

# Scott County Central Re-Entry Plan

IN RESPONSE TO COVID-19



*Note: This is a living document. The Scott County Central School District School district will continue to monitor the situation and follow current guidelines and recommendations. Our decisions will be based on recommendations and data from CDC, DESE, Missouri Governor, and applicable state and local agencies.*

## INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO), the Department of Elementary and Secondary Education (DESE) and the Scott County Health Department (SCHD). Regular updates will be made to this plan based on information provided by these organizations.

## GUIDING PRINCIPLES & COVID-19 TASK FORCE

In order to ensure the continued well-being of our employees and students the following guiding principles have been put in place:

1. Employee and Student Safety Measures
2. Health Guidelines
3. Support for Families

Scott County Central School District developed a COVID-19 Task Force Committee to review and contribute for the district's reopening. The committee members were selected from various district roles to get a diverse set of knowledge and skills. The committee members met and provided recommendations and guidance for the return-to-school plan.

The committee group is as follows:

<b>Brian Hukel</b>	<b>District Superintendent</b>
<b>John Mark Jones</b>	<b>High School Administrator</b>
<b>Stacey Pullen</b>	<b>Elementary Administrator</b>
<b>Michaela Hayes</b>	<b>District Nurse</b>
<b>Courtney Copeland</b>	<b>Elementary Teacher/ Parent</b>
<b>Gennell Casey</b>	<b>Food Service/ Special Education/ Parent</b>
<b>Gary Mize</b>	<b>Junior High Teacher/ Parent</b>
<b>Heather Knuth</b>	<b>High School Teacher</b>
<b>Alissa Harper</b>	<b>Board Member/ Parent</b>
<b>Shelly Dohogne</b>	<b>ECSE Director</b>
<b>Barb Soemo</b>	<b>Special Education Process Coordinator</b>
<b>Amanda Fuller</b>	<b>Central Office/ Parent</b>

## EMPLOYEE AND STUDENT SAFETY

### TRAVEL RESTRICTIONS

Scott County Central School District will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Building Principal department and the Superintendent.

### STUDENT & EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a daily self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms. (Appendix A). Students and employees will be excluded from school if they test positive for COVID-19 or may be excluded if they exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained: (new or worsening)

- A fever of 100 degrees or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All screening information will be kept confidential by the District Administration and the district nurse.

**Return to School After Exclusion** Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. **Untested (I think or I know I had Covid-19 and I had symptoms)**. Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- a. They have not had a fever for at least 24 hours (that is one full day of no fever, without the use of medicine that reduces fevers);
- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- c. At least ten (10) calendar days have passed since your symptoms first appeared or symptoms can be accounted for by way of third party medical documentation dated within one week.

**2. Tested with no symptoms (I tested POSITIVE for Covid-19 but had no symptoms).**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

## **HEALTH PROTOCOL**

- If an employee or student becomes ill at work/school or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the Central Office. You may be asked to submit a healthcare provider's note before returning to work.
- Students returning to school may return after the following criteria has been met.
- If you have been in close contact with a confirmed COVID-19 person then you should follow the recommendations from the CDC and your health care provider.

If you have been diagnosed with COVID-19, you may return to work when **all 3 criteria** are met:

1. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
  2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
  3. At least 10 days have passed since symptoms first occurred
- If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.
  - If a student misses multiple days related to COVID-19 then we will look at each case on an individual basis and the student may be placed on an alternate educational plan.

## **NURSE**

### **GUIDANCE IF EXPOSED**

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 the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home or Elementary Room 25 at school.
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
  - a. Your healthcare provider and the Scott County Health Department
  - b. Scott County Central School District's Central Office
  - c. Your supervisor.
3. Your supervisor will work with the Central Office to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.
5. Contact tracing will be conducted with guidance from the SCHD.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Scott County Central School District employees, students, parents, and visitors should practice social distancing for as long as the CDC and Missouri Governor recommends when possible.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** In accordance with the latest recommendations from the CDC, cloth face masks will be required in the following situations:

- Riding the Bus
- Entering or Exiting the Building
- Transitioning from one activity or classroom to another
- When seated less than six feet apart in the classroom
- Student assemblies or activities that require close contact
- During one on one instruction
- A student has a disability, childhood mental health condition, sensory concern or tactile sensitivity (for student and teacher/ aide when social distancing is not possible and student needs direct assistance)

Cloth Face masks will be optional during the following situations:

- Student/Staff is deaf or hard of hearing, or relies on lip reading to communicate
- Individual has severe asthma or breathing problems
- During mealtimes in common areas when at least six feet apart
- During band, music, or choir class
- During recess or physical education class
- At least six feet apart in the classroom

\*In certain situations, students with special needs, underlying health conditions or other needs may need temporarily unmasked in the classroom.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. It will be a personal preference to wear gloves.

*We will continue to practice social distancing recommendations whenever possible.*

Please remember to:

- Wash your hands 2x; often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Handwashing will be scheduled frequently throughout the day and students will wash their hands before and after meals/snacks.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

## **SHARED WORKSPACE**

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Scott County Central School District has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Scott County Central School District's custodial team will clean all workspaces at their designated cleaning time. *Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

**Breakrooms or Teacher Lounge/Multipurpose Room**—Please follow recommendations when using shared appliances such as coffee machines, refrigerators, and microwaves. Sanitize after each use.

**Copy Room** – There will be limited access to the copy room.

## **FACILITIES CLEANING**

The safety of our employees and students are our first 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 of the offices and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees/students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting, based on the frequency stated below.

### **GENERAL DISINFECTION MEASURES**

<b>Category</b>	<b>Area</b>	<b>Frequency</b>	<b>Who is Responsible?</b>
<b>Workspaces</b>	Classrooms, Offices, desks, chairs	At the end of each use/day	Students Teachers Custodial Staff
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	After each use	Teachers Staff
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use	Teachers Office Staff
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Daily	Custodial Staff
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each bus run	Bus Drivers Custodial Staff
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups	Custodial Staff

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## **GENERAL DISINFECTION MEASURES PROTOCOL**

The Scott County Central School District will follow CDC guidelines and recommendations for cleaning and disinfecting.

## **DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

## **SIGNAGE**

Signage will be placed throughout the offices and school.

## **FOOD DELIVERY**

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space.

## **PREVENTIVE MATERIAL INVENTORY**

1. Confirm school district has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.
2. Confirm supply of gloves and other protective gear.
3. Touchless thermometers on-site for employee and student screening.

## **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right after the morning and afternoon routes.
2. In accordance with the latest recommendations from the CDC, face masks will be required for both drivers and students on the bus.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days. Bus drivers will complete a daily health screening.



## COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district nurse's isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the Suspected COVID-19 Case Form (Appendix B) and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee or student should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the Central Office.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- Communicate & Coordinate efforts with the Scott County Health Department.

## VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. VISITOR SELF-SCREENING FORM / Self-Declaration by Visitor (Appendix C). This must be filled out when requesting to visit our campus.

## **CAFETERIA AND MEAL PERIODS**

The Scott County Central School District will closely monitor communal use of common spaces (cafeteria/gym) and monitor human capacity. Alternate schedules are an option as we continue to monitor CDC recommendations.

## **CLASSROOM ARRANGEMENTS**

The Scott County Central School District will limit group gatherings, arrange classroom environments, and monitor human capacity. Alternate schedules for recess are an option as we continue to monitor CDC recommendations.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The district counselors will provide support for parents and teachers. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will allow for individuals to give feedback on how to support their needs.

## **STAFF TRAINING**

1. Pre-return to school training  
Presented to ensure understanding and preparedness to align with this manual
2. First Day Training/Orientation  
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform
3. Cleaning Crew Protocols  
Disinfection methods and a comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Team:
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health-screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website [www.scottcentral.k12.mo.us](http://www.scottcentral.k12.mo.us)
3. Follow our social media platforms
4. Class Dojo; Google Classroom
5. Parents/Guardians need to make sure that Scott County Central School District has current contact information including phone number and email address.

## II. ACADEMICS AND HOME-BASED LEARNING

### 1. Optimize Professional Development

Tasks: Develop a plan for professional development for our staff for:

1. August professional development

The professional development will highly consist of technology-based training, such as Google Classroom, Class Dojo, Reading Plus, Google Drive, IXL, Reading Eggs, USA TestPrep and/ or the A+ Program.

A professional development survey will be developed to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers. The goal of this committee is to develop leveled training for beginning teachers or experienced technology teachers.

### 2. Optimize Instructional Services

**Re-entry Plan:** We will gather data through baseline assessments. For K-6, it will be DIBELS reading and math to establish reading.

**Instructional Gaps:** We will take the data from the baseline assessments to determine where the gaps are for each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-2 since they are foundational grade levels.

**Scope and Sequence:** Since we are anticipating gaps, we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level Missouri Learning Standards (MLS) with our instruction. We could use the MLS Resource Gap.

Plan to help close gaps, all while staying on track to cover our required grade level MLS.

**At Home Learning Packets, Online Learning:** In the event that schools would have to close again, we would like our instruction to be uniform across the board. We will create packets for each grade level that we would use as “Emergency Go-Packets.” We took into consideration parent complaints/suggestions, and decided using paper/pencil resources would eliminate the constant change and confusion for parents and teachers. It would also give administrators instant access to download extra copies should the need arise. We could convert these packets to digital copies for Google Classroom as well. An *Alternative Methods of Instruction* plan has been created and will be distributed when needed.

**Missouri Learning Standards Gap Plan:** We will prioritize MLS from the previous year to address instructional gaps.

**3. Optimize Facility, Safety, and Security** We will develop the re-entry plan of students and staff in the building and outline all safety protocols. These plans are outlined in the plan book.

**4. Optimize All Available Resources** A needs assessment was created to help the district understand the technology needs of the families. Grants will be actively pursued to purchase any additional technology components for student use while at home.

**5. Optimize Student Services** We have worked with our counselors to create systems to address the social- emotional well-being of our students. In addition, we will work to address any parent concerns with special education and 504 services.

## **GRADING POLICY**

### Grading and Attendance

In the event that school does not open or would have to close, grading and attendance procedures will be distributed at that time. Attendance is critical for academic success. Please contact your building administrator if you have questions.

## **RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES**

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom and Class Dojo. Google Classroom and Class Dojo will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with timely phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by Scott County Central School District staff for mitigating the risk that COVID-19 is spread while still ensuring instructional support for our students.

## **PACKET DISTRIBUTION**

Direct delivery method All printed packet distributions will utilize the SCC Bus Routes and/or our food delivery service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

## **PACKET RETURN**

1. In the event that the district does not reopen on the set date, instructions to pick up materials or return assignments will be given in accordance with this safety plan.
2. If you have concerns picking up/dropping off your packets/assignments, please contact your building principal to make alternate arrangements.
3. In the event that the parent needs to drop off the packet, Scott County Central School District will establish a drop-off location. Our drop off location is the front entrances of the school. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." Wait 24 hours after a drop off cycle before beginning to open the packets. School work may also be submitted through the bus routes and food service.
4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc.) <sup>1</sup>or via photo sharing.

## **ONLINE INSTRUCTION**

Google Meet, Google Classroom or Zoom are our online components to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.

A Google Meet schedule will be provided on our website: [www.scottcentral.k12.mo.us](http://www.scottcentral.k12.mo.us)

APPENDIX A: Employee Self-Screening Form

**EMPLOYEE SELF-SCREENING FORM**

**Name:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

Date: \_\_\_\_\_

Location in District:

Have you had a fever in the last 24 hours? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Are you showing any signs of the following symptoms? (new or worsening)**

Temperature 100.0 or higher CURRENT TEMP: \_\_\_\_\_

Shortness of breath, difficulty  
breathing

Sneezing

Muscle Pain

Cough

Tiredness

Running nose

Have you been exposed to someone with COVID-19 positive test results or someone with flu-like symptoms (fever, cough, shortness of breath, sore throat, runny nose) in the past 14 days? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, were you wearing the appropriate PPE? (mask) \_\_\_\_\_ YES \_\_\_\_\_ NO

**NOTES:** If “yes” is checked, the employee may proceed if showing no symptoms. If “no” is checked, the employee will be directed to leave the building. Disinfecting the visited area will need to take place immediately.

**Is the information you provided on this form true and correct to the best of your knowledge?** \_\_\_\_\_ YES \_\_\_\_\_ NO

APPENDIX B: Symptomatic Reporting Form

## Scott County Central School District

### REPORT FOR EMPLOYEES/STUDENTS PRESENTING SYMPTOMS AT SCHOOL-

This form is completed by the nurse.

Name:

Date:

\_\_\_ Employee \_\_\_ Student

Location in District:

Symptoms noticed:

- |  |   |
|--|---|
| <input type="checkbox"/> Temperature 100 or higher                 | <input type="checkbox"/> Tiredness                  |
| <input type="checkbox"/> Shortness of breath, difficulty breathing | <input type="checkbox"/> Sore throat                |
| <input type="checkbox"/> Cough                                     | <input type="checkbox"/> Headache                   |
| <input type="checkbox"/> Runny nose or congestion                  | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Chills                                    | <input type="checkbox"/> Nausea or vomiting         |
| <input type="checkbox"/> Muscle Pain                               | <input type="checkbox"/> Diarrhea                   |

Additional Notes:

Time of fever or onset of symptoms:

Time of isolation:

Where is patient being referred to:

Reporter Name/Title:

APPENDIX C: Visitor Self-Screening Form



### VISITOR SELF-SCREENING FORM

Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Date: \_\_\_\_\_

Location in District/ Reason for today's visit:

Have you had a fever in the last 24 hours? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Are you showing any signs of the following symptoms? (new or worsening)**

Temperature 100.0 or higher CURRENT TEMP: \_\_\_\_\_

Shortness of breath, difficulty breathing

Running nose

Muscle Pain

Cough

Tiredness

Have you been exposed to someone with COVID-19 positive test results or someone with flu-like symptoms (fever, cough, shortness of breath, sore throat, runny nose) in the past 14 days? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, were you wearing the appropriate PPE? (mask) \_\_\_\_\_ YES \_\_\_\_\_ NO

**NOTES:** Visitation is forbidden if there are any YES responses to the screening checklist. If "yes" is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.

**Is the information you provided on this form true and correct to the best of your knowledge?** \_\_\_\_\_ YES \_\_\_\_\_ NO