

**Franklin County R–II School District
Re–Entry Plan**

August 2020

**-Working Document-
Version 1**



Introduction

Our world is experiencing a pandemic, a health care emergency, due to the Coronavirus (COVID-19). Our district had to quickly change the way we educate our students in March 2020. At that time, we closed our doors due to COVID-19 not knowing how long they would remain closed. With this closure came a change in how educational material was delivered to our students. Although we could not traditionally educate our students, we were able to continue to offer some online opportunities as well as paper pencil packets.

When the calendar lands on August 24th, over 20 weeks will have passed since our students walked into our building. During this time, there has been a tremendous amount of research completed and dialogue between area school districts and health care providers about how best to resume educational opportunities. Throughout this time, we have had discussions with our community, teachers, and some families. We know our community is eager for our students to return to in seat instruction as quickly and as safely as possible. We also know our families expect a plan that has been thought out where student safety drives our decision making.

As we prepare to begin a new school year during COVID-19, we are aware that the pandemic could have a significant impact on education. Our top priorities are:

- 1. Providing a safe learning environment for our students and staff**
- 2. Assuring that all students receive a quality education**

The Franklin County R-II School District will be accessible to all students for in person learning this fall. We are offering in seat instruction, 5 days a week. Precautions will be taken to ensure safety for our students and staff.

It is understood that due to COVID-19 conditions, in person learning may need to switch to virtual learning at any time.

K-8 Entry Plan

Franklin County R-II School

In-Person:

In-person classes will be taught using traditional approaches to education Monday-Friday. However, Google Classroom will continue to be a part of the delivery model in grades 3-8 on a daily basis. Grades K-2 will use Google Classroom when appropriate. **If a temporary closure happens, all classes will transition instruction to online learning (Google Classroom) and would continue this model until school can resume in-person.**

Teachers have had extra training to ensure that the virtual transition runs smoothly.

- Students will transition to virtual/online learning with their teacher in the event of a school closure. (Google Meet, Google Classroom, and Zoom)
- If a student is required to quarantine, they will transition to a virtual learning platform (Google Meet, Google Classroom, and Zoom) for the time they are quarantined. They will then transition back to in-person classes once they are able to return.

*Please call school if you have concerns regarding sending your student back to school. Optional educational choices can be discussed at that time.

Daily Operation

Ongoing monitoring will help determine if changes are needed to address current situations.

General Expectations

- All parents are expected to teach healthy habits to children before school begins which include but are not limited to:
 - Appropriate hand washing, social distancing, and good hygiene habits
 - Teach children about signs of illness
 - Teach children how to appropriately wear a mask and when to use them (if desired)
 - Show children how to wipe down surfaces at home because they will help disinfect personal areas at school
- Teachers will reinforce healthy habits to students including but not limited to:
 - Teach students how to social distance
 - Educate students on what a virus is and signs of illness
 - Promote proper hand washing
 - Have students use their own personal supplies and not share communal items (communal items must be disinfected after each use)

- Teach students how to effectively wipe down surfaces (desks/tables)
- Measures to decrease congregation
 - In locations where students must line up, teachers will encourage social distancing. Students may be asked to mask during transition times and when not seated.
 - Students will not co-mingle with other grades or classrooms as much as possible
 - Restroom breaks will be assigned except for emergencies
 - Students must have assigned seating in every classroom, at lunch/breakfast, and on the bus
 - Plexiglass will be installed in rooms where social distancing is more difficult
 - Students will sit at desks when possible, otherwise students will be social distanced with plexiglass installed on tables
 - Students will report to their homeroom class instead of gathering in the gym before school
 - Stairwells will be designated “up” and “down” to keep students all moving one direction
 - Social distancing reminders will be visible in the hallways
- **Building Access-** Access to the building will be *extremely* limited due to COVID-19. Students, faculty, staff, and other contracted employees will be allowed to enter the building. Those entering may be screened to ensure they are healthy. Screenings could include questioning and temperature check.
- It is our goal to minimize entry to the building due to COVID-19. We kindly request the following:
 - Parents are encouraged to call school ahead of time if they need to visit for any reason.
 - Parents will not be allowed beyond the secretary’s window unless instructed otherwise or in case of an emergency situation or special circumstances approved by the administration. If a visitor is approved to enter the building or office, a mask will be required and provided.
 - Parents will not be allowed to visit classrooms, eat lunch, or attend classroom parties due to COVID-19
 - Visitors, outside of necessary employees providing student instruction and or providing student services will not be permitted to enter the building beyond the designated area. If they are approved to enter the building or office, a mask will be provided and required.

- Starting kindergarten can be a hard transition for parents and students, but given the current circumstances we ask that you drop your student off at the designated area and return to your car. We assure you that we will make sure your student arrives at their classroom safely.
- **Technology/Chromebooks-** The Franklin County R-II School District provides chromebooks for every student for school use. In the event of a closure, students will be required to take their devices home for virtual instruction. Students could be responsible for damaged equipment that is sent home. Grades 5-8 will take their devices home nightly.
- **Schedules-** Schedules will be very similar to last year and will be designed to limit interaction between students as much as possible. Breakfast will take place in the cafeteria and students will sit with their cohorts in assigned seats. Lunch schedules may be modified to limit the number of students in the cafeteria to promote social distancing.
- **Open House-** Open house will be by appointment only and recommended for new families to the district. Please call school for more information.
- **Attendance-** Good attendance is encouraged as always. However, there will be no perfect attendance awards given out this school year. If your child is sick, please keep them home so others are not infected. If your child is feeling well, please send them to school.
- **Personal Protective Equipment-** Staff and students may wear personal protective equipment if they desire. (face masks, face shields, neck gaiters) Wearing protective equipment is not required but highly recommended in some situations to attend school.
 - Students will be issued one reusable face covering at the beginning of the year.
 - Students and staff may bring their own mask or one will be available upon request. Proper use of masks is expected.
 - Students may be asked to wear a mask when transitioning in the hallways or when working closely with others. Masks, unless mandated by the health department or we have a positive case, will not be required all day long.
 - Students may be asked to wear masks while singing in certain situations.

- **Special Education Services**

- All special education students will be provided instruction as outlined in their IEP goals
- The special education teacher and director will work with families to ensure a child's IEP is being met
- Students working in small areas in the Special Education Department will be issued face shields to extra safety measures.

- **Transportation**

Transportation will be provided for students. Bus routes will run as usual. It is not practical to social distance on the bus. If families are not comfortable with their students riding the bus, they are encouraged to provide transportation if possible. The following precautions will be in place for the safety of our students and bus drivers:

- All riders will have assigned seats. The assigned seating will help provide information to the Health Department if contact tracing is necessary. It is very important that students adhere to the seating chart.
- Household family members will be seated together as much as possible.
- Buses will be loaded from back to front with the exception of PreK-2 which will stay in the front of the bus.
- Students will use hand sanitizer as they enter the bus.
- Masks are encouraged but not required to ride the bus. Students may wear their own mask.
- The bus driver will disinfect the bus after each route.

Unloading: Buses will be staggering their drop off time to limit congestion in the stairwell and hallways. Buses will unload front to back.

Loading: Students will be dismissed from their classrooms to load the bus.

Department of Health Contact Tracing and Quarantine Guidelines- Franklin County Health Department

Definitions

- **CASE**
 - Someone who has tested positive for COVID-19
- **CONTACT**
 - Someone who has had close prolonged contact with a case (Closer than 6 feet for longer than 15 minutes)
- **CONTACT TRACING**
 - The process of tracing and monitoring contacts of cases
- **ISOLATION**
 - Cannot leave for at least 14 days from date of onset of symptoms and the last 3 days must be symptom free
 - For someone who is ill (cannot leave isolation until symptom free for at least 72 hours without the assistance of medication)
- **QUARANTINE**
 - For someone who has had contact with someone that is ill (normally 14 days) from last known contact with case

- **Contact Tracing (Franklin County Health Department will assist)**
 - Interview positive case
 - Gather information about close contacts (closer than 6 feet for more than 15 minutes) anyone the case may come into contact with for 2 days prior to the date of onset symptoms
 - Interview close contacts and place in quarantine
 - Follow-up interviews with close contact
 - A negative test result does not change the quarantine practice of a close contact
 - People who are secondary (those who are in contact with someone who has been in contact with a positive case) may be called “contacts of contacts” are not quarantined or interviewed until such time as the primary contact person tests positive or becomes symptomatic. An example would be Person A (tests positive) for COVID-19. Person B shows no symptoms but, was in contact with a person closer than 6 feet for more than 15 minutes is quarantined. Person C has been in contact with Person B then Person C is considered secondary contact and no further action would be taken.

- **School District Role**

- Partner with and assist the County Health Department during contact tracing
- Implement strategies to reduce the spread of COVID-19
- Communicate information, when possible, remaining within state and federal guidelines

- **Health Services**

- Health service staff providing health care will be wearing a mask while assessing students and staff. Protective eyewear or face shield will be provided to nurses during health assessments.
- Health service staff will continue to log visits to the nurse. The log will record persons seen and include the type of symptom information such as fever, new cough, or sore throat. Due to student privacy issues, this information is not public. However, information may be shared with the Franklin County Health Department as appropriate.
- The Franklin County Health Department will provide guidance on students and staff who have had contact with people who are suspected of being COVID-19 positive.

- **Health Screenings**

When a student is sent to the nurse, they will be asked a series of questions about their health. Some of the questions may include:

- When was the last time you took any medicine for a fever?
- Have you traveled outside of the area?
- Have you been around anyone with COVID-19?
- Do you have a new loss of smell or taste, muscle aches?
- Do you have chills, cough, sore throat, or headache?

When a student is symptomatic of COVID-19 they will be sent to the nurse just like any other sick child would be. **If the student has a fever of 100.1 degrees or more, they will be sent home. Students must be fever free with NO medication at least 24 hours before returning to school.**

Once it has been determined a student must go home rather than stay at school, parents/guardians will be contacted. If they are not able to be reached, all contacts listed on the emergency contact form will be contacted. If emergency contacts are unable to be reached, siblings will be asked if they know how parent/guardian may be contacted. If no one is able to be reached, a home visit may be conducted. **Students will not be allowed to ride the bus home.**

While waiting for parents/guardians to pick up their child; the student may be asked to wear a mask. If asked to wear a mask, one will be provided by the district. Those entering the building to pick up their child may also be asked to mask. Students will also be seated in an isolation area that is supervised by a staff member. Upon returning to school, students are asked to report immediately to the school nurse to be evaluated before returning to class. At that time, the nurse will re-screen and ask a variety of questions prior to determining if they are ready to go back to class.

Positive COVID-19 Cases

- Franklin County Health Department will be contacted if any positive cases and they will implement contact tracing. The school district will work closely with the health department to complete contact tracing.
- Superintendent will send a letter or phone blast to all parents in the district letting them know of a confirmed case. However, particular information such as name, grade, and teacher will not be shared. The district will work closely with the FCHD (Franklin County Health Department) on what particular information can be shared.
- If multiple students and/or staff test positive for the coronavirus, the district will evaluate the need to close for a period of time not less than 2 weeks.
- Once a student or staff member tests positive for coronavirus, they will not be allowed to return to work until they are symptom-free for five school days and have completed their quarantine.

In the event of a Suspected Case of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

SCENARIO

- An employee or student doesn't feel well and visits the health room
- The nurse determines symptoms may be COVID related
- The employee or student will be temporarily separated from others and will be asked to wear a mask.

EMPLOYEE

- The employee will be asked to contact their primary health provider and the provider will arrange testing if deemed necessary.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with those results.
- The Health Department will also contact the employee and conduct a risk assessment for contact tracing purposes. If the employee resides in a county other than Franklin, then that county's Health Department will contact the employee.

- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to experiencing symptoms.
- The Health Department will direct the individual and any other person at the possible risk of being infected with what to do.

STUDENT

- The school nurse will contact the parent. When the parent arrives, the nurse will encourage the parent to have the child tested. The nurse will offer to assist the parent with making phone calls to the healthcare provider.
- The healthcare provider will arrange for the student to be tested if they feel it is COVID related. If the student tests positive for COVID, the healthcare provider will contact the parent.
- The Health Department will then contact the parent and school.
- A risk assessment (contact tracing) will be completed.
- The parent will be asked about any close contacts the student may have had 48 hours prior to symptoms up to and including the day the student began isolation measures.
- The Health Department will direct the parent on what the student and any other person at possible risk of being infected should do.
 1. If the employee has been told to self isolate, they should contact their direct superintendent/principal. If a student has been told to self isolate, the family will be requested to call school. The school will check to see if there are siblings or other family members in Franklin County R-II.
 2. The superintendent will notify the Board of Education.
 3. The superintendent will consider initiating the following COVID protocols:
 - Consider closing the building for 24 - 48 hours for a deep clean.
 - Communication with the health department will continue for further guidance.
 - Official communication to the Board of Education, families (as appropriate), community, and media (if appropriate). Communications will come from the superintendent.
 - The building principal will follow-up with the staff member or family of the student.

SELF SCREENING PROTOCOL

- **The following questions and protocols should be conducted prior to students coming to school or staff coming to work:**
 - Do you have a **new onset** of any of the following not explained by another known condition (note: the CDC may update symptoms at any time.) If the answers are “YES” to any of the screening questions, they should not report to school or work.
 - Fever or chills
 - Cough
 - shortness of breath or difficulty breathing
 - Fatigue
 - Muscle aches or body aches
 - New loss of taste or smell
 - Sore throat
 - Vomiting or diarrhea
 - Been in close contact in the past 2 weeks with an individual with a confirmed case of COVID-19 virus
 - **Take temperature and refrain from coming to work or school if temperature is 100.1 or higher**
 - Follow health department guidelines if someone within the household is officially quarantined or has been confirmed positive of the COVID-19 virus

Custodial and Maintenance

Franklin County R-II will maintain adequate supplies of protective equipment, soap, paper towels, hand sanitizer, and tissues throughout the school. The custodians and maintenance staff will ensure stock is adequate to meet the needs of the district.

- Staff will clean frequently touched surfaces and objects (e.g. door knobs, tables, stair railings, countertops,) with district supplied cleaning and disinfecting products. Computer safe disinfectant methods will be used on computers and monitors. (Your child will be assigned to one device.)
- Classrooms will be stocked with cleaners to be used by teachers to wipe desks and high touch surfaces.
- Hand sanitizer stations will be placed in high traffic areas for students and staff to utilize when hand washing is not available.
- Water fountains will not be used. Students may use the bottle filling stations to fill their personal water bottles.
- Plexiglass partitions will be installed when social distancing can not occur.

School Closure

The Franklin County R-II School District will do everything possible to stay open throughout the 2020-2021 school year. However, a situation may arise where school may need to be closed due to the global pandemic.

Possible School Closure Scenarios:

- Confirmed case(s) of COVID-19
- Student absenteeism
 - When it is not economically feasible to keep the school open.
- Teacher/Staff Absenteeism
 - When a number of staff available to supervise and educate students drops below what is necessary to maintain a safe learning environment.
- To protect public health and safety
 - When advised by the Governor or other state health officials.

The Franklin County R-II School District may shut down if absenteeism is in the range of 30-40% for two consecutive days. Instruction would then transition to virtual learning for all students in all grades for a determined period of time. Google Classroom, Zoom, and Google Meet would be the online learning platform. Students that are in virtual learning will not be affected.

If it is necessary to close school, parents will be notified as soon as possible through school messenger and social media outlets.

Trauma

The importance of assuring that our student and staff mental health needs are met is important to our re-entry plan. This pandemic has caused a great deal of stress on families, teachers, and our students. Staff and parents are reminded to be mindful of anxiety and stress that students may be under as school resumes. If changes are noticed, we ask that you talk with your child. If you struggle with the conversation, our school counselor will be available to support you and your child.

The CDC has provided a link to help navigate the mental health side of COVID-19.
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html>

Professional Development

We realize that our staff has been asked to provide instruction in ways that may be new to them. At Franklin County R-II, we realize that professional learning opportunities are vital to a strong educational system. Our staff will be provided with ongoing support throughout the school year. All measures to provide a safe learning environment will be taken.

During these uncertain times, our main goal is to provide a safe learning environment for our students, faculty, and staff.