



**Carroll County Schools**  
**Coronavirus Information Sheet**  
**Updated March 12, 2020**

***This document will be updated as guidance from the Department of Public Health (DPH) and Center for Disease Control and Prevention (CDC) changes. We will continue to be in frequent contact with our local health officials to provide a safe environment for our students and staff.***

Carroll County Schools is implementing proactive measures to minimize the risk to students, employees, and families relating to the spread of the Coronavirus, COVID-19. As a part of this effort, a cross-functional planning team has been established to coordinate, monitor, and oversee Carroll County School's ongoing response to the Coronavirus. This team is focused on the following three key efforts:

1. Providing accurate and timely information to students, staff, and parents.
2. Coordinating efforts with the Carroll County Board of Health, Tanner Health System, emergency responders, and other local school systems.
3. Coordinating preparation efforts among all district departments and schools.

The planning team will direct proactive measures by providing guidance on school attendance, student enrollment, student travel and re-entry, employee travel and re-entry, employee attendance, school cleaning, and facility rental. Carroll County Schools is in close communication with the Carroll County Board of Health and other public health officials to make informed operational decisions. Carroll County Schools is committed to keeping our students, employees, and families safe and informed with the most current recommendations from the Centers for Disease Control and Prevention (CDC).

### **Best Practices for Prevention**

The best way to avoid contracting or spreading respiratory illnesses such as the Corona virus is to follow the infectious disease prevention guidelines from the CDC. We have posted those guidelines at the bottom of this document.

### **School Attendance**

If students provide written documentation from their healthcare provider advising them to refrain from attending school due to the Coronavirus, he or she will be fully accommodated in accordance with [Board Policy JB](#). Families of these students should coordinate with their school's administration for additional guidance.

For all other students, normal school attendance policies remain in effect.

Student attendance incentives for all schools are suspended for the remainder of the 2019-2020 school year. Perfect attendance calculations will be addressed at a later time.

## **School and District Sponsored Events**

Currently scheduled events occurring in closed spaces, or events with 1,000 or more participants will be reviewed by district administration. All other events will be allowed to proceed as planned. The district supports the event sponsor and school administrators' authority to postpone or cancel events.

## **School Closure Learning Plan**

If the district enacts a closure of schools due to the Coronavirus for at least two consecutive days, Carroll County Schools will implement digital learning days. A digital learning day will be used as a replacement day(s) rather than adding additional day(s) at the end of the school year. More information about digital learning days can be accessed [here](#).

School closures will be communicated to Carroll County families using the following methods:

- District-wide email
- Text and phone messages (To ensure your phone number is up to date, please visit the [Infinite Campus Parent Portal](#) and click on *Update My Contact Information*.)
- District website
- Social media
- Local media outlets

## **School Sponsored Student Travel**

Currently planned school sponsored or district sponsored travel to locations with [travel advisories](#) for Coronavirus, as identified by the [CDC](#) or the [US Department of State](#), will be cancelled until further notice. The school will work with families to pursue refunds, if possible.

Until further notice, new requests for international field trips will not be approved.

Currently planned school sponsored or district sponsored [out-of-state travel](#) will be reviewed by the district. District administration will review each trip on a case-by-case basis. If a student is not comfortable traveling, those individuals will be excused from the event and every effort will be made to release the student from any financial penalty for non-attendance. There will be no academic consequences for non-attendance on field trips.

Until further notice, new requests for out-of-state field trips must be approved by district administration prior to submitting the request to the Board of Education.

The district is proceeding with caution regarding [in-state travel](#). All in-state travel will be reviewed by district administration. Trips will be reviewed on a case by case basis.

Students exhibiting flu-like symptoms will not be permitted to participate in any field trips.

## **Personal Travel of Students and Parents/Guardians**

Parents and guardians should inform their schools by telephone or email if anyone in their household has traveled to areas or countries with [travel advisories](#) for the Coronavirus, as identified by the CDC or the [US Department of State](#). Upon notification, schools will work with district and community health officials to determine the appropriate action regarding re-entry of those children into school.

Parents and guardians should inform their schools by telephone or email if anyone in their household has participated in cruise ship travel. Upon notification, schools will work with district and community health officials to determine the appropriate action regarding re-entry of those children into school. Currently, the CDC has advised that travelers defer [cruise ship travel](#) as recent reports of COVID-19 on cruise ships highlight the risk of infection to cruise ship passengers and crew. Like many other viruses, COVID-19 appears to spread more easily between people in close quarters aboard ships.

### **Enrollment of New Students from High Risk Areas**

Prior to coming to the District Student Enrollment Center, new families to Carroll County Schools from areas or countries with [travel advisories](#) for the Coronavirus, as identified by the [CDC](#) or the [US Department of State](#), should call 678-854-2302 or email Jan Hanson at [Jan.Hanson@carrollcountyschools.com](mailto:Jan.Hanson@carrollcountyschools.com) for further instructions. District administration will work with community health officials to determine the appropriate registration and attendance plan for those students. Families arriving from high-risk areas should not visit school nor district facilities but should interact with the district by telephone or email.

### **Employee Attendance**

Employees not reporting to work due to Coronavirus must provide written documentation from their healthcare provider. The district will continue to enforce [Board Policy GARH](#). Normal work attendance policies remain in effect.

If the district enacts a closure of schools due to the Coronavirus for at least two consecutive days, teachers will be expected to follow the School Closure Learning Plan.

### **School or District Sponsored Employee Travel**

All previously approved employee out-of-state travel is being reviewed. The district will review each trip on a case-by-case basis.

Until further notice, new out-of-state travel requests will not be approved, except in emergencies or mission critical employee situations as determined by the district administration and reviewed on a case-by-case basis.

Employees who are exhibiting flu-like symptoms will not be permitted to participate in school and district sponsored travel.

### **Personal Travel of Employees**

Employees should inform their supervisor by telephone or email if anyone in their household has traveled to areas or countries with [travel advisories](#) for the Coronavirus, as identified by the CDC or the US Department of State. Supervisors should notify district administration. Upon notification, the district will work with community health officials to determine the appropriate action regarding re-entry to the workplace.

Employees should inform their schools by telephone or email if anyone in their household has participated in [cruise ship travel](#). Upon notification, schools will work with district and community health officials to determine the appropriate action regarding re-entry of those employees into school. Currently, the CDC has advised that travelers defer [cruise ship travel](#) as recent reports of COVID-19 on cruise

ships highlight the risk of infection to cruise ship passengers and crew. Like many other viruses, COVID-19 appears to spread more easily between people in close quarters aboard ships.

### **Cleaning of School Facilities**

The district uses products confirmed by the manufacturer to kill Coronavirus and other viruses. Carroll County Schools cleans and disinfects schools and facilities, including buses and technology devices, in alignment with guidance from the CDC. Schools will provide adequate supply of soap and paper towels for student and employee use.

If warranted, the district is prepared to deploy additional resources to ensure our schools remain safe.

### **Facility Rentals**

School district facility rental agreements will continue to be honored at this time; however, lessees will be required to hire Carroll County Schools custodial services to ensure district protocols for cleaning and disinfection. Additional costs associated with these procedures will be the responsibility of the lessee.

**The district will continue to update information on the website as needed. Please visit the webpage frequently for updated information.**

### **CDC Infectious Disease Prevention Guidelines**

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

If at any time you experience symptoms similar to those associated with COVID-19 as [listed by the CDC](#), take precautions by self-isolating and call your primary care provider or another appropriate healthcare facility (such as Carroll County Health Department at 770-836-6667 or Tanner Health System at 770-812-9666) for guidance.