

SPRINGFIELD LOCAL SCHOOL DISTRICT

RETURN TO SCHOOL PLAN



2020-2021

Introduction

Intent of this Document: To provide the clear expectations of students and staff in response to a disruption of the educational process due to a short-term or long-term school closure. This document is a guide to opening and closing schools and is not intended to be a “one size fits all” document. In communication with the district board of education, local stakeholders, the county health department and other governing officials, the district will implement the most current scientific knowledge and community expectations with respect to the operation of schools faced with remote instruction as a strategy for implementing the continuing education of students.

In preparing plans to open Springfield Schools, we want to assure you that the safety of our students and staff is a top priority. The district is working with the Mahoning County Health Department when it comes to health and safety protocols. With COVID-19, things are constantly changing and plans for the school year can change with little notice, including additional safety measures, preparing for the possibility of a building closure, or modified schedules. We will work to address foreseeable circumstances in our reopening for the fall, and we are committed to providing a high-quality education for every student ensuring continued academic success.

This plan encompasses a series of face-to-face and remote learning procedures to ensure a safe return to school with the goal to minimize the exposure to COVID-19. It is imperative that our school community work together to implement a successful educational environment both for the academic enrichment and the physical and mental well-being of our staff and students. Understanding that COVID-19 will remain with our school community and the greater community around us, our school district will need to be flexible to the ever-changing levels of risk throughout the 2020-21 school year.

In coordination with guidance from the State of Ohio, the Ohio Department of Health, the Mahoning County Department of Health and the Ohio Department of Education, we will coordinate our education options to promote an order of operation that permits the district to provide as close as possible the traditional face-to-face instruction that you have come to value from our professional staff. However, it should be expected that our operations will be modified to meet the demands of the current day’s health assessment and risks.

Ohio COVID-19 Risk Level Guidelines for the Public

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.

LEVEL 1-4 REQUIRE COMPLIANCE WITH ALL HEALTH ORDERS

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> Conduct a daily health/symptom self-evaluation and stay at home if symptomatic.** Maintain social distancing of at least 6 feet from non-household members. Wear face coverings in public, especially when social distancing is difficult to maintain. Increase caution when interacting with others not practicing social distancing or wearing face covers. Avoid traveling to high-risk areas. Follow good hygiene standards, including: <ul style="list-style-type: none"> Wash hands frequently with soap and water for at least 20 seconds. Use hand sanitizer frequently. Avoid touching your face. Cover coughs or sneezes (e.g., into a tissue, or elbow). Symptom self-evaluation monitoring. 	<ul style="list-style-type: none"> Same guidelines as in Level 1. Avoid contact with anyone who is considered high-risk. High-risk individuals* should take extra care to follow precautions. Decrease in-person interactions outside household. Seek medical care as needed, but limit or avoid unnecessary visits to hospitals, nursing homes, and residential care facilities to see others as much as possible. 	<ul style="list-style-type: none"> Same guidelines as in Levels 1-2. Decrease in-person interactions with others. Consider necessary travel only. Limit attending gatherings of any number. 	<ul style="list-style-type: none"> Same guidelines as in Level 1-3. Stay at home/ necessary travel only.

Level 1	Level 2	Level 3	Level 4
Springfield Schools Guidelines: - Traditional Learning (face to face 5 days a week) option - Remote Learning option	Springfield Schools Guidelines: - Traditional Learning (face to face 5 days a week) option - Remote Learning option	Springfield Schools Guidelines: - Traditional Learning (face to face 5 days a week) option - Remote Learning option	Springfield Schools Guidelines: - Remote Learning
Face coverings are required for staff and students in grades K-12 All students who ride the bus will be required to wear a face covering. Face covering breaks will be permitted by the teacher when social distancing is able to be maintained. *ODH/Governor's Orders Supersedes the District Plan	Face coverings are required for staff and students in grades K-12 All students who ride the bus will be required to wear a face covering. Face covering breaks will be permitted by the teacher when social distancing is able to be maintained. *ODH/Governor's Orders Supersedes the District Plan	Face coverings are required for all staff and students in grades K-12 Districts will issue plans based on community exposure and in consultation with local Health Department Officials. Face covering breaks will be permitted by the teacher when social distancing is able to be maintained. *ODH/Governor's Orders Supersedes the District Plan	Students will work remotely Staff will report to work or remotely as determined by superintendent *ODH/Governor's Orders Supersedes the District Plan

Health and Safety Protocols

Daily Precautions to Practice: These precautions include: physical and social distancing, daily health checks, use of personal protective equipment (face coverings), daily hygiene habits, cleaning and sanitizing throughout the day and at the end of the day, and attendance policy related to coronavirus symptoms.

Daily Health Assessments: School personnel shall monitor their own temperatures before reporting to school and to stay home if above 100.4 F. or if experiencing other symptoms. Springfield Schools encourage parents to monitor their own child's temperature before reporting to school and to stay home if above 100.4 F. or if experiencing other symptoms of illness. If a parent does not have access to a thermometer but is experiencing symptoms, students may report to a designated area determined by each respective school for a temperature check. Personnel and students who are ill must stay home from school and must be sent home if they become ill at school. All persons entering the building will pass through a thermal screening device to monitor temperatures and will not enter the building with a temperature of a 100.4 F. or higher. While waiting to go home, sick students will be placed in a separate room monitored by school personnel maintaining physical distancing and utilizing appropriate PPE. The area occupied by the ill student will be thoroughly cleaned and disinfected after the student leaves. (Please use 100 F. if your thermometer does not read tenths)

Physical/Social Distancing: Recommend physical distancing (at least 3-6 feet apart based on the American Academy of Pediatrics Guidelines) among all persons on school grounds. Utilize visual cues (i.e. floor markings) and other strategies to reinforce spacing. Transition schedules will be utilized to minimize the number of students and staff in common spaces including hallways, cafeteria, etc. Students and staff who cannot maintain physical distancing must utilize appropriate PPE for both work and education.

Face Coverings: **All staff and students will be required to wear face coverings.** School nurses or personnel who care for sick persons should utilize appropriate PPE. It is required that students and school visitors must wear face coverings. Families are encouraged to do what they are most comfortable with in regards to face coverings. Staff and students shall have a choice to provide their own face coverings or utilize face coverings provided by the school. A face covering is defined as a face mask or face shield (for those students with mask exceptions). There may be a number of reasons that students and staff cannot wear a face covering, including but not limited to sensory processing issues and physical and behavioral health concerns. A medical doctor can provide appropriate documentation for any student or staff member who cannot wear a face covering. Students and staff that cannot wear face coverings should maintain appropriate social distancing to avoid unnecessary exposure. Additionally, cloth face masks should be washed every night, face shields should be disinfected and disposable face masks should be replaced with a new one only to be used one time. If a student meets the criteria for an exemption to wearing a face covering, official medical documentation must be provided. The district will continue to work with students and families to encourage students to wear face coverings.

Ohio Department of Health and/or the Governor of Ohio's orders supersede the district's guidelines for masks and will be required on school grounds or school transportation.

Good Hygiene Practices: Schools and districts should continue to reinforce good habits to stop the spread of germs, including covering sneezes and coughs and handwashing. Hands should be washed with soap and water for at least 20 seconds, before eating and after using the restroom. The district will ensure soap is readily available in all restrooms and wash stations throughout the building. Schools will make hand sanitizer and sanitizing products available for personnel and students, especially in high traffic areas, including at each school entrance and in every classroom.

Clean and Sanitize: Frequently clean surfaces paying particular attention to high-touch areas (stair handrails, door handles, counters, desks, tables, chairs, lavatories, computers, books, etc.). Cleaning and disinfection should be done after each group of students leaves a facility or classroom, including between class changes (if applicable), between groups in the cafeteria (when utilized), and after each school day. Students and staff will have access to cleaning supplies that will permit additional cleaning and sanitizing of individual work spaces. We will limit sharing of supplies and equipment and sanitize between student uses. We will minimize the amount of materials in the classroom to items that are essential to meet student academic and social-emotional needs.

Visitors and Community Partners

- Visitors are limited to emergency situations and enrollment. A required temperature check and a symptoms check will take place for all visitors.
- It is recommended and greatly appreciated that families and caregivers notify the school if they have been exposed to COVID-19 and are quarantined, or if a member of the family or household has been diagnosed with or presumed to have COVID-19 and/or is being isolated.
- **Due to limiting the number of visitors to our schools, Open House will be held virtually. Building specific plans will detail the format.**

Student Health Issues

Our Schools will work closely with the local Health Department. They have an important role in slowing the spread of diseases to help ensure students have safe and healthy learning environments. Our schools serve students, staff, and visitors from throughout the community.

- The duration of home stay for the child sent home with a fever: said child must be fever free (without medication) for a minimum of 24 hours (1 full day) AND improvement of all other symptoms for 72 hours or at least ten days have passed since symptoms started.
- Temperatures will be taken upon return to school. If **a student tests positive for COVID-19**, they and their close contacts will be quarantined for 10 days from the last date of exposure. The local Health Department will perform all contact tracing assisted by school personnel. To return to school, the respective child must be transported to school by the parent or caregiver and must be checked by the school nurse.
- More precautions may be warranted for students with underlying health issues and concerns.
- High Risk Health-Vulnerable Students – If your child is high risk or health vulnerable related to COVID-19, please contact your building principal to further discuss educational options.

Employee Health Issues:

- Employees should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider.
 - At least 10 days have passed since symptom onset **and** at least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and** other symptoms have improved.
 - If the employee is tested and results are negative, the employee may return to work.

Symptoms of COVID-19 illness has been defined by the CDC as follows:

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

The chart below recognizes symptom similarities between various ailments and CoVID-19:

Symptoms of COVID-19

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
FEVER 	✓		✓		
COUGH 		✓	✓	✓	✓
SORE THROAT 	✓	✓	✓		✓
SHORTNESS OF BREATH 				✓	
FATIGUE 		✓	✓	✓	✓
DIARRHEA OR VOMITING 	✓		✓		
RUNNY NOSE 		✓	✓		✓
BODY/ MUSCLE ACHES 	✓	✓	✓		

✓ Symptom of illness



cdc.gov/coronavirus

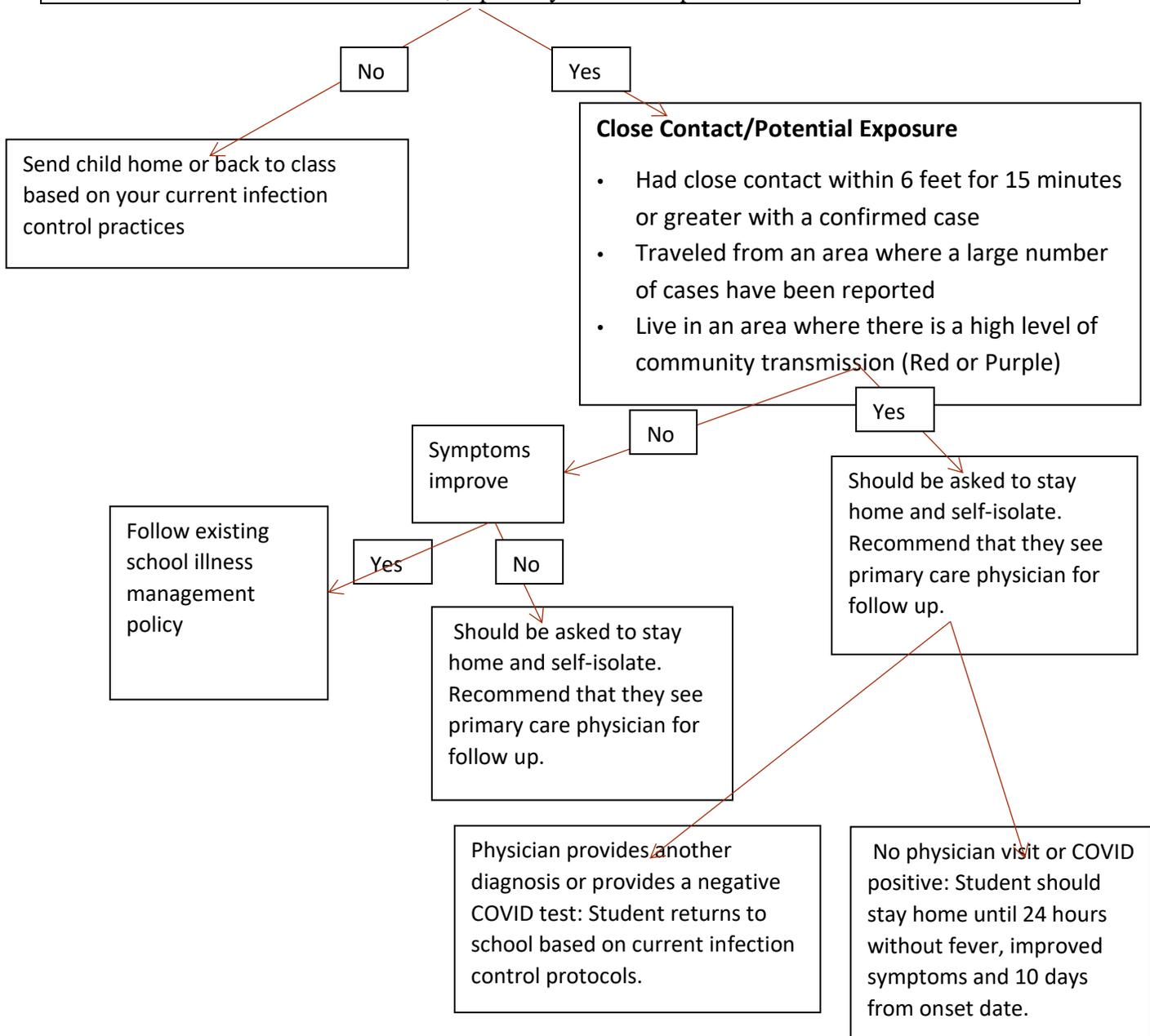
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Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools.

Child or staff reports Ill (Suspected Case)

Symptoms Check :

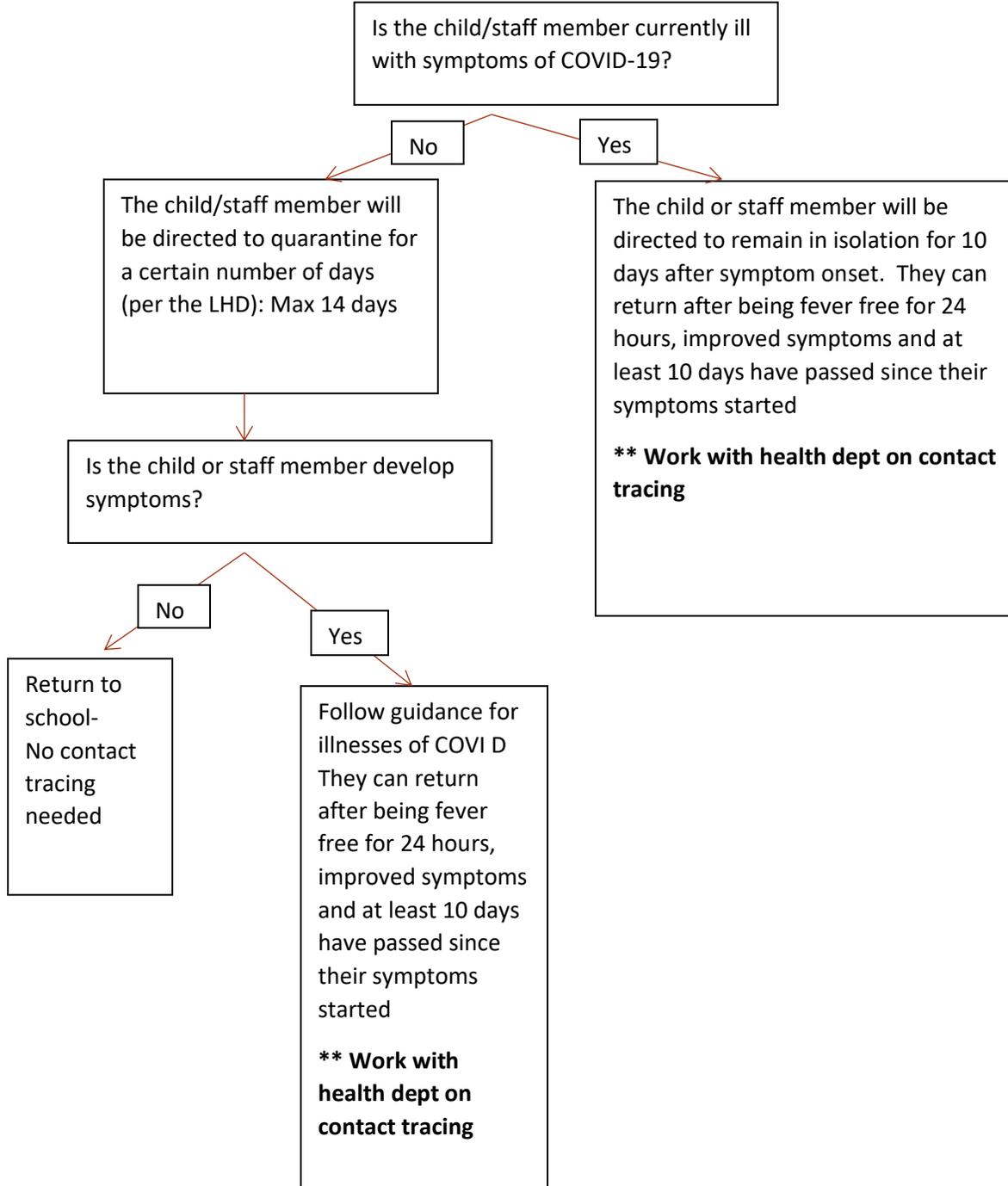
- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- **New** uncontrollable cough that causes difficulty breathing (For students with chronic allergic or asthmatic cough, look for a change in cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially if it accompanies the fever



Child or staff reports a positive COVID test result

- Health Dept and the individual will be notified of the positive test
- Health Dept will interview the individual. Family and community contacts will be identified. Individual will be asked if they reported their infection to school?
- LHD will contact the point of contact for the school building. Principal and school nurse.
- Notify the school of the positive and relay the time frame for which the individual can return to school
- Work to identify close contacts in the school setting. (Close contacts are someone who was within 6 feet of the positive person for at least 15 minutes)
 - Consider who the child sits near on the bus
 - Consider who the child sits near in classroom
 - Does the child play sports? What sport?
- Work with school in identifying and contacting those close contacts to advise on quarantine measures
- Work with school to craft a letter to the school building in regards to the positive case.

Child or Staff member is a contact to a Positive Case



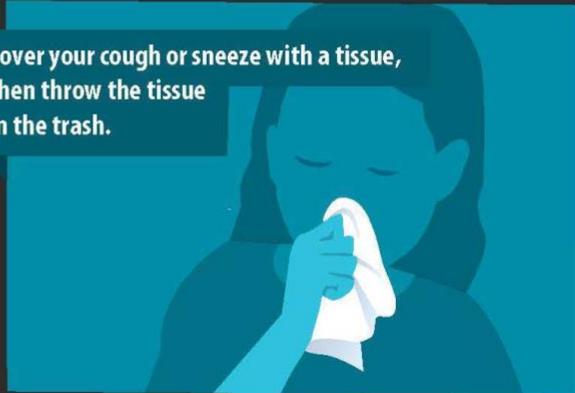
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

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UNIVERSAL PRECAUTIONS

Releasing Students and Staff for a Short-Term Dismissal

This initial short-term dismissal allows time for the local Health Department to gain a better understanding of the COVID-19 situation impacting the school. This allows the local Health Department officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- The local Health Department will provide recommendations for the scope (e.g., a single school, multiple schools, the full district).
- During school dismissals, extracurricular group activities, school-based after-school programs, and large events may be cancelled (ex. assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Communications with Staff, Parents, and Students and Coordinating with the Local Health Department to Communicate Dismissal Decisions and the Possible COVID-19 Exposure

- Pursuant to Ohio Department of Health guidelines, families, caregivers and staff should notify the school or district office if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with, or presumed to have COVID-19. They should also notify if they are quarantined. Personnel and students with known exposure, as defined by the local health department, to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 10 days.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Cleaning and Disinfecting

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfecting. For disinfecting, most common EPA-registered household disinfectants should be effective.

Making Decisions About School Closures

Temporarily closing schools is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school closures (after cleaning and disinfection), schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open:
 - a) allows our schools to develop and deliver lessons and materials remotely, thus maintaining continuity of instruction and learning; and
 - b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with the local Health Department.
- School administrators should work in close collaboration and coordination with the local Health Department to make closings and large event cancellation decisions. School closings and event cancellations may be extended if advised by the local Health Department. The nature of these actions may change as the local outbreak situation evolves.
- Administrators should seek guidance from the local Health Department to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

Communication Protocol When a Student/Staff Member has been Diagnosed with a COVID-19 Positive Case

- Communication will be developed in partnership with the local Health Department and the school district.
 - We plan to specify to parents which classroom the confirmed case was in. (ex. Mr. Y's class) The district will work with building staff directly involved in a confirmed case.
 - The school district will cooperate with the local Health Department's procedures regarding contact tracing.
 - A quarantine will be required of any student who tests positive with COVID-19 and anyone who is in close contact to have exposure as determined by the local Health Department.
 - The local Health Department will work collaboratively with the school district to provide a communication template for the school district to use and the letter will explain/define what is considered "exposure" to COVID-19 that will result in quarantine.
 - Students who test positive or are considered quarantined will revert to a remote learning format of instruction until returned to school.

Remote Learning Framework

Educational Framework for Instruction

Level 1	Level 2	Level 3	Level 4
Springfield Schools Guidelines: - Traditional Learning (face to face 5 days a week) option - Remote Learning option	Springfield Schools Guidelines: - Traditional Learning (face to face 5 days a week) option - Remote Learning option	Springfield Schools Guidelines: - Traditional Learning (face to face 5 days a week) option - Remote Learning option	Springfield Schools Guidelines: - Remote Learning all students

The Springfield Local School District’s educational framework for instruction will be dependent upon the level of risk to our school community. The district will work to provide both a traditional based education and remote learning options based on the Ohio Department of Health and the local Health Department’s assessment of risk to our schools. The Mahoning County Health Department and the Springfield Board of Education’s school administration will work closely to determine each building’s level of risk for COVID-19 throughout the 2020-21 school year. Individual buildings or the entire district may change the instructional format of operation based on the levels established by the chart above. Please understand that the county as a whole may have a level of risk that is or is not present in our school community or individual school buildings. Decisions to change the level of school operations with the levels of risk will be coordinated with our local health department. Our schools will need to be flexible and responsive to ensure the health and safety of all students and staff. The traditional school experience as it has been known prior to the onset of COVID-19 will be different, as will many of the day-to-day practices of our schools.

Remote Learning - The Springfield Local School District is committed to the health and welfare of the students, staff and families of the Springfield Community. Although the district believes that face to face instruction is the most successful method for delivering instruction, the district is committed to a continuum of learning growth through a variety of modalities when face to face instruction is not in the best interest of the welfare or distinctive needs of the community we serve. The school district is committed to providing instruction even during times of disruption when remote learning may require students to connect to learning from home. Remote learning may include a combination of online, self-directed and/or site-based instructional strategies. Remote learning will be an important contributor to sustaining educational opportunities for students while not in the traditional school environment. We have learned that at any point in time our school year may be disrupted, and remote learning will allow a swift transition to best protect the health and safety of students and staff. Students enrolled in remote learning while in-person traditional instruction is taking place will have a seat registered to them for the course when in-person instruction resumes. The student working remotely will be required to log-in during the normal time of the class and participate in real-time for synchronous learning. Students will be asked to sign a commitment for at least a 9-week period.

(Elementary students will have a specific plan tailored to their age-appropriate needs.)

Traditional Learning

- A structured educational program that focuses on face-to-face teacher-centered instruction, included teacher-led discussion and teacher knowledge imparted to students.
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Some Examples of Technology Resources Available for Use:

Class DoJo Reading A-Z RazKids iReady Zoom Scholastic
Google Meet EdPuzzle NearPod Google Classroom YouTube ProgressBook
Accelerated Reader Remind Buncee

(This list is not all inclusive....)

Consistent Instructor Presence: The role of the instructor is the most important part of virtual learning.

- Ensures and encourages that students are not alone in the learning process.
- Learning Management Systems cannot be substituted for the instructional strength of our staff. Our instructional staff is the difference between Springfield Schools and other online content providers.
- Live interaction with students with instantaneous feedback is the advantage of our public school model for remote learning.
- Instant messaging, email and other technology tools will be necessary to promote consistent instructor presence.
- Communication is the key to improving remote learning with students.

Instructional Content

The curriculum sets the tone for our organization and must be efficient and meet the standards of the subject and grade level. Remote assessments, generally, will be given in order to grant credit and promote students to higher grade levels. Online resources will be utilized when applicable while locally developed assessments regardless of delivery methods are the foundation of competency within the content area. Depending on grade level/content, alternative methods of assessments may also be utilized (Zoom, small group, in-person if permitted, etc...) to help ensure validity and also provide increased opportunity for socialization. Data from formative assessments will assist to measure student progress, competency, participation, and future instructional needs. Regular interaction with staff, student feedback, and assessment results will help inform instructional needs. Furthermore, available programs to document time on task and instructional needs will also be utilized.

Progress monitoring is the long-standing standard educational practice that will be utilized to assess your child's academic progress and evaluate the effectiveness of instruction. Progress monitoring demonstrates what your child has learned and what still needs to be mastered.

Springfield instructional content will utilize progress monitoring methods for all students whether they are learning remotely or receiving their instruction face to face. Unique application problems which require authentic student work will demonstrate mastery of current content. Students will have multiple progress monitoring tasks to perform on a daily/weekly basis. Academic expectations for remote learners will be aligned with those expectations for traditional learners. Instructional staff and building principals will communicate with parents regarding students who are not progressing as expected.

On-line Assessments: Tracking student progress and assessing the effectiveness of the curriculum is an essential element of remote learning.

- Effective progress tracking that integrates with ProgressBook
- Deliver quizzes, tests and effective assessments for on-line learning with feedback aligned to student learning objectives
- Group projects and individual discussion Boards/Blogs
- Shared Google Docs
- Confirm the course objectives and learner checkpoints establish comprehension of intended content

Expectations:

- Student Responsibilities:
 - Students must check email daily and login to classes synchronously daily
 - Attendance:
 - The district objective regarding attendance during remote learning is to: maintain regular daily contact with students to ensure participation and engagement, ensure students receive developmentally appropriate supports, and to monitor student general well-being.
 - The goal of the student attendance policy is to identify and support students who are not interacting on a daily/regular basis and to intervene in those situations.
 - Daily attendance for students in a traditional educational environment will remain the same (refer to student handbook).
 - **Remote learners will be required to log in to their respective classes during the regular course offering.** These students will be expected to participate during the same time constraints as their in-person peers. Students who are not participating and/or progressing as expected, will be considered absent and referred to the building principal.
Elementary students will have flexibility with their on-line attendance and will be detailed in the building plan.
- Assessments
 - In person assessment if at all possible regardless of instructional format.
 - Building specific plans will address assessment protocol

Special Education:

All students receiving services through Special Education, Section 504 plans and English Learner Plans will have the option to attend school through the options available to all students, as specified in this document. For most students, attending school each day face to face, will allow for maximum growth.

Services

Each student's IEP, 504 and EL plan will be followed to the maximum extent possible. Students will receive the necessary services, modifications and accommodations no matter the means of instruction. If remote learning occurs, students will likely receive some or all services online, such as tele-therapy for Speech, Occupational and Physical Therapy. If changes need to be made to the plan due to logistics, a meeting will be held to make the necessary changes.

Meetings

Meetings held through the Special Education Department will occur virtually until further notice. The Director of Special Services will communicate with families for all guidance as necessary.

Timelines

All evaluation, initial, and annual review timelines will be maintained as required by law. The nature of evaluations and meetings may change depending on the district's level of operation.

Communication

It is critical to maintain communication with your student's teachers. Sharing your concerns and suggestions with staff is encouraged so that we may work together to continue meeting each student's needs. Please feel free to contact the Director of Special Services, Laura McBride - lmcbride@springfieldlocal.us - with specific questions or concerns. Our goal is to meet the individual needs of all students. If a student meets the criteria for an exemption to wearing a face covering, official medical documentation must be provided. The district will continue to work with students and families to encourage students to wear face coverings.

Food Service:

Schools will collaborate with the local Health Department to develop guidelines for offering food service to all students. For students attending the traditional school setting, the district will strive to provide physical distancing and enhanced cleaning of surfaces between service times. All self-service food options will be eliminated for the 2020-2021 school year. Parents are urged to sign up for the prepayment plan; 'Pay For IT' this will allow them to use their credit card to keep their child's lunch account up to date to pay for meals and snacks they want to purchase. If this is not feasible PLEASE use payments by check made out to Springfield Cafeteria with child's name and student ID # on it.

This consideration will provide alternate approaches to breakfast/lunch service.

- No self-service
- Individual condiments
- Optional grab and go lunches/breakfast

Custodial and Maintenance:

- Face coverings and gloves must be worn and proper training for COVID-19 will be provided.
- Each classroom must be properly disinfected after use by teachers/students. If schools are using a rotating schedule for students, then this may result in each classroom needing to be cleaned multiple times a day.
- Like classrooms, all bathrooms and other common spaces will need to be properly disinfected on a frequent and regular basis.
- The Maintenance Supervisor will determine sanitizing schedules, protocols for cleaning surfaces in all areas of the respective buildings.

Secretarial/Clerical:

- The secretarial and clerical employees are often the most visible and most interactive with students, parents and community members. As a result, they will be trained on protocols and be prepared to answer many questions.
- Secretarial staff will coordinate any visitors who are asked to phone ahead.

Transportation

The transportation of students in a manner which is safe for students and employees is of highest importance. Parents are encouraged to transport students to and from school each day. Implementing daily health routines for bus riders will require new practices and protocols. Each bus must be analyzed for adherence to guidelines, keeping safety of students and drivers foremost. This will result in difficult decisions as to who is transported and how this works.

- Taking Temperatures – **Parents are expected to take their child’s temperature before heading to the bus stop. Any child with a temperature of 100.4 F. or higher should not be sent to school. (100 F. for those thermometers not reading tenths)**
- Face Coverings – School bus drivers and adult staff on the bus are required to wear face coverings. Students utilizing school transportation must wear a face covering to include a mask and/or shield while riding the bus.
- Seating – To the extent possible, seating arrangement is designed in a way that prevents close contact between riders when loading/unloading.
 - Load the bus back-to-front (first student picked up sits in back, seats are filled in order back-to-front, last student sits in front seats); upon arrival at school: offload one seat at a time front-to-back to maintain distancing between students. Departing School: students load the bus in the order

they will arrive at destination (students with longest route sit in the back, those with shortest route sit in front)

- Students will have assigned seats
- Yellow (Low Risk) – 2 students per seat
- Orange (Moderate Exposure) – 1 or 2 students per seat
- Red (High Exposure) – 1 student per seat
- Purple (High Risk) – No transportation
- When possible limit the number of riders per seat (exception: members of the same household may sit together).
- Practice maximizing ventilation – When at all possible, travel with windows and roof vents open.
- Sanitizing – Seats and high touch surfaces should be sanitized between each bus route.

Bus Stops

- Students must ride assigned bus routes only
- Students are encouraged to wear face coverings at group bus stops and practice physical distancing.

Routing Recommendations

- Front row of the bus shall remain open when possible to maintain distance between the driver and passengers.
- Approval of stop changes must be made in advance with the transportation director.

Transportation Logistical Concerns:

Beyond the health concerns raised with transporting students, there are logistical concerns that will be determined once we know the number of students who require transportation. Route and pick up times will be distributed prior to implementation of the routes for each school. The number of bus routes/shuttles required to provide transportation following the health concerns listed above must be considered (this includes students receiving transportation to community schools, nonpublic schools and joint vocational schools).

Recess

- Our Schools will make every effort to maintain consistency with other safety procedures.
- The district may limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- All recess activities will work toward “structured” recess activities such as nature walks that limit students’ physical contact with others.
- Students must sanitize their hands before and after recess.