



Craig City School District

Smart Start to School

In Response to COVID-19

DRAFT

## **INTRODUCTION AND GUIDING PRINCIPLES**

CCSD'S Smart Start to School plan is a working plan that has been developed to support the community's efforts to navigate the reestablishment of school where families, students, and staff feel safe to reduce the risk of COVID-19 conditions during the 2020-2021 school year. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates to this plan will be made as additional information from CDC, WHO, and applicable federal, state, and local agencies become available.

## **PACE STATEWIDE HOMESCHOOL PROGRAM**

PACE Statewide Homeschool office's (Ketchikan, Craig, Anchorage, and Wasilla) will follow all guidelines and mandates for the municipality the office is located. Furthermore, PACE offices will institute the State of Alaska Phase 3 and 4 COVID-19 guidelines located at <https://covid19.alaska.gov/reopen/>, specifically guidelines for Attachment D "Public Facing Businesses" to include:

- Social distancing
- Hygiene best practices
- Staffing
- Cleaning and disinfecting

## **CES, CMS, and CHS FIRST THREE WEEKS OF SCHOOL (AUGUST 31 – SEPTEMBER 11, 2020)**

*POW Island School District's will shift to the risk scenario at the start of the 4<sup>th</sup> week of school per local/state/federal guidelines and mandates.*

CCSD in partnership with POW's island school districts will all start the beginning of the 2020-2021 school year in the **Yellow-Medium Risk Scenario**. The purpose of this collaborative decision is three-fold:

- Protect students, families, and staff members by ensuring appropriate social distancing and to provide students and staff members the opportunity to learn and become familiar with the procedures and guidelines that will be critical for all of us to follow to ensure a safe learning and working environment during the 2020-2021 school year.
- To provide a window for the community and district to learn and adjust how to operate within a risk scenario that the community and district has no experience or familiarity with to ensure safety for our students, families, and staff.
- To provide a window for the community and district to learn and adjust how to operate within a risk scenario that the community and district has no experience or familiarity with to ensure we are maximizing our students' learning opportunities with a hybrid instructional approach (direct classroom-based instruction and distance delivery follow-up and support).

## HEALTH AND SAFETY PROTOCOLS

To help prevent the spread of the COVID-19 virus, CCSD has the opportunity and responsibility to educate students, families, and staff on social etiquette, good health and hygiene habits, and disease prevention. CCSD will provide regular hand-washing and respiratory hygiene/cough etiquette education for all K-12 students. Our basic educational message will be:

- Cover your cough
- Wash hands often
- Stay home if sick
- Wear appropriate Personal Protective Equipment (PPE)

To help prevent the spread of COVID-19 and reduce the potential risk to our students and staff CCSD will require employees to complete a weekly self-screening which includes 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

If a student or employee becomes ill at work or is exhibiting symptoms of COVID-19 they will be asked to leave and go home or to the nearest health center.

Employees returning to work from an approved medical leave may be asked to submit a healthcare provider's note before returning to work.

If a student or employee has been diagnosed with COVID-19 they may return to school/work when all 3 of the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications), and
- Improved respiratory symptoms (cough, shortness of breath, etc.), and
- At least 7 days have passed since the symptoms first occurred

*If a student or employee has symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that the student/employee has COVID-19 and may not return to school/work until the 3 criteria listed above have been met.*

Each school will have an illness tracking Google.doc. Staff will be educated on how and why to complete the form. Each student and employee who is absent or sent home due to illness is put on this list, symptoms are documented and travel history (in last 14 days) is charted. Questions that will be asked on the illness tracking Google.doc will be the following:

- What are the symptoms?
- Have they travelled in the last 14 days?
- Have they been in contact with anyone with coronavirus?

While we all hope to avoid exposure to illness from COVID-19, 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 CDC.

## **WORKFORCE MANAGEMENT**

CCSD will be prepared, if necessary, to transition from a hybrid to distance delivery environment depending on public health conditions. All negotiated agreements and all labor laws will be followed to ensure CCSD educators understand the expectations of a new and fluid work environment.

Maintaining full employment for staff is an important value to the CCSD. If CCSD is required to move into a **Red/High Risk** distance delivery instructional model, CCSD will develop functional "employment expectations" that allow employees to continue working within their contract stipulations and employment agreements while directly or indirectly serving student learning responsibilities.

All legally required leaves of absence and leaves of absence available through the district's negotiated agreements will be available, communicated, and honored.

CCSD is dedicated to protecting the safety of our students and staff and will respond to any requests or concerns made by students, staff, and community members regarding working conditions and safety. Requests to address issues of working conditions and safety should be made to direct supervisors, however, reports may be made anonymously to CCSD's superintendent with no repercussions.

CCSD will wait for more information from the Alaska Department of Education and Early Development regarding any adjustments to educator/teacher evaluation requirements during the 2020-2021 school year. While no adjustments or waivers are currently anticipated, we will expect informal and formal observations completed during the school year (either in-person or remotely).

## COMMUNICATIONS

CCSD communication protocols aim to inform and engage all stakeholders within the community whether or not we are functioning within a traditional school model, hybrid school model, or distance delivery school model.

The importance of timely communication to all stakeholders cannot be overstated. Major announcements and day-to-day messaging from the community will include emails, phone messages, Remind text messages, school based social media platforms, classroom newsletters, updates to CCSD's websites, and regular POW Island Post articles.

## SCHOOL CLOSURES

CCSD schools will be closed and will move to the **Red/High Risk Scenario** if there have been ten (10) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days resulting in the designation of a high level of community transmission.

CCSD schools will be designated as **Yellow/Medium Risk Scenario** if there are five (5) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.

CCSD schools will transition to **Green/Low Risk Scenarios** if there are no laboratory-confirmed cases of COVID-19 in the previous 14 days and no reported increase in the number of cases over the previous 14 days with all cases being classified as recovered.

Flexibility and evidence-based decision making will guide CCSD's decisions to shift between Green, Yellow, and Red risk scenarios.

- CCSD will closely monitor SE regional trends with COVID-19 infections to include Juneau, Sitka, Ketchikan, and Seattle. If regional trends shift rapidly, CCSD will utilize this information to consider transitioning to a higher risk scenario to protect our students, families, and staff members.
- Additionally, if there are active COVID-19 cases in Craig, or another island community, that could directly impact CCSD families, CCSD reserves the right to transition to a higher risk scenario to protect our students, families, and staff members.

## BUS SERVICES

During a **Green/Low Risk Scenario** or a **Yellow/Medium Risk Scenario** CCSD busses will prioritize Port Saint Nick, Klawock, and Hollis bus routes to provide the most flexibility and ability to ensure appropriate social distancing on CCSD busses.

During a **Green/Low Risk Scenario**, CCSD students living within Craig city limits ranging from downtown Craig to Tanner Crab subdivision will be asked to walk to school or have parents provide transportation.

During a **Yellow/Medium Risk Scenario**, a Group 1 and Group 2 (50% capacity) student schedule will be distributed to families indicating which students will attend school in-person each day for on-site full day instruction and which students will be attending at home in an asynchronous model. CCSD students living within Craig city limits ranging from downtown Craig to the Tanner Crab subdivision will be asked to walk to school or have parents provide transportation.

## **FOOD SERVICES**

During a **Green/Low Risk Scenario** or a **Yellow/Medium Risk Scenario** CCSD food service will be provided within the students' classrooms to ensure appropriate social distancing. During a **Yellow/Medium Risk Scenario** a Group 1 and Group 2 schedule will be distributed to families indicating which students will attend school in-person each day for on-site full day instruction and which students will be attending at home in an asynchronous model. For those students not in attendance at CCSD breakfast and lunch services will be provided at designated distribution points within the Craig city limits.

## **COUNSELING SERVICES**

CCSD has two full-time school counselors on staff to serve our K-12 students. One counselor (Melissa Peavey) will serve our K-8 student population at Craig Elementary School and Craig Middle School. Our second counselor (Maria Riedel) will serve our Craig High School and PACE homeschool students. Counselors will work with their teams and administrators to determine when their services will be provided in-person or remotely. Counselors will work with schools to support staff with best practices around Trauma Informed Practices. A focus will be placed on supporting a positive climate and culture that acknowledges universal trauma care strategies for students.

## **FACILITY SANITATION PRACTICES**

The safety of our students and staff are our primary priority. Upon reopening, our schools will be completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning all school facilities before students and employees return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect students and employees and reduce the risk of spread of infection.

### **General Disinfection Measures**

<b>Area</b>	<b>Frequency</b>
Classrooms and Offices	At the end of each day
Appliances	Daily
Electronic Equipment	At the end of each day/use and/or between uses

General used objects like light switches, handles, sinks, restrooms	At least 2 times a day
Buses	At the end of each use
Common Areas	At the end of each use and/or between groups

Deep cleaning is triggered when an active student or employee is identified as positive for COVID-19 based on testing. When a student or employee with a suspected infectious disease is identified and has left the building, their work area, along with any other known places they have been will be thoroughly cleaned and disinfected. The person cleaning and disinfecting will wear a mask and gloves and will discard them immediately afterwards. Hands will be washed and sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, CCSD will consult public health officials to determine if there is a proper way to discard waste or if other PPE should be worn by staff.

Additionally, a bleach solution spray bottle and/or disinfecting wipes will be provided to all classrooms, offices, and work locations. CCSD employees are required to regularly disinfect personal work stations each day, schedule regular times during the school day for students to disinfect their personal work stations, and disinfect all appliances and electronic equipment after each use.

**FACILITY USE**

Facility use agreements between CCSD and community organizations will be unavailable during the current COVID-19 pandemic. All CCSD facilities are closed to community events.