

# **RICHARDS R-5**

## **RE-ENTRY PLAN IN RESPONSE TO COVID-19**



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# **HEALTH AND WELLNESS GUIDELINES FOR 2020-2021**

The following guidelines will be in place at Richards R-V School for the 2020-2021 school year. These measures will be updated and levels will be changed as new information becomes available. All decisions will be made in coordination with the Howell County Health Department. **At this time (July 28, 2020), we feel that we will begin face to face classes (5 days a week) at Richards School in LEVEL 2 on August 24, 2020.**

## **SUGGESTIONS FOR A SUCCESSFUL SCHOOL YEAR**

- Please understand that these protocols are being put in place for the safety of all of the members of our school body and the community, itself. They are not intended to punish any person(s).
  - The goal is to limit exposure to as few other students and staff members as possible. Staff and students must do their very best to maintain as much distance as possible from others within school buildings.
  - If possible, please make arrangements to transport your child(ren) to and from school to allow us to do a better job of social distancing on our buses. Students can be dropped off at school this year beginning at 7 a.m.
  - Parents, PLEASE, have a Plan B for sick days, just as you would for snow days. There could potentially be days that we may have to close if there is an active case within our student body. We will need to do additional cleaning and preparation to ensure the safety for all of those on campus.
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## LEVEL 1

All classes will take place in school buildings five (5) days a week. There would be no restrictions on visitors or volunteers in the building if in LEVEL 1- This would occur as cases dwindle or a vaccine is completed. **This is NOT currently where we think we will be on Aug. 24, 2020.**

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## **LEVEL 2: SEATED SCHOOL WITH HEALTH PRECAUTIONS**

All students will be permitted to attend face-to-face instruction inside school buildings five (5) days a week. Extra cleaning and safety protocols for staff and students will be followed. There are restrictions on parents, visitors and volunteers in the building. **THIS IS THE LEVEL WE FEEL WILL BE IN PLACE WHEN SCHOOL BEGINS ON AUGUST 24, 2020**

### **GENERAL INFORMATION FOR LEVEL 2**

- The term “social distancing” or “physical distancing” will refer to no less than 6 feet of separation.
- Classes will be kept separated as much as possible to limit transmission chains.
- Assemblies will not be permitted.
- Visitors to the school and to the classroom will not be permitted unless by appointment with appropriate precautions including but not limited to a temperature check as well as a symptom survey. Schools will be closed to visitors aside from drop off and pick up, which can only occur via the carline.
- Handwashing and infection prevention instruction will be required and taught to students.
- Student face coverings are strongly recommended but not required.
- Use of water/drinking fountains will only be allowed for use of the “touchless” self-dispensers to fill a personal water bottle (water bottle filling station). Drinking directly out of the fountain is prohibited. Water bottle filling stations have been installed throughout the district.
- Hand sanitizers are available all over the building including in all classrooms

### **EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS**

If you are an employee or student and are exhibiting symptoms, daily self check is important. If you have experienced one of the following within the last 14 days, you are recommended to stay home:

- Chills, a cough, sore throat, headache:
- Shortness of breath or difficulty breathing;
- New loss of taste or smell, new muscle aches;
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees fahrenheit
- Known close contact with a person who is lab confirmed to have COVID 19

Each student and staff member will have their temperature checked by a touchless thermometer each day upon entrance into our buildings. If an employee or student has a temperature greater

than or equal to 100.4 degrees fahrenheit they will be sent home. Employees and students should not come to school under any circumstances if they are sick.

## HYGIENE MEASURES

Students and employees will adopt these hygiene measures:

- All persons are required to wash hands or use hand sanitizer when they come into school, and throughout the school day. Hand sanitizer is readily available throughout each building, i.e., in classrooms, common areas and lunchrooms.
- We encourage students to limit what is brought to school this year due to spacing and the spread of the virus on surfaces. Backpacks must be stored in the students' homeroom classroom so it is important that these items be as small as possible. Lockers will not be issued in 5th - 8th grade.
- We will require all persons to wash hands or use hand sanitizer after blowing noses, coughing or sneezing and after all bathroom visits.
- We will encourage classes and employees to create their own hand signals to replace shaking hands, hugging or giving high fives.
- We will avoid using classroom items that are frequently touched but not easily cleaned such as items made of fabric or rugs.
- Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC guidance that is not otherwise explained.
- Symptoms of COVID 19 may include: fever of 100.4 F or greater, cough, shortness of breath or difficulty breathing, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
- The lack of fever is not a reliable indicator for pre-symptomatic individuals. If other symptoms exist students will be required to remain out of school as indicated.
- Additional criteria for exclusion may be provided by the local health department at the time of exclusion based on the most current CDC guidance.
- If students become ill once they arrive at school, students will be isolated from others and sent home immediately.
- Students or employees who have direct close contact (<6 ft distance for over 15 minutes) with a COVID 19 confirmed case, will need to quarantine at home for 10 days.
- Should a symptomatic student's parent or guardian refuse COVID 19 testing, the student will be excluded from the school for 14 days or until the parent / guardian provides written documentation by a medical provider or health department that the student is safe to return to school.
- All staff members will be required to wear a mask or shield anytime they are in contact with anyone in the building at a distance of 6 ft or less for over 15 minutes.
- Students are strongly encouraged to wear a mask or shield anytime they are in contact with anyone in the building at a distance of 6 ft or less for over 15 minutes.

Students (with assistance from parents) and employees should self screen prior to coming to school or expect to be screened before entering the school building. Those exhibiting symptoms of COVID 19 without other obvious explanations may be instructed to wear an appropriate mask, use hand sanitizer and go to a designated area to be picked up by parents and sent home.

- If a child or a parent/guardian refuses to wear a mask, the school will not force the individual to wear a mask unless there is a STATE, COUNTY or LOCAL ordinance passed that requires it.

## ARRIVAL AND DISMISSAL

- Parents/guardians should use the car line for student drop off and pick up. In-person parent pick-up is not allowed to avoid parent/patron gatherings in the school lobby or in front of the school.
- Parents are encouraged to self screen children at home prior to coming to school for the following symptoms and exposure:
  - fever or chills
  - cough
  - headache
  - muscle aches
  - nausea, vomiting or diarrhea
  - new loss of taste or smell
  - new runny nose or congestion
  - shortness of breath or difficulty breathing
  - sore throat
  - close contact with a person with COVID-19 in the last 14 days.
- Staff will monitor for appropriate social distancing as students enter the designated “entry” door(s) and visually inspect students for signs and symptoms of illness as they enter the school and/or classroom.
- Designees will check the temperature of each student as they enter the building. If a student or adult has a temperature of 100.4 or higher they will need to go home.

## BREAKFAST AND LUNCH

- Breakfast and lunch will be eaten in the classroom for students attending the Early Childhood Center.
- 1st Grade will eat breakfast in their classroom.
- 2nd-5th grade will eat breakfast in the cafeteria and will sit with their grade level in assigned seats to help minimize cross contamination and to assist with contact tracing if needed.



- 6th-8th grade will eat breakfast in the Bunch Gymnasium using the “grab n go” option and will sit with their grade level in assigned seats to help minimize cross contamination and to assist with contact tracing if needed.
- For students in 1st-8th grade, lunchtimes will be staggered and cafeteria surfaces will be cleaned and disinfected between groups. Students will all face the same direction so only one side of the cafeteria benches will be used.
- Students will eat with their class group and will have assigned seats as similar as possible to their seating arrangement in the classroom. This will decrease the number of people each student is within 6 ft of for 15 or more minutes. By not being within 6 ft. of another person for more than 15 minutes people are less likely to become infected.
- Teachers will strongly reinforce ‘no sharing’ of food, drink and utensils.

## WATER FOUNTAINS

- Traditional water fountains will not be utilized.
- Touchless water bottle fill stations will be used for students to fill water bottles.
- All students will need a reusable / refillable water bottle for their daily use.

## CLASSROOMS

- Classrooms will be set up with identical seating charts. This will assist in contact tracing as needed.
- Students will be encouraged to maintain distance from each other in the school and will be taught appropriate hygiene/COVID practices.
- Students seating will be arranged with as much space between students as possible in order to maintain social/physical distancing standards.
- Teachers will arrange student desks to maximize the space between students. Desks will be turned to face in the same direction (rather than facing each other unless there are barriers in place) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Separate supplies will be provided for students when possible.
- Students will use hand sanitizer when entering and exiting any classroom. Students should be encouraged to wash their hands throughout the school day as appropriate.
- Students are strongly encouraged to wear face coverings when they must be within 6 ft of another person for 15 or more minutes.

## SPECIALS AND RELATED FINE ARTS CLASSES

- Should specialty teachers use equipment that might be shared, staff members will disinfect the equipment after each use.

- Physical education classes can be taught in the gym. Teachers will plan activities that require social distancing for students and will sanitize equipment and the space in between class visits. PE classes will be held outside as much as possible.

## RECESS

- Recess times will be staggered to limit the number of classes on the playground at a time.
- All students must wash their hands (soap or hand sanitizer) before and after recess and before returning to the classroom.
- While at recess, staff will monitor for social/physical distancing.
- Frequently touched surfaces on the playground equipment will be cleaned/sanitized routinely.

## VISITOR RESTRICTIONS

In order to minimize the exposure of students and staff to others outside of their assigned small groups, non-essential visitors and parents will not be permitted beyond the secure entryways at school buildings. Due to these restrictions our traditional open house will look more like parent teacher conferences.

The District requests the following:

- Entry into schools will be restricted to staff and students. Other visitors and volunteers must receive pre-approval from an administrator.
- Parents are encouraged to call ahead if they have a need to visit the school, outside of an emergency situation.
- If a child needs to be picked up for any reason, Richards School personnel will accompany the child to the front door and await the arrival of the parent/guardian.
- Parents will not be allowed to visit the classroom or to visit the cafeteria to eat lunch with their child until we are again in Level 1.
- Those allowed into the school buildings will be screened using a screening form which will be available at the front downstairs office, their temperature will be taken and they will be offered a mask if they do not have their own. The date and time of the visit as well as where in the building they travel to and which if any students or staff they have contact with will be logged.

## STUDENT ILLNESS AND HEALTH SERVICES

- Symptoms of COVID 19 may include: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, runny nose or congestion, or other flu-like symptoms, such as nausea, vomiting, or diarrhea.

- The lack of a fever is not a reliable indicator for pre-symptomatic individuals. If other symptoms exist, students will be required to remain out of school as indicated.
- Students who are ill or experiencing COVID-19 related symptoms should not report to school and should notify the school.
- If students become ill once they arrive at school, students will be isolated from others and sent home immediately.
- Students will be required to remain out of school for at least fourteen (14) days following onset of symptoms, unless tested and symptom free. COVID 19 test results must be confirmed in writing by the medical provider or health department.
- Students or employees who have direct close contact (< 6 ft distance for over 15 minutes) with a COVID-19 patient, will need to quarantine at home for 14 days.
- Should a symptomatic student's parent/guardian refuse COVID 19 testing, the student will be excluded from school for 14 days or until the parent/guardian provides written documentation by the medical provider or health department the student is safe to return.

## TRAVEL

- When possible, students and employees should limit travel outside the region and avoid air travel and cruise ships.
- Domestic non-essential travel is discouraged.
- Students and employees who must travel outside the region or who have family members and/or roommates who travel outside the region should ensure that they practice social distancing while traveling and should avoid high risk areas.
- Students or employees who have direct close contact (< 6 ft distance for over 15 minutes) with a COVID-19 patient, will need to quarantine at home for 14 days.

## TRANSPORTATION

**DUE TO COVID-19 SOCIAL DISTANCING RECOMMENDATIONS, IT IS HIGHLY RECOMMENDED THAT STUDENTS PROVIDE THEIR OWN TRANSPORTATION IF AT ALL POSSIBLE.**

- Students riding the bus are welcome to wear face coverings while riding the bus when social distancing is not feasible.
- Students are highly encouraged to practice physical distancing while waiting for the bus at their designated bus stop.
- Students may sit two to a seat. Students within the same household (or students who are considered in each other's stable group) will be assigned seats together or in seats across from, in front of, or behind each other while riding the bus.
- Bus drivers are advised to travel with windows down as much as is possible depending upon weather conditions.
- Bus drivers should seat students based on pick up order. Buses should be loaded back to

front. Students picked up first should immediately move to the back of the bus.

- Once seating is established, bus drivers will have a seating chart and assigned seats whether a child is riding or not.
- Buses will be appropriately cleaned and disinfected on a regular basis with an EPA approved disinfectant.
- Buses will have hand sanitizer available on each route and encourage students to use upon boarding.
- Bus drivers will be properly trained in COVID safety measures.
- Bus drivers will alert school administration upon arrival of any student displaying signs of COVID-19
- Bus drivers will check their own temperature prior to driving a route.
- Buses will unload one bus at a time to avoid congestion and to allow for temperature checks for students exiting the bus.

## TECHNOLOGY

- Staff will limit the sharing of devices. When devices must be shared, staff will assign specific students to specific devices. Staff will ensure devices are sanitized between uses.
- These items should be sanitized by staff on a regular basis:
  - Keyboards and mice
  - Phones
  - Headphones
  - Any shared devices (iPad, spare Chromebooks. Library computers, PLTW laptops, Mac labs, etc.)
  - Printers
  - Remotes

## FOOD FROM OUTSIDE THE DISTRICT'S CAFETERIA

Bringing or sharing refreshments during meetings or for potlucks will be prohibited until further notice in order to limit the risk of contamination. Open snack items, unwrapped candy and opened drinks will not be provided for staff or students. Snack time for students will need to be done from unopened packages and served only by one staff member with gloves and a mask on at the time of serving.

## LOCKER ROOMS

While in locker rooms, students are to stay 3-6 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 sick.

## OUT ROOM

### SEPARATION WHILE IN SCHOOL “OUT ROOM”

Each school building will have an “OUT ROOM” separate from the nurse’s office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup. Students will be given a mask to wear while in the room and the room will be disinfected after use. There will be a sign in sheet for anyone who enters the room while a suspected COVID-19 case is detained in the room. Students who are ill will be walked out of the building to their parents.

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Unfortunately, there is a conflict between optimal academic and social/emotional learning in schools and strict adherence to current physical distancing guidelines. Employees and students should practice staying approximately 6 feet away from others when possible.

- Non-essential/informal meetups and visiting should be avoided.
- Students will be spaced as far apart as possible in each classroom and barriers may be used in some classrooms as needed.
- When possible students will face the same direction in areas such as classrooms and the cafeteria.
- Parents are encouraged to provide alternative modes of transportation other than the school bus due to the lack of social distancing options available.

## GENERAL DISINFECTION MEASURES

The safety of our employees and students are our first priority. Upon reopening, our school buildings have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean this summer, 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.

CLASSROOMS	Wipe desks daily after school Spray with sanitizer weekly Remove trash and change liner daily Wipe down daily any surface as needed
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OFFICES	Wipe down daily any surface as needed Spray sanitizer nightly Remove Trash and change liner daily
CAFETERIA	Wipe down tables after every use Spray sanitizer nightly Remove trash and changes liners daily
HALLWAYS / ENTRANCE	Wipe down daily any surface as needed Spray with sanitizer weekly
RESTROOMS	Wipe down daily any surface as needed Spray sanitizer nightly Remove Trash and change liner daily
BUSES	At the end of each use

## ADDITIONAL DISINFECTING MEASURES

Employees are encouraged to disinfect their own personal workspace (desk, phone, keyboard, etc.) throughout the day, giving special attention to commonly touched surfaces. The custodial staff will clean all workspaces at their designated cleaning time.

## IN THE EVENT OF A SUSPECTED COVID CASE

In the event of a suspected case of COVID-19, the following protocols will be followed:

- An employee or student doesn't feel well and visits the school nurse
- The nurse determines symptoms may be COVID related
- The employee or student will be temporarily separated from others

### EMPLOYEE

- If an employee becomes ill on campus/district, he/she will immediately report to the district nurse's isolation room and the case form will be completed.
- The employee will contact their primary healthcare provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.

- The Health Department will also contact the employee and conduct a risk assessment (contact tracing). If the employee resides in a county other than Howell, then the county's Health Department will contact the employee.
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.

### **STUDENT**

- If a student becomes ill with COVID related symptoms on campus/district, he/she will immediately be sent to the nurse.
- The nurse will contact the parent/guardian. When the parent arrives, the nurse will encourage the parent to have the child tested. The nurse will offer to assist the parent with making phone calls to the healthcare provider if needed.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent/guardian.
- The health department will then contact the parent/guardian and conduct a risk assessment (contact tracing).
- The parent will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the parent on what the student and any other person at possible risk of being infected with what to do.

## **RETURN TO SCHOOL AFTER EXCLUSION**

Once a student or employee is excluded from the school environment, they may return only if they satisfy the recommendations of the current CDC guidelines, which are subject to change. At the time of writing this document, the CDC guidelines state:

**UNTESTED:** Persons who have not received a test proving or disproving the presence of COVID-19 but have experienced symptoms consistent with COVID-19 may return when all three of the following conditions are met:

- They have not had a fever for at least 24 hours without the use of medication that reduces fever; and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least (10) calendar days have passed since symptoms first appeared.

**TESTED:** Persons who have experienced symptoms and have tested positive for COVID-19 may return when all three of the following conditions are met:

- They no longer have a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- They have received two (2) negative tests in a row, at least 24 hours apart.

**TESTED WITH NO SYMPTOMS:** Persons who have not had symptoms but have tested positive for COVID-19 may return when they have received two (2) negative tests in a row, at least 24 hours apart.

### **SIBLINGS OR OTHER STUDENTS IN THE HOUSEHOLD**

If a student is excluded from school due to a positive COVID-19 test, his or her siblings or other students living in the same household will be quarantined for 14 (fourteen) days past the date that the excluded sibling is released. The Richards District will continue to consult with local health authorities for further guidance in this instance.

## **SELF QUARANTINE**

### **SELF-QUARANTINE OF AN EMPLOYEE**

If an employee has been told to self-quarantine, they should contact the superintendent.

### **SELF-QUARANTINE OF A STUDENT**

If a student has been told to self-quarantine, the family is required to call the school to speak directly to the nurse, principal or superintendent. The nurse will check to see if there are siblings or other family members in the Richards School District.

The nurse, principal and superintendent will then meet to formulate a plan to inform the school board, staff members and community of the need to know information without jeopardizing the student's FERPA rights.

### **DISTRICT RESPONSE TO EXCLUSION FROM SCHOOL OR SELF-QUARANTINE**

As soon as the District becomes aware of a student or employee that may have COVID-19 or that has been excluded from school recommended to self-quarantine, the custodial staff will be informed that all desks and workspaces or the person are thoroughly disinfected. The Superintendent will consider initiating the following Richards Positive COVID-19 Protocols:

- Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so.
- In lieu of performing deep cleaning, sites may be shut down for 24-48 hours to allow for natural deactivation of the virus.
- The nurse will contact the Howell County Health Department for additional guidance.



- Official communication to the Richards Board of Education will come from the superintendent.
- Official communication to the Richards community (and media, if appropriate) will be done by the superintendent.
- The nurse will follow up with the staff member or family of the student.

## SCHOOL CLOSURES (IF NEEDED)

- The school district will consider school closures based upon city, county, and state guidelines and will consider the percentage of site population testing positive for COVID-19.
- If it is determined that a school should be closed, families will be informed of the timeframe that school will be closed and students will have access to virtual content during that time as well as other alternative methods of instruction if the student is unable to access the internet or a hotspot.

## COMMUNICATION METHODS

In order to communicate as quickly and accurately as possible on events that may take place related to COVID-19 the district asks that you do the following:

1. Teachers and parents/guardians need to check text messages, email and the school's website often as well as follow our Facebook page.
2. If a case is determined to be positive, the Howell County Health Department will provide guidance in order to quickly inform those who need to be quarantined.

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## VIRTUAL INSTRUCTION

Virtual Instruction will be an option beginning at the first of the school year for those interested. More information on this format be available and a survey will be sent out for those interested in this option in August.

## LEVEL 3: BLENDED INSTRUCTION

If in LEVEL 3 courses would be taught with a combination of seated and remote instruction. Staff will be in buildings, with students alternating days of in-person attendance and remote instruction. Protocols for staff and students will be followed according to building COVID-19 RE-ENTRY Guidelines. All entrances to schools will be locked and restricted to staff and students. Other visitors and volunteers must receive pre-approval.

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## LEVEL 4: REMOTE INSTRUCTION

If in LEVEL 4 all staff would be on campus. All students will be off campus and receive instruction online using Google Classroom or another method approved by the administration at that time. Teachers will use tools such as email, ZOOM, REMIND, FACEBOOK, telephone calls, text messages and other means appropriate to communicate with students and families. Accommodations and arrangements will be made for students without internet access. Both buildings will be closed to students.