONS TO VENDORS

1. **READ, REVIEW AND COMPLY:** It shall be the vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to vendors or elsewhere in this RFP document.
2. **LATE PROPOSALS:** Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the vendor's sole responsibility to ensure delivery at the designated office by the designated time.
3. **ACCEPTANCE AND REJECTION:** The County reserves the right to reject any and all proposals, to waive minor informality in proposals and to reject proposal with non-minor informalities, based on the sole discretion of the County.
4. **EXECUTION:** Failure to sign EXECUTION PAGE in the indicated space will render proposal non-responsive, and it shall be rejected.
5. **GIFTS:** Gifts and favors to the County of any kind in any amount are prohibited.
6. **SUSTAINABILITY:** To support the sustainability efforts of the County of Cumberland we solicit your cooperation in this effort. All copies of the proposal are printed double sided.
7. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150 (1999), the County invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
8. **INFORMAL COMMENTS:** The County shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the County during the competitive process or after award. The County is bound only by information provided in this RFP and in formal Addenda issued through the State's IPS and the County's Vendor Self Service website.
9. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by vendor in preparing or submitting offers are the Vendor's sole responsibility; the County of Cumberland will not reimburse any vendor for any costs incurred.
10. **VENDOR'S REPRESENTATIVE:** Each vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
11. **SUBCONTRACTING:** The Contractor shall not assign or subcontract the work, or any part thereof, without the previous consent of Cumberland County, nor shall it assign, by power of attorney, operation of law, or otherwise, any moneys payable under the Contract without prior written consent of the County.

If the vendor proposes to subcontract work in this project, the subcontractor and the activity in this project are to be identified in the proposal.

All subcontractors must be approved by the County and must conform to and comply with the same terms, standards and requirements applicable to the contracting firm.

The vendor shall be fully responsible and accountable to the County for the acts and omissions of its subcontractors, and of persons directly or indirectly employed by him.

12. **INSPECTION AT VENDOR'S SITE:** The County reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective vendor prior to Contract award, and during the Contract term as necessary for the County determination that such equipment/item, plant or other facilities conform with the requirements and are adequate and suitable for the proper and effective performance of the Contract.
13. **AFFIRMATIVE ACTION:** The vendor will take affirmative action in complying with all Federal and County requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
14. **VENDOR REGISTRATION:** Vendor's are not required to register as a vendor in our system in order to submit a bid; however, registration is recommended so that vendor information is available for future opportunities. New vendors can register by visiting the following URL:
<https://ccmunis.co.cumberland.nc.us/MSS/Vendors/Registration/Default.aspx>.

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ATTACHMENT B: EXECUTION OF PROPOSAL

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned vendor offers and agrees to furnish and deliver any or all items/services upon which prices are proposed. By executing this proposal, the undersigned vendor certifies that this proposal is submitted competitively and without collusion, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible from covered transactions by any Federal or State department or agency. Furthermore, the undersigned vendor certifies that it and its principals are not presently listed on the Department of State Treasurer's Final Divestment List as per N.C.G.S 147-86.55-69.

The potential Contractor certifies and/or understands the following by placing an "X" in all blank spaces:

- _____ The County has the right to reject any and all proposals or reject specific proposals with deviated/omitted information, based on the County's discretion if the omitted information is considered a minor deviation or omission. The County will not contact vendors to request required information/documentation that is missing from a proposal packet. Additionally, if the County determines it is in its best interest to do so, the County reserves the right to award to one or more vendors and/or to award only a part of the services specified in the RFP.
- _____ This proposal was signed by an authorized representative of the Contractor.
- _____ The potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- _____ All labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ The potential Contractor agrees to the conditions as set forth in this RFP with no exceptions.
- _____ Selection of a contract represents a preliminary determination as to the qualifications of the vendor. Vendor understands and agrees that no legally binding acceptance offer occurs until the Cumberland County Board of Commissioners, or its designee, executes a formal contract and/or purchase order.

Therefore, in compliance with the foregoing RFP, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the services for the prices quoted within the timeframe required. Vendor agrees to hold firm offer through contract execution.

Failure to execute/sign proposal prior to submittal shall render the proposal invalid and it WILL BE REJECTED.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & COUNTY & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

ATTACHMENT C: CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

- ☐ The vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

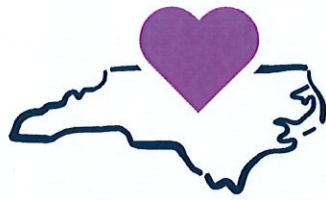
- ☐ The vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- ☐ The vendor is current in all amounts due for payments of federal and County taxes and required employment-related contributions and withholdings.
- ☐ The vendor is not the subject of any current litigation or findings of noncompliance under federal or County law.
- ☐ The vendor has no findings in any past litigation, or findings of noncompliance under federal or County law that may impact in any way its ability to fulfill the requirements of this Contract.
- ☐ He or she is authorized to make the foregoing statements on behalf of the vendor.

Note: This is a continuing certification and vendor shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, vendor shall explain the reason in the space below:

Signature_____
Date_____
Printed Name_____
Title

[This Certification must be signed by an individual authorized to speak for the vendor]



#StayStrongNC

StrongSchoolsNC

Public Health Toolkit (K-12)

INTERIM GUIDANCE

PUBLISHED JUNE 8, 2020 • UPDATED SEPTEMBER 17, 2020



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

What's Inside

Public Health Toolkit (K-12):

- How Was This Guidance Developed? 1
- What do we know about COVID-19? 1
- How Should this Toolkit be Used? 2
- How Should Schools Plan for Different Scenarios Depending on COVID-19 Spread and Metrics? .. 2

Requirements and Recommendations 3

- Social Distancing and Minimizing Exposure 3
- Cloth Face Coverings 5
- Protecting Vulnerable Populations 6
- Coping and Resilience 6
- Cleaning and Hygiene 7
- Monitoring for Symptoms 8
- Handling Suspected, Presumptive or Confirmed Positive Cases of COVID-19 9
- Communication and Combating Misinformation 11
- Water and Ventilation Systems 11
- Transportation 12
- Additional Considerations 13
- Resources 13

Reopening K-12 Schools Decision Tree 14

Symptom Screening Checklist:

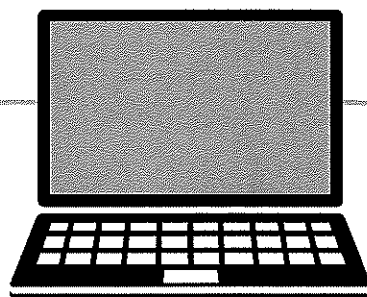
- Middle and High School Students or Any Person Entering the Building 15
- Elementary School Students 17

K-12 Schools Symptom Screening: Parent/Guardian Attestation. 19

Screening Flow Chart 21

Available Online:

- **Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 (K-12)**
- **Infection Control and PPE Guidance (K-12)**



Public Health Toolkit (K-12)

How Was This Guidance Developed?

In order to secure the safety and protection of children and their families across the state, Governor Cooper, in collaboration with the NC State Board of Education (NCSBE) and the NC Department of Public Instruction (NCDPI), closed public school buildings for in-person instruction through [Executive Order No. 117](#) on March 14 and extended through the rest of the 2019-2020 school year via Executive Orders Nos. [120](#) and [138](#), and established an Education and Nutrition Working Group to develop a plan to ensure that children and families were supported while schools were close. Since then, the NC Department of Health and Human Services (NCDHHS) has worked closely with NCDPI and NCSBE to meet the nutritional, educational and child care needs of students during school closure, and plan for safely reopening schools for the 2020-2021 school year.

On September 17, 2020, Governor Cooper announced that the State would allow schools to expand options for in-person instruction to include a 'Plan A' option for all kindergarten – 5th grade students, effective October 5, 2020. This decision was made after careful consideration of recent trends of COVID-19 rates in the state, including stabilization of overall rates of laboratory confirmed COVID-19 cases, and evolving scientific evidence about the virus and younger children. This decision prioritizes in-person learning for our youngest students, supports working families, and provides more children with the opportunity to access other critical services provided in schools, including meals, regular physical activity, and developmentally appropriate social interaction.

Kindergarten – 5th Grade Students: Effective October 5, 2020, and until further notice, schools may choose to operate in 'Plan A' for all kindergarten – 5th grade students. If schools choose to operate in 'Plan A,' they must operate under 'Plan A' health and safety requirements, outlined in this Toolkit, while in school buildings and on school grounds. Schools may choose a more restrictive 'Plan B' or 'Plan C.' Schools may choose between 'Plan A,' 'Plan B' or 'Plan C' at any time. ***If schools operate under 'Plan A,' it is strongly recommended that they operate school transportation under 'Plan B' health and safety requirements, outlined in this Toolkit.***

Have questions about this guidance?

Find your answer in our FAQ!

([English](#) | [Spanish](#))

6th – 12th Grade Students: Effective October 5, 2020 and until further notice, schools may choose to operate in 'Plan B' or 'Plan C' for all 6th – 12th grade students. If schools choose to operate in 'Plan B,' they must operate under 'Plan B' health and safety requirements, outlined in detail in this Toolkit, unless they choose the more restrictive 'Plan C.' Schools may choose between 'Plan B' and 'Plan C' at any time.

Schools have flexibility in how they choose to implement the requirements and it is expected that all schools will also offer full-time virtual instruction for higher-risk students and teachers, and for families opting for remote learning for their children.

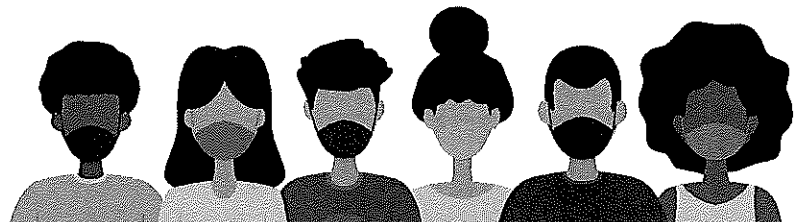
We know that this will continue to be a learning process for all of us – students, teachers, parents, school administrators, and public officials. We will stay flexible as we monitor the spread of COVID-19 in our state, review new evidence and guidance, and seek feedback from families, students, teachers and staff, and local communities.

What do we know about COVID-19?

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. That's why personal prevention practices (such as handwashing and staying home when sick) and environmental cleaning and disinfection are important practices covered in this Health Guidance.

Any scenario in which many people gather together poses a risk for COVID-19 transmission. While children generally experience mild symptoms with COVID-19, and, to date, have not been found to contribute substantially to the spread of the virus, transmission

Click to learn more about the latest research on COVID-19, children, and schools. ([English](#) | [Spanish](#))



from even those with mild or no apparent symptoms remains a risk. We are learning more every day about COVID-19 in children, teens and in school settings and using that data and research to make our school guidance and approach better.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Headache

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Fever is determined by measuring a temperature of 100.4 °F or greater, or feeling warm to the touch, or giving a history of feeling feverish.

While symptoms in children are similar to adults, children may have milder symptoms. Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and cough. Children with COVID-19 may not initially present with fever and cough as often as adult patients.

Fortunately, there are many actions that school and district administrators can take to help lower the risk of COVID-19 exposure* and spread during school sessions and activities.

**Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.*

How Should this Toolkit be Used?

Families and students should use this guidance to understand what health practices will be in place when students return to school. All public schools will be required to follow certain health practices in this guidance noted as “required.” Many schools may also choose to implement some or all of the recommended practices.

Local education leaders are required to use this guidance to understand what health practices they must meet, and to develop detailed district and school plans for how to implement all required health practices described in this toolkit. The Public Health Toolkit should be used in combination with operational

guidance provided by NCDPI which includes strategies to implement the health guidance in schools, and to address other non-health areas for reopening planning, including scheduling supports, how to approach instructional practice, and providing staff training.

How Should Schools Plan for Different Scenarios Depending on COVID-19 Spread and Metrics?

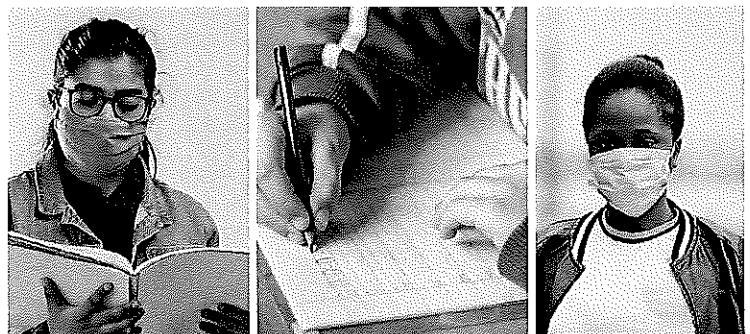
Local education leaders are directed to plan for reopening K-12 public schools under three potential scenarios, depending on what restrictions are necessary when school opens, or at any time in the school year, to control the spread of the disease.

Schools are **required** to create the following three plans:

- **Plan A: Minimal Social Distancing** – Will be implemented if state COVID-19 metrics stabilize or move in a positive direction. All requirements in this guidance apply to Plan A.
- **Plan B: Moderate Social Distancing** – All requirements in this guidance apply, with additional requirements in the Social Distancing and Minimizing Exposure and Transportation sections.
- **Plan C: Remote Learning Only** – Will be implemented only if state COVID-19 metrics worsen significantly enough to require suspension of in-person instruction and the implementation of remote learning for all students, based on the remote learning plans required by Session Law 2020-3. Most of the requirements in this guidance would not apply, as students and staff would not be gathering together in groups on school grounds.

School districts may choose to implement a more restrictive Plan but may not choose to implement a less restrictive Plan than established by NCDHHS, NCSBE, and NCDPI.

Check out the Reopening K-12 Schools Decision Tree for more details.



Requirements and Recommendations

Practices that are **required** must be implemented by all North Carolina public school units. These practices are essential baseline actions in order to minimize risk of exposure to COVID-19 for students, staff, and families across North Carolina. They are intended to be a minimum. Practices that are **recommended** are additional strategies that schools may choose to use to minimize spread of COVID-19. All recommended practices will not be possible in all settings and should be tailored to each school/district as appropriate.



Social Distancing and Minimizing Exposure

Social distancing is a key tool to decrease the spread of COVID-19. Social distancing (“physical distancing”) means keeping space between yourself and other people outside of your home.

Schools are **required** to:

- ☐ Provide social distancing floor/seating markings in waiting and reception areas.
- ☐ Mark 6 feet of spacing to remind students to stay 6 feet apart in lines and at other times when they may congregate.
- ☐ Mark 6 feet of spacing to remind teachers and staff to stay 6 feet apart at times when they may congregate, such as during staff meetings, planning periods, lunch, recess, in teacher lounges, and break rooms.
- ☐ Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- ☐ Limit nonessential visitors and activities involving external groups or organizations.
- ☐ Have teachers and staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- ☐ Discontinue the use of any self-service food or beverage distribution in the cafeteria (e.g. meals and/or snacks served at school should be individually packaged and served directly to students; milk or juice may be available separately and should also be served directly to students). As always, ensure the safety of children with food allergies.
- ☐ Mark 6 feet of spacing to remind school nutrition staff to stay 6 feet apart throughout food distribution.
- ☐ Choose physical education activities that limit the use of shared equipment, and any close contact between students during those activities is limited and brief.
- ☐ Discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for social distancing (assemblies, performances, field trips, etc.)

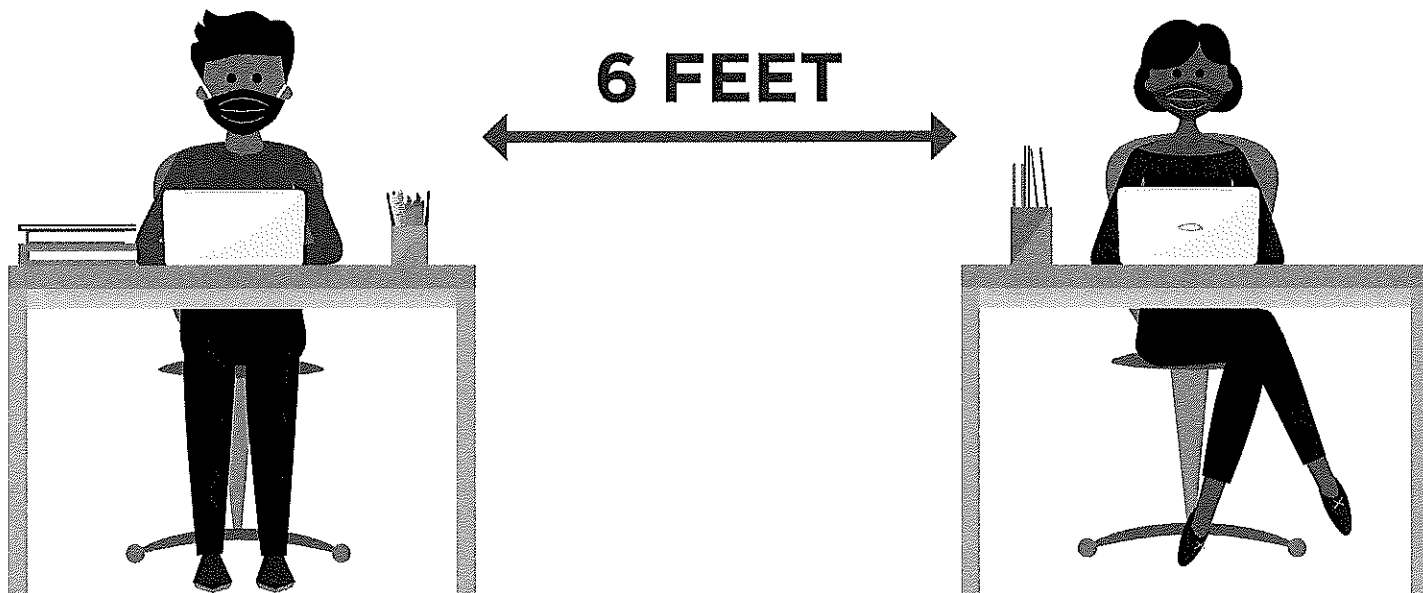
Under Plan B only, schools are required to adhere to all requirements already outlined, AND:

- ☐ Limit the total number of students, teachers, staff and visitors within a school building to the extent necessary to ensure that 6 feet distance can be maintained when people will be stationary (e.g., when seated in classrooms, waiting in lines, in restrooms and locker rooms, in cafeterias, other indoor school settings where people congregate.)
- ☐ Ensure at least 6 feet between teachers and staff when they congregate, such as during staff meetings, planning periods, lunch, recess, in teacher lounges, and break rooms.
- ☐ Ensure at least 6 feet social distancing in any outdoor setting when students, teachers, staff and visitors are stationary (e.g., waiting in line for transportation, sitting in a group.)
- ☐ Arrange furniture or block off seats, such as desks, chairs, or other seating in classrooms, break rooms, reception areas, and cafeterias, so that students, teachers, staff and visitors are separated from one another by at least 6 feet.
- ☐ Provide frequent reminders for students, teachers, staff and visitors to stay at least 6 feet apart from one another.

Social Distancing and Minimizing Exposure continued

It is **recommended** that schools:

- Minimize opportunities for sustained exposure (15 minutes or more within 6 feet distance) between students, teachers, staff and visitors in areas they may congregate, such as in waiting and reception areas, when in line, during transitions, or while waiting for transportation.
- Minimize opportunities for sustained exposure (15 minutes or more within 6 feet distance) between teachers and staff during staff meetings, planning periods, lunch, recess, in teacher lounges, and break rooms and other areas teachers and staff may congregate.
- Provide frequent reminders for students, teachers and staff to stay at least 6 feet apart from one another when feasible.
- Place physical barriers such as plexiglass for protection at reception desks and similar areas.
- Arrange furniture, such as desks or seating in classrooms, break rooms, and reception areas, so that students, teachers, staff and visitors are separated from one another by at least 6 feet when feasible. If it is not possible to arrange seating 6 feet apart, consider having all students, teachers, staff and visitors sit facing the same direction (i.e., all sitting on the same side of a table), or using barriers between people.
- Designate hallways as one-way, posting directional reminders on the walls and/or floor.
- Designate entrance and exit doors for classrooms and restrooms to reduce the chance that people meet face to face.
- Keep students and teachers in small cohort groups that stay together as much as possible during the day, and from day to day. Limit mixing between cohort groups as much as possible (e.g., during recess, lunch in the cafeteria, arrival and dismissal, etc.). This is especially important for elementary schools that choose to operate under Plan A.
- Follow the recommendations outlined in [Interim Guidance for Administrators and Participants of Youth, College & Amateur Sports Programs](#).
- If social distancing is not possible in the cafeteria, have meals delivered to the classroom or have students bring food from the cafeteria back to their classrooms to eat.
- Hold physical education classes outdoors when possible.
- Consider the unique needs of music programming (e.g., band, orchestra) where there may be an increased risk of transmission. Incorporate protocols such as disinfection of shared equipment, ensuring at least 6 feet between participants, and hand hygiene. Limit or avoid the playing of woodwind and brass instruments due to increased risk of respiratory droplets, and inability to wear a cloth face covering while playing.
- Other group activities, such as singing (e.g. choir, glee club, a cappella groups, musical theatre) with the potential to generate increased respiratory droplets should be avoided.





Cloth Face Coverings

Check out more information on cloth face coverings, including how to order them, in the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#)

There is growing evidence that wearing face coverings can help reduce the spread of COVID-19, especially for those who are sick but may not know it. Cloth face coverings are not surgical masks, respirators ("N-95"), or other medical personal protective equipment. Recent studies on types of face coverings suggest that multi-layered cotton face coverings provide good coverage to keep droplets from spreading when we speak, sneeze, or cough. Individuals should be reminded frequently not to touch their face covering and to wash their hands.

Schools are required to:

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors, wear face covering, unless the person (or family member, for a student) states that an exception applies, is eating, or is engaged in strenuous physical activity. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other school transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ As outlined in [Executive Order No. 163](#), face coverings are not required to be worn by an individual who:
 - Should not wear a face covering due to any medical or behavioral condition or disability (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance);
 - Is under five (5) years of age;
 - Is actively eating or drinking;
 - Is strenuously exercising;
 - Is seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible;
 - Is giving a speech for a broadcast or to an audience;
 - Is working at home or is in a personal vehicle;
 - Is temporarily removing his or her face covering to secure government or medical services or for identification purposes;
 - Would be at risk from wearing a face covering at work, as determined by local, state, or federal regulations or workplace safety guidelines;
 - Has found that his or her face covering is impeding visibility to operate equipment or a vehicle; or
 - Is a child whose parent, guardian, or responsible person has been unable to place the Face Covering safely on the child's face.

- ☐ Share guidance and information with teachers, staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face coverings, such as [CDC's guidance on wearing and removing cloth face masks](#) and [CDC's use of cloth face coverings](#). Visit [NCDHHS COVID-19 response site](#) for more information about face coverings, and to access [sign templates](#) that are available in English and Spanish.

It is recommended that schools:

- Provide cloth face coverings for staff, other adults, and students. Ask them (and families, if applicable) to properly launder cloth face coverings using hot water and a high heat dryer between uses.
- Provide disposable face coverings for staff, visitors, or students who do not have a cloth face covering when they arrive at school.
- Consider building in time throughout the school day when students, teachers, and staff can take short breaks from wearing cloth face coverings at times and in settings where risk for transmission is lower (e.g. outside, when air circulation is increased by opening windows, and when people are consistently 6 feet apart).
- Consider the particular needs of younger children for whom it may be difficult to wear a face covering properly for an extended period of time, such as children in kindergarten (for whom cloth face coverings are mandatory), and for children in preschool programs (for whom cloth face coverings are recommended, but not required). School staff can prioritize having children wear face coverings at times when it is difficult for children to maintain a distance of 6 feet from others (e.g., during pick-up or drop-off, when standing in line). Staff should provide positive reminders and support why it is important to wear cloth face coverings, and how to properly wear them.



Protecting Vulnerable Populations

Individuals who are considered high-risk for severe illness due to COVID-19 include people who:

- Are 65 years of age or older
- Have a high-risk condition that includes:
 - chronic lung disease or moderate to severe asthma
 - heart disease with complications
 - compromised immune system
 - severe obesity – body mass index of 30 or higher
 - other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

More information on who is at higher risk for severe illness due to COVID-19 is available from the [CDC](#) and [NCDHHS](#).

Schools are required to:

- ☐ Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- ☐ Create a process for students and/or their families, teachers, and staff to self-identify as high-risk from COVID-19 and have a plan in place to address requests for alternative learning arrangements or work re-assignments.

- ☐ Implement remote or other learning options for the subset of students whose families decide the student needs to remain at home because the student and/or their family member(s) are at high-risk from COVID-19.

It is recommended that schools:

- Enable teachers and staff who self-identify as high-risk from COVID-19 to minimize face-to-face contact and to allow them to maintain a distance of 6 feet from others, modify job responsibilities that minimize exposure risk, or to telework if possible.



Coping and Resilience



The COVID-19 outbreak is incredibly stressful. Fear and anxiety about the disease can be overwhelming and cause strong emotions in adults and children. Schools can play an important role in helping students and staff cope and build resilience to support the well-being of the school community.

Schools are required to:

- ☐ Provide teachers, staff, families, and students (if age-appropriate) with information on how to access resources for mental health and wellness (e.g. 211 and Hope4NC Helpline 1-855-587-3463)

It is recommended that schools:

- Increase capacity to deliver social support services by increasing number of on-site social workers.
- Encourage teachers, staff, students, and families to talk with people they trust about their concerns about COVID-19 and how they are feeling.
- Promote teachers, staff, students and families eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage teachers, staff and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media, if they are feeling overwhelmed or distressed.



Cleaning and Hygiene

Washing hands with soap for 20 seconds or using hand sanitizer reduces the spread of disease.



Schools are **required** to:

- ☐ Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older children, paper towels, and tissues). Refer to the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#) for recommended quantities of infection control supplies and ordering information.
- ☐ Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older children.
- ☐ Increase monitoring to ensure adherence among students and staff.
 - Supervise use of hand sanitizer by students.
 - Ensure that children with skin reactions and contraindications to hand sanitizer use soap and water.
 - Reinforce handwashing during key times such as: Before, during, and after preparing food; Before eating food; After using the toilet; After blowing your nose, coughing, or sneezing; After touching objects with bare hands which have been handled by other individuals.
- ☐ Provide hand sanitizer (with at least 60% alcohol) at every building entrance and exit, in the cafeteria, and in every classroom, for safe use by staff and older students.
- ☐ Systematically and frequently check and refill hand sanitizers.
- ☐ Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- ☐ Incorporate frequent handwashing and sanitation breaks into classroom activity.
- ☐ Allow time between activities for proper cleaning and disinfection of high-touch surfaces.

- ☐ Establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas (e.g., door handles, stair rails, faucet handles, toilet handles, playground equipment, drinking fountains, light switches, desks, tables, chairs, kitchen countertops, cafeteria and service tables, carts, and trays) with an EPA approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19), and increase frequency of disinfection during high-density times and disinfect all shared objects (e.g., gym or physical education equipment, art supplies, toys, games) between use.
 - Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection procedures.
- ☐ Ensure safe and correct use and storage of cleaning and disinfection products, including securely storing and using products away from children, and allowing for adequate ventilation when staff use such products.
- ☐ Limit sharing of personal items and supplies such as writing utensils.
- ☐ Keep students' personal items separate and in individually labeled cubbies, containers or lockers.
- ☐ Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- ☐ Ensure that all non-disposable food service items are minimally handled and washed with hot water and soap or in a dishwasher, or use disposable food service items such as plates and utensils.

It is **recommended** that schools:

- Avoid shared use of soft or other items that cannot be easily cleaned and disinfected, (e.g., stuffed toys, clay).



Monitoring for Symptoms



Conducting regular screening for symptoms and ongoing self-monitoring throughout the school day can help reduce exposure. Teachers, staff, and students should be encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If a student develops symptoms throughout the day, they must notify an adult immediately. More information on [how to monitor for symptoms](#) is available from the CDC.

Schools are **required** to:

- ❑ Enforce that staff and students stay home if:
 - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.
 - They have recently had close contact with a person with COVID-19, until they meet criteria for return.
- ❑ Conduct daily symptom screening of any person entering the building, including students, teachers, staff, and other visitors. Screening may be provided at the school entrance, prior to arrival at school, or upon boarding school transportation. Example screening tools:
 - Symptom Screening Checklist: Elementary School Students ([English](#) | [Spanish](#)). Designed to be administered to person dropping off a young child.
 - Symptom Screening Checklist: Middle and High School Students or Any Person Entering the Building ([English](#) | [Spanish](#)). Designed to be administered to any person middle-school-aged or older, including students, teachers, staff, families, or visitors.
 - There is a more narrow set of COVID-19 symptoms (fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell) listed on the [Screening Flow Chart](#) and the [screening checklists](#). The symptoms on the broader list include more common issues that may impact children with a routine illness, and may not be affiliated with COVID-19. Excluding students

Schools may choose to utilize a daily **parent/guardian attestation** of a symptom screening (Examples: [English](#) | [Spanish](#)) for their child in lieu of in-person screening for students who are boarding school transportation. However, a student whose parent/guardian submitted an attestation must be screened for symptoms and have temperature checked upon arrival at the school building.

What About Testing? The CDC does not currently recommend that universal testing through virology or serology testing be used to inform admitting students or staff into school. Viral tests can only determine potential infection at a single point in time and may miss cases in the early stages of infection. It is currently unknown whether individuals are protected against reinfection from SARS-CoV-2 following recovery from COVID-19 illness.

for symptoms on the broader list, therefore, could lead to a large number of children being excluded from school unnecessarily.

- ❑ As a required component of daily symptom screenings, conduct daily temperature screenings for all people entering the school facility or boarding school transportation (see note on optional daily parent/guardian attestation).
 - Fever is determined by a measured temperature of 100.4 °F or greater.
 - Individuals waiting to be screened must stand six feet apart from each other. Use tape or other markers on the floor for spacing.
 - The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
 - Use a touchless thermometer if one is available.
 - If not available, use a tympanic (ear), digital axillary (under the arm), or temporal (forehead) thermometer. Use disposable thermometer covers that are changed between individuals.
 - Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.
 - Staff person must wash hands or use hand sanitizer before touching the thermometer.
 - Staff person must wear gloves if available and change between direct contact with individuals, and must wash hands or use hand sanitizer after removing gloves.
 - Staff person must clean and sanitize the thermometer using manufacturer's instructions between each use.



Handling Suspected, Presumptive or Confirmed Positive Cases of COVID-19

For step-by-step instructions for school personnel, review the [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#).

Schools are **required** to:

- ☐ Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter. Examples of signage such as [Know Your Ws/Stop if You Have Symptoms](#) flyers (English: [Color](#), [Black & White](#); Spanish: [Color](#), [Black & White](#)).
- ☐ Educate students, families, teachers, and staff about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- ☐ Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- ☐ Immediately isolate symptomatic individuals to the designated area at the school, and send them home to continue isolating.
- ☐ Ensure symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear cloth face covering or a surgical mask.
- ☐ Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility.
 - Cloth face coverings should not be placed on:
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
 - Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.
- ☐ Require school nurses or delegated school staff who provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE. Refer to the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#) for more information.
- ☐ Implement cleaning and disinfecting procedure following [CDC guidelines](#).
- ☐ Have a plan for how to transport an ill student or staff member home or to medical care.
- ☐ Adhere to the following process for allowing a student or staff member to return to school.
 - If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
 - If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:
 1. Has it been at least 10 days since the individual first had symptoms?
 2. Has it been at least 24 hours since the individual had a fever (without using fever reducing medicine)?
 3. Has there been symptom improvement, including cough and shortness of breath?
 - A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.



Handling Suspected, Presumptive or Confirmed Positive Cases of COVID-19 continued

- ☐ Notify local health authorities of confirmed COVID-19 cases among children and staff (as required by [NCGS § 130A-136](#)).
- ☐ Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators coordinate with [local health officials](#) to notify staff and families while maintaining confidentiality in accordance with FERPA, [NCGS § 130A-143](#), and all other state and federal laws.
- ☐ If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- ☐ If a student/employee who has been diagnosed by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to school.
- ☐ If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive. In which case, exclusion criteria above would apply. They must complete the full 14 days of quarantine, even if they test negative.
- ☐ Provide remote learning options for students unable to be at school due to illness or exposure.

It is recommended that schools:

- Establish and enforce sick policies to prevent the spread of disease, including:
 - Enforcing staff staying home if sick.
 - Encouraging liberal use of sick leave policy.
- Establish and encourage liberal use of sick days for students and discontinue attendance-dependent awards and ratings.
- Develop plans for backfilling positions of employees on sick leave and consider cross-training to allow for changes of staff duties.





Communication and Combating Misinformation

Help ensure that the information staff, students and their families are getting is coming directly from reliable resources. Use resources from a trusted source like the [CDC](#) and [NCDHHS](#) to promote behaviors that prevent the spread of COVID-19.

Schools are **required** to:

- ❑ Disseminate COVID-19 information and combat misinformation through multiple channels to students, families, teachers, and staff. Ensure that families are able to access communication channels to appropriate staff at the school with questions and concerns.
 - Some reliable sources include: [NCDHHS COVID-19 Webpage](#); [Know Your Ws: Wear, Wait, Wash](#); [NCDHHS COVID-19 Latest Updates](#); [NCDHHS COVID-19 Materials & Resources](#), and the [additional resources](#) listed in this public health toolkit.
- ❑ Put up signs, posters, and flyers at main entrances and in key areas throughout school buildings and facilities such as those found on the [Social Media Toolkit for COVID-19](#) to remind students and staff to use face coverings, wash hands, and stay six feet apart whenever possible (Wear, Wait, Wash).
 - [Know Your W's](#) signs are available in English and Spanish.
 - Teach students who cannot yet read what the signs' language and symbols mean.

It is **recommended** that schools:

- Make reliable, [age-appropriate](#), and culturally responsive information available to students, families, teachers, and staff, families, and staff about COVID-19 prevention and mitigation strategies, using methods such as sharing resources through social media, newsletters that include videos, hosting online webinars, or distributing printed materials like FAQs.
- Share regular announcements on reducing the spread of COVID-19 on PA systems.
- Include messages and updates about stopping the spread of COVID-19 in routine communications with students, families, teachers, and staff, such as in newsletters, emails, and online.
- Involve students' families in outreach by utilizing the PTA or other local groups/organizations to support disseminating important information on COVID-19.



Water and Ventilation Systems

When reopening a building after it has been closed for a long period of time, it is important to keep in mind that reduced use of water and ventilation systems can pose their own health hazards. There is an increased risk for *Legionella* and other bacteria that come from stagnant or standing water.

It is **recommended** that schools:

- Take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after a prolonged facility shutdown by following the [CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#) to minimize the risk of diseases associated with water.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk to people using the facility.
- Discontinue use of drinking directly from water fountains, post signs requesting water fountains be used for bottle filling stations only.
- Provide cups or alternative procedures to minimize use of water fountains.



Transportation

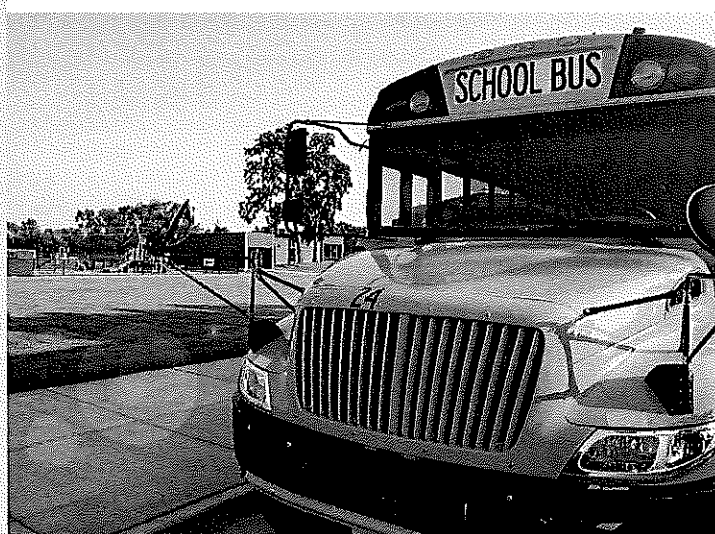
Local education leaders and schools should follow the guidelines below for their transportation vehicles (e.g., buses, vans). It is strongly recommended that a school operating under Plan A for K-5th grade students should utilize a more restrictive Plan B approach for school transportation.

Schools and Local Education Agencies are required to:

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings when they are on a bus or other transportation vehicle, unless the person (or family member, for a student) states that an exception applies.
- ☐ Clean and disinfect transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.
- ☐ Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products.
- ☐ Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- ☐ Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- ☐ Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- ☐ Follow the symptom screening protocol outlined in the Monitoring for Symptoms section above for any person entering a school transportation vehicle, which could be using the option of a parent/guardian attestation. Individuals must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.
 - Note: Upon arrival at school, students do not need to be rescreened if screening was followed prior to entry into the vehicle. However, as noted above, if a parent/guardian provided an attestation only, students do need to be screened upon arrival at school.
- ☐ Create a plan for getting students home safely if they are not allowed to board the vehicle.
- ☐ Enforce that if an individual becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above.
- ☐ If a driver becomes sick during the day, they must follow protocols outlined above and must not return to drive students.
- ☐ Provide hand sanitizer (with at least 60% alcohol) to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children.
 - Hand sanitizer should only remain on school transportation while the vehicles are in use.
 - Systematically and frequently check and refill hand sanitizers.

Under Plan B only, schools are required to adhere to all requirements already outlined, AND:

- ☐ No more than one passenger can be seated per school bus seat (considerations for family members to share one seat).
- ☐ No more than two passengers can be seated in a contracted vehicle.



It is recommended that schools and Local Education Agencies:

- Identify at least one adult to accompany the driver to assist with screening and/or supervision of students during screening of on-boarding passengers, and to monitor children during transport.
- Allow for 6 feet of social distancing between students, and between students and the driver, while seated on vehicles if feasible (e.g., by utilizing larger vehicles with more seats, by increasing frequency of routes to reduce occupancy, one rider per seat in every other row).
- Consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- If feasible, park vehicles in a safe location away from the flow of traffic so that the screening can be conducted safely.



Additional Considerations

It is recommended that schools:

- Designate a single staff member to be the COVID-19 point of contact for the school in collaboration with district school nurses. Ensure that staff, students, and families know how to contact that individual. If students are old enough, consider a student counterpart for this role to be a source of information for students, thereby supporting student ownership and responsibility for creating a safe and healthy campus.
- Increase capacity to deliver health services by increasing number of on-site school nurses.
- Conduct ongoing regular training among all staff on updated health and safety protocols.
- Partner with other institutions in the community to promote communication and cooperation in responding to COVID-19.



Resources

- NCDHHS: [North Carolina COVID-19](#)
- NCDHHS: [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#)
- NCDHHS: [StrongSchoolsNC Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)
- NCDHHS: StrongSchoolsNC Public Health Toolkit (K-12) Frequently Asked Questions ([English](#) | [Spanish](#))
- CDC: [Considerations for Schools](#)
- CDC: [Cleaning and Disinfecting Your Facility](#)
- CDC: [Reopening Guidance](#)
- CDC: [Coping with Stress](#)
- EPA: [Disinfectants for Use Against SARS-CoV-2](#)
- FDA: [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#)
- HHS/OSHA: [Guidance on Preparing Workplaces for COVID-19](#)

Still have questions?

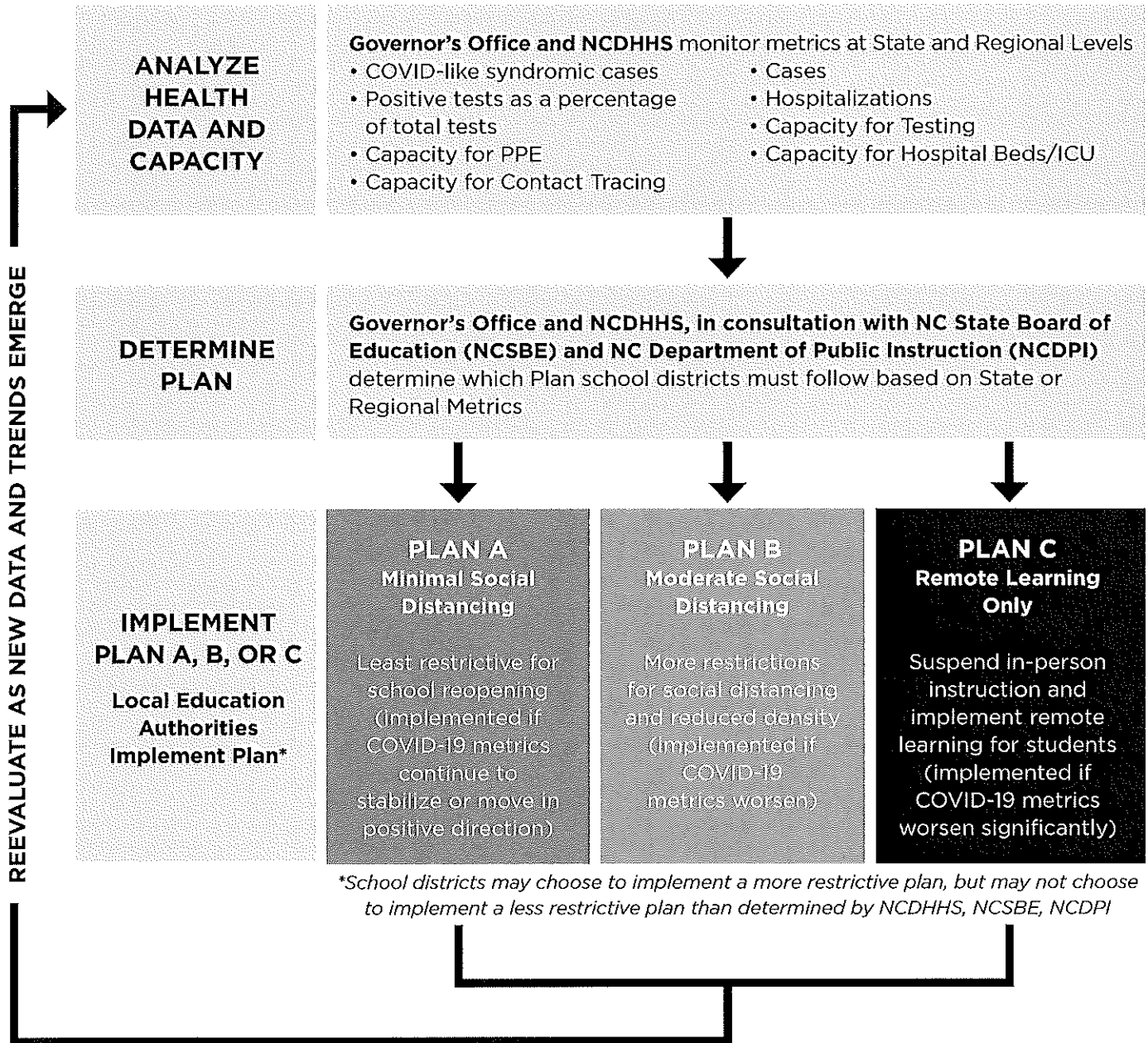
For Families

- For questions specific to your child's school, such as scheduling, operations, remote learning options, and specifics about screening procedures, reach out to your local school leaders, such as your school's principal.
- For questions about your child's school's adherence to public health guidance, contact your local school board, your school district leadership (superintendent), or the NC State Board of Education.

For Local Education Leaders and Local Health Departments

- For questions about NCDHHS statewide guidance related to reopening NC's public schools not covered in this FAQ document, email StrongSchoolsNC@dhhs.nc.gov.
- The NCDHHS Division of Public Health Epidemiologist is on call and available to assist 24/7 (919-733-3419).

Reopening K-12 Schools Decision Tree



SYMPTOM SCREENING CHECKLIST:

Middle and High School Students or Any Person Entering the Building

The person conducting screenings should maintain a six-foot distance while asking questions. Ask each person entering the building the following questions prior to entering the facility or school transportation vehicle.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- ☐ Yes > The person should not be at school. The person can return 14 days after the last time they had close contact with someone with COVID-19, or as listed below.
- ☐ No > The person can be at school if they are not experiencing symptoms.

2. Since you were last at school, have you had any of these symptoms?

- ☐ Fever
- ☐ Chills
- ☐ Shortness of breath or difficulty breathing
- ☐ New cough
- ☐ New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider. Household members (e.g., siblings) should also quarantine for 14 days from last exposure, unless the symptomatic person is cleared as a result of a negative test for COVID-19.

3. Since you were last at school, have you been diagnosed with COVID-19?

- ☐ Yes | If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.
- ☐ No

Returning to School

A person can return to school when a family member can ensure that they can answer YES to ALL three questions:

- ☐ Has it been at least 10 days since the child first had symptoms?
- ☐ Has it been at least 24 hours since the child had a fever (without using fever reducing medicine)?
- ☐ Has there been symptom improvement, including cough and shortness of breath?

If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a person has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

LISTA DE VERIFICACIÓN PARA EVALUACIÓN DE SÍNTOMAS EN PLANTELES, DESDE JARDÍN DE NIÑOS, HASTA EL GRADO 12:

Alumnos de secundaria y preparatoria, o cualquier persona que ingrese al plantel

La persona realizando las evaluaciones debe mantener una distancia de seis pies mientras hace preguntas. Antes de entrar al plantel o al transporte escolar, haga las siguientes preguntas a cada persona que entre.

Cualquier persona que muestre síntomas de COVID-19, o que posiblemente haya estado expuesta a COVID-19, no debe estar en la escuela.

1. ¿En los últimos 14 días, ¿ha tenido contacto cercano (a 6 pies de distancia y por lo menos 15 minutos) con alguien diagnosticado con el COVID-19, o algún departamento de salud o algún proveedor de atención médica ha estado en contacto con usted y le ha aconsejado que se ponga en cuarentena?

- ☐ Sí > La persona no debe estar en la escuela. La persona puede regresar 14 días después desde la última vez que tuvo contacto cercano ante alguien con el COVID-19, o según se lista a continuación.
- ☐ No > La persona puede estar en la escuela si no presenta síntomas.

2. ¿Desde la última vez que estuvo en la escuela, ¿ha presentado alguno de los siguientes síntomas?

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Fiebre<input type="checkbox"/> Escalofríos<input type="checkbox"/> Falta de aliento o dificultad para respirar<input type="checkbox"/> Nueva tos<input type="checkbox"/> Nueva pérdida del sentido del olfato o del gusto | <p>Si una persona tiene alguno de estos síntomas, debe irse a casa, mantenerse alejado de otras personas y llamar a su proveedor de atención médica. Los miembros del hogar (p. ej., hermanos) también deben ponerse en cuarentena durante 14 días desde la última exposición, a menos que la persona sintomática haya sido aprobada con resultado de prueba negativa para COVID-19.</p> |
|--|--|

3. ¿Desde la última vez que estuvo en la escuela, ¿le han diagnosticado COVID-19?

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Sí<input type="checkbox"/> No | <p>Si una persona es diagnosticada con el COVID-19 en base a resultados de una prueba, o a los síntomas que muestra, o bien, no recibe una prueba de COVID-19, pero ha presentado síntomas, no debe estar en la escuela y debe quedarse en casa hasta cumplir con los siguientes criterios.</p> |
|---|---|

Regreso a la escuela

Una persona puede regresar a la escuela cuando un familiar pueda asegurarse de que puede responder SÍ a TODAS las siguientes tres preguntas:

- ☐ ¿Han pasado por lo menos 10 días desde que el niño presentó los primeros síntomas?
- ☐ ¿Han pasado por lo menos 24 horas desde que el niño tuvo fiebre (sin usar medicamentos para reducir la fiebre)?
- ☐ ¿Han mejorado los síntomas, incluyendo la tos y la falta de aliento?

Si una persona ha dado resultado negativo a la prueba de COVID-19, puede regresar a la escuela una vez que no tenga fiebre (sin hacer uso de medicamentos para bajar la fiebre) y que se haya sentido bien durante 24 horas.

Si una persona ha sido diagnosticada con COVID-19, pero no tiene síntomas, debe permanecer fuera de la escuela hasta que hayan pasado 10 días desde la fecha de la primera muestra de prueba de diagnóstico de COVID-19 con resultado positivo, suponiendo que posteriormente no haya desarrollado síntomas desde su resultado positivo a la prueba.

Si se determina que una persona ha estado en contacto cercano con alguien diagnosticado con el COVID-19, debe permanecer fuera de la escuela durante 14 días a menos desde el último contacto conocido, a menos que la prueba resulte positiva; en cuyo caso, se aplicarían los criterios anteriores. Deben completar los 14 días completos de cuarentena, incluso si dan negativo.

Una persona puede regresar a la escuela, siguiendo las políticas normales de la escuela, si recibe la confirmación de un diagnóstico alternativo de un proveedor de atención médica que explicaría los síntomas similares a COVID-19, una vez que no tenga fiebre (sin hacer uso de medicamentos para bajar la fiebre) y que se haya sentido bien durante 24 horas.

SYMPTOM SCREENING CHECKLIST:

Elementary School Students

The person conducting screenings should maintain a six-foot distance while asking questions. Ask the person dropping off the child the following questions before entering the facility or school transportation vehicle. If no person accompanying the child during drop-off, use your best judgment if the child can respond on their own.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised your child to quarantine?

- ☐ Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- ☐ No > The child can be at school if the child is not experiencing symptoms.

2. Do any of the children you are dropping off have any of these symptoms?

- ☐ Fever
- ☐ Chills
- ☐ Shortness of breath or difficulty breathing
- ☐ New cough
- ☐ New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider. Household members (e.g., siblings) should also quarantine for 14 days from last exposure, unless the symptomatic person is cleared as a result of a negative test for COVID-19.

3. Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?

- ☐ Yes | If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.
- ☐ No

Returning to School

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

- ☐ Has it been at least 10 days since the child first had symptoms?
- ☐ Has it been at least 24 hours since the child had a fever (without using fever reducing medicine)?
- ☐ Has there been symptom improvement, including cough and shortness of breath?

If a child has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

A child can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

LISTA DE VERIFICACIÓN PARA EVALUACIÓN DE SÍNTOMAS EN PLANTELES, DESDE JARDÍN DE NIÑOS, HASTA EL GRADO 12:

Alumnos de escuela primaria

La persona realizando las evaluaciones debe mantener una distancia de seis pies mientras hace preguntas. Antes de entrar a la instalación o al transporte escolar, haga las siguientes preguntas a la persona dejando al niño. Si ninguna persona acompaña al niño en ese momento, use su mejor criterio si el niño puede responder por sí solo.

Cualquier persona que muestre síntomas de COVID-19, o que posiblemente haya estado expuesta a COVID-19, no debe estar en la escuela.

1. ¿En los últimos 14 días, ¿el niño que está pasando a dejar ha tenido contacto cercano (a 6 pies de distancia, por lo menos durante 15 minutos) con alguien diagnosticado con el COVID-19, o algún departamento de salud o algún proveedor de atención médica ha estado en contacto con usted y le ha aconsejado que se ponga a su niño en cuarentena?

- ☐ Sí > El niño no debe estar en la escuela. El niño puede regresar 14 días después desde la última vez que tuvo contacto cercano ante alguien con COVID-19, o según se lista a continuación.
- ☐ No > El niño puede estar en la escuela si no presenta síntomas.

2. ¿Alguno de los niños que está pasando a dejar presenta alguno de los siguientes síntomas?

- ☐ Fiebre
- ☐ Escalofríos
- ☐ Falta de aliento o dificultad para respirar
- ☐ Nueva tos
- ☐ Nueva pérdida del sentido del olfato o del gusto

Si una persona tiene alguno de estos síntomas, debe irse a casa, mantenerse alejado de otras personas y llamar a su proveedor de atención médica. Los miembros del hogar (p. ej., hermanos) también deben ponerse en cuarentena durante 14 días desde la última exposición, a menos que la persona sintomática haya sido aprobada con resultado de prueba negativa para COVID-19.

3. ¿Desde la última vez que estuvo en la escuela, ¿el niño que está pasando a dejar ha sido diagnosticado con el COVID-19?

- ☐ Sí
- ☐ No

Si un niño es diagnosticado con el COVID-19 en base a resultados de una prueba, o a los síntomas que muestra, o bien, no recibe una prueba de COVID-19, pero ha presentado síntomas, no debe estar en la escuela y debe quedarse en casa hasta cumplir con los siguientes criterios.

Regreso a la escuela

Un niño puede regresar a la escuela cuando un familiar pueda asegurarse de que puede responder SÍ a TODAS las siguientes tres preguntas:

- ☐ ¿Han pasado por lo menos 10 días desde que el niño presentó los primeros síntomas?
- ☐ ¿Han pasado por lo menos 24 horas desde que el niño tuvo fiebre (sin usar medicamentos para reducir la fiebre)?
- ☐ ¿Han mejorado los síntomas, incluyendo la tos y la falta de aliento?

Si un niño ha dado resultado negativo a la prueba de COVID-19, puede regresar a la escuela una vez que no tenga fiebre (sin hacer uso de medicamentos para bajar la fiebre) y que se haya sentido bien durante 24 horas.

Si un niño ha sido diagnosticado con COVID-19, pero no tiene síntomas, debe permanecer fuera de la escuela hasta que hayan pasado 10 días desde la fecha de la primera muestra de prueba de diagnóstico de COVID-19 con resultado positivo, suponiendo que posteriormente no haya desarrollado síntomas desde su resultado positivo a la prueba.

Si se determina que un niño ha estado en contacto cercano con alguien diagnosticado con el COVID-19, debe permanecer fuera de la escuela durante 14 días a menos que la prueba resulte positiva; en cuyo caso, se aplicarían los criterios anteriores. Deben completar los 14 días completos de cuarentena, incluso si dan negativo.

Un niño puede regresar a la escuela, siguiendo las políticas normales de la escuela, si recibe la confirmación de un diagnóstico alternativo de un proveedor de atención médica que explicaría los síntomas similares a COVID-19, una vez que no tenga fiebre (sin hacer uso de medicamentos para bajar la fiebre) y que se haya sentido bien durante 24 horas.

K-12 SCHOOLS SYMPTOM SCREENING:

Parent/Guardian Attestation

Child's First Name: _____ Child's Last Name: _____

Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____

1. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- ☐ Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- ☐ No > The child can be at school if the child is not experiencing symptoms.

2. Does your child have any of these symptoms?

- ☐ Fever
- ☐ Chills
- ☐ Shortness of breath or difficulty breathing
- ☐ New cough
- ☐ New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider. Household members (e.g., siblings) should also quarantine for 14 days from last exposure, unless the symptomatic person is cleared as a result of a negative test for COVID-19.

3. Since they were last at school, has your child been diagnosed with COVID-19?

- ☐ Yes
- ☐ No
- If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

- ☐ Has it been at least 10 days since the child first had symptoms?
- ☐ Has it been at least 24 hours since the child had a fever (without using fever reducing medicine)?
- ☐ Has there been symptom improvement, including cough and shortness of breath?

If a child has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

I attest that the following information is true to the best of my knowledge as of:

_____/_____/_____, ____:____ AM PM Signature: _____
MONTH DAY YEAR TIME CIRCLE ONE

EVALUACIÓN DE SÍNTOMAS EN PLANTELES ESCOLARES, DESDE JARDÍN DE NIÑOS, HASTA EL GRADO 12:

Testimonio del padre, madre o tutor legal

Nombre del menor: _____

Apellido del menor: _____

Nombre del padre,
madre o tutor legal: _____

Apellido del padre,
madre o tutor legal: _____

1. ¿En los últimos 14 días, ¿su niño ha tenido contacto cercano (a 6 pies de distancia y por lo menos 15 minutos) con alguien diagnosticado con el COVID-19, o algún departamento de salud o algún proveedor de atención médica ha estado en contacto con usted y le ha aconsejado que se ponga en cuarentena?

- ☐ Sí > El niño no debe estar en la escuela. El niño puede regresar 14 días después desde la última vez que tuvo contacto cercano ante alguien con COVID-19, o según se lista a continuación.
- ☐ No > El niño puede estar en la escuela si no presenta síntomas. .

2. ¿Su niño presenta alguno de los siguientes síntomas?

- ☐ Fiebre
- ☐ Escalofríos
- ☐ Falta de aliento o dificultad para respirar
- ☐ Nueva tos
- ☐ Nueva pérdida del sentido del olfato o del gusto

Si una persona tiene alguno de estos síntomas, debe irse a casa, mantenerse alejado de otras personas y llamar a su proveedor de atención médica. Los miembros del hogar (p. ej., hermanos) también deben ponerse en cuarentena durante 14 días desde la última exposición, a menos que la persona sintomática haya sido aprobada con resultado de prueba negativa para COVID-19.

3. ¿Desde la última vez que el niño estuvo en la escuela, ¿le han diagnosticado COVID-19 al niño?

- ☐ Sí
- ☐ No
- Si un niño es diagnosticado con el COVID-19 en base a resultados de una prueba, o a los síntomas que muestra, o bien, no recibe una prueba de COVID-19, pero ha presentado síntomas, no debe estar en la escuela y debe quedarse en casa hasta cumplir con los siguientes criterios.

Un niño puede regresar a la escuela cuando un familiar pueda asegurarse de que puede responder Sí a TODAS las siguientes tres preguntas:

- ☐ ¿Han pasado por lo menos 10 días desde que el niño presentó los primeros síntomas?
- ☐ ¿Han pasado por lo menos 24 horas desde que el niño tuvo fiebre (sin usar medicamentos para reducir la fiebre)?
- ☐ ¿Han mejorado los síntomas de los síntomas, incluyendo la tos y la falta de aliento?

Si un niño ha dado resultado negativo a la prueba de COVID-19, puede regresar a la escuela una vez que no tenga fiebre -sin hacer uso de medicamentos para bajar la fiebre,- y que se haya sentido bien durante 24 horas.

Si un niño ha sido diagnosticado con COVID-19, pero no tiene síntomas, debe permanecer fuera de la escuela hasta que hayan pasado 10 días desde la fecha de la primera muestra de prueba de diagnóstico de COVID-19 con resultado positivo, suponiendo que posteriormente no haya desarrollado síntomas desde su resultado positivo a la prueba.

Si se determina que un niño ha estado en contacto cercano con alguien diagnosticado con el COVID-19, debe permanecer fuera de la escuela durante 14 días a menos desde el último contacto conocido, a menos que la prueba resulte positiva; en cuyo caso, se aplicarían los criterios anteriores. Deben completar los 14 días completos de cuarentena, incluso si dan negativo.

Doy fe de que la siguiente información es verdadera, a mi mejor saber y entender, a la fecha del:

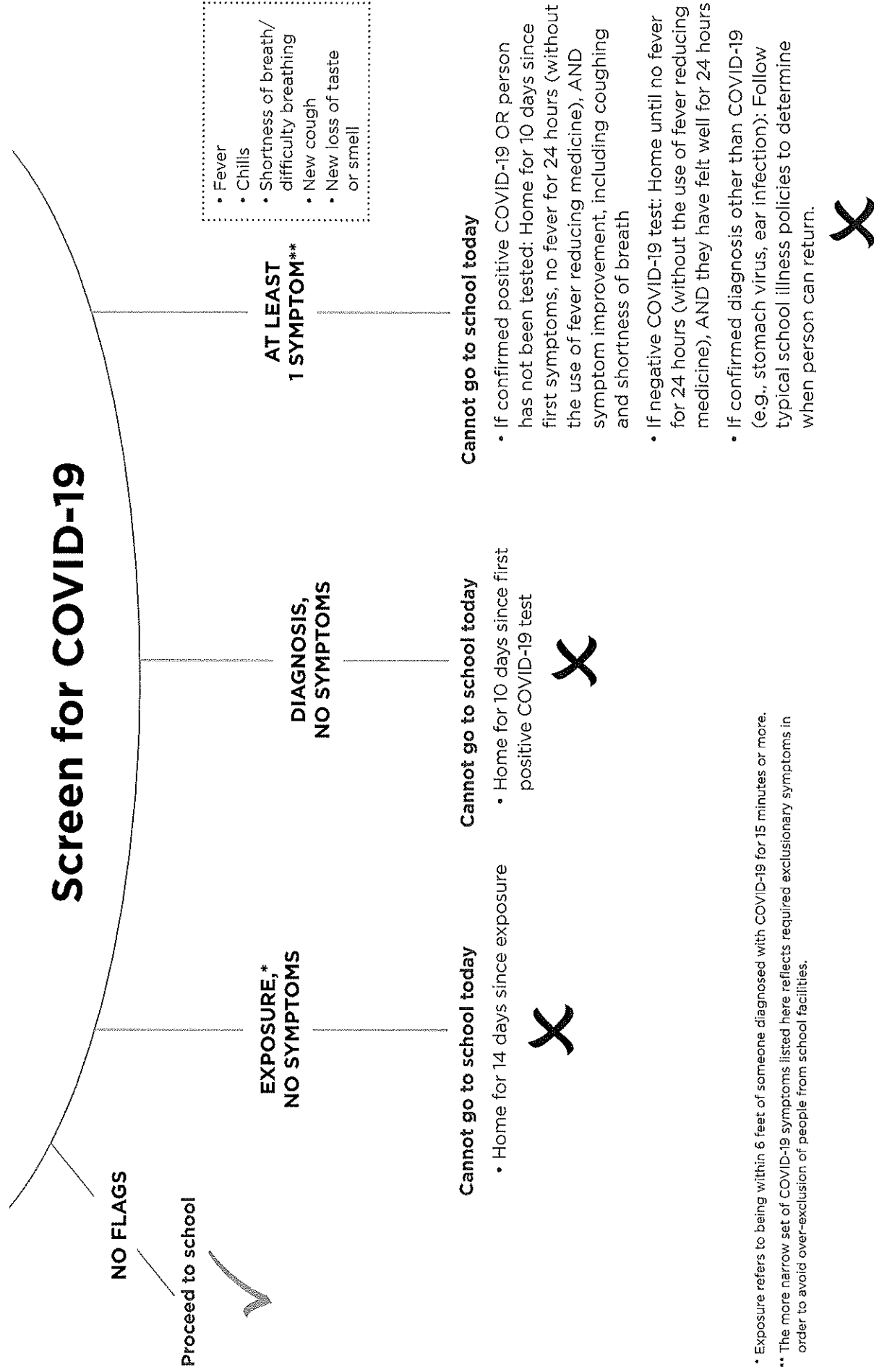
____ / ____ / ____ , ____ : ____ AM PM
MES DÍA AÑO HORA MARQUE UNO

Firma: _____



Screening Flow Chart

For step-by-step instructions for school personnel, review the [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)



* Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

** The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.