



# BACK TO SCHOOL

*USD 248 Girard Schools COVID-19  
Return to School Policy Guide  
2020-2021*

# **USD 248 Girard Schools COVID-19 Return to School Policy Guide 2020-2021**

The USD 248 School District has developed this COVID-19 Return to School Policy as a framework for reopening our schools for the 2020-21 school year. It will address instructional delivery options for students, health mitigation protocols that will be in place to keep our students safe, as well as general information to help parents make informed decisions regarding their student's education for the upcoming school year. This policy is built upon the guidance and recommendations of local, state and national health officials. It is the product of the work of community members, staff, administration, and the Board of Education. Due to the ever-changing challenges of COVID-19, we must maintain the ability to adjust and change the normal policies that have guided the district in the past. We appreciate your flexibility and patience as we all cope with this situation.

Instead of a "one size fits all" approach, this document provides a menu of operational and instructional model responses that school staff can adopt to ensure the continued success and safety of students and staff members. These guidelines can be applied district-wide, at individual buildings, for specific activities, or for individuals, based on the best available evidence at the time the decision is made. All health-related decisions and adjustments will be made with the guidance of our local county health directors. These guidelines will also provide clear procedural and academic expectations to students and families who may, due to individual circumstances, need an alternative option to the learning process or the regular school setting.

In this document, you will notice charts that are color-coded as green, yellow or red. These colors describe the current COVID-19 level of community impact in our county that will be designated to us by our local county health directors. Green represents low/minimal county-wide spread, yellow represents moderate county-wide spread, and red represents substantial county-wide spread. We will refer to these colors when describing decisions that may be made in our school district.

As we move forward, changes and alterations to this policy may, and probably will, occur based on the current landscape. We ask for your patience and understanding in the event that changes are made.

Blaise Bauer  
Superintendent of Schools, USD 248

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## STUDENT INSTRUCTIONAL DELIVERY MODELS: 3 OPTIONS

1. On-Site (Face to Face) – Students on campus in the classroom with teachers. This is our expectation, if possible.
  2. Hybrid Model – Combination of face to face and online learning to reduce student population on campus.
  3. Remote/Virtual Model – Instruction will be delivered on-line to students off campus.
- If local health guidelines/restrictions are supportive to have students on campus, it is our district’s expectation that students will use the On-Site model.
  - Parents may choose to keep students at home and use the Remote Learning plan. This instructional model will have a trial period that ends on September 4th. If the child decides to stay with the Remote learning model they will be committed to this mode of instruction for a minimum of a 9 week period. If this style is chosen, students will not have access to extra-curricular activities.
  - The Hybrid model will only be used if it is deemed necessary to reduce student population in a specific building, classroom or the entire district campus. This option is not an individual choice option. This model will be employed when local health officers and school administration deem it necessary.

## REMOTE/VIRTUAL MODEL DEFINITIONS:

**Remote Learning** is defined by daily interaction with USD 248 teachers via Zoom, Canvas, or SeeSaw. Students will be online daily interacting with their instructors and peers. To remain in good standing, these students will be required to log 6 hours online daily. It is strongly recommended that all of these students have strong internet access and the ability to interact **for the length of the day** with their class and teachers. If a student is using this model, the parent/student is responsible to complete and return the online learning log that will be supplied by USD 248.

**Virtual Learning (High School Students Only)** through USD 248 will be provided for GHS students who choose to not be a part of the remote learning plan. Students will be using the Edgenuity online platform to deliver instruction. Although this program’s curriculum will vary from the daily instruction that students receive from teachers at USD 248, it is an accredited course of study by KSDE. These students would be required to be actively working and making progress at a minimum of 30 hours per week. They are also required to complete 40 assignments per week.

USD 248 will rely on local and state health guidelines to determine the type of instructional model that we will have available for our students. However, if local health guidelines/restrictions are supportive to have students on campus, it is our district’s expectation that students will attend class for face to face instruction, unless underlying health issues are a factor for individual students. If local health guidelines/restrictions recommend that we should not have a full student body on our campuses, we will be prepared to deliver an alternative model.

**LEARNING MODELS AND SCENARIO EXAMPLES:**

	<u>Option A</u> <b>On-Site Model</b>	<u>Option B</u> <b>Hybrid Model</b>	<u>Option C</u> <b>Remote/Virtual Model</b>
<b>Type of conditions that will initiate learning models and operational protocol options</b>	<u>Option A</u> <b>On-Site Model</b> In-person learning available for all students, enforcing health and safety standards. Activities and extracurricular programming should continue to follow the activities health protocols.	<u>Option B</u> <b>Hybrid Model</b> Hybrid model with stricter mitigation strategies, limiting the overall number of people in school facilities and on transportation vehicles, alternative scheduling, targeted distance learning, meal delivery and extra-curricular activity restrictions. This model will be a building or district mandate decision and <u>not an individual student choice.</u>	<u>Option C</u> <b>Remote/Virtual Model</b> A distance learning model that will be implemented if local or state health officials enforce restrictions on buildings or the district. This may also be utilized in the instance that a school building had to undergo a deep cleaning due to multiple COVID-19 cases and quarantine requirements. It may also be an individual student choice.
<b>Level of Community Impact</b> <small>(as determined by state and local health officials)</small>	Minimal/Low Spread	Moderate Spread	Significant Spread
<b>Instructional Model Options</b> <small>(as determined by USD 248 administration)</small>	On-Site Model	Hybrid	Remote Learning
<b>Potential Responses</b> <small>(as determined by USD 248 in partnership with local departments of public health and community stakeholders)</small>	School Buildings Open – Implement preventative practices and additional proactive processes/protocols	Limited/Staggered Use of School Buildings – Implement alternating schedules for students and targeted distance/remote learning.	<b>Targeted Closure –</b> <i>Isolate and disinfect affected areas</i>
			OR <b>Short-term Closure –</b> <i>Close for facility-wide deep cleaning minimum of 5 days</i>
			OR <b>Extended Closure –</b> <i>Close building(s) for at least 14 days</i>

### INSTRUCTIONAL FORMAT BASED UPON HEALTH SITUATIONS:

USD 248 understands that health and safety conditions will dictate the model of teaching and learning that will be put into operation for individual students, buildings or the entire district. Those conditions may vary from time to time and from one location to another. All decisions will be made depending on the factors of each situation. Below are examples of situations that may occur and the options that may be implemented:

Situation	Implementation Option
Minimal Community Spread	Option A All Can Return-full seated environment, maintain normal mitigation protocols and procedures
Quarantine of Student or Family	Option B/C Full Distance/Remote Learning-for that student or family during time of quarantine
Moderate Community Spread-minimal impact to students, families or buildings	Option B/C Traditional Seated-enhanced mitigation strategies but may have targeted closures
Moderate Community Spread-impact on small groups or within buildings	Option B/C Hybrid Model-limited or staggered use of school buildings with alternate scheduling and targeted distance/remote learning with full mitigation strategies
Moderate Community Spread-more substantial impact on groups within buildings or across the district	Option B/C Full Distance/Remote Learning- Minimal Use of School Buildings –Implement targeted distance/remote learning or adopt building-wide distance/remote learning as necessary
Stay at Home Orders	Option C Full Distance/Remote Learning-orders have been given to shut down a building(s) by local or state health officials
Family Choice-The family chooses to not send their child to the physical building	If allowed, Option C Full Distance/Remote Learning- <b>No extra-curricular activities</b>

## DISTRICT COMMUNICATIONS:

It is imperative that two-way communication be established and implemented on a regular basis due to the possibility that remote learning may occur. The district requests that up-to-date information is maintained for each student so that communication will take place in a safe and efficient manner. If any contact information changes for a student or parent, please contact the child's school to update that information.

<b>Type of Communication</b>	<b>Purpose of Communication</b>	<b>Methods of Communication</b>
From District to Students and Parents	This will be utilized to inform parents and students of information that is critical to the operations of the school or the health and safety of our students and their families.	<ul style="list-style-type: none"> <li>● School Reach</li> <li>● Email</li> <li>● Social Media Platforms: Facebook, Twitter, District Website</li> </ul>
From Teachers to Students	In a remote learning environment, these tools will be utilized to communicate with students.	<ul style="list-style-type: none"> <li>● Email</li> <li>● Telephone Calls/Texts</li> <li>● Canvas (Grades 6-12)</li> <li>● SeeSaw (Grades K-5)</li> <li>● Zoom</li> </ul>
To and From Teachers and Students	It is important that the school, students and parents perform their responsibility to communicate with one another at all times, and especially during a distance/remote learning environment. It will be the district's (teachers) responsibility to provide all learning objectives, materials, instruction, assessments and tools needed to be successful. It is the student(s) responsibility to complete all work and submit (or transmit) any and all assignments or activities dispensed to them.	<ul style="list-style-type: none"> <li>● Email</li> <li>● Telephone Calls/Texts</li> <li>● Canvas (Grades 6-12)</li> <li>● SeeSaw (Grades K-5)</li> <li>● Zoom</li> </ul>
From Parents to the District	It is imperative that the district has all of the correct demographic information for each student. Demographic information includes: addresses, telephone numbers and email addresses for all students and parents/guardians. Without this information, communication cannot occur. It is the parent's responsibility to supply the district with the correct demographic information and notify the student(s) building when any of that information changes.	<ul style="list-style-type: none"> <li>● Email</li> <li>● Telephone Calls/Texts</li> </ul>



## TEACHING AND LEARNING EXPECTATIONS:

Regardless of the type of learning environment utilized, the district will strive to maintain equitability for all students. There may be limiting factors that will create inequitable circumstances, and it is understood that each individual student and family situation is unique. To best maintain equitable learning opportunities, the district will utilize the following expectations:

Implementation Option	Teaching and Learning Expectations
On-Site Learning	<ol style="list-style-type: none"> <li>1. All teaching and learning methods will be utilized with health mitigation protocols in place.</li> <li>2. The teaching model will focus on Essential Learning Outcomes.</li> <li>3. Essential Learning Outcomes are those outcomes that are essential for success at the next grade level, subject area progression or to be successful in life.</li> </ol>
Hybrid	<b>Teaching and Learning Expectations (cont.)</b>
	<p><b>Hybrid-Limited/ Staggered Use of School Buildings</b> – <i>Implement alternating schedules for students; targeted distance/remote learning. Implementation might be for a specific classroom, specific building, or district wide.</i></p> <ol style="list-style-type: none"> <li>1. All teaching and learning methods will be utilized with additional intensive health mitigation protocols implemented when in a seated environment.</li> <li>2. Students will receive teaching and learning objectives and tools via email, Canvas (6-12), SeeSaw (K-5) and Zoom if in a distance/remote environment.</li> <li>3. Students will be assessed on the same standards/competencies as students in the regular seated environment.</li> <li>4. Students must have a daily connection with a teacher.</li> <li>5. Students must maintain a daily log of learning activities signed by the student and parent and submitted to the district.</li> <li>6. The teaching model will focus on Essential Learning Outcomes.</li> <li>7. Essential Learning Outcomes are those outcomes that are essential for success at the next grade level, subject area progression or to be successful in life.</li> <li>8. All other outcomes and objectives will be taught, learned, assessed and measured, however the ELO's will be used to determine student progress toward completion (promotion), credit and graduation.</li> </ol>

Remote

**Targeted Closure – *Isolate and disinfect affected areas***

1. Students will receive teaching and learning objectives and tools via email, Canvas (6-12), SeeSaw (K-5) or Zoom.
2. Students will be assessed on the same standards/competencies as students in the regular seated environment.
3. Students must have a daily connection with a teacher.
4. Students must maintain a daily log of learning activities signed by the student and parent and submitted to the district.
5. The teaching model will focus on Essential Learning Outcomes.
6. Essential Learning Outcomes are those outcomes that are essential for success at the next grade level, subject area progression or to be successful in life.
7. All other outcomes and objectives will be taught, learned, assessed and measured, however the ELO's will be used to determine student progress toward completion (promotion), credit and graduation.

**Short-term Closure – *Close for facility-wide deep cleaning minimum of 5 days***

1. Students will receive teaching and learning objectives and tools via email, Canvas (6-12), SeeSaw (K-5) or Zoom.
2. Students will be assessed on the same standards/competencies as students in the regular seated environment.
3. Students must have a daily connection with a teacher.
4. Students must maintain a daily log of learning activities signed by the student and parent and submitted to the district.
5. The teaching model will focus on Essential Learning Outcomes.
6. Essential Learning Outcomes are those outcomes that are essential for success at the next grade level, subject area progression or to be successful in life.
7. All other outcomes and objectives will be taught, learned, assessed and measured, however the ELO's will be used to determine student progress toward completion (promotion), credit and graduation.

**Extended Closure – *Close building(s) for at least 14 days***

1. Students will receive teaching and learning objectives and tools via email, Canvas (6-12), SeeSaw (K-5) or Zoom.
2. Students will be assessed on the same standards/competencies as students in the regular seated environment.
3. Students must have a daily connection with a teacher.
4. Students must maintain a daily log of learning activities signed by the student and parent and submitted to the district.
5. The teaching model will focus on Essential Learning Outcomes.
6. Essential Learning Outcomes are those outcomes that are essential for success at the next grade level, subject area progression or to be successful in life.
7. All other outcomes and objectives will be taught, learned, assessed and measured, however the ELO's will be used to determine student progress toward completion (promotion), credit and graduation.

## **DISTRICT OPERATIONS GUIDE:**

**This Operations portion of the Return to School Guidance Document will provide guidance for the following areas/conditions in our back to school plans:**

- 1. Health Protocols**
- 2. Classrooms**
- 3. Common Spaces**
- 4. Transitions (student movement)**
- 5. Extra and Co-Curricular Activities**
- 6. Facilities**
- 7. Food Service**
- 8. Transportation**

## **HEALTH PROTOCOLS:**

### **Immunizations:**

Students who are not immunized or have a legal exemption on file **will not be allowed to attend school** until those immunizations have been completed or the first dose of an ongoing immunization is received. (K.S.A. 72-5211a).

There are only two exceptions to this that Kansas law allows:

1. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child
2. A written statement signed by one parent or legal guardian stating that the child is adherent of a religious denomination whose religious beliefs/teachings are opposed to such tests.

### **Fever/COVID-19 Symptoms:**

If a student has a fever and/or COVID-19 Symptoms, they will either need to be tested for COVID-19 or have not had a **fever for at least 72 hours** (that is three full days of no fever without the use of medicine that reduces fevers). However, if your child is seen by a physician and the physician indicates that the student may return to school prior to the 72-hour window, the school will need to receive this documentation from the medical examiner's office.

Students and employees may be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained:

- A fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- Fatigue
- New loss of taste or smell
- Diarrhea

If it is suspected that a student/staff member has COVID-19 or other communicable disease, he/she will be provided with a separate room. This room will be located near the Nurse's station, disinfected frequently, and restricted to authorized staff and students. Students and staff will be given a mask to wear.

**Wearing Cloth Face Coverings, Masks and Other:**

As of now, under the Governor's executive order 20-59 and current law within the State of Kansas, all individuals need to wear a face mask on district property and within school buildings when social distancing is not possible, except:

- While Eating.
- While working—other than to prepare food or meals—in a room or office that is (1) not open to students or visitors and (2) in which all individuals present can maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity.
- While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering.
- Children who are not students and are 5 years of age or under—children age two years and under in particular should not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering.
- Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

\*Mask breaks will be provided.

**Visitors on Campus:**

To limit the number of individuals in the schools, the school will not allow any guests, parents, volunteers, or guardians to enter the building unless there is a medical emergency or scheduled meeting.

**Health and Safety Protocol Training for Staff:**

Staff will receive training on all health and safety protocols. These protocols will be easily accessible for staff to review as needed. Visual signage of safety measures may assist in reinforcement and reminders.

### **Care Rooms for Students with Physical Needs:**

A separate location will be designated to care for students with special care needs (feeding tube, nebulizer) in order to minimize exposure to students who might be ill. This room will be disinfected frequently. All staff members and students present will wear appropriate PPE.

### **Temperature and Symptom Screening:**

Everyone must have their temperature checked upon entry into a school facility.

### **Hygiene Measures:**

- Handwashing with soap and water for at least 20 seconds will be taught and reinforced. If soap and water are not readily available, hand sanitizer (containing at least 60% alcohol) will be used.
- Disinfectant and related supplies will be available to all employees and near their workstations
- Teachers must sanitize their hands no less than once every hour
- Staff and students will be encouraged to practice social distancing when possible.
- Students and employees will be encouraged to sanitize backpacks and personal items at the beginning and end of the day.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Classes and employees will be encouraged to create their own hand signal in replacement of shaking hands, hugging, or giving high-fives.
- Signs will be posted at all entrances informing everyone that they must:
  - not enter if they have a cough or fever.
  - maintain a minimum of 6-foot distance.
  - not shake hands or engage in any unnecessary contact.
- Signs will be posted in highly visible locations that promote everyday protective measures, describe how to stop the spread of germs, and behaviors that prevent the spread of COVID-19.
- Signs will be posted in bathrooms with directions on how to effectively wash hands.
- Messages regarding behaviors that prevent the spread of COVID-19 will be communicated with students, staff, and families.
- Social distance markers (such as floor decals or signage) will be visible to enforce 6 feet distance between everyone as they transition within the building.

### **Confirmed Case of COVID-19 in a school building:**

When there is confirmation that a person infected with COVID-19 was in a school building, the school district will contact the local health department immediately. The district will rely on the local health department for guidance on deciding if the infected building site will be closed. If it is determined that the building should be closed, it will **closed for a minimum of 2-5 days** and the district will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen.

The school district **will contact parents/students** and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school building and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.

While the school building is closed, **all school activities will be canceled or rescheduled**, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs, and field trips. Parents/students and employees will be encouraged to stay at home until more information is provided by the school district or the health department.

### **Returning to School After Exclusion:**

- **Untested.** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
  - They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers).
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and (Needs to be seen by a physician).
  - At least ten (10) calendar days from the onset of their symptoms.
- **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
  - They are fever free for 72 hours.
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - At least ten (10) calendar days from the onset of their symptoms.
- **Tested without symptoms.** Persons who have not had symptoms but test positive for COVID-19 should remain home until they are released by the local health department (generally 10 days from their test date unless symptoms develop).

### **Quarantine Procedures/Information:**

If a student is quarantined by the school district or the county health agency for various reasons related to COVID-19, that student will have an excused absence recorded. In addition, the student will immediately receive instruction remotely for the duration of the quarantine period. Once the quarantine period is over, the student can then return to school for onsite instruction.

#### **Siblings/Close Contacts of a positive case/travel quarantine:**

Students/staff who are a close contact/household contact of a positive case or traveled to a region on the KDHE mandatory quarantine list will be excluded from in-school learning for the quarantine period as determined by the local health department.

#### **Self-Quarantine:**

If a student or employee has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the school district excludes the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

#### **Staff Quarantine:**

If a staff member is quarantined for any COVID-19 related issue, the staff member may possibly deliver instruction remotely from their home to their students at school if feasible. During the staff quarantine period, the staff member may qualify for paid sick leave through the Families First Coronavirus Recovery Act (FFCRA).

#### **Quarantine Travel Areas:**

Staff/Students will automatically be quarantined if they travel to any of the current “hotspots” designated by the KDHE. The following website provides a list of current quarantine locations, this is updated by KDHE every two weeks.

<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

### **Additional Health Protocol Information:**




The following links and charts provide additional online resources/visuals/information from Kansas COVID-19 Response and Recovery, along with the Kansas Department of Health and Environment.



<https://covid.ks.gov/>

<https://www.coronavirus.kdheks.gov/>



**What are the differences between social distancing, quarantine, and isolation?**

	Social Distancing	Quarantine	Isolation
<p><b>Who is it for?</b></p> 	<p>Anyone who hasn't been exposed to the disease.</p>	<p>People or groups who <b>don't</b> currently have symptoms but were exposed to the disease.</p>	<p>People who are <b>already sick</b> with the disease.</p>
<p><b>What is it?</b></p> 	<p>A day-to-day precautionary measure used by non-exposed people to help prevent the spread of a disease.</p>	<p>A prevention strategy used to monitor and separate <b>well people</b> who may have been exposed to a disease for a certain amount of time to see if they become ill. Helps prevent the spread of disease. Usually takes place in the home.</p>	<p>A prevention strategy used to separate people who are <b>sick</b> with an infectious disease from healthy people. Helps limit the spread of disease. Can take place in the home or hospital. Healthcare providers often send patients to home-isolation when they no longer require medical attention.</p>
<p><b>When do I use it?</b></p> 	<p>All the time until further direction by KDHE or the local health department.</p>	<p>If you have recently traveled to a country or US state with widespread community transmission of COVID-19, or been on a cruise or river cruise, or if you have come into close contact with someone who has COVID-19.</p> <p>Consult the KDHE website or contact your local health department if you are unsure if you should self-quarantine.</p>	<p>If you are waiting for COVID-19 test results, have tested positive for COVID-19, or have symptoms of the disease without a test. Contact your healthcare provider immediately if you are experiencing symptoms severe enough to seek healthcare. If symptoms are mild, stay at home and isolate away from others.</p>

	<u>Social Distancing</u>	<u>Quarantine</u>	<u>Isolation</u>
<p><b>How long is it for?</b></p> 	<p>Indefinite until otherwise directed.</p>	<p>14 days after your last exposure.</p> <p>Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.</p>	<p>10 days from the beginning of symptoms OR 72 hours after fever is gone without the use of fever reducing medicine and other symptoms have significantly improved WHICHEVER IS LONGER</p>
<p><b>What does this mean for my daily life?</b></p> 	<p>Avoid large gatherings and groups of over 50 people. Try your best to stay 6-feet away from people. Call or video-chat with loved ones, particularly those that are elderly or have underlying health conditions that places them at high-risk.</p> <p>If possible, work from home.</p> <p>Practice good hygiene and avoid shaking hands or touching your face.</p> <p>If you are feeling sick, stay home and if needed, call a healthcare provider.</p>	<p>Stay at home and avoid close contact with others. Do not attend school, work or any other setting where you cannot maintain about a 6-foot distance from other people. Call or video-chat loved ones.</p> <p>For food, medication, and other necessities. - have friends, family, or delivery services deliver supplies.</p> <p>Standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</p> <p>If you are in home quarantine, monitor your symptoms and if you become ill and need medical attention call your healthcare provider.</p>	<p>Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a room by yourself. Call or video-chat loved ones.</p> <p>For food, medication, and other necessities. - have friends, family, or delivery services deliver supplies. and try to stock up for the duration of the isolation.</p> <p>Standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</p> <p>If you are in home isolation, monitor your symptoms and if you need medical attention, contact with your healthcare provider.</p>

## CLASSROOMS:

### **Classroom Spaces:**

Classroom spaces will be analyzed and consideration will be given to the utilization of space for learning purposes while ensuring mitigation of the spread of viruses or germs.

**General Guidance** - These considerations will include but may not be limited to:

- Removal or movement of furniture to allow maximum utilization of the space.
- New placement of desks, chairs, workspaces, etc. to allow for student cohort work and social distancing.
- Removal of items and structures which encourage community use of tools, supplies, and resources which would normally invite multiple student use and touch.
- Removal of furnishings with fabric and other hard to clean coverings.
- Arrange furniture to allow all students to face in the same direction.
- Students will be given assigned seating arrangements.
- Modeling the proper wearing/washing/dispersing of masks (and gloves if applicable).
- All students will sanitize their hands before and after utilizing outdoor learning space.
- Assess students' capacity and readiness to learn and address gaps from the previous year.
- Social emotional support should be utilized throughout the school year and integrated into student's regular learning opportunities.
- Minimize the movement of students with proper hygiene and cleaning routines.
- Staff members travel to students if applicable.

### **Instructional Materials**

- Create individual materials/supply bags. All students should have their own supplies.
- Avoid sharing of materials. If sharing is unavoidable, sanitize between each use.
- Teachers must sharpen pencils or provide individual pencil sharpeners.
- Supplies, manipulatives, and tech devices should be cleaned and sanitized daily.

## **COMMON SPACES:**

**Definition:** Common Spaces are those spaces where multiple groups of students may occupy. These spaces may include but are not limited to: library, hallways, cafeteria, front office, gymnasiums, health room, entryways, auditorium, bathrooms, locker rooms, sports venues, parking lots, work rooms, and conference rooms.

### **Office/Building Protocol for each school:**

- Protective shields will be installed at each entryway. Cleaning and sanitizing will take place daily, and hourly if needed.
- High school students will eat at school only. Until further notice, the past practice of high school students leaving for lunch during the lunch hour will be suspended.
- Hand sanitizer and/or hand sanitizer stations should be available in multiple locations throughout the school/building to encourage frequent use.
- Until further notice, no visitors will be allowed in the schools beyond each building main office area. This will include lunch guests!

### **Gatherings of Staff and Students:**

- No large group meetings.
- No locker or staggered locker use (exceptions may be made for athletic needs).

## **TRANSITIONS:**

**Definition:** Transitions within schools include arrival, dismissal, movement in the hallways between classes, to and from lunch, specials, restroom breaks, and any other collective movement within the school. These recommendations are for On-Site and Hybrid Learning Environments.

Effective social distancing during transitions will mean fewer people in the same spaces. Limiting the numbers of people and the numbers of transitions may help.

### **Best Practices:**

Students should travel between locations as little as possible. When traveling, procedures to decrease interaction between students should be considered. Traveling in groups should only occur with stable student cohorts as described for classroom settings.

- **One-Way Traffic**
  - If hallways are not wide enough for proper social distancing of students, one-way traffic should be considered, as well as possible staggered release times.
- **Adhere to Social Distancing** (if you can not keep 6ft. distancing, mask is required)
  - Visual cues in hallways may be necessary to assist students with proper social distancing: decals on the floor, tape, paint, carpet squares.
- **Front Facing** (As much as possible)
  - Students should face forward during transitions to prevent face-to-face interaction.
- **Alternate Days** (alternate day schedule will be utilized if directed by the County Health Dir.)
  - Alternating schedules when attending on-site classes will include a schedule where 50% of the student population will be in the building at one time. Students will attend every other day.
- **Staggered Times**
  - Arrivals, departures, and transitions schedules for students within the school will be prepared.

### **Arrival to School:**

Everyone must have their temperature checked upon entry into a school facility. Procedure for arrival at each school level will be designed to encourage social distance and discourage social gatherings. To limit the number of individuals in the schools, the school will not allow any guests, parents, volunteers, or guardians to enter the building unless there is a medical emergency or scheduled meeting.

**Elementary School** - Students will arrive as walkers, car riders, or bus riders. Students will proceed directly to their classrooms. Upon arrival in the classroom, students will be provided an activity to complete. Arrival will occur between 7:45 a.m. and 8:10 a.m. daily.

**Middle School** - Students will arrive as walkers, car riders, or bus riders. Buses may begin dropping students off at school sites by 7:30 a.m. Upon arrival, students will immediately enter the school building and progress to an assigned location in the building. Supervision will not be available for students prior to 7:30 a.m. School doors will be unlocked and students may begin arriving by car or foot beginning at 7:30 a.m. Upon arrival, students will immediately enter the school building and progress to their first period class. There they may socialize with their peers as they await the start of the school day.

**High School** - Students will arrive by walking, car, or bus. Buses may begin dropping students off at school sites by 7:30 a.m. Upon arrival, students will immediately enter the school building and progress to their first hour class. There they may socialize with their peers as they await the start of the school day. Supervision will not be available for students prior to 7:30 a.m. Students are invited to be on school campus only during a scheduled school day within school hours. Students would be present on campus before or after school hours only when scheduled or invited to be present by an administrator coach, sponsor, or teacher.

### **Dismissal from School:**

**Elementary School** - A staggered approach will be utilized at dismissal to assist with hallway congestion and large waiting zones. Each building will design the specific procedures associated with the details of dismissal based on the unique nature of their building.

**Middle School** - A staggered approach will be utilized at dismissal to assist with hallway congestion. Each building will design the specific procedures associated with the details of dismissal based on the unique nature of their building.

**High School** - Dismissal will occur in a staggered approach giving mindfulness to hallway congestion. Each building will design the specific procedures associated with the details of dismissal based on the unique nature of their building. Students will not be allowed to congregate at dismissal. Students should plan to exit the school campus immediately following dismissal unless they have been invited or required to remain on campus at the invitation of a coach, teacher, activity sponsor, or administrator.

### **Student Drop-off/Pickup:**

- Drop-off and pickup procedures will be reviewed and modified to maximize distancing.
- All Parents will remain outside the school building for drop-off and pick-up except under extenuating circumstances, such as an ill or injured child.

### **Visitor Policies:**

- Until further notice, no visitors will be allowed in the schools beyond each building's main office area.

**Locker Policy:**

- Student transition time to their lockers will be scheduled/monitored.

**Restrooms:**

- Students will use the restroom during the instructional period to reduce the number of interactions in the hallway.

**Open Lunch Policy for High School:**

- Open lunch options for high school students will be to eat at school only. Until further notice, the past practice of high school students leaving for lunch during the lunch hour will be suspended.

### **EXTRA AND CO-CURRICULAR ACTIVITIES:**

Extra and Co-Curricular activities will follow all of the safety and prevention protocols practiced in school and directed by the local health department.

- No Field Trips or School Day Events/Assemblies will be scheduled until further notice.
- Follow KSHSAA Guidelines posted 7/22/20.

### **Administrative Recommendations:**

- Post signs regarding COVID-19 preventions and safety, signs and symptoms.
- Temperature monitoring
  - There will be a google sheet with tabs of sport/activity that coaches/sponsors will record temperatures. Students reaching 100.4 temp or answer yes to the KSHSAA COVID-19 Athlete/Staff Daily Monitoring Form will be marked on the day and sent home until they are symptom free for 72 hours and 10 Days since symptoms first appeared or whichever is longer. (See Operations: Health; untested).
- Coaches will need to have hand sanitizer, tissues, gloves, and face coverings/masks available for students who need them.
- Develop plans for locker room usage.
  - Staggering dress in/out times.
- Develop plans for transportation.
  - All wearing face coverings/masks and use appropriate/feasible social distancing on the bus.
- Communicate plans through Mr. Ferguson's parent emails, Canvas (students), Facebook (public), and other means of communication that coaches communicate with their student athletes (hudl, remind, text, etc.).

### **Personal Hygiene Recommendations:**

- Washing hands / using hand sanitizer upon arrival, during, and after activities.
- Wearing face coverings/masks especially when 6' of social distancing is not feasible.
  - face coverings/masks **NOT** advised during high intensity workouts, playing instruments.
- Masks/face coverings should be worn at all times by all personnel, including students, **EXCEPT** when students are directly participating in the activity.
- Cough/sneeze into your elbow.
- Cover open wounds.
- Shower, wash clothing, and clean gear immediately after play/practice.



### **Equipment and Facilities Recommendations:**

- Students should have their own water bottles and towels.
  - avoid using communal water stations. (*only* for refilling of personal water containers)
- Equipment/Balls should be disinfected and cleaned after usage. (Maintenance staff already doing this)
- Locker room assignments will be made accessible to athletics.
  - Locker assignments will be arranged to create as much social distancing as possible.
  - Maintenance team will have a locker room cleaning schedule to ensure appropriate cleaning.

### **Athletics / Activities Recommendations:**

- Develop plans for locker room usage.
  - Staggering dress in/out times - This will depend on school schedule.
- Wearing face coverings/masks especially when 6' of social distancing is not feasible.
- Masks/face coverings should be worn at all times by all personnel, including students, ***EXCEPT*** when students are directly participating in the activity.

### **Performing Arts Recommendations:**

- Masks should be worn when singing when 6' of social distancing is not feasible.
- Perform activities outside when possible.
- 6' - 10' social distancing when face coverings/masks are not being worn while singing and/or playing an instrument.
- select a large venue size to rehearse/perform in.
- Communication to address the audience:
  - Strongly encouraging to wear face coverings/masks.
  - Audience traffic management (arrival, entrance, intermission, exit) to avoid crowding.
  - Restroom safety.

[KSHSAA Return to Activity General Guidelines](#)

[KSHSAA Activity Specific Considerations - Sport Specific](#)

## **FACILITIES:**

### **General Practices:**

- Hand sanitizer will be available in all classrooms and office areas.
- Clear barrier sneeze guards will be installed in each school building reception/office area.
- Social Distancing Markers will be installed where feasible/appropriate.
- The use of water fountains will be discontinued.
- Ventilation systems will be addressed with higher MERV rated filters or individual ionization units in each air unit as available.
- Electrostatic Disinfectant Foggers will be used twice a week in classrooms, daily disinfecting will still be in effect.
- Outside visitors during the school day will be prohibited.

### **Facilities Cleaning Protocol:**

- The USD 248 custodial staff will continue to follow the daily, weekly and monthly cleaning specifications as recommended by the CDC and the KSDE.
- The following additional measures will be in place from the first day of school:
- Every Classroom will be equipped with a spray bottle of virucidal disinfectant, cleaning gloves, and a microfiber cloth for use by district staff.
- The daily and weekly Flu and Cold Protocol will be implemented, which add:
  - Frequent disinfecting of high contact areas such as desks and door handles.
  - Bi-Weekly electrostatic spray.

### **Disease Prevention Supplemental Facilities Cleaning Plan:**

**Purpose:** To set forth the district plan for cleaning buildings to prevent the spread of disease.

**Objective:** Prevent the spread of disease to staff, students, volunteers, and community members through frequent, effective, and safe cleaning and disinfecting procedures in district buildings and school buses.

**Scope:** Applies to all schools, offices, programs, auxiliary service buildings, and school buses.

**Procedures:** There are four modes of cleaning which apply to various circumstances:

1. Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all classrooms, restrooms, common areas, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash, and other building based tasks.
2. Supplemental cleaning is performed by either regular custodial staff, substitute custodial staff, or temporary custodial staff assigned to perform cleaning over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing the spread of disease.
3. Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair, or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment.
4. Emergency cleaning is performed by trained staff or contracted services on an emergency basis, which cannot be promptly, effectively, and safely handled in response to a particular, identified incidence of disease.

**Definition: High touch surfaces to focus on may include the following (not all apply in every building):**

<b>Routine high touch cleaning:</b>	<b>Supplemental cleaning:</b>	<b>Personal area cleaning:</b>
<ul style="list-style-type: none"> <li>● Restroom stalls and dispensers.</li> <li>● Desk tops.</li> <li>● Cafeteria tables.</li> <li>● Toilets, sinks, and faucets.</li> <li>● Food preparation surfaces.</li> <li>● Drinking Fountains.</li> </ul>	<ul style="list-style-type: none"> <li>● Door handles and knobs. (including exterior doors)</li> <li>● Elevator buttons.</li> <li>● Handrails.</li> <li>● Recreation equipment.</li> <li>● Vending machines.</li> <li>● Countertops.</li> <li>● Light switches.</li> <li>● Copier, printer and fax control buttons.</li> <li>● Front desk and lobby surfaces.</li> </ul>	<ul style="list-style-type: none"> <li>● Desks.</li> <li>● Computer keyboards and mouse.</li> <li>● Phones.</li> <li>● Chair arms.</li> <li>● Remote controls.</li> <li>● Cabinet and file drawer handles.</li> <li>● Microwave, refrigerator, appliances, coffee machines.</li> </ul> <p><b>Playground Equipment:</b> The CDC suggests that it is impractical and an inefficient use of resources to spray disinfectants on outdoor areas. As a result, the district will plan the following;</p> <ul style="list-style-type: none"> <li>● Playground equipment will be cleaned weekly.</li> <li>● Students will be expected to clean and disinfect hands before and immediately after recess.</li> </ul>

## FOOD SERVICE:

Plans continue to be refined and finalized for food service. Continuation and adaptation of meal service in some form will remain a priority with adjustments being made to support the health and well being of our students. When possible, students will proceed to the cafeteria to get meals. Students will have multiple locations to eat their lunch while following the local/state guidelines. The majority of student meal options may be pre-wrapped and prepackaged. Students can expect to encounter food service staff wearing masks and gloves while serving and preparing food. Students will be required to wash their hands or use hand sanitizer prior to entering the cafeteria/commons. Hand sanitizer stations are also available near the cafeteria/commons for hand sanitizing before and after lunch. Students will be expected to practice social distancing while in line and observe floor markings directing them throughout the space. Modifications are also being put in place to minimize common touch points in the cafeteria/food service area. At the middle and high school plexiglass dividers will be installed on cafeteria tables to create a 4 plex for students to sit at and eat. At the elementary level, modifications will be made in the cafeteria and/or classrooms for feasible social distancing.

If possible, students should use a **key card scanning system** when purchasing a school lunch. This will create a touch-free system when students are taking account of their meals. Modifications will be made to our cafeteria lines so disinfecting/sanitizing can take place on our food bar and utensils. Meals may be in prepackaged boxes/containers to promote safe distancing practices.

Food Service already adheres to stringent regulations for food safety. USD 248 food service will continue to follow all requirements set forth by the Kansas Department of Agriculture.

In addition to these, Food Service personnel will adhere to the following guidelines in response to the COVID-19 pandemic:

1. Use prepackaged grab and go options on food lines.
2. Possibly use single use condiments.
3. Possibly use disposable trays and utensils.
4. Feasible modifications to limit students to smaller group/class sizes as they pass through the cafeteria.
5. Sanitize food distribution areas, equipment & utensils between classes/small groups.
6. Remove share tables.
7. Leave milk coolers open during meal service.
8. All areas where food is served will be protected from contamination by Plexiglas.
9. Masks will be worn by staff and students under guidance of the local health officials.
10. Students will use card scanning systems for breakfast and lunch payment to limit contact with touchpad systems.
11. **Staff Needs** - Food Service department staff will receive the appropriate protective equipment to limit contact with the public when serving.

## TRANSPORTATION:

### Buses:

- Recommend alternative transportation if feasible. (i.e. parents bring students to school, etc)
- School buses and route vans will be sanitized after morning routes and after the end of day routes.
- Social distancing will occur when possible on buses and vans.
- All students riding on USD 248 transport vehicles must wear a protective mask. It is the responsibility of the parent/guardian to provide a mask for their child.
- Bus and van drivers will conduct a personal health assessment before reporting to work and transporting students each day. Drivers will wear a mask/face covering and any other PPE as deemed appropriate.
- Students will conduct a personal health assessment prior to riding each day.
- Seating charts will be utilized for all students. Siblings and students living in the same household will sit together.
- Students will load on buses from back to front based upon the order students enter the bus.
- Hand sanitizer will be sprayed on each student's hands as they load the bus.
- Students will unload from front to back and remain in their seats until the passengers in the seat in front of them are moving off the bus.
- Guest riders will not be permitted until further notice.
- Transfer/Shuttle Routes (students moving from bus to another) will not be allowed.
- The district will work individually with highly medically fragile students to determine plans for the most appropriate transportation.
- If the school district is required by state or local health authorities to implement and maintain social distancing procedures on the school bus, the school district will only transport students to and from school **who live 2.5 miles or more from their attending school**. It is the responsibility of the parent/guardian of the student who lives within the 2.5-mile radius to find their way to school. The USD 248 Transportation Department will notify the parent/guardian if their student is no longer allowed to ride the bus due to living within the 2.5-mile radius.