

# East Butler Public Schools

## *Return to Learn Roadmap*



The purpose of this “roadmap” is to provide a framework for how East Butler Public Schools will respond to the COVID-19 pandemic and its impact on the educational program during the 2020-2021 school year and beyond. The framework is structured using tenets and tiers in order to allow the District to be nimble and responsive to changing public health circumstances. The presence of a formal plan will also support the District in articulating its plan for next fall in a clear, comprehensive, and transparent manner.

**East Butler Public School's Purpose and Vision Statement:**

**Purpose Statement: East Butler Public Schools, in cooperation with the communities we serve, will inspire students to become responsible, creative, and innovative citizens in the ever-changing world.**

**Vision Statements:**

- **Create a safe and respectful environment for students and staff members.**
- **Expect and provide for high levels of commitment, collaboration, and communication among students, staff and community members.**
- **Provide and maintain an effective curriculum that aligns with recognized standards and is systematically monitored.**
- **Empower students with innovative technology and strategies to succeed in a global society.**
- **Value diversity in ways that enrich student learning.**

## Essential Planning Questions:

- How can we effectively serve EB students regardless of the modality and circumstances in which we are asked to serve them?
- Do school calendars, start times, or days of operation need to change in order to serve students within the guidelines to operate our schools safely?
- What school operations do we need to be prepared to alter on short notice as public health guidance changes when students and staff are on campus?
- How do we get students to campus and concurrently honor public health guidelines such as social distancing?
- How can we meet social distancing guidelines and still operate with some or all students on the campus?
- How do we protect students in high risk categories when school is in session on campus and still deliver high quality instruction to them?
- How do we safely deliver an extracurricular program for sports, fine arts, and other co-curricular experiences?
- How do we protect staff in high risk categories when school is in session on campus and still operate a school effectively?
- What safety measures need to be in place to resume some degree of in-person instruction in the fall (e.g., screening)?
- How do we improve the quality of the remote learning experience for students and staff should an extended school closure be needed again in the 2020 -2021 school year?
- What professional development, support, or planning opportunities do we need to provide to EB staff this summer in order to prepare them for the 2020-2021 school year?
- What supplies and other resources do we need to acquire proactively in order to ensure we can carry out any on campus plans next fall?
- What steps can we take to promote best practices for personal hygiene for students, staff, and families?
- How can we meet the communication needs of EB stakeholders (families, students & staff) in a systematic way so that our efforts are not overwhelming and yet sufficient to explain the “what,” “why,” and “how” any plans we make and implement?
- How will we respond if someone that has been on a EB’s campus and has interacted with students and staff tests positive for COVID-19?
- How do we handle students that are unable to report to campus because they have been recommended for self-quarantine?
- How should EB begin the 2020-2021 school year (instructionally and operationally)?

**Return to Learn Roadmap Core Task Force:**

Mr. Michael Eldridge, Superintendent  
Mr. Shawn Bilstoft, Elementary Principal  
Mr. Mark Cidlik, Secondary Principal  
Mrs. Lisa Hanks, Food Service Director  
Mr. Taylor Pollock, Director of Building & Grounds  
Mrs. Nancy Steager, Custodian  
Mrs. LaTausha Pokorny, Nurse  
Mrs. Lana Robinson, Counselor  
Mrs. Lisa Bohaty, Technology Integration Specialist  
Mr. David Vanderheiden, Technology Director

**Return to Learn Roadmap Consultation Task Force:**

Eric and Andrea Svoboda  
Crystal Stara  
Jennifer Prothman  
Mrs. Patty Meysenburg  
Mrs. Chris Hampl  
Ms. Karmen Widick  
Mrs. Kathy Witzel  
Mrs. Kathy Strizek  
Mrs. Melissa Dewitt  
Mr. Jeff Struck  
East Butler Board of Education  
Legal (Bobby Truhe)

**Draft Core Planning Scenarios:**

<b>Scenario</b>	<b>Description</b>	<b>Rationale</b>
<b>A</b>	School is in session on campus for (100%) students and staff beginning in August.	<ul style="list-style-type: none"> <li>● In this scenario, the school has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school on campus with appropriate safety precautions being made.</li> </ul>
<b>B</b>	Delayed start of school until after Labor Day.	<ul style="list-style-type: none"> <li>● In this scenario, the start of school is delayed until after Labor Day. The rationale for this scenario would either be               <ul style="list-style-type: none"> <li>• waiting a few additional weeks would allow for school to resume with in-person instruction (a priority for establishing beginning of the year routines and relationships)</li> <li>• there is a high probability of a vaccine being available imminently (e.g., December) and a delayed start would increase the proportion of the school year that could occur in-person.</li> </ul> </li> </ul>
<b>C</b>	School is in session (scenario A or B) with occasional short-term closures (2-5 days).	<ul style="list-style-type: none"> <li>● In this scenario, the District would anticipate providing educational continuity for students with occasional short-term closures that would be potentially needed when a student or staff member who has been on campus tests positive for COVID-19. The purpose of the short-term closure (2-5 days) would be to contact trace, deep clean, and ensure the necessary exclusion of students and staff from campus for up to 14 days or as directed by public health officials.</li> </ul>
<b>D</b>	Remote Learning	<ul style="list-style-type: none"> <li>● Necessary in the event of an extended school closure of more than 2+ weeks.</li> </ul>

## **Core Planning Tenets:**

**Governance:** includes the core structure that will guide District decision making and the response to the public health crisis including but not limited to board policy, administrative regulations or memorandums, and the framework that will guide the application of the District vision and mission during the pandemic.

**Screening:** includes steps taken to assess students and staff for COVID-19 symptoms prior to engaging in the school environment.

**School Operations:** includes operational aspects of how schools run such as passing periods, visitor access, student movement throughout the school, staff meetings, recess, student attendance policies, etc.

**Food Service:** includes school meal services such as breakfast, lunch, and grab and go when school is operating on campus and during extended school closure.

**Cleaning Practices:** includes guidelines for custodians and staff for how to proactively avoid the spread of germs and illness as well as how to respond when someone who has tested positive for COVID-19 has been on campus.

**Extracurricular Activities/External Facility Use:** includes sports, activities, field trips, and co-curricular functions beyond core, within school day, instruction as well as access to school athletic facilities by external groups.

**Academics:** includes plans to address unfinished learning, continuity of learning (remote learning) in the event of extended school closure, and the delivery of educational services to special populations (e.g., special education, LEP, etc.).

**Technology Services:** includes promotion and support for the use of instructional technology for in-person and remote learning as well as logistics related to the distribution of devices and technology support (device repair, internet access strategies, etc.) in the event of an extended school closure.

**Transportation:** includes plans to keep students safe and healthy on school buses within guidelines provided by public health experts.

**Human Resources:** includes policies and programs related to staff absenteeism, strategies to address personnel shortages,

**Health Services:** includes the delivery of services by school nurses on campus during the pandemic including but not limited to the location of the health office, how to handle symptomatic students, and monitoring of on campus illness and absentee rates.

**Wellness:** includes social and emotional supports and programs for students and staff as well as the strategic promotion of good personal hygiene habits across CPS.

**Crisis Team:** includes delivery modification plans related to providing crisis support for students, staff, and the East Butler community in the event of a tragic incident or death during the pandemic.

**Tiered Model:** Many of the elements in the plan below have tiered levels of response from the school District. The intended definition of each tier has been provided below. Depending upon public health guidance and other local context, the application of the tiers may be applied more rigorously than the degree of spread indicated in the chart. For example, public health recommendations may compel the use of tier II or III strategies even when no area spread exists. Likewise, the school District may choose to apply tier II actions in one tenet area when the conditions and public health recommendations will only result in the use of tier I practices. In this way, the real intent behind the tiered model below is to proactively outline the progressively rigorous actions the District may take as circumstances change throughout the pandemic.

<b>LOW</b>	No to Minimal Area Risk/Spread
<b>MODERATE</b>	Minimal to Moderate Area Risk/Spread
<b>HIGH</b>	Moderate to Substantial Area Risk/Spread
<b>Confirmed COVID-19 Case in Building Regardless of Degree of Community Risk</b>	<ul style="list-style-type: none"> <li>• Short (2-5 days) building dismissal to clean, disinfect, and contract trace in consultation with local health officials.</li> <li>• Potential 14+ day closure depending upon public health recommendations.</li> </ul>

**Tenet: Prevention & Communication**

	<b>District</b>
Prevention & Symptom Monitoring/Management	<ul style="list-style-type: none"> <li>● Stay home when appropriate</li> <li>● Educate staff and families about when they/their child(ren) should stay home and when they can return to facilities.               <ul style="list-style-type: none"> <li>○ FMLA - Allows for staff members with COVID-19 or</li> <li>○ Actively encourage employees and students who are sick or who recently had close contact with a person with COVID-19 to stay home.</li> <li>○ Staff and students should stay home if they have                   <ul style="list-style-type: none"> <li>■ tested positive for or are showing COVID-19 symptoms. We will follow the recommendations of the Four Corners Health Department.</li> <li>■ Close contact (same household)</li> </ul> </li> </ul> </li> <li>● We would update the Four Corners Health Department as it changes.</li> <li>● Attendance Codes               <ul style="list-style-type: none"> <li>○ Test Positive - dr. note - Medical (A)</li> <li>○ Quarantine/Immunocompromised (Other Present type code - create a code for remote learning ie. Remote Present/Absent)                   <ul style="list-style-type: none"> <li>■ Present - if they engaged in their remote learning plan.</li> <li>■ Absent - if they don't log on or follow their remote learning plan.</li> </ul> </li> </ul> </li> </ul>
Signage	<ul style="list-style-type: none"> <li>● Post signs in highly visible locations (e.g., school entrances, restrooms) that <b><u>promote everyday protective measures</u></b> and describe how to stop the spread of germs, such as by <b><u>properly washing hands</u></b> and <b><u>properly wearing a cloth face covering</u></b>.</li> </ul>
Announcements/Communication	<ul style="list-style-type: none"> <li>● Regular/daily announcements on reducing the spread of COVID-19</li> <li>● Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school website, in emails, and on school social media)</li> </ul>
Personal/Hygiene and Hand Washing	<ul style="list-style-type: none"> <li>● Arrival and exit of the facility and after breaks</li> <li>● Before and after using outdoor play equipment</li> <li>● Before and after preparing, eating, or handling food or drinks, or feeding children</li> <li>● Before and after administering medication, lotions, ointments, or medical treatment</li> <li>● After using the bathroom or helping a child use the bathroom.</li> <li>● After coming in contact with bodily fluid</li> <li>● After playing outdoors or in sand</li> <li>● After handling garbage</li> </ul>



	<ul style="list-style-type: none"> <li>• After handling animals or cleaning up animal waste.</li> </ul>
	<p>Wash Hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60 percent alcohol can be used if soap and water are not readily available.</p> <ul style="list-style-type: none"> <li>• Supervise children when they use hand sanitizer to prevent ingestion. Hand sanitizer is not recommended for children below age two or children with known excessive hand-to-mouth behaviors.</li> <li>• Assist children with hand washing who cannot wash hands alone. After assisting children with hand washing, staff should also wash their hands.</li> </ul>

### Tenet: Screening

District	
Screening Procedures	<ul style="list-style-type: none"> <li>• Screeners wear masks, face shields, and gloves.</li> <li>• All staff will be trained in proper screening procedures.</li> <li>• Monitoring for a fever of 100.0 and/or above.</li> </ul>
Low	<ul style="list-style-type: none"> <li>• <b>All students will have their temperature taken upon arrival at school.</b></li> <li>• Staff for themselves and parental self-screening for students at home. District provides self-screening resources for families to utilize (e.g., refrigerator magnet or card stock checklist).</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>• <b>All staff and students have their temperature taken upon arrival at work</b></li> <li>• Staff are stationed at main entrances and passively ask students whether they have experienced any of the symptoms on signage provided. Students that answer “yes” have a temperature taken and receive a referral to the school nurse for further assessment.</li> <li>• Approved building visitors (parents are screened upon arrival in the office)</li> </ul>
High	<ul style="list-style-type: none"> <li>• <b>All staff and students have temperature taken prior to the start of the school day at the school.</b></li> <li>• Staff may not come to school until designated time during high risk.</li> <li>• No outside visitors are allowed in the building.</li> </ul>

## Tenet: School Operations - HIGH

Critical Control Points	Physical Distance	Engineered	Administrative	PPE
<b>Entering/Exit</b>	6 ft between all students Groups of 20	<ul style="list-style-type: none"> <li>Designated Entry/Exit doors.</li> <li>Doors held open by designated staff or propped</li> </ul>	<ul style="list-style-type: none"> <li>Staggered entrance/exit</li> <li>Curbside drop off/pick up</li> <li>Marked distancing between entrants</li> <li>student-only entries</li> <li>Students use sanitizer upon entry</li> <li>Students report to first period</li> <li>staggered dismissal</li> <li>parents are allowed only with schedule appointments</li> <li>No outside visitors</li> </ul>	<ul style="list-style-type: none"> <li>Require students and staff to wear face coverings.</li> </ul>
<b>Student Movement</b>	6 ft between all students Groups of 20	<ul style="list-style-type: none"> <li>Limited to no movement</li> <li>Marked lanes for directional control.</li> <li>Signage indicating directional flow.</li> </ul>	<ul style="list-style-type: none"> <li>Directional flow through hallways.</li> <li>Staggered release of students.</li> <li>Staggered class times.</li> </ul>	<ul style="list-style-type: none"> <li>Require students and staff to wear face coverings.</li> </ul>
<b>Classroom</b>	6 ft between all seats Groups of 20	<ul style="list-style-type: none"> <li>Touchless faucets and soap dispensers</li> <li>Desks Distanced</li> <li>Desks cleaned by students in between</li> <li>Tables?</li> <li>Student materials</li> </ul>	<ul style="list-style-type: none"> <li>Assigned seating</li> <li>Hand washing upon/prior to entry</li> </ul>	<ul style="list-style-type: none"> <li>Require students and staff to wear face coverings.</li> </ul>
<b>Food/Eating</b>	6 ft between all tables Groups of 6 Students remain in cohorts 25% capacity	<ul style="list-style-type: none"> <li>Distance tables to accommodate classroom cohorts.</li> <li>No drinking fountains</li> <li>No salad bar/buffets</li> </ul>	<ul style="list-style-type: none"> <li>Assigned seating</li> <li>Hand washing upon/prior to entry</li> <li>Adjust schedules</li> <li>Reduce the number of children in the lunchroom, add additional locations if possible.</li> </ul>	<ul style="list-style-type: none"> <li>Require students and staff to wear face coverings.</li> </ul>
<b>Recess</b>		<ul style="list-style-type: none"> <li>Marked areas for classroom cohorts.</li> <li>NO equipment would be used</li> </ul>	<ul style="list-style-type: none"> <li>Maintain cohort during recess</li> <li>Designate separate play areas.</li> </ul>	<ul style="list-style-type: none"> <li>Require students and staff to wear face coverings.</li> </ul>

## MODERATE

Critical Control Points	Physical Distance	Engineered	Administrative	PPE
<b>Entering/Exit</b>	6 ft between all students Groups of 20	<ul style="list-style-type: none"> <li>● Designated Entry/Exit doors.</li> <li>● Doors held open by designated staff or propped</li> </ul>	<ul style="list-style-type: none"> <li>● Designated entrances report directly to the first period.</li> <li>● Marked distancing between entrants</li> <li>● student-only entries</li> <li>● Students use sanitizer upon entry</li> <li>● staggered dismissal</li> <li>● parents visits are restricted</li> <li>● Scheduled visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Masks on the move and utilized when 6 foot distancing cannot be followed.</li> </ul>
<b>Student Movement</b>	6 ft between all students Groups of 20	<ul style="list-style-type: none"> <li>● Marked lanes for directional control.</li> <li>● Signage indicating directional flow.</li> </ul>	<ul style="list-style-type: none"> <li>● Directional flow through hallways.</li> <li>● Social distancing and no touching during passing periods.</li> </ul>	<ul style="list-style-type: none"> <li>● Masks on the move and utilized when 6 foot distancing cannot be followed.</li> </ul>
<b>Classroom</b>	6 ft between all seats Groups of 20	<ul style="list-style-type: none"> <li>● Touchless faucets and soap dispensers</li> <li>● Desks Distanced</li> <li>● Desks cleaned by students with spray bottles</li> <li>● Tables?</li> <li>● Student materials</li> </ul>	<ul style="list-style-type: none"> <li>● Assigned seating</li> <li>● Hand washing upon/prior to entry</li> </ul>	<ul style="list-style-type: none"> <li>● Masks on the move and utilized when 6 foot distancing cannot be followed.</li> </ul>
<b>Food/Eating</b>	6 ft between all tables 25% capacity	<ul style="list-style-type: none"> <li>● Distance tables to accommodate classroom cohorts.</li> <li>● No drinking fountains</li> <li>● No salad bar/buffets</li> </ul>	<ul style="list-style-type: none"> <li>● Assigned seating</li> <li>● Hand washing upon/prior to entry</li> <li>● Adjust lunch schedules</li> <li>● Reduce the number of children in the lunchroom, add additional locations if possible.</li> </ul>	<ul style="list-style-type: none"> <li>● Face covering optional.</li> </ul>
<b>Recess</b>		<ul style="list-style-type: none"> <li>● Marked areas for classroom cohorts.</li> </ul>	<ul style="list-style-type: none"> <li>● Maintain cohort during recess</li> <li>● Designate separate play areas.</li> </ul>	<ul style="list-style-type: none"> <li>● Face covering optional</li> </ul>

## LOW

Critical Control Points	Physical Distance	Administrative	PPE
Entering/Exit		<ul style="list-style-type: none"><li>• Designated entrance/exit as designated by school.</li><li>• Students may utilize common areas.</li></ul>	<ul style="list-style-type: none"><li>• Masks on the move.</li></ul>
Student Movement		<ul style="list-style-type: none"><li>• Normal school expectations.</li></ul>	<ul style="list-style-type: none"><li>• Masks on the move.</li></ul>
Classroom		<ul style="list-style-type: none"><li>• Assigned seating</li><li>• Hand washing upon/prior to entry</li></ul>	<ul style="list-style-type: none"><li>• Masks on the move.</li></ul>
Food/Eating		<ul style="list-style-type: none"><li>• Lunch in the lunchroom, normal lunch schedule.</li><li>• Wash hands before or after lunch.</li><li>• salad bar allowable.</li></ul>	<ul style="list-style-type: none"><li>• Masks on the move.</li></ul>
Recess		<ul style="list-style-type: none"><li>• Recess</li><li>• Wash hands after recess</li></ul>	<ul style="list-style-type: none"><li>• Masks on the move.</li></ul>

## Tenet: Food Service/Security

	Elementary	High School
All	<ul style="list-style-type: none"> <li>● Implement <a href="#">CDC Guidance</a> for School Nutrition Professionals</li> <li>● All students will wash/sanitize hands prior to receiving meals</li> <li>● K-2, 3-4, 5-6 staggered lunch times (Brainard) 10:50, 11:10, 11:30</li> <li>● 7-8, 9-10, 11-12 staggered lunch times (Brainard) 12:00, 12:20, 12:40 <ul style="list-style-type: none"> <li>● Students will return to study hall when not at lunch</li> </ul> </li> <li>● K-3, 4-6 staggered times at the lunch tables (Dwight) 11:00, 11:20</li> <li>● Times will be adjusted on early out days</li> <li>● Tables/seats will be sanitized between groups</li> <li>● Floor markings so that students stand socially distanced and not in a group.</li> <li>● Students stand in alphabetical order by last name.</li> </ul>	
Low	<ul style="list-style-type: none"> <li>● Utilize plastic trays and metal utensils</li> <li>● Kitchen staff wears masks and gloves</li> <li>● Salad bar servers wear masks and gloves</li> <li>● Condiments served by designated servers wearing masks and gloves</li> <li>● Remove manual keyboard for student lunch number entries</li> <li>● Students will stand in line using 6' markers to encourage social distancing</li> <li>● Assigned seating</li> <li>● Limit seating to 6-8 students at a table/staggered</li> <li>● Open campus at the discretion of administration</li> <li>● ICU Lunch will follow directives</li> </ul>	
Moderate	<ul style="list-style-type: none"> <li>● Utilize disposable trays and utensils</li> <li>● Kitchen staff wears masks and gloves</li> <li>● Salad bar servers wear masks and gloves</li> <li>● Condiments will be put in individual portion cups and served by those wearing masks and gloves</li> <li>● Remove manual keyboard for student lunch number entries</li> <li>● Students will stand in line using 6' markers to encourage social distancing</li> <li>● Assigned seating</li> <li>● Limit seating to 3-4 students at a table/all facing the same direction</li> <li>● No microwave use in the cafeteria area</li> <li>● No ala carte breakfast</li> <li>● Designated eating area for students eating breakfast</li> <li>● No open campus</li> <li>● ICU Lunch will follow directives</li> </ul>	

<b>High</b>	<ul style="list-style-type: none"> <li>● Utilize disposable trays and utensils</li> <li>● Kitchen staff wears masks and gloves</li> <li>● Hot meal only, no choices (salad, wrap, deli)</li> <li>● No salad bar</li> <li>● Meals will be delivered to and eaten in classrooms</li> <li>● Classroom attendant will report those eating lunch to the kitchen</li> <li>● Children will be encouraged to bring meals from home</li> <li>● Condiments will be served in individual portion cups</li> <li>● No microwave use in the cafeteria area</li> <li>● No ala carte breakfast</li> <li>● Breakfast will be available for pick up in the kitchen but will be eaten in classrooms</li> <li>● No open campus</li> <li>● No ICU Lunch. ICU will be carried out in designated classrooms</li> </ul>
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**Tenet: Cleaning/Custodial Services/Facility Modifications**

	<b>District</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>● Routine cleaning schedule</li> <li>● High touch surfaces should be cleaned twice per day.</li> <li>● Desks to be wiped down every night as well as deep cleaning overnight of high touch surfaces.</li> <li>● Proactive purchase of cleaning supplies (9 week supply)</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>● Routine cleaning schedule</li> <li>● High touch surfaces should be wiped down three times per day.</li> <li>● Desks to be wiped down 2 times per day (suggest at lunch and at the end of the day) as well as deep cleaning overnight of high touch surfaces.</li> </ul>
<b>High</b>	Note steps when someone has been sick with COVID-19

## Tenet: Extracurricular Activities

	Athletics	Fine Arts	Activities, Co-Curriculars, & Field Trips	External Facility Use
<b>Low</b>	<ul style="list-style-type: none"> <li>Routine Practices/competitions as scheduled based on NSAA guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Routine Practices/competitions as scheduled based on guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Routine practices, etc. Field trips can go on as planned.</li> </ul>	<ul style="list-style-type: none"> <li>Normal facility usage operations w/ signed agreement.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Mid-Moderate to low-no student-athlete temperature checks, adults only</li> </ul>	<ul style="list-style-type: none"> <li>Will be evaluated by the district administration</li> </ul>	<ul style="list-style-type: none"> <li>Activities, co-curriculars, and field trips will be evaluated by the district administration.</li> </ul>	<ul style="list-style-type: none"> <li>Mid-High Moderate, facilities remain prohibited to external groups.</li> <li>Low-Mid Moderate, normal facility usage operations w/ signed agreement.</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>School likely Closed</li> <li>Events will likely be canceled.</li> </ul>	<ul style="list-style-type: none"> <li>School likely closed</li> </ul>	<ul style="list-style-type: none"> <li>School likely closed</li> <li>Activities will likely be canceled</li> </ul>	<ul style="list-style-type: none"> <li>Facility Use will remain prohibited.</li> </ul>

## Tenet: Academics

Low	Moderate	High	Severe
<ul style="list-style-type: none"> <li>● Students &amp; Staff will get their temperature checked before boarding school transportation or when entering the building.</li> <li>● Students &amp; Staff riding school transportation will be expected to wear a mask 100% of the time.</li> <li>● Masks on the move.</li> <li>● Students will utilize their backpacks to minimize locker trips.</li> <li>● Masks are optional in the classroom.</li> <li>● Secondary classrooms will be disinfected after each class period.</li> <li>● Elementary classroom surfaces will be disinfected during non-classroom activities.</li> <li>● School lunch provided</li> </ul>	<ul style="list-style-type: none"> <li>● Students &amp; Staff will get their temperature checked before boarding school transportation or when entering the building.</li> <li>● Students &amp; Staff riding school transportation will be expected to wear a mask 100% of the time.</li> <li>● Masks on the move.</li> <li>● Students will utilize their backpacks to minimize locker trips.</li> <li>● Masks are required in the classroom when students or staff are in close proximity.</li> <li>● Secondary classrooms will be disinfected after each class period.</li> <li>● Elementary classroom surfaces will be disinfected during non-classroom activities.</li> <li>● School lunch will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>● Students &amp; Staff will get their temperature checked before boarding school transportation or when entering the building.</li> <li>● Students &amp; Staff riding school transportation will be expected to wear a mask 100% of the time.</li> <li>● Masks on the move.</li> <li>● Students will utilize their backpacks to minimize locker trips.</li> <li>● Masks are worn at all times, with the exception of eating &amp; drinking.</li> <li>● Secondary classrooms will be disinfected after each class period.</li> <li>● Elementary classroom surfaces will be disinfected during non-classroom activities.</li> <li>● School lunch will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>● Guidance will be provided by the Four Corners Health Department.</li> <li>● School <b>MAY</b> move to 100% remote learning.</li> <li>● Platforms used would be See Saw, Google Classroom, &amp; Zoom.</li> <li>● Class schedule would be available for teachers and students to utilize so group instruction can occur at a consistent time.</li> </ul>

**“Masks on the move” - Students and staff will utilize face coverings when moving throughout the school building.**



## Tenet: Transportation

	District
<b>Low</b>	<ul style="list-style-type: none"> <li>● All students, staff, and drivers wear face coverings.</li> <li>● All buses will be sanitized between each use.</li> <li>● Students and parents will be encouraged to self-screen for cold or flu-like symptoms prior to coming to the bus.</li> <li>● Assigned seating</li> <li>● No moving throughout the bus.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>● All students and drivers wear face coverings.</li> <li>● Students use hand sanitizer when getting on the bus.</li> <li>● All buses will be sanitized between each use.</li> <li>● The bus will load from back to front and exit from front to back. (except Preschool will remain in the front)</li> <li>● Assigned seating</li> <li>● No moving throughout the bus.</li> <li>● Staggered school drop off (while one bus is dropping off, the second bus waits)</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>● Reduce bus capacity to 50% or one student per seat...</li> <li>● Student seating to promote social distancing (row 1 = window seat; row 2 = aisle; alternate by left/right side of bus).</li> <li>● Students will be screened for symptoms prior to boarding the bus (e.g. temperature, asked if they have cold or flu-like symptoms).</li> <li>● All students and drivers wear face coverings.</li> <li>● All buses will be sanitized between each use.</li> <li>● Students use hand sanitizer when getting on the bus.</li> <li>● Staggered school drop off (while one bus is dropping off, the second bus waits)</li> </ul>

- **Field trips outside the community during the 2021-2022 school year will be determined at the time of the trip by the administration.**

## Tenet: Human Resources

	District
<b>Low</b>	<ul style="list-style-type: none"> <li>● Relaxed Certified Staff Leave (memorandum)</li> <li>● Relaxed Support Staff Leave (memorandum)</li> <li>● Families First Coronavirus Response Act</li> <li>● FMLA and Extended FMLA</li> <li>● High Risk Staff Members: Plan to protect TBD</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>● Relaxed Certified Staff Leave (memorandum)</li> <li>● Relaxed Support Staff Leave (memorandum)</li> <li>● Families First Coronavirus Response Act</li> <li>● FMLA and Extended FMLA</li> <li>● High Risk Staff Members: Plan to protect TBD</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>● Extended School Closure Staff Expectations</li> </ul>

## Tenet: Wellness (Social and Emotional Supports)

Staff Wellness Supports	Student Social and Emotional Supports
	<ul style="list-style-type: none"> <li>● <a href="#">CDC guidance</a> for talking with children about the coronavirus</li> </ul>
<ul style="list-style-type: none"> <li>● Information regarding positive practices during low/moderate/high tiers communicated with families/community</li> <li>● Weekly SEL classes in school for K-6, occasional SEL classes for 7-8, and SEL classes as needed for 9-12</li> <li>● School counselor will be available to meet with students individually, in small groups, or in classrooms for specific needs</li> <li>● School counselor will be available to meet with students/families by appointment either online or via telephone during extended school closure due to COVID</li> <li>● Students receiving therapy services will continue services online or via telephone during extended school closure due to COVID</li> <li>● Optional elementary e-learning SEL classes during school closure with the school counselor</li> <li>● SEL resources shared with students through Google Classroom/Seesaw during extended school closure due to COVID</li> </ul>	
<p><u>Personal Hygiene Promotional Efforts:</u></p>	

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60 percent alcohol can be used if soap and water are not readily available.

- Supervise children when they use hand sanitizer to prevent ingestion. Hand sanitizer is not recommended for children below age two or children with known excessive hand-to-mouth behaviors.
- Assist children with hand washing who cannot wash hands alone. After assisting children with hand washing, staff should also wash their hands.

### **Tenet: Health Office Services**

	<b>District</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>● Masks by staff are optional</li> <li>● Operate as usual</li> <li>● Wipe down equipment after use of each student.</li> <li>● Students should spend the least amount of time in the health office as possible.</li> <li>● Students and staff will wash hands prior to and after interaction.</li> <li>● Temperatures will be taken via non-contact thermometer ONLY.                             <ul style="list-style-type: none"> <li>○ Temperatures can be taken either on the forehead, temple, or behind the lower ear.</li> </ul> </li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>● Masks by staff and students are required.</li> <li>● Students should spend the least amount of time in the health office as possible.</li> <li>● The health office or main office should be notified when a student is coming to the health office.</li> <li>● Wipe down equipment and surfaces after use of each student.</li> <li>● Students and staff will wash hands prior to and after interaction.</li> <li>● Temperatures will be taken via non-contact thermometer ONLY.                             <ul style="list-style-type: none"> <li>○ Temperatures can be taken either on the forehead, temple, or behind the lower ear.</li> </ul> </li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>● Masks by staff and students are required.</li> <li>● Students should spend the least amount of time in the health office as possible.</li> <li>● Students should NOT be coming to the health office unless they are truly ill, need a temperature taken, or need to be taking scheduled medications.                             <ul style="list-style-type: none"> <li>○ General health services needs such as bandaids for minor cuts and scrapes, lip balm/vaseline for chapped lips, etc. will be housed in the classroom.</li> </ul> </li> <li>● The health office or main office should be notified when a student is coming to the health office.</li> <li>● Wipe down equipment and surfaces after use of each student.</li> <li>● Students and staff will wash hands prior to and after interaction.</li> <li>● Temperatures will be taken via non-contact thermometer ONLY.                             <ul style="list-style-type: none"> <li>○ Temperatures can be taken either on the forehead, temple, or behind the lower ear.</li> </ul> </li> </ul>

	<b>When students/staff members show symptoms or become sick at school?</b>
<b>Isolation Procedure</b>	<ul style="list-style-type: none"> <li>● Students or staff members will be moved to the designated room in each building.</li> <li>● Symptoms will be monitored until they can be released to a parent or guardian. <ul style="list-style-type: none"> <li>○ Student and staff will be sent home if they have a fever over 100.0</li> <li>○ Students and staff will be sent home if they have a combination of two or more COVID-like symptoms.</li> </ul> </li> </ul>
<b>Cleaning &amp; Disinfecting Process</b>	<ul style="list-style-type: none"> <li>● Close off areas used by the person who is sick.</li> <li>● Open outside doors and windows to increase air circulation in those areas if possible.</li> <li>● <i>Wait up to 24 hours, or as long as possible, to allow respiratory droplets to settle before cleaning or disinfecting.</i></li> <li>● Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.</li> <li>● If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Simply continue routine cleaning and disinfecting.</li> <li>● Follow <a href="#">CDC Guidance</a> on home quarantine/isolation.</li> </ul>
<b>Cohort</b>	<ul style="list-style-type: none"> <li>● That group or cohort will self-quarantine for 14 days including the teacher or staff member who has worked directly with this group or cohort.</li> </ul>

	<b>When a student/staff member has been exposed or has a family member who tested positive?</b>
<b>Tracing/Investigation</b>	<ul style="list-style-type: none"> <li>● Coordinate with tracing and investigation with Four Corners Health Department</li> <li>● Continue to follow advice of Four Corners Health Department in regards to contact tracking and when the staff/student are allowed to return to school.</li> <li>● Monitor symptoms, quarantine for fourteen days.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● Confirmed COVID Letter</li> <li>● Illness/Symptoms (Isolation) Letter</li> </ul>

### Tenet: Crisis Team Services

	Positive COVID-19 Test	Student or Staff Death
<b>Campus Open</b>		
<b>Campus Closed</b>		

### TENET: PPE

	District
<b>Masks Are:</b>	<b>Cloth Face Coverings - Provided by district.</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>• Face coverings provided and will be utilized when moving throughout the school buildings.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Face coverings provided and will be utilized when moving throughout the school buildings and when appropriate social distancing cannot be followed.</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>• Face coverings required for all students and staff on the bus, in classrooms, and during passing periods.</li> </ul>

### Tenet: At-Risk or Vulnerable Populations

	District
<b>Facilitators</b>	<b>Students Staff</b>
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Elderly - 65 or older</li> <li>• Serious underlying health conditions: high blood pressure, obesity, asthma, heart disease, immune compromised.</li> <li>• Medical provider documentation required to not work at school.</li> </ul>
<b>Low</b>	<ul style="list-style-type: none"> <li>• High risk students and staff have a cloth face covering and face shield provided.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Staff:</li> <li>• Students: High risk students are provided a cloth face covering and an optional face shield.</li> </ul>

**High**

- Staff
  - Provide options to work from home or telework.
  - Work with physical barriers and enhanced PPE
  - Consider options to reduce contact frequency or intensity.
  - Offer to install physical barriers between vulnerable workers and others.
  - Offer duties that minimize their contact with students and other employees.
- Students
  - Remote learning
  - physical barriers in the classroom
  - social distancing in the classroom or outside of the classroom.