

Pattonburg R-II School



Re-Entry: Reopening Plan

Reentry and Reopening

Introduction

Procedures and protocols outlined within this document are intended to provide Pattonsburg administration and staff with information concerning reopening of the district with Covid-19 as a major issue. The health and welfare of all of our staff and students is our major priority and will drive further decisions.

Procedures and protocols outlined within this document are based upon recommendations from federal and state resources and collaboration with the Missouri Department of Health-Daviess County, the Missouri Department of Elementary and Secondary Education and the Pattonsburg staff and administration. It is not meant to be all-encompassing but rather a framework which will be assessed, evaluated and appropriately changed without the reopening process. Pattonsburg will always attempt to adhere to the most recent recommendations from the Centers of Disease Control and Prevention, the Missouri Department of Health, and the Missouri Department of Elementary and Secondary Education. This document will be shared with appropriate stakeholders by the district and should not be disseminated beyond the appropriate organizations and/or groups. All communication concerning this plan and pertinent information will be the sole responsibility of the district superintendent.

Questions and/or concerns should be addressed to the building principals or the superintendent of schools. This plan could change depending on the advice from the local health departments as well as the CDC. Knowledge and understanding of the contents of this plan is the responsibility of each staff member.

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CLEANING PROTOCOL

- Hand sanitizing stations, hand wipes and other cleaning supplies will be in each classroom, each common area, offices and on each school bus.
- All school buses will be sanitized after each route or activity run is completed.
- All restrooms will be cleaned and sanitized daily.
- Classrooms will be cleaned and sanitized daily with cleaning materials used on desks, tables and materials throughout the day by teachers and students.
- All athletic equipment will be cleaned immediately after student use and before it is used by another student.
- All athletic areas will be cleaned throughout the day and after public use and/or attendance.
- Water fountains will not be accessible to anyone at this time.

TEACHER PROCEDURAL EXPECTATIONS

Before reporting to Assigned Duties

Teachers are expected to:

- Take temperature at home before arrival to assigned building. Temperatures at 100 degrees or above are considered significant.
- Complete the following checklist of questions:
 - Do I have a fever of 100 degrees or higher?
 - Do I have a cough?
 - Am I experiencing chills?
 - Do I have muscle pain?
 - Am I experiencing shortness of breath or difficulty breathing?
 - Do I have a sore throat?
 - Am I experiencing a new loss of taste or smell?

NOTE: Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

- Analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

After Reporting to Assigned Duties

Teachers are expected to:

- Decide if wearing a mask is warranted. Masks are optional.
- Report any symptoms developed during the day to building office immediately. Teacher's temperature will be taken, symptoms will be analyzed, and decision will be made by building administrator and teacher on whether or not the employee stays or goes home.
- Not allow students to congregate outside of classroom before or after school is dismissed.
- Establish routine hygiene procedure in the classroom and consistently encourage proper hand washing and/or use of hand sanitizers.
- Develop and communicate clear expectation that all student personal items will be taken from the room each day so that proper sanitizing can be done.
- Establish and communicate clear expectation that only four students are allowed to go to the restroom at the same time.
- Develop seating charts that are accurate and submit to the administration. These charts are not to be changed without approval of the building administrator.
- Wipe down all tables/desk tops after each class change.
- Develop and communicate entering and exiting of the room protocol.
- Notify building office immediately if signs of illness or symptoms are noticed in students. **DO NOT** send the student to office; the nurse will come to come to your classroom.

TEACHER ACADEMIC EXPECTATIONS

Teachers are expected to:

- Provide academic instruction in face-to-face format, virtually and in combination of both. Teachers will communicate to students the protocol for each format. If you are absent and can teach virtually from home, please do so. Inform the appropriate building principal whether or not this is the case when you notify him/her of your absence.
- Record all lessons and make them available to students.
- Incorporate rigor and relevance in all lessons (virtual and face-to-face).
- Provide appropriate daily feedback to students via face-to-face or the virtual platform.
- Provide grades on all completed work in a timely manner. Grades will be based on % earned, including assignments.
- Report attendance in face-to-face format, virtual format, and completion of assignments after viewed lesson.
- Communicate weekly with parents and students regarding academic progress. Progress reports will be sent out each Wednesday morning via e-mail.
- Post a tentative schedule of lessons, assignments and assessments on Google Classroom each Monday for the entire week.
- Allow parents access to Google Classroom via a parent platform.

STUDENT EXPECTATIONS

Before reporting to School

Students are expected to:

- Take temperature at home before arrival to assigned building. Temperatures at 100 degrees or above are considered significant.
- Complete the following checklist of questions:
 - Do I have a fever of 100 degrees or higher?
 - Do I have a cough?
 - Am I experiencing chills?
 - Do I have muscle pain?
 - Am I experiencing shortness of breath or difficulty breathing?
 - Do I have a sore throat?
 - Am I experiencing a new loss of taste or smell?

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Analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a temperature and/or experiencing any of the symptoms and have no other illness or condition, please stay home. Have your parent or guardian call the building office to report that you will not be in school.

- Practice proper personal hygiene at all times.
- Be aware of the locations of hand sanitizing stations, hand wipes and other cleaning materials throughout the building.
- Use proper handwashing techniques and soap regularly.
- Use hand sanitizer or other cleaning materials throughout the day, especially if you have physical contact with other individuals.
- Bring bottled water to drink throughout the day. The water fountains may not be used. DO NOT share water bottles, silverware or other items.
- Bring and wear a mask (if desired).
- Avoid exchanging items with others while on the bus or at school. If you need to, please use proper handwashing techniques as soon as possible.
- Maintain social distancing (6') as much as possible.
- Do not share lockers.
- Do not leave personal items in classrooms, halls, gym areas or locker rooms. These areas will be sprayed regularly and may damage left items.
- Clean and/or sanitize band instruments or other equipment daily.
- If you become ill or begin experiencing any of the symptoms listed, notify your teacher and/or nurse immediately.

- If physically absent from school, get assignments either by having assignments sent home or by electronic devices.
- Visit with your principal, counselor and/or nurse if you have any questions or concerns.

PARENT/GUARDIAN EXPECTATIONS

Parents/guardians are encouraged to:

- Take temperature at home before arrival to assigned building.
Temperatures at 100 degrees or above are considered significant.
- Complete the following checklist of questions:
 - Do I have a fever of 100 degrees or higher?
 - Do I have a cough?
 - Am I experiencing chills?
 - Do I have muscle pain?
 - Am I experiencing shortness of breath or difficulty breathing?
 - Do I have a sore throat?
 - Am I experiencing a new loss of taste or smell?

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Analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

- **If you have a temperature and/or experiencing any of the symptoms and have no other illness or condition, please stay home. Have your parent or guardian call the building office to report that you will not be in school.**

- Discuss with your student(s) the need for good hygiene and for the use of good handwashing techniques.
- Notify the school of any pre-existing conditions that might have similar symptoms as those listed for COVID-19.
- Honor consistent transportation plans and have them on file with the appropriate building office.
- Report to the building office when needing to speak with, pick up or drop off a student. For health concerns, visitors to our building during the regular school day will only be allowed in the office areas at this time.
- Use appropriate parent portals (Lumen and others). Each Wednesday a tentative schedule of the activities, assignments, and assessments for each class will be posted.
- If physically absent from school, your student can use a school issued device or other device to connect or a packet will be sent home to be completed.
- Contact the building principal, counselor, nurse and/or central office if you have any questions and/or concerns. We are here to help you and your student.

PROCEDURES FOR STUDENTS WHO BECOME SICK AT SCHOOL

- Contact the parent/guardian and determine if the child has been in an area where they have been exposed to COVID.
- Students with a temperature of 100.0 or higher will be sent home.
- A child would not be allowed to return to school until they are fever free for 24 hours, without fever reducing medications, and any other illness related symptoms are showing signs of improving.
- A Child with a health care providers note may return to school after being fever free for 24hours.
- The school will encourage a family to get COVID testing, but it will not be required.
- Students will be placed on a 14 day symptom watch to see if they develop any additional symptoms associated with COVID.
- Requirements for students that have been exposed or potentially exposed will be evaluated on a case-by-case basis. The local health department and the CDC guidelines will help guide each scenario presented and administration will make a determination for next steps.
- When there is confirmation that a person infected with COVID-19 was in a school building, the school will contact the local health department immediately. The school will then close long enough to disinfect the building. The school will remain closed if additional conditions warrant staying closed longer.
- If there is a positive case, families will be notified that a person has tested positive for COVID in the building and encourage cooperation with the school and the local health department to conduct trace contacting with the individual. The individual who tested positive will not be identified in

communications to the school community at large but may need to be selectively identified for contact tracing by the health department.

- While the school is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities.

BUS DRIVER EXPECTATIONS

Bus Drivers are expected to:

- Take temperature at home before arrival to assigned building. Temperatures at 100 or above are considered significant.
- Complete the following checklist of questions:
 - Do I have a fever of 100 degrees or higher?
 - Do I have a cough?
 - Am I experiencing chills?
 - Do I have muscle pain?
 - Am I experiencing shortness of breath or difficulty breathing?
 - Do I have a sore throat?
 - Am I experiencing a new loss of taste or smell?

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Analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

- **If you have a temperature and/or experiencing any of the symptoms and have no other illness or condition, please stay home.**

- Bring and wear a mask (optional).
- If possible keep the front two seats of the bus open during the route.
- Encourage use of hand sanitizing station.
- Establish a seating chart and ensure that is followed.
- Allow families to sit together.
- Load the buses starting at the back and filling up towards the front.
- Do not allow students to enter the bus who are not assigned to the bus and do not have an alternative schedule filed with the office.
- Discourage the passing of items/food throughout the bus.
- Encourage social distancing as much as possible.
- Immediately alert the appropriate office of any student appearing to exhibit any of the listed symptoms.
- Clean and sanitize the bus after each route and/or activity run.

CAFETERIA GUIDELINES

Cafeteria workers are expected to:

- Wear face mask while in the Kitchen area
- Wear gloves while preparing and serving food

Students will be allowed to eat in the cafeteria

- The district will try to have social distancing during the lunch shift.
- The salad bar and any self-serving food options will not be available at least until conditions improve.
- Napkins and silverware will be placed on trays directly by staff.
- Food sharing will be prohibited.
- As there is little evidence to suggest that transmission of COVID-19 comes from food, the necessary changes here are minimal.

SUBSTITUTE EXPECTATIONS

Substitutes are expected to:

- Take temperature at home before arrival to assigned building.
Temperatures at 100 degrees or above are considered significant.
- Complete the following checklist of questions:
 - Do I have a fever of 100 degrees or higher?
 - Do I have a cough?
 - Am I experiencing chills?
 - Do I have muscle pain?
 - Am I experiencing shortness of breath or difficulty breathing?
 - Do I have a sore throat?
 - Am I experiencing a new loss of taste or smell?

NOTE: Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a temperature and/or experiencing any of the symptoms and have no other illness or condition, please stay home.

- Bring and wear a mask (optional).

- Maintain seating chart at all times.
- Enforce social distancing as much as possible.
- Only allow one student at a time to go to the restroom.
- Do NOT allow students to go to any other classroom or location other than the restroom.
- Immediately notify the building office if you notice that a student appears will or is exhibited any of the listed symptoms.

NURSE EXPECTATIONS

Nurse or other designated personnel are expected to:

- Take temperature at home before arrival to school building.
Temperatures at 100 degrees or above are considered significant.
- Complete the following checklist of questions:
 - Do I have a fever of 100 degrees or higher?
 - Do I have a cough?
 - Am I experiencing chills?
 - Do I have muscle pain?
 - Am I experiencing shortness of breath or difficulty breathing?
 - Do I have a sore throat?
 - Am I experiencing a new loss of taste or smell?

NOTE: Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a temperature and/or experiencing any of the symptoms and have no other illness or condition, please stay home.

- Meet regularly with district and building administration concerning positive diagnosis, concerns and other health related topics and/or trends.

- Collaborate with Daviess County Health Department, local health providers, and Pattonsburg staff and administration.

EXTRA CURRICULAR ACTIVITIES EXPECTATIONS

- If we only offer virtual instruction or packets with no face to face education, either temporarily or for the semester/year, we will not offer sports or activities during that period.
- If a temperature is 100 degrees or greater, the individual should be moved to an indoor environment for five minutes prior to having the temperature retaken. If the temperature is still above the 100 degrees, the student/athlete will be sent home. If the student/athlete cannot drive or doesn't have transportation, then a mask will be provided and the student/athlete will be placed in a room by themselves until the student/athlete is picked up.
- Written clearance by a healthcare provider, documentation of a negative test outcome or after a 14-day quarantine period (quarantine period starts from first positive screen) shall be required prior to return to participation.
- A record should be kept of all individuals present.
- If a student/coach/director tests positive
 - Notify the local public health authority. A school nurse, athletic director, healthcare provider or member of the Pattonsburg R-II Administrative team should create a list of all close contacts and their contact information to the health department. This will ensure timely and efficient contact tracing which is necessary to stop the spread of the disease.
- If a participant or coach/director is confirmed COVID-19, the following should occur:
 - All participants who had close contact, direct contact with this individual, or a direct exposure to secretions (i.e. being coughed

on) (up to 48 hours before they started showing symptoms) should be excluded from practice and play for 14 days. The Health Department should be contacted to assist in proper contact tracing and quarantining of individuals. If there was doubt of who the individual came into contact with then the entire team/group that practiced/rehearsed or competed with the individual should be quarantined for 14 days. Teams/Groups should keep documentation of names and contact information of opposing teams/groups, coaches/directors, and officials/adjudicators for contact tracing purposes.

- A close contact is defined by the CDC as a person who has had close contact (less than 6 feet) for greater than 15 minutes with an individual with confirmed or suspected COVID-19 infection during the 48 hours before the individual became symptomatic or was diagnosed.
- You will still be quarantined for 14 days if you are around someone positive whether or not you have a mask or even if you social distanced.
- If a coach/director or participant is positive and was wearing a mask or face covering, it is possible that none of their contacts will have to be excluded from participation. In some cases, a mask or face covering may not be considered protective depending on the type of exposure. A participant in quarantine should stay home, stay separated from others, follow state or local health department guidance, should NOT participate in practices/rehearsals, and, if appropriate, may participate in individual conditioning activities with remote virtual instruction with guidance from a health care professional.

- Coaches/Athletic directors and staff who were in contact with the infected individual while properly wearing a mask may not need to be excluded from participation. In some cases, a mask may not be considered protective depending on the type of exposure.
- If an athlete, coach or staff has been exposed to a confirmed positive case of COVID-19
 - Individuals who have had a significant exposure (i.e. close contact as defined above) to a confirmed positive COVID-19 individual must be quarantined for 14 days from the last date of exposure to the positive COVID-19 individual. If the exposed individual has a negative SARS-CoV-2 test, they still must be quarantined for 14 days.
 - If the exposed individual develops symptoms during the 14-day quarantine period, testing for SARS-CoV-2 should occur. If positive, then the participant/coach/school personnel must follow the guidance for a confirmed positive individual. The participant/coach/school personnel can return if the test is negative and symptoms have improved following the 14-day quarantine.
- Social Distancing at events:
 - Sidelines/benches/performance and participant areas: Social distancing guidelines established by local and/or state health departments will need to be maintained on sidelines/benches/performance and participant areas during contests and events.

- Group people into tiers from essential to non-essential and decide which tiers will be allowed at an event if local and/or state health department guidelines restrict group sizes. Only Tier 1 and 2 personnel will be allowed to attend events until state/local health departments lift restrictions on mass gatherings.
 - Tier 1 (Essential): Participants, Coaches/Directors, Officials, Event Staff, Medical Staff, and Security.
 - Tier 2(Preferred): Media
 - Tier 3 (Non-essential): Spectators, vendors