USD 343 Return-to-School Plan

Guidelines for Perry-Lecompton Schools

USD 343, in partnership with the Jefferson and Douglas County Health Departments, and Emergency Management, has developed a plan to support school buildings and the community for reopening schools. USD 343's Return-to-School Plan provides a tiered approach with clear, actionable steps that are advisable before students and employees Return-to-School buildings. This plan will be applicable throughout the 2020-2021 school year.

This approach is built upon guidance and recommendations of local and State health officials; is aligned to the reopening guidelines that have been provided by our State and federal leaders; and it is designed to prioritize the health and safety of students and staff as we open school buildings and deliver instruction for the 2020-2021 school year.

USD 343's Return-to-School Plan focuses heavily on the health and physical requirements necessary for reopening school buildings. USD 343 will continue to provide support to school buildings on navigating the academic, social, and emotional effects of the COVID-19 pandemic on students and employees.

USD 343's Return-to-School Plan provides the expectations and best practices to ensure a safe and successful 2020-2021 school year. USD 343 school buildings are expected to follow these expectations. Individual school buildings have the authority and flexibility to meet their individual needs and be responsive to their stakeholders with approval of the USD 343 Return-to-School Committee and the USD 343 School Board.

Addressing COVID-19 Spread in Our Community

Low/No Spread

- Establish and maintain communication with local and State health officials
- Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see When a Child, Staff Member, or Visitor Becomes Sick at School)
- Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)

Minimal/Moderate Spread

- Establish and maintain communication with local and State health officials
- Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)
- Implement **enhanced** social distancing measures (see Transitioning, Large Group Gatherings, and Teaching and Learning)
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see When a Child, Staff Member, or Visitor Becomes Sick at School)
- Isolate and deep clean impacted classrooms and spaces

Definitions

Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)

Substantial Spread

- Coordinate with local and State health officials
- Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)
- Buildings that are closed, remain closed. Implement distance/remote learning.
- Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.
- Accommodate needs of children, teachers/staff, and families at higher risk for severe.

For additional guidance on addressing community spread, see the CDC's Considerations for Schools

Face Coverings



Face coverings differ based on the level of community spread and can be found throughout this document. Information will be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable. **CDC** Guidance

Hand Sanitizer



Hand sanitizers should contain at least 60% alcohol and only used with staff and older children who can safely use hand sanitizer. Hand soap should be used for younger children.

CDC Guidance

Clean/Disinfect



Ensure safe and correct application of disinfectants and keep out of reach of children.

CDC Guidance

USD 343 Return-to-School Plan

Level of Community					
Spread (as determined by	Low/No Spread	Minimal/Moderate Spread			Substantial Spread
State and local health officials)					
Instructional					
Model				Full/Distance	
(as determined by USD 343 administration)	Traditional/Virtual Model	Traditional	Hybrid	Remote Learning	Distance/Remote Learning
Response					
(as determined by USD					
343 in partnership	School Buildings Open –	School	Limited/	Minimal Use of	Targeted Closure –
with local departments of public	Implement preventative	Buildings Open	Staggered	School Buildings –	Isolate and disinfect affected areas
health and community	practices and additional	-	Use of	Implement targeted	
stakeholders)	proactive processes/protocols	Implement	School	distance/remote	
		more intensive	Buildings –	learning or adopt	OR
		mitigation	Implement	building-wide	Short-term Closure –
		strategies;	alternating schedules	distance/remote	Close for facility-wide deep cleaning
		encourage/ enhance social	for students;	learning as necessary.	minimum of 5 days
		distancing.	target	necessury.	
		alocalicing.	distance/		OR
			remote		Extended Closure –
			learning.		Close building(s) for at least 14 days

USD 343 Decision Tree:

USD 343 Return-to-School plan provides guidance and expectations to leadership to implement plans based on the flexible framework to address challenges that may develop throughout the 2020-2021 school year. Instead of a "one-size-fits-all "approach, the Decision Tree provides a menu of instructional models and responses school leaders can adopt to ensure the continued success and safety of students and staff members.

	Low/No Spread	Minimal/Moderate Spread	Substantial Spread
Practicing Prevention Expectations	 Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings. Hand washing every hour. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently-trafficked areas Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. Clean/disinfect frequently-touched surfaces at least daily and shared objects after each use All students and staff are to wear face masks. Students and staff are encouraged to bring hand sanitizer for their own use. Take steps to ensure all water systems and features are safe. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff Conduct deep cleaning of schools prior to students/staff returning; schedule periodic cleanings during weekends or school holidays/breaks (to the extent practicable) CDC Guidance Reopening Guidance for Cleaning and Disinfecting Schools Guidance for Reopening Buildings After Prolonged Shutdown Return-to-School Roadmap for Facilities 	 Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings. Hand washing every hour. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently-trafficked areas Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. Clean/disinfect frequently-touched surfaces at least daily and shared objects after each use. All students and staff are to wear face masks. Students and staff are encouraged to bring hand sanitizer for their own use. Take steps to ensure all water systems and features are safe. Turn off traditional water fountains. Allow access to bottle filling stations or allow students and staff to bring water bottles from home. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff. Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks. CDC Guidance Reopening Guidance for Cleaning and Disinfecting Schools Guidance for Reopening Buildings After Prolonged Shutdown 	Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols Encourage COVID-19 testing CDC Guidance How to Protect Yourself and Others COVID-19 Symptoms COVID-19 and Children Communication Tools Kansas Department of Public Health and Environment website Douglas County Health Department website Jefferson County Health Department website

Transporting Students



- Implement standard operating procedures while taking preventative measures such as:
 - Providing hand sanitizer for students and bus drivers.
 - Requiring bus drivers and students to wear face masks/coverings.
 - Limiting field trips (to areas of limited/low transmission)
 - Inspecting buses prior to students returning and as part of a regular rotation
 - Cleaning and disinfecting frequently-touched surfaces on the bus at least daily
 - Airing out buses when not in use

- Provide hand sanitizer for students and bus drivers.
- Bus hand rails should be sanitized regularly on routes.
- Bus drivers and students should wear face masks/coverings.
- Screen students and bus drivers for symptoms of illness and utilize spaced seating (to the extent practicable).
- Bus riders are to have assigned seats. Members of the same household should sit together.
- Windows on the bus should be open if possible.
- . Eliminate field trips.
- Clean and disinfect frequently-touched surfaces on the bus at least daily
- Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households

CDC Guidance

What Bus Operations Need to Know

School buildings are closed; bus drivers are used to deliver meals to students and families

Reduce contact by delivering of meals during a designated time (ex: delivering Monday. Tuesday, and Wednesday)

Entering School **Buildings**



- Implement the following preventative measures:
 - Face coverings/masks will be required for students and staff in grades K-12.
 - Provide hand sanitizer for students and staff.
 - Limit unnecessary congregations of students and staff.
 - Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
 - Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.
 - Establish a protocol for visitors: calling front office before entering, screening visitors, require use of face coverings/masks, etc.

American Health Care Association

COVID-19 Screening Checklist for Visitors

Society for Human Resources Management (SHRM)

Coronavirus Warning Poster for Entrance

- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.
- Designate entrance and exit of the building.
- Screen students and staff (to the extent practicable):
 - Take temperatures before entering buildings
 - Isolate and send home if internal temperature over 100.4°F (38°C)
 - Consider safety and privacy concerns
- Face coverings/masks will be required for students and staff in grades K-12.
- Restrict nonessential visitors and volunteers. Establish a protocol for visitors: calling front office before entering, screening visitors, require use of face coverings/masks, etc.
- Establish a protocol for student pickup/drop-off: staggered entry and release (by grade or class).

School buildings are closed; only essential staff report in-person to carry out functions that are absolutely necessary.

- District/school leaders must remain vigilant and purposeful as they determine roles, responsibilities, and reporting requirements for staff, refraining from blanket reporting requirements
- District/school leaders should leverage virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures

KSDOL Guidance In-person Reporting and Employee Safety Guidance

School buildings are closed. Serving Implement standard operating procedures while • Require student hand washing before and after meal. taking preventative measures such as: Provide hand sanitizer for students and staff Meals • Practice established social o Providing hand sanitizer for students • Use disposable plates, utensils, etc. distancing protocols to the • Pre-packaged/prepared lunches. (Grab and Go.) and staff greatest extent practicable. Requiring students and staff to wear • Mark spaced lines to enter the cafeteria and serving • Provide PPE to participating face masks/coverings while in large lines (to the extent practicable); designate entrances and staff. exit flow paths; stagger use. group gatherings • Reduce contact by delivering Conducting cleaning of cafeterias and Provide additional eating areas. (Outdoor seating). to designated locations in the • Conduct cleaning of cafeterias and high-touch surfaces high-touch surfaces throughout the District.) throughout the school day school day • Distribute printed instructional packets/materials and district/school communications along with meals KSDE Guidance **Employee Safety Guidance** for School Nutrition **Programs** School buildings are closed. • Limit mixing between groups (to the extent practicable) • Implement standard operating procedures while **Transitioning** taking preventative measures such as: • For class changes and other transitions throughout the Students and staff are required to wear face school day: masks/coverings while in large group Provide additional time for transitions. gatherings. Limit use of lockers. (Utilize technology. Keep Conducting cleaning of hallways and hightextbooks in the classroom.) touch surfaces throughout the school day o Designate areas of the hallway (i.e. lanes) as flow Designating areas of the hallway (i.e. lanes) paths to keep students separated to minimize to walk to keep students separated (to the congregation of students extent practicable) o Elementary: Special/Elective teachers will provide instruction in the grade-level classroom as much as possible.

Conducting Large Group Gatherings



- Implement standard operating procedures while taking preventative measures such as:
 - o Providing hand sanitizer for students and staff
 - Students and staff are required to wear face masks/coverings
 - Limiting unnecessary congregations of students and staff
 - Follow Kansas State High School Activities Association guidelines for sporting events and practices
- The Socially Distanced School Day

- Abide by the maximum number of people allowed to congregate as defined by the local health department.
- Discourage the congregation of students in parking lots and common areas.
- Stagger the schedule for large group gatherings (i.e. recess and school meals).
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
- Follow Kansas High School Activities Association guidelines for sporting events and practices

School building are closed.

Abide by the maximum number of people allowed to congregate as defined by the local health department

Supporting Teaching and Learning



- Implement standard operating procedures while taking preventative measures such as:
 - Providing hand sanitizer for students and staff.
 - Conducting cleaning of classrooms and hightouch surfaces each day
 - Limiting physical interaction through partner or group work
 - Surveying of families' interest in continuing online learning to reduce number of students requiring face-to-face, traditional instruction
- Provide on-line and in-class learning opportunities for parents/students. This will include a full-time virtual school/remote learning opportunity for parents if they choose.
- A blended or hybrid model of instruction will be made available for students who are absent from school on a short-term basis. This model will utilize the Zoom platform on a class-by-class
- Administer formative assessments toward the start of the school year
 - Conduct meetings with teachers to identify academic needs for students.

Survey families to gauge how many students may want to conduct their schooling virtually for the 2020-2021 school year

Traditional Instructional Model

- Schools can deliver traditional instruction under Minimal/Moderate Spread by implementing the recommendations outlined in this guidance.
- Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable).
- Limit physical interaction through partner or group work.
- Establish distance between the teacher's desk/board and students' desks
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing

Blended/Hybrid Instructional Models

Blended models should only be implemented after factoring in additional logistical requirements/costs as well as

- Implement a robust Distance Learning Plan
- Distribute printed instructional packets/ materials and district/school communications along with meals; designate and communicate collection/drop-off points

Resources

- **KSDE Learning Plans**
- KSDE Learning Plan for Students with Disabilities
- Deploying Devices, Ensuring Connectivity, and Expanding Access
- Distance Learning Resources
- Return-to-School Roadmap for Technology
- Educator's Guide to Safe and Effective Video

Supporting Teaching and Learning (Continued)



- Discuss the shared experience:
 - Helping Children Cope with Changes
 - Talking to Children about COVID-19
 - Teaching Through a Pandemic
- Target interventions and supports:
 - Provide additional instructional supports to:
 - students at-risk of not graduating on time
 - students with disabilities (compensatory services)
 - students who struggled in the prior distance/remote-learning environment (i.e. early grades, English Learners, etc.)
 - other students identified as being behind academically by teachers and parents.
 - Identify essential concepts/skills grade levels and provide access to enrichment (fine arts, music, world language, CTE, AP, dual enrollment, physical education/play, STEM/STEAM, etc.)
- Address learning loss:
 - Help students catch up.
 - Provide extended learning opportunities if needed
- Prepare for potential future distance/remote learning by increasing current blended learning:
 - Staff development for learning platforms.
 (PowerSchool Learn, Zoom, Seesaw, etc.)
 - Upgrade to laptops for all teachers.
 - Integrate virtual learning practices:
 - digitizing lessons
 - requiring all assignments to be posted to the online platform.
 - Schedule specific planned district-/schoolwide digital learning days as part of the traditional school calendar

Return-to-School

Roadmap for <u>School Operations</u> and Instruction childcare requirements placed on working families and unnecessary burden on staff.
Consider allowing special education students to continue in-person instruction as these students often rely on daily routines and social interactions to address their individual learning needs.

"As Needed" schedules

- This option will allow students to connect directly to classroom instruction in real-time with the teacher.
- Zoom will be used for connection; therefore, dependable home internet will be required.
- Students who are home-bound due to quarantine will use this method of learning.
- Students using this method of learning should be capable of self-supervision.

A/B schedules

- Should the situation arise, USD #343 will consider the possibility of limiting the number of students in the classroom by using an alternating schedule in a 4-Day week format. (Wednesday would be used for cleaning/disinfecting, student projects, student interventions, individual instruction, and teacher preparation.)
- Alternating Days: students would be divided into 2 groups, likely geographically. Groups would alternate face-to-face and virtual instruction during the week. One example: Group A would attend Monday and Tuesday and work virtually the remainder of the week. Group B would attend Thursday and Friday and work virtually the other days of the week. Wednesday would be a virtual day for most employees so buildings could be cleaned during the week between groups. Another example: Group A Students Monday/Wednesday and Group B Students --Tuesday/Thursday; Friday – distance learning for all students, professional learning for staff; using certification flexibility to relocate teachers as needed and allowable.

Conferencing (Education Week)

Professional Learning for Teachers

- Making the Shift to Online Teaching and Learning
- Supporting Students with Disabilities Online

American School Counselor Association

 School Counseling During COVID-19: Online Lessons and Resources

School Library Media Specialists

School Media Specialists
 Can Help During Crisis
 (School Library Journal)

Supporting Teaching and Learning (Continued)



Virtual/Remote Learning

- Full-Time Virtual Program
 - USD #343 will partner with an area service center to provide a full-time on-line option for parents who would like the "at-home" or virtual setting.
 - This "remote learning" will be provided through one of two platforms; Edgenuity or Odysseyware.
 - Home internet is required for Virtual/Remote
 - Parent support is expected in any Virtual/Remote Learning program.
 - Students enrolling in the Virtual/Remote Learning program will be provided an iPad or device with the payment of enrollment fees.
 - Parents must notify the school of their intent to enroll in Virtual/Remote Learning by the
 - last enrollment date (August 4th.) <u>Virtual Form</u>
 - We would ask that all parents complete a short survey as a way to determine if your student would be ready for on-line learning in a full-time virtual setting. Link here. Virtual/Online Education Quiz
 - Be advised that using a virtual school or program other than the options provided by USD #343 will result in a transfer of records to a new district. Students would need to transfer back to USD #343 if they wish to return. (KSHSAA transfer rules would also apply. This can be found on pg. 30 under rule 18 in the KSHSAA Handbook. KSHSAA Handbook
 - Students who begin the virtual programs are asked to continue with these programs for the full semester. The Fall semester would be complete in December 2020. The Spring semester would be complete in May of 2021.
 - Students who choose the virtual program are not eligible to participate in extra-curricular activities until a they make a return to the regular classroom setting.

Protecting Vulnerable Populations¹



1 Vulnerable Populations -- Elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

- Implement standard operating procedures while taking preventative measures such as:
 - Establish a point-of-contact with the local health department
 - o Identify local COVID-19 testing sites
 - Provide hand sanitizer for students and staff
 - Provide PPE to vulnerable students and staff as appropriate
 - Allow vulnerable students to complete their coursework virtually
 - Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)
 - Establish a process for regular check-ins with vulnerable students and staff
 - Allow an early transition for vulnerable students to go to classes
 - Limit large group gatherings/Interactions for vulnerable students and staff

- Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials
- Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations
- Adhere to FERPA and HIPPA requirement
- Adhere to State and federal employment law and extended leave allowances
- Offer an Employee Assistance Program to all staff members

School buildings are closed.

See Entering School Buildings for district/school staff guidance.

Society for Human Resources Management (SHRM)

- Employment FAQ
- What to Do When Scared Workers Don't Report to Work Due to COVID-19
- Where can I find government and other reliable resources for workplace issues related to the coronavirus?

National Association of School Nurses

 Role of school nurses, providing care, and participating in Return-to-School planning

Kansas Resources:

KDHE Coronavirus Website: https://www.coronavirus.kdheks.gov

LMH Coronavirus Website: https://www.lmh.org/covd-19-coronavirus-resources/

Map of Kansas COVID-19 Cases: https://www.coronavirus.kdheks.gov/160/COVID-19-in-Kansas

When is Quarantine Needed?: Exposure Flowchart

When a Child, Staff Member, or Visitor Becomes Sick at School



- Due to HIPPA and FERPA regulations, USD #343 is not allowed to notify parents of a "possible exposure" or if a student, classmate, or staff member is being tested.
- USD #343 will work closely with the local health department to inform those who have had close contact to a person diagnosed with COVID-19.
- Work with school administrators, school nurses, and other healthcare
 providers to identify an isolation room or area to separate anyone
 who exhibits COVID-like symptoms.
- School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID19 Infection
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Notify local health officials immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and State privacy laws.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met local health department criteria to discontinue home isolation
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow local health department guidance if symptoms develop. If a person does not have symptoms, follow appropriate local health department guidance for home quarantine.

CDC Guidance

- Symptoms of Coronavirus
- What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection
- Standard Precautions
- Transmission-based Precautions

In partnership with the Kansas Department of Education, Kansas Department of Health and Environment, Jefferson and Douglas County Health Departments, and USD 343 has created these expectations as a blueprint for a safe reopening that is realistic in our PreK-12 setting. USD 343 takes very seriously the responsibility of keeping our students, teachers, school staff, and families safe and to provide the best possible education for our children in these changing times.