

# **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*

HENRY SCHOOL DISTRICT 14-2



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## INTRODUCTION

We have created this plan to 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), South Dakota

Department of Education (SD DOE), and, South Dakota Department of Health (DOH)  
Regular updates will be made to this plan based on information provided by the CDC, SD DOE, DOH.

## GUIDING PRINCIPLES

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

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

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

### PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents as neccssay. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May, June	<ul style="list-style-type: none"><li>• Supplies, equipment</li><li>• Prepare work schedule for phases</li><li>• Prepare building and transportation for reopen with thorough cleaning</li></ul>
Phase 1	June	<ul style="list-style-type: none"><li>• Implement social distancing protocol and open facilities with limited access/use</li></ul>
Phase 2	July	<ul style="list-style-type: none"><li>• Expand use of school based on recommendations and data from CDC, DOE, DOH, and other applicable state and local agencies</li></ul>
Phase 3	August	<ul style="list-style-type: none"><li>• Open school</li><li>• Expand full operation based on recommendations and data from CDC, DOE, DOH and other applicable local and state agencies</li><li>• Determine what restrictions/guidelines stay in place</li></ul>

## **EMPLOYEE AND STUDENT SAFETY**

### **VISITOR RESTRICTIONS**

Henry School District will not allow normal visitation to our school until the reopen date. Only Henry School District staff are allowed in the school during preparation for reopen.

### **TRAVEL RESTRICTIONS**

Henry School District will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the office of the Superintendent.

### **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

All screening information will be kept confidential.

### **HEALTH PROTOCOL**

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact school. You will 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 when all the criteria are met:

1. If you have symptoms According to current CDC guidelines, a student or staff member who has tested positive for COVID-19 can return to school after finishing the recommended time in self-isolation (10 days after symptom onset or a positive test if asymptomatic.)
2. A student or staff member who has been identified as a close contact of someone who has tested positive for COVID-19 can return to school after finishing the recommended time in self-quarantine (currently 14 days after exposure).
3. In addition, students and staff should be fever-free for 24 hours without the use of fever-reducing medication and show symptom improvement before returning to school.

This precautionary measure applies to any student or staff member with a fever regardless of whether or not they had a positive COVID-19 test result. Ones that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

## eNURSE (NON COVID SITUATIONS)

Discuss protocols for non-covid type situations

### **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've 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.
  - a. Your healthcare provider
  - b. Henry School District
3. The District will work with you to determine appropriate next steps.
4. 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. Henry School District employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the school in order to attempt to maintain the social distancing requirement of 6 feet
- Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

**Masks:** Face masks are an important part of employee protection (not required), as well as personal hygiene, social distancing, and frequent cleaning efforts.

**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

HENRY SCHOOL DISTRICT staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. 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

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Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. HENRY SCHOOL DISTRICT 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. The HENRY SCHOOL DISTRICT Custodian will clean all workspaces at their designated cleaning time.

*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 schools 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 based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Multiple times Daily Please wipe down with available disinfectant wipes after use.
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	Before each route or use
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to any student or employee returning to school or work..

## GENERAL DISINFECTION MEASURES PROTOCOL

General measures/guidelines should and are expected be followed regularly.

## 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
4. New touchless water fountains are available for filling personal water bottle

## BUS DRIVERS/BUS PROTOCOLS

First Quarter

1. Each child will have their temperature checked by the bus driver. If temp is greater than 100.4 the child will not be allowed to ride the bus to school.
2. Hand Sanitizer will be provided on each bus and each child will sanitize their hands when getting on the bus.
3. Assigned seating for every child. Families will be seated together.
5. The driver will be wearing a mask.
6. We will do our best to social distance, children can wear and are recommended to wear a mask on the bus.
7. Children who live in Henry, north of Hwy 212 are asked to walk or ride bikes to school while the weather is nice. It will help keep congestion down on the bus.
8. High traffic and touch areas will be sanitized before each route.

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 7 days.



## SUSPECTED COVID19 CASE I.C.E

If an employee or student becomes ill, he/she will immediately report to the district's **isolation room**.

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.

- **Isolate**
- Those attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- District personnel will direct the ill employee to leave work or **contact** the Parent's for a student.
- **Exit** the building as soon as possible.
- The isolation area and suspected 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.

## RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing.

## LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

## VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students. Participation is important to help us take precautionary measures to protect you and everyone in the building.

**VISITORS WILL NEED TO CALL FIRST AND SCHEDULE BEFORE ENTERING THE BUILDING. TEMPERATURES WILL BE CHECKED.**

## CAFETERIA AND MEAL PERIODS

We will use social distancing in the lunchroom area. Students will sit at assigned tables. They will be released to line up in a socially distanced spacing a few at a time. They will need to

sanitize hands before getting trays. Return to table seating with class with spacing. No Salad Bar to begin school. We will have salad available. Utensils will be handed out.

## CLASSROOM ARRANGEMENTS

We have large classrooms and will social distance our tables or desks. We are looking into other precautions with classrooms as well.

## SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district's counselor will help provide resources for parents and teachers to access. The counselor will work with students individually or in small groups to address any well-being needs. The counselor will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

## STAFF TRAINING

### 1. First Day Training/Orientation

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols.

### 2. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning

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 audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. Response to a suspected case
3. Disinfection Measures
4. Transportation
5. Isolation protocols
6. On site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew 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. Visit our district website
3. Follow our social media platforms
4. SeeSaw PK-2; Google Classroom Grades 3-12 (yellow and/or red levels, attached)

## II. ACADEMICS AND HOME-BASED LEARNING

HENRY SCHOOL DISTRICT is planning on returning to a traditional in school setting according to guidelines within this document and attached documentation.

We are looking at providing in - person instruction (green level) and remote learning in specific cases. All grade levels will be equipped with one of the following; ipads, chrome books, or a PC. If circumstances present themselves that we need to switch to a hybrid learning situation (yellow level) we will provide in school instruction and remote learning (see attached). Finally, if we feel it is in the best interest of the staff and students we will convert to all remote learning (red level).

### GRADING POLICY

#### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located on our [district's webpage](#).

#### Completion Protocols

Students not making progress, not completing academic assignments or opting not to participate during this closure, could be subject to extra time to be promoted to the next grade level. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy.

### 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.

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In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 3-12 and SeeSaw for PK-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

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 can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by HENRY SCHOOL DISTRICT staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

### **PACKET PREPARATION**

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

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. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

### **PACKET DISTRIBUTION**

Direct delivery method

All printed packet distributions ????

### **PACKET RETURN**

1. In the event that the district does not reopen on the set date, instructions to pick up materials in accordance with this safety plan.

2. In the event that the parent needs to drop off the packet, HENRY SCHOOL DISTRICT will establish a drop-off location. Our drop off location is the front entrances of the school. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, “Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.” Wait 24 hours after a drop off cycle before beginning to open the packets.
3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) <sup>1</sup>or via photo sharing.

## ONLINE INSTRUCTION

Zoom is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.

A Zoom schedule will be provided on our [district's webpage](#).

## III. EXTRACURRICULAR

Follow the recommendations of the NFHS and SDHSAA.

### Acknowledgement of Risk

Parents acknowledge that they are aware that by having their children enter the school premises and participate in school and school events that there are risks to their children of exposure, directly or indirectly, to communicable disease(s) including but not limited to the virus “severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)”, “COVID-19” and/or any mutation or variation thereof.

## HENRY SCHOOL DISTRICT 14-2 RETURN TO SCHOOL PLAN