

	USD 342, in partnership with the Jefferson County Health Department, and Jefferson County Emergency Management, has developed a plan to support school buildings and the community for reopening schools. USD 342'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.
Guidelines for USD #342 School District	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 342's Return-to-School Plan focuses heavily on the health and physical requirements necessary for reopening school buildings. USD 342 will continue to provide support on navigating the academic, social, and emotional effects of the COVID-19 pandemic on students and employees.
	It is important to remember that information regarding COVID-19 changes frequently. As a result, this document is subject to changes throughout the year.

USD 342 Decision Tree:

The USD 342 Return-to-School plan provides guidance and expectations for leadership to implement plans based on a flexible framework to address challenges and changes that may develop throughout the 2020-2021 school year. 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. The decision to move from one level to another will be determined in partnership with the State of Kansas, the Jefferson County Health Department, Emergency Management and USD 342.

Addressing COVID-19 Spread in Our Community				
Low/No Spread	Minimal/Moderate Spread	Substantial 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 <i>When a Child, Staff Member, or Visitor Becomes Sick at School</i>) Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see <i>Protecting Vulnerable Populations</i> for considerations) Ongoing cleaning and sanitation will occur during school day with an emphasis on high traffic and high touch zones; deep cleaning/disinfecting will occur outside school hours 	 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 <i>Transitioning, Large Group Gatherings, and Teaching and Learning</i>) 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 district protocols Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see <i>When a Child, Staff Member, or Visitor Becomes Sick at School</i>) Isolate and deep clean impacted classrooms and spaces Ongoing cleaning and sanitation will occur during school day with an emphasis on high traffic and high touch zones; deep cleaning/disinfecting will occur outside school hours Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness 	 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 remote learning environment (see Supporting Teaching and 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 illness (see Protecting Vulnerable Populations for considerations) For additional guidance on addressing community spread, see the CDC's Considerations for Schools 		

Definitions					
Face Coverings	Face coverings differ based on the level of community spread and can be found throughout this document. 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. All State and County guidelines will be followed. <u>CDC Guidance</u>	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. Hand sanitizer may be used with younger children under adult supervision. <u>CDC Guidance</u>	Clean/Disinfect	Ensure safe and correct application of disinfectants and keep out of reach of children. CDC Guidance

Level of Community Spread (as determined by state and local health officials)	Low/No Spread	Minim	nal/Modera	te Spread	Substantial Spread
Instructional Model (as determined by USD 342 administration)	On-Site Learning Environment (Traditional Model)	On-Site Learning (Traditional) Env <u>ironm</u> ent	Hybrid Learning Environmen	Remote Learning Environment	Remote Learning Environment
Response (as determined by USD 342 in partnership with local departments of public health and community stakeholders)	School Buildings Open – Implement preventative practices and additional proactive processes/protocols	School Buildings Open - Implement more intensive mitigation strategies; encourage/ enhance social distancing; (see Targeted Closure)	Limited/ Staggered Use of School Buildings – Implement alternating schedules for students; target distance/ remote learning.	Minimal Use of School Buildings – Implement targeted distance/remote learning or adopt building-wide distance/remote learning as necessary	Targeted Closure – Isolate and disinfect affected areas OR Short-term Closure – Close for facility-wide deep cleaning minimum of 5 days OR Extended Closure – Close building(s) for at least 14 days

Remote Learning Option: Parents will have the option of choosing the remote learning environment (see *McLouth's Return-to-School Guide for more detail*)

	Low/No Spread	Minimal/Moderate Spread	Substantial Spread
Practicing Prevention S	 Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings (by <i>Executive Order 20-59</i>) 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 Allow students and staff to bring face masks/coverings to use from home Allow staff to wear face masks/covering, and other appropriate PPE as desired 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) Water fountains will be closed. Water bottle fill stations may remain on. Students will be responsible for bringing their own water bottle to school, they are not to share water bottles 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 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 Provide masks and other appropriate PPE to staff Allow students and staff to bring face masks/coverings to use from home Take steps to ensure all water systems and features are safe Turn off water fountains and fill stations, provide bottled water 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 	 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 Health & Environment Website Jefferson County Health Department website

Transporting Students	 Implement standard operating procedures while taking preventative measures such as: Provide hand sanitizer for students and bus drivers Bus drivers and students will be required wear face masks/coverings Limiting field trips, upon building principal's approval (to areas of limited/low transmission) or not allow field trips All students will have assigned seats Cleaning and disinfecting frequently-touched surfaces on the bus at least daily Only family members will be allowed to ride together, if at all possible Buses will be cleaned following each route Students will only be provided transportation to and from one location 	 Provide hand sanitizer for students and bus drivers Bus drivers and students will be required wear face masks/coverings Eliminate field trips All students will have assigned seats Cleaning and disinfecting frequently-touched surfaces on the bus at least daily Only family members will be allowed to ride together, if at all possible Buses will be cleaned following each route Students will only be provided transportation to and from one location 	 School buildings are closed; Consider using buses 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 standard operating procedures while taking preventative measures such as: Mandatory temperature checks upon entry of the building 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 I (see When a Child, Staff Member, or Visitor Becomes Sick at School) Establish a protocol for visitors: calling front office before entering, screen visitors, require use of face coverings/masks, etc. Restrict visitors to office area. Restrict volunteers to reduce exposure Screen students and staff prior to entering the building o Take temperatures, isolate and send home if temperature is 100.4 F (38 C) or higher 	 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 <i>When a Child, Staff Member, or Visitor Becomes Sick at School</i>) Mark spaced lines to enter the building and designate entrance and exit flow paths Screen students and staff prior to entering the building): Take temperatures, isolate and send home if temperature is 100.4 F (38 C) or higher Consider safety and privacy concerns (confidentiality should be maintained) Establish a protocol for student pickup/drop-off: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup 	 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 KSDE Guidance KSDE Navigating Change Document

• Consider safety and privacy concerns (confidentiality should be maintained) • Consider safety and privacy concerns
Kansas Department of Health and Environment <u>COVID-19 Screening Questions</u>

Serving Meals	 Implement standard operating procedures while taking preventative measures such as: Providing hand sanitizer for students and staff Allowing students and staff to wear face masks/coverings while in large group gatherings Conduct cleaning of cafeterias and high-touch surfaces throughout the school day Breakfast will be served grab and go and all students will eat in their classroom For lunch, the multipurpose room and outdoor areas will be utilized to help with social distancing Tables and high touch areas will be disinfected between lunch periods All food will be served by cafeteria staff at lunch Lunches will be staggered to provide time for disinfecting 	 Allow student hand washing before and after meal service Provide hand sanitizer for students and staff Use disposable plates, utensils, etc. Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use Conduct cleaning of cafeterias and high-touch surfaces throughout the school day Consider Alternative Serving Models: Serving meals in classrooms Serving meals in cafeterias with: Spaced serving lines (marked on floors) Spaced seating (utilize outdoor space as practicable and appropriate) Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods) Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils 	 School buildings are closed. Practice established social distancing protocols to the greatest extent practicable Provide PPE to participating staff Reduce contact by delivering during a designated time (ex: Monday, Tuesday, and Wednesday) Distribute printed instructional packets/materials and district/school communications along with meals KSDE Guidance Employee Safety Guidance for School Nutrition Programs
Transitioning	 Implement standard operating procedures while taking preventative measures such as: Require students and staff to wear masks Conduct cleaning of hallways and high-touch surfaces throughout the school day 	 Limit mixing between groups (to the extent practicable) For class changes and other transitions throughout the school day: 	School buildings are closed.

to walk to k extent pract o Limit eleme	areas of the hallway (i.e. lanes) o eep students separated (to the ticable) ntary transitions by having o ials meet in the classroom o	 state seat time waiver to extend transition period) Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time Have the same group of students stay with the 	
		same staff (all day for young children and as much as feasible for older children)	

Conducting Large Group Gatherings	 Implement standard operating procedures while taking preventative measures such as: Provide hand sanitizer for students and staff Requiring students and staff 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 All attendees of activities/events will be required to have temperature checked, answer health survey and provide contact information 	 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 <i>Kansas High School Activities Association</i> guidelines for sporting events and practices Limits may be made on attendees of activities 	School buildings are closed. Abide by the maximum number of people allowed to congregate as defined by the local health department County Guidance Jefferson County Health Department Website
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 high-touch surfaces each day Limiting physical interaction through partner or group work 	 Identify which students may want to conduct their schooling remotely for the 2020-2021 school year On-Site (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 	 Implement a robust Remote Learning Plan Distribute printed instructional packets/ materials and district/school communications along with meals; designate and

	• Surveying of families' interest in continuing	furniture in classrooms; maximize social distancing	communicate
	online learning to reduce number of students requiring face-to-face, traditional	(to the extent practicable)Limit physical interaction through partner or group	collection/drop-off points
	instruction	work	Resources
	Establish an academic baseline	 Establish distance between the teacher's 	<u>KSDE Learning Plans</u>
•	Administer formative assessments toward the	desk/board and students' desks	<u>Remote Learning</u>
	start of the school year	 Identify and utilize large spaces (i.e. gymnasiums, 	Resources
	 Conduct meetings with teachers to identify 	auditoriums, outside spaces – as weather permits)	<u>Return-to-School</u>
	where students are academically	for social distancing	Roadmap for Technology
•	Discuss the shared experience:		Educator's Guide to Safe
	Helping Children Cope with Changes	Hybrid Instructional Models	and Effective Video
	<u>Talking to Children about COVID-19</u>	 Hybrid models should only be implemented if 	Conferencing (Education
	<u>Teaching Through a Pandemic</u>	absolutely necessary and after factoring in	<u>Week)</u>
		additional logistical requirements/costs as well as	Professional Learning for
•	Target interventions and supports:	childcare requirements placed on working families	Teachers
	Provide additional instructional supports to:	and unnecessary burden on staff. Consider	Making the Shift to Online
	 students at-risk of not graduating on 	allowing special education students to continue	Teaching and Learning
	time	in-person instruction as these students often rely	
	 students with disabilities 	on daily routines and social interactions to address	American School Counselor
	(compensatory services)	their individual learning needs.	Association
	 students who struggled in the prior 	 A/B schedules Alternating Days: students would be divided into 2 	<u>School Counseling During</u> <u>COVID-19: Online Lessons</u>
	distance/remote-learning environment	 Alternating Days: students would be divided into 2 groups by alphabet. Groups would alternate 	and Resources
	(i.e. early grades, English Learners, etc.)	face-to-face and virtual instruction during the	anu Resources
	 other students identified as being 	week. One example: Group A would attend	School Library Media
	behind academically by teachers and	Monday and Tuesday and work virtually the	Specialists
	parents.	remainder of the week. Group B would attend	<u>School Media Specialists</u>
	Identify essential concepts/skills grade	Thursday and Friday and work virtually the other	Can Help During Crisis
	levels and provide access to enrichment	days of the week. Wednesday would be a virtual	(School Library Journal)
	(fine arts, music, world language, CTE, AP,	day for most students so buildings could be	
	dual enrollment, physical education/play, STEM/STEAM, etc.)	cleaned during the week between groups. Another	
	Address learning loss:	example: Group A Students Monday/Wednesday	
	 Help students catch up/get ahead through 	and Group B Students Tuesday/Thursday; Friday	
	the support services	- distance learning for all students, professional	
	 Provide extended learning opportunities 	learning for staff; using certification flexibility to	
	through before/after-school programs,	relocate teachers as needed and allowable	
	Saturday school, etc.	 Target Distance/Remote Learning 	
•	Prepare for potential future distance/remote	 Elementary Face-to-Face with Secondary 	
	learning by increasing current blended learning:	Distance Learning: Prioritize 6-12 or 9-12	
	Develop a digital learning plan	for continuous distance learning while	
	 Integrate remote learning practices: 	other students have access to	
	digitizing lessons	face-to-face instruction spread out	
	 requiring a certain number of online 	across unused schools and classrooms;	
	assignments for each grading period		

	 Provide remote learning/specific professional learning for educators: General and Special Education Embed district digital learning as part of the traditional school day to ensure a smooth transition if remote learning is required Return-to-School Roadmap for <u>School Operations</u> and <u>Instruction</u> 	using certification flexibility to relocate teachers as needed and allowable.	
Protecting Vulnerable Populations ¹	 Implement standard operating procedures while taking preventative measures such as: Establish a point-of-contact with the Jefferson County Health Department 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 remotely Students and staff will 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 	 Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials Adhere to FERPA and HIPPA requirement Adhere to state and federal employment law and extended leave allowances 	 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

When a Child, Staff Member, or Visitor Becomes Sick at School	 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 <i>Standard and Transmission-Based Precautions</i> when caring for sick people. Notify the Jefferson County Health Department and begin contact-tracing. Due to HIPPA and FERPA regulations, USD #342 is not allowed to notify parents of a "possible exposure" or if a student, classmate, or staff member is being tested. 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 state local criteria to discontinue home isolation Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state local guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH 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 County Health Departments, USD 342 has created these expectations as a blueprint for a safe reopening that is realistic in our PreK-12 setting. USD 342 takes very seriously the responsibility to keep our students, teachers, school staff, and families safe and to provide the best possible education for our children. In order to ensure the health and safety of students and staff, anyone should stay home if experiencing any symptoms of coronavirus and contact your medical professional. Thank you for your patience and understanding during these unprecedented times.
---	--	--

Kansas Resources: KDHE Coronavirus Website: <u>https://www.coronavirus.kdheks.gov</u> LMH Coronavirus Website: <u>https://www.lmh.org/covd-19-coronavirus-resources/</u> Map of Kansas COVID-19 Cases: <u>https://www.coronavirus.kdheks.gov/160/COVID-19-in-Kansas</u> Kansas Suicide Prevention Center: 24/7 Help 1-800-273-TALK