# District Policy Scoring Rubric for the 2021-2022 School Year

|  |  |  |
| --- | --- | --- |
| Construct | Rubric items | Operationalization |
| Offering vaccines to students or staff | Offer vaccines at district sponsored events to teachers and staff  Offer vaccines at district sponsored events to eligible students | Affirmative: Encouraged/Recommended/Offered for either of the two items |
| Universal mask requirement | Teachers and staff wear masks at school  Students wear masks at school | Affirmative: Required for both items |
| Physical distancing | Students maintain at least 3 feet between each other indoors required vs all other | Affirmative: Required |
| Cleaning | Clean high touch surfaces at least daily or between uses | Affirmative: Required |
| Screening testing for students | Offer or support the screening testing of students on a regular basis | Affirmative: encourage/recommend/offer/require |
| Staying home when sick | Students stay home when sick or tested positive for COVID-19 | Affirmative: encourage/recommend/offer/require |
| Contact tracing | Conduct contact tracing | Affirmative: encouraged/recommended/offered |
| Quarantine | Students quarantine if identified to be a close contact | Affirmative: Required |
| HEPA filters | Use high-efficiency particulate air (HEPA) filters | Affirmative: encouraged/recommended/offered |
| HVAC systems | Replace, upgrade, maintain, or inspect HVAC systems | Affirmative: encouraged/recommended/offered |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COVID-19 Vaccination |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | |
| Offer paid leave for teachers and staff who have side effects from vaccine |  |  |  | |
| Offer excused absence for eligible students to get vaccinated |  |  |  | |
| Offer to host **information sessions** to connect families with information about vaccinations |  |  |  | |
| Offer vaccines at district sponsored events to teachers and staff |  |  |  | |
| Offer vaccines at district sponsored events to eligible students |  |  |  | |
| Offer vaccines at district sponsored events to families and/or community members |  |  |  | |
|  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Vaccinations among teachers and staff |  |  |  |  |
| Vaccinations among eligible students |  |  |  |  |
| Vaccinations among families |  |  |  |  |
| Handwashing and Respiratory Etiquette |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | |
| Students wash their hands frequently or at specified times during the school day |  |  |  | |
| Teach or reinforce proper handwashing (e.g., for at least 20 seconds using soap and water or hand sanitizer) |  |  |  | |
| Maintain adequate handwashing supplies |  |  |  | |
| Teach or reinforce proper respiratory etiquette (e.g., cover coughs and sneezes) |  |  |  | |
| Consistent and Correct Mask Use |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Teachers and staff wear masks at school |  |  |  |  |
| Students wear masks at school |  |  |  |  |
| Visitors wear masks at school |  |  |  |  |
| Students wear masks on school buses |  |  |  |  |
| Provide masks to those who needs them |  |  |  |  |
| Physical  Distancing |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Students maintain at least 3 feet between each other indoors |  |  |  |  |
| Students distance themselves on school buses |  |  |  |  |
| Cohorting/  Staggered Scheduling |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Group or stagger the schedules of students and/or staff in ways that minimize physical contact with other groups of students and/or staff (e.g., stagger arrival and dismissal times or class breaks) |  |  |  |  |
| COVID-19 Testing and Screening |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | |
| Offer or support the testing of teachers and staffas needed |  |  |  | |
| Offer or support the testing of students as needed |  |  |  | |
| Offer of support the screening testing of teachers and staff on a regular basis |  |  |  | |
| Offer or support the screening testing of students on a regular basis |  |  |  | |
| Staying Home When Sick or Getting Tested |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | |
| Offer paid sick leave for teachers and staff who are sick |  |  |  | |
| Offer excused absences for in-person or virtual learning to students who are sick, awaiting test results, quarantining, or isolating due to COVID-19 |  |  |  | |
|  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Teachers and staff stay home when sick or tested positive for COVID-19 |  |  |  |  |
| Students stay home when sick or tested positive for COVID-19 |  |  |  |  |
| Contact Tracing, Isolating, Quarantining |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | |
| Conduct contact tracing |  |  |  | |
| Implement a “test to stay” program that allows students who test negative to stay in school during their quarantine period rather than being quarantined at home |  |  |  | |
|  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Teachers and staff quarantine if identified to be a close contact |  |  |  |  |
| Students quarantine if identified to be a close contact |  |  |  |  |
| Cleaning and Disinfection |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Disinfect spaces that have been occupied by a person who is sick or has tested positive for COVID-19 |  |  |  |  |
| Clean high touch surfaces at least daily or between uses |  |  |  |  |
| **Ventilation** |  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | **Required (3)** |
| Open windows and doors to help keep virus particles from concentrating inside |  |  |  |  |
| Use fans in classrooms to help keep virus particles from concentrating inside |  |  |  |  |
| Open windows on school buses when feasible |  |  |  |  |
| Use outdoor spaces for activities, instruction, or meals when feasible |  |  |  |  |
|  | **Not Mentioned (0)** | **Mentioned (1)** | **Encouraged/**  **Recommended/**  **Offered (2)** | |
| Use high-efficiency particulate air (HEPA) filters |  |  |  | |
| Replace, upgrade, maintain, or inspect HVAC systems |  |  |  | |

#### Notes

|  |
| --- |
| 1. **Make no assumptions.** If a strategy is not explicitly mentioned do not assume it was encouraged/recommended/offered or required to be implemented. |
| 1. “Mentioned” pertains to strategies that are mentioned in a document but were presented as optional or were not encouraged, recommended, offered, or required, or were mentioned merely to say that they were not implemented at all. |
| 1. If a policy states the district will follow CDC guidelines without explicitly stating what those guidelines are, rate it as “2” |
| 1. If a strategy is **required** for some but not all groups, or in some situations but not in others, then it should be rated as a requirement (3). |
| 1. If contradictory information is found in a document, select the most recent information for review. |
| 1. Pre-service teachers and substitute teachers are considered teachers. |
| 1. If physical distancing is “encouraged” the distance need not be at least 3 feet. |
| 1. For the item “Use of high-efficiency particulate air (HEPA) filters” the term HEPA must be stated explicitly. |
| 1. For the item “Replace, upgrade, or inspect HVAC systems” the term HVAC does not have to be stated explicitly. |
| 1. For the item “Clean high touch surfaces at least daily or between uses” must say daily or between uses. |
| 1. Screening testing is done **by the school or district** to identify **asymptomatic** persons who may be infected. |
| 1. Test-to-Stay is a practice that uses contact tracing and serial testing to allow students who have come in close contact with someone who is infected to stay in school during their quarantine period rather than being quarantined at home. |
| 1. If a document states a strategy "should" be implemented, rate is as a requirement unless it is followed by "when feasible or when possible" 2. Do not open any links in the document. |

#### Definitions

|  |  |
| --- | --- |
| Vaccination | Establish policies and practices that promote vaccinations among teachers, staff, families, and by eligible students by providing information about COVID-19, encourage vaccine trust and confidence, and make getting vaccinated as easy as convenient as possible. |
| Handwashing and respiratory etiquette | Practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading COVID-19. Teach and reinforce handwashing with soap and water for at least 20 seconds. Remind everyone in the facility to wash hands frequently and assist young children with handwashing. If handwashing is not possible, use hand sanitizer containing at least 60% alcohol. |
| Consistent and correct mask use | Teachers, staff, students, and visitors should wear masks consistently and correctly (i.e., covering the mouth and nose) indoors regardless of vaccination status for all individuals ages 2 years and older. Unvaccinated people should wear masks outdoors in crowded spaces. Students and drivers should wear masks on school buses. |
| Physical distancing | Schools maintain at least 3 feet of physical distance between students within classrooms. A distance of at least 6 feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated. |
| Cohorting/  staggered scheduling | Keeping people together in a small group and having each group stay together throughout an entire day to limit the number of students, teachers, and staff who come in contact with each other. Stagger arrival and dismissal times or class breaks. |
| COVID-19 testing and screening | Screen and test to identify infected people, including those with or without symptoms (or before development of symptoms) who may be contagious, so that measures can be taken to prevent further transmission. At a minimum, screening testing should be offered to students who have not been fully vaccinated when community transmission is at moderate, substantial, or high levels. At any level of community transmission, screening testing should be offered to all teachers and staff who have not been fully vaccinated. |
| Staying home when sick or getting tested | Everyone with COVID-19 should stay home and isolate away from other people for 10 days. Schools should also allow flexible, non-punitive, and supportive paid sick leave policies and practices that encourage sick workers to stay home without fear of retaliation, loss of pay, or loss of employment level and provide excused absences for students who are sick. |
| Contact tracing, isolating, and quarantining | Collaborate with state and local health departments to the extent allowable by privacy laws and other applicable laws, to confidentially provide information about people diagnosed with or exposed to COVID-19. Contact tracing allows for the identification of students, teachers, and staff with positive COVID-19 test results should isolate and which close contacts should quarantine. |
| Ventilation | Bringing fresh outdoor air into a building to help keep virus particles from concentrating inside. This can be done by opening multiple doors and windows, using child-safe fans to increase the effectiveness of open windows, and making changes to the HVAC or air filtration systems. During transportation, open or crack windows in buses and other forms of transportation, if doing so does not pose a safety risk. |
| Cleaning and disinfection | Clean at least once a day to remove potential virus that may be on surfaces. Disinfect (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) to remove any remaining germs on surfaces. |