**RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*

## **White Oak Re-Entry Plan 2021-22**

## **INTRODUCTION**

This plan is aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies. The district will follow the recommendations approved by the State Board of Education in the Emergency COVID-19 School Safety Protocols.

## **GUIDING PRINCIPLES**

In order to ensure the continued well being of our employees/students the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR STUDENTS, FAMILIES AND STAFF

# SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

## **EMPLOYEE AND STUDENT SAFETY**

### **VISITOR RESTRICTIONS**

The district will not allow normal visitation to our campuses. All visitors will be screened and required to follow district protocols.

### **EMPLOYEE SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

* Cough
* Shortness of breath or difficulty breathing
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* Loss of taste or smell
* Diarrhea
* Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
* Known close contact with a person who is lab confirmed to have COVID-19

### **HEALTH PROTOCOL**

* If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
* Employees returning to work from an approved medical leave may be asked to submit a healthcare provider’s note before returning to work.
* If you have been diagnosed with COVID19 you may return to work based on current guidelines as provided by the CDC and applicable federal, state and local agencies.

### **GUIDANCE IF EXPOSED**

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
   1. Your healthcare provider
   2. Your building principal or supervisor
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

* Non-essential meetings and visiting should be avoided.
* One-way directions marked in hallway
* Social Distancing directions marked in hallway

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Face Coverings:** Face coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. All students, staff and visitors are encouraged to wear face coverings with the following exceptions, medical conditions, eating, drinking and outside play with social distancing.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

* Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
* Avoid touching your eyes, nose, and mouth
* Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

### **PERSONAL WORKSPACE/CLASSROOM**

All teachers and students are asked not to visit another classroom unless necessary. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

### **SHARED WORKSPACE**

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Your building has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

### **FACILITIES CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our district have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting.

## **DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

### **SIGNAGE**

Signage will be placed throughout the offices and school.

## **PREVENTIVE MATERIAL INVENTORY**

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

## **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 10 days.

Seating will be assigned with siblings siting near each other. Open windows when possible for air flow.

## **COVID19 CASE FORM**

If an employee or student becomes ill on campus/district, he/she will immediately report to an **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

* The nurse/designee must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
* The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
* The nurse/designee will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
* The nurse and administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
* Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results contact their supervisor.
* The isolation area and employee’s or student’s work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student 24 hours after a confirmed case.

## **CAFETERIA AND MEAL PERIODS**

Students will be served in the cafeteria with all seating adhering to social distancing and facing the same direction.

## **CLASSROOM ARRANGEMENTS**

Students will all face the same direction and be spaced as far apart as the configuration and population of each classroom allows. Desks will be spaced approximately 6 feet apart and students will have assigned seats.

## **STAFF TRAINING**

1. **First Day Training/Orientation**

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom

1. **Cleaning Protocols**

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Protocols

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. School Facebook Page
3. Zoom

# **II. ACADEMICS AND HOME-BASED LEARNING**

Edmentum and packets will be utilized for Home-Based Learning.

## **GRADING POLICY**

### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. Assignment completion and log on/attendance will be monitored by each student’s homeroom teacher.

## **RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES**

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities will be completed online, which will eliminate any public health risk associated with providing instructional support.

The district will assist/provide as needed, devices to facilitate on-line instruction in the student’s home.

**PACKET PREPARATION**

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member’s home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Packets if needed will be prepared by each student’s homeroom teacher and delivered to the main office for mailing.

**PACKET DISTRIBUTION**

All printed packet distributions will utilize the US Postal Service.

**PACKET RETURN**

1. All packets will now include a self-addressed, stamped envelope for return. In the packets going home to students, the district will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school.

## **ONLINE INSTRUCTION**

Edmentum and Zoom will be the online components to help deliver live, recorded software based instruction from the classroom teacher.

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