



BRANDON VALLEY SCHOOL DISTRICT

2021-2022 Covid-19 PANDEMIC RESPONSE PLAN

Developed by:

**Brandon Valley Safety Committee
&
Administration**

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OVERVIEW

Brandon Valley School District Covid-19 Response Plan

Purpose of this plan:

Develop a plan for response in the event of the occurrence of an outbreak of a pandemic scope.

Rationale:

At the directive of the South Dakota Department of Education, the South Dakota Department of Public Health, the National Department of Health and Human Services and the Centers for Disease Control and Prevention, a Pandemic Response Plan has been developed for the Brandon Valley School District (BVSD). This plan shall be integrated into our local and state Pandemic Response Plan.

Background:

According to the World Health Organization (WHO): "A pandemic occurs when a new virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new virus are likely to quickly take hold around the world".

Covid-19 is a highly contagious respiratory virus that is responsible for the current epidemic in the United States and other countries. Note: Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During a pandemic the level of illness and death from a virus will likely increase dramatically worldwide (South Dakota Department of Public Health).

The impact of a pandemic on the local economy and business processes could be devastating. It is likely that 15-35% of South Dakota's population will be affected. There is potential for high levels of illness and death, as well as significant disruption to society, our economy, and potentially our schools, making planning for the pandemic imperative.

Goals:

To prevent, to prepare, to mitigate, and to respond to a potential pandemic threat in the most effective and efficient manner via the execution of a fully developed district plan. The district-developed response plan will be a component and thereby integrated into the community-based response plan.

Plan Strategies: The intent of this plan is to assist in managing the impact of a pandemic on schools based on two main strategies:

- *Reduce the spread of the virus within school facilities.*
- *Sustain educational functions and district operations.*

Chain of Command and Initiation of the Plan:

The Public Health Representative for the City of Brandon or the Public Health Representative for Minnehaha County will initiate the countywide and district-wide response by contacting the Superintendent of the BVSD. The Superintendent of the BVSD will initiate the in-district response by activating the Crisis Intervention Activation process. Patron / Staff questions can be directed to the BVSD Superintendent

What will this plan mean to the BVSD employee?

Each department and every employee of the district will be impacted by the initiation of this response system. Specific responsibilities and duties can be found in the following booklet outlining the BVSD Covid-19 Response Plan.

The following groups of individuals will have specific roles delegated to them during the plan activation. Those groups include Administration/Principals, Teachers, Education Assistants, Counselors, Buildings and Grounds, Food Services, and Transportation Services. General obligations along with specific delegated tasks can be found in this booklet. All other district employees may be asked to provide back up support services as needed to continue the day-to-day operation and functions of the Brandon Valley School District.

The plan will be reviewed as necessary, but at a minimum of every 6 months, and after each implementation.

Please review this booklet for the BVSD Covid-19 Response Plan. Become familiar with the duties and responsibilities that pertain to your specific position in the district. This plan will require a team effort to be successfully implemented. Thank you in advance for your commitment to this plan. Your participation in the execution of this plan could be life saving.

ADMINISTRATION/HUMAN RESOURCES /PRINCIPALS

Administration/Human Resources/Principals

Preparedness and Prevention Strategies:

The purpose of this plan is to assist in managing the impact of the Covid-19 pandemic on schools based on two main strategies:

- *Reduce the spread of the virus within school facilities.*
- *Sustain educational functions and district operations.*

Brandon Valley School Administration and Board of Education will administer this Pandemic Response Plan by performing the following key functions:

1. Participate with Public Health Officials to institute their recommendations, to the extent practical and feasible, and facilitate the dissemination of health communications.
2. Support district employees as they perform duties as delegated and assigned within the execution of this plan.
3. Provide for and effectively manage material resources of the BVSD.
4. Provide for and effectively manage human resources of the BVSD.
5. Promote the continuity of educational functions and follow Public Health recommendations regarding the scheduling/cancellation of large group events or school closures.
6. Insure uninterrupted economic viability and maintain functioning of district business operations.
7. Maintain BVSD Pandemic Response Plan.

1. Participate with Public Health Officials to institute their recommendations, where practical and feasible, and facilitate the dissemination of health communications.

- Align BVSD pandemic response procedures with the local public health agencies and South Dakota Department of Public Health for Covid-19 recommendations.
- Partner closely with the City of Brandon/Sioux Falls/County Public Health agencies to establish efficient and effective communication mechanisms.
- Identify a chain of command for the district and each school building. Establish defined roles and designate appropriate spokespersons to approve and oversee communications and execute key decision-making regarding school events.
- Facilitate link of communications to schools from external sources regarding the pandemic virus.
- Facilitate internal communications within the school district and buildings.
- Communication considerations include:
 1. Communication links with local public health agencies will be established and external communications filtered through the Superintendent, who in turn will disseminate accurate information to administration, employees and student/families through an established communication hub (School District Covid-19 Website).
 2. A communication link will be through an established public health website. **(Note:** Utilize only materials that have been cleared and approved by the local public health officials. This will prevent the release of inaccurate or misleading information.)

2. Support district employees as they perform duties as delegated and assigned within the execution of this plan.

- Delegate duties and responsibilities as outlined in this plan.
- Support district employees as they perform duties as assigned or delegated.
- Address potential compensation and budgetary implications of the plan.
- Review and revise the delegation of duties as indicated.

3. Provide for and effectively manage material resources of the BVSD.

- Initiate actions that reduce the spread of the virus including the thorough cleaning and disinfecting of the facilities. This will require the acquisition of adequate cleaning supplies, gloves, toweling, etc to last ideally a minimum of six to eight weeks.
- Reduce risk of person to person infection by working toward providing waterless hand cleaning stations, disposable facial tissue, trash can liners for potentially virus-contaminated materials, and adequate restroom stocking of hand soap, toweling and toilet tissue. Adequate supplies of protective gear such as N95 rated respirator masks for health care providers, surgical masks and gloves along with other health service materials will be required. (Assure adequate stock supply in event of transit or shipping halts due to supply shortages.)
- Manage food supplies and inventory. Develop contingency plan in event of limited arrival of food shipments.
- Prioritize material needs and purchases during the pandemic period.

4. Provide for and effectively manage human resources of the BVSD.

- Identify essential staff and functions. (Prioritize functions and back up staff.)
- Delegate or reassign employees to cover essential tasks. Discontinue functions that are deemed non-essential.
- All Employees are to complete the Daily Individual Health Screening Process. (See Appendix)
- Any Employee who develop these symptoms while at work shall be subject to the Individuals Exhibiting Symptoms process. (See Appendix).
- Conduct daily surveillance of numbers of student and staff absent due to illness and report any student absent rate of 10% (due to illness) or greater to the Superintendent.
- Address potential implications for district sick leave policies.

5. Promote the continuity of educational functions and follow Public Health recommendations regarding the scheduling/cancellation of large group events or school closures.

- Plan for absenteeism of students due to illness.
- Develop mechanisms for continuing educational endeavors with students who are excluded from attending or recovering from illness.
- Develop alternative methods for continuing educational functioning in the event of a prolonged school closure (i.e. Distance Learning, Internet posting of assignments on school websites, emailing of assignments, community access television stations, phone messaging, other technologic possibilities, etc.).
- Maximize student spacing and distancing individuals to reduce the spread of pathogens using the following strategies:
 1. Space student desks three (3) – six (6) feet apart or in small pods or clusters, where possible.
 2. Discourage prolonged congregation in hallways or entryways during passing, arrival and dismissal times.
 3. Limit group activities and interaction between classes.
 4. May need to cancel classes such as wellness, choir, band, orchestra, or other school activities that typically place individuals in close proximity.
 5. Postpone school events or activities where large groups of people congregate only when deemed necessary by public health officials.
 6. May be directed by administration to stagger lunchtimes and shorten time in the cafeteria, to minimize the number of students in the cafeteria at one time or serve lunch in the classroom. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.

7. Staggered school times and bussing schedules may be considered when absenteeism of school staff warrants and when a decrease in numbers of riders per bus is desired.
8. In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

6. Insure uninterrupted economic viability and maintain functioning of district business operations.

- Ensure that core functions, people and skills have been identified and that strategies are in place to manage these prior to the pandemic (i.e. cross training, delegation, prioritization of functions).
- Identify a process for maintaining the operations of the central office including budget, payroll, and ongoing communications with employees, students and student families.

7. Maintain BVSD Pandemic Response Plan.

- BVSD Pandemic Response Plan should be reviewed and revised as needed.
- The BVSD Pandemic Response Plan should be integrated into the local Pandemic Response Plan.
- The BVSD Pandemic Response Plan may be shared with:
 - District insurance carriers
 - District health insurance carriers
 - Local emergency response teams, hospitals and other health care agencies
 - City of Brandon/County Public Health Agencies
 - Neighboring schools/districts

SCHOOL NURSE

School Nurse

Preparedness and Prevention Strategies:

- Monitor daily the numbers of student and staff absent due to illness and report any student absent rate of 10% or greater with like illness to the Superintendent and the Local Department of Public Health.
- Promote healthy hygiene habits in the health office (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practicing Universal Precautions at all times.
 2. Wearing protective gear such as gloves, masks and goggles when indicated.
 3. Avoiding sharing desktop surfaces, keyboard, and telephone hand-piece with others.
 4. Wiping desktop and telephone hand-pieces with disinfectant solution daily during times of high incidence of illness.
 5. Disinfecting cots and other shared surfaces after each student or staff intervention.
 6. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Dispose of waste materials in safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Assess ill students or staff and utilize the Protocol for Individuals Exhibiting Symptoms. Utilize testing if deemed necessary by Superintendent and approved by the Board of Education.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Post and disseminate health-related communications and public health materials to employees and student/families as directed by the Superintendent and the Public Health officials, such as immunization clinics.
- Strongly encourage Optional participation in annual influenza or flu shot clinics as offered through the district or through personal health care provider or physician.
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

Response to Pandemic or period of high incidence illnesses:

- Initiate the above listed prevention strategies if not already being utilized.
- Serve as a professional resource to school administrators as the pandemic plan is initiated and sustained in the school setting.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Promote health communication with our staff and students/families including the medically fragile or immune-compromised (as indicated), by distributing any printed materials as directed by Public Health Department, the district or Administration.
- Identify additional resources available for accurate and updated health information regarding the pandemic event as recommended by the Public Health officials. This may include postings on the BVSD Website or on school nurse web pages.
- Serve as a resource for interpretation and understanding of all health communications.

Assist in reducing the spread of pathogens using the following strategies:

- Health care providers such as school nurse are to wear N95-rated face masks while caring for individuals who present with possible symptoms.
- Assess ill students or staff that present to the Health Office.
- Complete the Protocol for Individuals Exhibiting Symptoms. (See Appendix).
- Facilitate referral processes as indicated.
- Identify and inform close contacts of an ill individual. Share recommendations or information as provided by public health officials. Refer as needed to individual's health care provider if additional medical advice is desired.
- Complete all necessary records requests, maintain attendance monitoring for protocol to return, and other associated documentation.
- Promote all aspects of the pandemic response plan that minimize the spread of the virus such as completion of the Daily Individual Health Screening Process, healthful hygienic practices, student spacing recommendations, thorough cleaning of the school environment (daily), and school schedule/activity alterations.
- Coordinate the administration of any influenza vaccinations or antiviral medications as directed and made available by the Department of Public Health.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

TEACHERS

Teachers

Preparedness and Prevention Strategies:

- Promote healthy hygiene habits in the classroom (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practicing Universal Precautions at all times.
 2. Avoiding sharing desktop surfaces, keyboards, and telephone hand piece with others.
 3. Wiping desktop and telephone hand pieces with disinfectant solution daily during times of high incidence of illness.
 4. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Report any signs of illness in the classroom to school nurse by referring student or staff to the health office for evaluation of illness.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage Optional participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

Response to Pandemic or period of high incidence illnesses:

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Promote health communications with our students' families by distributing any printed materials as directed by Public Health Department, the district or Administration.

Maximize student spacing and distancing individuals to reduce the spread of pathogens using the following strategies:

- Space student desks three (3) – six (6) feet apart or in small pods or clusters, where possible.
- Maintain a detailed seating chart for each class. Seating charts are to be submitted to Principals.
- Discourage prolonged congregation in hallways or entryways during passing, arrival and dismissal times.
- Limit group activities and interaction between classes.
- May need to cancel classes such as wellness, choir, band, orchestra, or other school activities that typically place individuals in close proximity.
- May be directed by administration to stagger lunchtimes and shorten time in the cafeteria, to minimize the number of students in the cafeteria at one time. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.
- Promote frequent air exchanges in the classroom, by opening window if available and as weather and outdoor temperatures warrant.
- Promote continuity of educational process by utilizing one or more of the following strategies or instituting another avenue for providing the same:
 1. Pre-arranging lesson plans for substitute's use in event of teacher absence due to personal or family illness.
 2. Posting homework assignments on the Internet via programs such as Google Classroom, using phone communications, or emailing assignments to student's home.
 3. Utilizing established Distance Learning platforms.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

COUNSELORS

Counselors

Preparedness and Prevention Strategies:

- Promote healthy hygiene habits in the classroom and office (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practicing Universal Precautions at all times.
 2. Avoiding sharing desktop surfaces, keyboards, and telephone hand piece with others.
 3. Wiping desktop and telephone hand pieces with disinfectant solution daily during times of high incidence of illness.
 4. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Report any signs of illness in the classroom or office to school nurse by referring student or staff for evaluation of illness.
- Strongly encourage Optional participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

Response to Pandemic or period of high incidence illnesses:

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Provide emotional-psychological support to students and staff via counseling.
- Follow up with staff and student referrals to other community agencies for intervention as need indicates.
- Monitor the effects of cumulative stress on caregivers such as office staff, the district, staff, teachers, paraprofessionals, school counselors, administrators and other employees who may be under additional stress or working extended hours during the pandemic event.
- Provide safe area for students or staff to utilize during times of high stress or when emotionally distraught.
- Make educational materials available to families and staff on topics such as how to support your loved one while recovering from illness, common symptoms of grief or loss, and describe aspects of effective versus ineffective coping mechanisms.

Assist in maximizing student spacing and distancing individuals to reduce the spread of pathogens using the following strategies:

- Space student desks three (3) – six (6) feet apart or in small pods or clusters, where possible.
- Discourage prolonged congregation in hallways or entryways during passing, arrival and dismissal times.
- Limit group activities and interaction between classes.
- May need to cancel classes such as wellness, choir, band, orchestra, or other school activities that typically place individuals in close proximity.
- May be directed by administration to stagger lunchtimes and shorten time in the cafeteria, to minimize the number of students in the cafeteria at one time. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.
- Promote frequent air exchanges in the classroom and office area, by opening window if available and as weather and outdoor temperatures warrant.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

BUILDINGS AND GROUNDS

Buildings and Grounds

Preparedness and Prevention Strategies:

- Promote healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practice Universal Precautions at all times.
 2. Perform cleaning duties according to established protocol.
 3. Wear protective gear when indicated.
 4. Avoid sharing desktop surfaces, keyboard, and telephone hand piece with others.
 5. Wipe desktop and telephone hand pieces with disinfecting solution daily during times of high incidence of illness.
 6. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Report any signs of illness to school nurse by referring student or staff for evaluation of illness.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage Optional participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.
- Maintain adequate stores of supplies for use in event of a pandemic outbreak that could last several weeks. Supplies needed include:
 - Cleaning supplies, including bottles of disinfectant and wiping cloths for each classroom
 - Protective wear: masks, gloves, goggles
 - Waste liners
 - Restroom supplies: handsoap, toweling, and toilet tissue

Response to Pandemic or period of high incidence illnesses:

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Read all health communications distributed to employees from Public Health Department, the district or Administration.
- Maximize personal spacing and distance individuals to reduce the spread of pathogens. Avoid close contact with others that may be ill. (Student desks may be spaced desks three (3) feet apart or in small pods or clusters.)
- Post health related posters as directed by the Public Health Department, the district or BVSD administration.
- Position waterless hand washing stations at designated sites for staff and student use. Refill stations often.

School cleaning recommendations during pandemic outbreak:

- Disinfect daily (or more often if possible) common or shared surfaces, desktops, counters, railings, and doorknobs/handle mechanisms. Standard cleaning solutions or products are adequate – no specialized solutions are indicated. Detailed information regarding cleaning solutions can be found on the South Dakota Public Health Website:
- Dispose of waste materials in safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Where operationally possible, promote frequent air exchanges and increase ventilation in the building. During the day increase air exchanges in the facility. Following each school day, thoroughly ventilate the building by either opening all doors and windows or turning up air conditioning or heating systems to promote air exchanges.
- Filters of air conditioning or heat exchange units should be cleaned and changed frequently.
- Report any potential areas of contamination or concern to your supervisor.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

FOOD SERVICES

Food Services

Preparedness and Prevention Strategies:

- Promote healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practicing Universal Precautions at all times.
 2. Performing kitchen and cafeteria cleaning duties according to established protocol.
 3. Utilizing mechanical dishwasher at appropriate temperature setting and for full-cycle washing. (This effectively eliminates potential disease-causing pathogens on kitchenware and tableware.)
 4. Preparing foods as directed. Achieve and maintain ideal temperatures for hot and cold foods.
 5. Avoiding sharing paperwork surfaces, keyboards, and telephone hand piece with others.
 6. Wiping paperwork surfaces and telephone hand pieces with disinfecting solution daily during times of high incidence of illness.
 7. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage Optional participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

Note: Food Service administrators will develop contingency plans in the event of high amounts of absenteeism due to illness, for coverage of essential food service duties. Cross training of food service personnel may be indicated to support continuity of food services during high absenteeism. Another area of consideration for food services will be in the event that food supply deliveries are limited, or shipments suspended.

Response to Pandemic or period of high incidence illnesses:

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and BVSD Health Services – may be posters, video segments via close circuit television, or printed materials).
- Read all health communications distributed to employees from Public Health Department, the district or Administration.
- Maximize personal spacing and distance individuals to reduce the spread of pathogens. Avoid close contact with others that may be ill. (Student lunch rotations may be altered to allow for fewer students in the cafeteria at one time. The allowed time for eating may be shortened to decrease congregational time, thereby decreasing potential exposures.)
- Post health related posters as directed by the Public Health Department, the district or BVSD administration.
- Waterless hand washing stations may be positioned at entrances to cafeteria for staff and student use before and after eating. Contact custodian staff if station requires a refill of solution.

School cleaning recommendations during pandemic outbreak:

- Disinfect daily (or more often if possible) common or shared surfaces, paperwork surfaces, counters, railings, and doorknobs/handle mechanisms. **Cafeteria tabletops and seats should be disinfected after each seating of students.** Standard cleaning solutions or products are adequate – no specialized solutions are indicated.
- Dispose of waste materials in safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Where operationally possible, promote frequent air exchanges and increase ventilation in the building. During the day increase air exchanges in the kitchen and cafeteria. Following each school day, thoroughly ventilate the building by either opening all doors and windows or turning up air conditioning or heating systems to promote air exchanges.
- Report any potential areas of contamination or concern to your supervisor.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

TRANSPORTATION

Transportation

Preparedness and Prevention Strategies:

- Promote healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practicing Universal Precautions at all times.
 2. Performing bus-cleaning duties according to established protocol.
 3. Wearing protective gear when indicated.
 4. Disposing of waste materials on a regular basis.
 5. Wiping steering wheel, shift levers, student seats and railings with disinfecting solution daily during times of high incidence of illness.
- Report any signs of illness to school nurse by referring student or staff for evaluation of illness.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage Optional participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.
- Maintain adequate stores of supplies for use in event of a pandemic outbreak. Supplies needed include:
 - Cleaning supplies, including disinfectant, wiping cloths and gloves
 - Waste containers with liners
 - Waterless hand cleaner
 - Facial tissues for student/staff use

Response to Pandemic or period of high incidence illnesses:

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Read all health communications distributed to employees from Public Health Department, the district or Administration.
- Maximize personal spacing and distance individuals to reduce the spread of pathogens. This includes student seating on the bus. Avoid close contact with others that may be ill.
- Post health related posters as directed by the Public Health Department, the district or Administration.

Bus cleaning recommendations during pandemic outbreak:

- Disinfect before / after route common or shared surfaces, such as bus seats, railings, steering wheel and shift levers. Standard cleaning solutions or products are adequate – no specialized solutions are indicated.
- Dispose of waste materials in safe and efficient manner. Liners may be needed in all waste cans that are collecting potentially contaminated materials.
- Where operationally possible, promote frequent air exchanges and increase ventilation in the bus. Following each school day, thoroughly ventilate the bus by opening bus doors and windows.
- Report any potential areas of contamination or concern to your supervisor.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

APPENDIX I

Brandon Valley School District #49-2

2021-2022 Pandemic Response Plan

 <p>Optional Masking The CDC recommends all individuals (vaccinated and unvaccinated) wear a mask.</p>	 <p>Breakfast / Lunch Free Meals will be available to all students through a program offered by the United States Department of Agriculture.</p>	 <p>Hygiene Education Enhanced hygiene education, frequent hand washing, and hand sanitizer availability will be priorities in all facilities.</p>
 <p>Daily Health Screening Process Complete the Daily Individual Health Screening Process at home prior to coming to Brandon Valley School District facilities.</p>	 <p>Activities School activities and athletics resume standard operations. All Covid-19 SDHSAA requirements followed.</p>	 <p>Student Health Services Nurses Offices and PPE will be used when Student Health Services are working with symptomatic individuals.</p>
 <p>Enhanced Cleaning Enhanced filtration/fresh air intake, hand sanitizer stations, and cleaning supplies are available in classrooms.</p>	 <p>Distance Learning Option Distance Learning is an option for families. On-site students subject to quarantine will access their education via the established LMS.</p>	 <p>Close Contacts Close Contacts may continue to attend school, but are required to pre-screen for symptoms, remain asymptomatic, and required to wear a cloth face covering / mask for 14 days from the date of last exposure.</p>
 <p>Visitors / Guests Volunteers, Mentors, and Visitors are welcome to return to buildings.</p>	 <p>Individuals Exhibiting Symptoms Any individual exhibiting symptoms of illness will be offered a surgical mask, be evaluated by Student Health Services, and may be required to leave the facility.</p>	 <p>Positive Case Notification In the event of a confirmed positive Covid-19 Case resulting in a potential exposure within a building, 1.) Close Contacts will be informed by Student Health Services and 2.) a building-level communication will be provided to parents / guardians.</p>

Updated: 9/7/21

APPENDIX II



BRANDON VALLEY SCHOOL DISTRICT 49-2

Administration Center

300 South Splitrock Boulevard, Brandon, SD 57005-1652

Dr. Jarod M. Larson, Superintendent
Paul J. Lundberg, Business Manager
Ty Hentschel, Operations Manager

Covid-19 Pandemic Response Plan

Daily Individual Health Screening Process

PLEASE, complete the following individual health screening process at home prior to coming to Brandon Valley School District facilities.

An answer of “YES” to any of the following screening questions prohibits attendance at Brandon Valley School District facilities.

1. Do you feel sick?
2. Do you have a cough, shortness of breath, headache, sore throat, or a fever?

In the event the South Dakota Department of Health has identified you as a close contact, the Brandon Valley School District recommends individuals follow Department of Health Recommendations.

Upon entrance of a Brandon Valley School District Facility, individuals should promptly engage in handwashing or a hand sanitizing. Proper hygiene practices will be reinforced and prioritized throughout all school district functions.

Any individual exhibiting symptoms of illness will be offered a surgical mask and may be required to leave the facility as outlined in the “Protocol for an Individual Exhibiting Symptoms”.

The absolute most critical component of our Covid-19 Response Plan is a **Cooperative Partnership** with parents / guardians, staff, and students, where individuals commit to 1.) Stay home if sick, 2.) Practice good hygiene, (Hand Washing / Sanitizing) 3.) Practice Social Distancing whereas possible.

Together, we can promote our community’s health!

Updated: 7/28/21

Subject to Change

APPENDIX III



BRANDON VALLEY SCHOOL DISTRICT 49-2

Administration Center

300 South Splitrock Boulevard, Brandon, SD 57005-1652

Dr. Jarod M. Larson, Superintendent
Paul J. Lundberg, Business Manager
Ty Hentschel, Operations Manager

Covid-19 Pandemic Response Plan

Protocol for an Individual Exhibiting Symptoms

Any individual exhibiting symptoms of illness will be offered a surgical mask, be evaluated by Student Health Services, and may be required to leave the facility. Staff are to contact the Office when sending a child to the Office (Building Office / Nurse's Office).

Protocol for an Individual Exhibiting Symptoms

1. Offer a surgical mask
2. Evaluate the individual
3. Contact parent / guardian
4. Record event and provide information to building administration
5. Sanitize student desk, chair, locker, or used spaces
6. Maintain confidentiality of all student / staff health information
7. Brandon Valley Student Health Services will follow-up with the parent / guardian

The individual's return will be allowed based on following criteria: 24 hours fever free, without the use of fever reducing medication. Refer to the student handbook for other relevant Health Policies.

In the event multiple symptoms are present, Student Health Services may recommend additional protective measures.

The absolute most critical component of our Covid Response Plan is the **Cooperative Partnership** with parents / guardians, staff, and students, where individuals commit to 1.) Stay home if sick, 2.) Practice good hygiene, (Hand Washing / Sanitizing) 3.) Practice Social Distancing where possible.

Together, we can promote our community's health!

Updated: 7/28/21

Subject to Change

APPENDIX IV

Brandon Valley Elementary Schools	
AREA	MITIGATION STRATEGIES
Before School	<ul style="list-style-type: none"> • Parents/Guardians complete the district's "Daily Individual Health Screening Process" before putting students on the bus or bringing the student to the school building. Students are to stay home if an answer is "yes" to an essential question. • <u>Parents/Guardians</u> informed no students to be dropped off at school <u>before</u> 7:45am. • Students encouraged to use hand sanitizer/wash hands. • Students eating breakfast at school will be in the commons, seated at tables and social distanced as possible.
Students	<ul style="list-style-type: none"> • Optional masking (Masking Video) • Encouraged to physical distance • Encourage hand washing and continued focus on health habits • Students not riding bus are to arrive at school after 7:45am • All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member. • Encourage students to utilize own supplies and not share with other students • Staggered restroom and water breaks for classrooms. • Students encouraged to wash hands or use hand sanitizer before and after recess and lunch • To reduce learning loss, students may have access to Reading Interventionists, Summer School, or other tutoring opportunities
Staff	<ul style="list-style-type: none"> • Wearing masks will be optional • Masks available upon request • Hand-sanitizer provided • Clear plastic barrier provided for teacher desk upon request • Disinfectant in each room

	<ul style="list-style-type: none"> • Promote hygiene habits in the classroom • Taping off teaching area is optional • Protective barrier for staff to student interaction available upon request • JK-12 implementation of Screencastify • JK-4 implementation of Seesaw for Schools • Detailed seating charts maintained
Classrooms	<ul style="list-style-type: none"> • Desks socially distanced as possible • Increased cleaning of high traffic areas • All rooms will have a bottle of disinfectant and a microfiber towel to clean areas in the classroom • All rooms will have a bottle of hand-sanitizer • May prop door open between classes • May open windows / doors to increase air circulation • Teachers sanitizing frequent touch points (keyboards, desktops, door handles etc). • Gifted Education / Orchestra paused for first quarter of 21-22 school year • Appropriate accommodations for children with disabilities will be made if need Special Classroom & Additional Strategies as IEP Teams Determine Appropriate
Hallways	<ul style="list-style-type: none"> • Signage promoting physical distancing • Water filling stations will be utilized • All staff are encouraged to supervise common areas
Lunch	<ul style="list-style-type: none"> • Increased sanitization of lunchroom equipment, tables, and chairs • Students will utilize ID badges for purchasing lunch
After School	<ul style="list-style-type: none"> • All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member

Brandon Valley Intermediate School	
AREA	MITIGATION STRATEGIES
Before School	<ul style="list-style-type: none"> • Parents/Guardians complete the district's "Daily Individual Health Screening Process" before putting students on the bus or bringing the student to the school building. Students are to stay home if an answer is "yes" to an essential question. • <u>Parents/Guardians</u> informed no students to be dropped off at school <u>before</u> 7:45am. • Students upon entering the building will be encouraged to use hand sanitizer/wash hands and report directly to the assigned homeroom teacher.
Students	<ul style="list-style-type: none"> • Optional Masking (Masking Video) • Encouraged to physical distance • Encourage hand washing and continued focus on health habits • Students not riding bus are to arrive at school after 7:45am • All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member. • Encourage students to utilize own supplies and not share with other students • Students are placed on teams to limit minimize cohort size • Students are encouraged to wash hands or use hand sanitizer before and after recess and lunch • Appropriate accommodations for children with disabilities will be made if need Special Classroom & Additional Strategies as IEP Teams Determine Appropriate • To reduce learning loss, students may have access to Reading Interventionists, Summer School, or other tutoring opportunities

Staff	<ul style="list-style-type: none"> • Masks are available upon request • Shields are available upon request • Hand-sanitizer provided • Disinfectant in each room. • Promote hygiene habits in the classroom • Teachers can tape off teaching area • Protective barriers for staff to student interaction are available upon request by staff member • 5-12 utilization of Google Classroom • Jr.K-12 utilization of Screencastify as needed. • Detailed seating charts in sub folder to administration
Classrooms	<ul style="list-style-type: none"> • Increased cleaning of high traffic areas • Desks socially distanced as possible • All rooms will have a bottle of disinfectant and a microfiber towel to clean areas in the classroom • All rooms will have a bottle of hand-sanitizer • Prop doors open between classes. • Teachers have option of teaching with open doors for air ventilation. • Teachers sanitizing frequent touch points (keyboards, desktops, etc).
Hallways	<ul style="list-style-type: none"> • Students will travel on the righthand side in the hallways when possible • Signage promoting physical distancing • Water filling stations will be available for use. • Minimize locker use. • All staff are encouraged to supervise common areas to enforce physical distancing and limiting large group gatherings.
Lunch	<ul style="list-style-type: none"> • Staggered lunch schedules • Continued sanitization of lunchroom equipment, tables, and chairs • Students will utilize ID badges for purchasing lunch
After School	<ul style="list-style-type: none"> • Students welcome to wear masks during dismissal times.

	<ul style="list-style-type: none"> • All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member.
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Brandon Valley Middle School	
AREA	MITIGATION STRATEGIES
Before School	<ul style="list-style-type: none"> • Parents/Guardians complete the district's "Daily Individual Health Screening Process" before putting students on the bus or bringing the student to the school building. Students are to stay home if an answer is "yes" to an essential question. • <u>Parents/Guardians</u> informed no students to be dropped off at school <u>before</u> 7:45am. • Students upon entering the building will be encouraged to use hand sanitizer/wash hands and report directly to the assigned homeroom teacher.
Students	<ul style="list-style-type: none"> • Optional Masking (Masking Video) • Encouraged to physical distance • Encourage hand washing and continued focus on health habits • Students not riding bus are to arrive at school after 7:45am • All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member. • Encourage students to utilize own supplies and not share with other students • Students are placed on teams to limit minimize cohort size • Students are encouraged to wash hands or use hand sanitizer before lunch • Appropriate accommodations for children with disabilities will be made if need Special Classroom & Additional Strategies as IEP Teams Determine Appropriate • To reduce learning loss, students may have access to Reading Interventionists, Summer School, or other tutoring opportunities
Staff	<ul style="list-style-type: none"> • Masks are available upon request • Shields are available upon request

	<ul style="list-style-type: none"> • Hand-sanitizer provided • Disinfectant in each room. • Promote hygiene habits in the classroom • Teachers can tape off teaching area • Protective barriers for staff to student interaction are available upon request by staff member • 5-12 utilization of Google Classroom • Detailed seating charts in sub folder to administration •
Classrooms	<ul style="list-style-type: none"> • Increased cleaning of high traffic areas • Desks socially distanced as possible • All rooms will have a bottle of disinfectant and a microfiber towel to clean areas in the classroom • All rooms will have a bottle of hand-sanitizer • Prop doors open between classes. • Teachers have option of teaching with open doors for air ventilation.
Hallways	<ul style="list-style-type: none"> • Students will travel on the righthand side in the hallways when possible • Signage promoting physical distancing • Water filling stations will be available for use. • Minimize locker use. • All staff are encouraged to supervise common areas to enforce physical distancing and limiting large group gatherings.
Lunch	<ul style="list-style-type: none"> • Staggered lunch schedules • Continued sanitization of lunchroom equipment, tables, and chairs • Students will utilize ID badges for purchasing lunch
After School	<ul style="list-style-type: none"> • All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member. • Extra-curricular activities will be begin shortly after the start of school

Brandon Valley High School	
AREA	STRATEGIES
Students	<ul style="list-style-type: none"> • Optional masking (Masking Video) • Encouraged to physical distance when possible • Daily health screening prior to arriving at school. • Encourage hand washing and continued focus on health habits • Students not riding bus are to arrive at school after 7:45am • All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member. • Encourage students to utilize own supplies and not share with other students • Appropriate accommodations for children with disabilities will be made if need Special Classroom & Additional Strategies as IEP Teams Determine Appropriate
Staff	<ul style="list-style-type: none"> • Masks available • Shields available • Plexi-Glass desk barrier available • Hand-sanitizer provided • Disinfectant in each room. • Promote hygiene habits in the classroom • 5-12 implementation of Google Classroom • Jr.K-12 implementation of Screencastify • Detailed seating charts
Classrooms	<ul style="list-style-type: none"> • Increased cleaning of high traffic areas • All rooms will have a bottle of disinfectant and a microfiber towel to clean areas in the classroom • All rooms will have a bottle of hand-sanitizer • Teachers will prop door open between classes. • Teacher may open windows and prop

	doors open. <ul style="list-style-type: none"> • Maximize fresh air intake throughout HVAC system
Hallways	<ul style="list-style-type: none"> • Students will travel on the righthand side in the hallways when possible • Signage promoting physical distancing • Increased number of water filling stations will be available to students. • Alternative exit to maintain physical distancing.
Lunch	<ul style="list-style-type: none"> • Increased serving lines • Increased number of tables available at lunch for expanded seating. • Increased sanitization of lunchroom equipment, tables, and chairs. • Students will utilize ID badges for purchasing lunch. • Utilization of the auxiliary gym for expanded lunch seating if needed.

Disseminated Videos

Correct & Universal Masking Recommendation Video:

<https://www.wevideo.com/view/1774038908>

Daily Health Screening Process Video:

<https://www.wevideo.com/view/1728461379>

21-22 Pandemic Response Plan Update:

<https://www.wevideo.com/view/2360884131>