

Southern Local School District Return to School Plan 2020-21



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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), World Health Organization (WHO), Ohio Department of Health (ODH), and Meigs County Health Department. Regular updates will be made to this plan based on information provided by these organizations.

The overall plan is to provide instruction to students in a face to face situation 5 days per week while adhering to social distancing guidelines. We will also provide an alternate platform using Schoology that will be delivered online or in electronic format. This will be taught by Southern Local teachers and will mirror instruction that is taking place in the classroom. Students will all be trained in Schoology and this platform will be utilized in case of shut down due to Covid-19. Instructional platforms may also include Google Classroom and Zoom meetings.

In the event that Southern Local School is ordered to close, all students will begin using Schoology for the instruction. Students will be provided with alternate means of access to assignments such as thumb drives and locations of internet hot spots.

SAFETY OF STUDENTS, STAFF, AND VISITORS EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID19 and reduce the potential risk of exposure to our employees, we will be requiring employees and students to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID19 symptoms including:

- 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.
- Given the wide range of symptoms and the fact that some people with SARS-CoV-2 infection are asymptomatic, there are limitations to symptom screening conducted by schools for the identification of COVID-19.

While we encourage all parents to screen their child for a temperature prior to departure for school Southern Local intends to take temperature measurements prior to the start of school each day.

All screening information will be kept confidential.

HEALTH PROTOCOLS

- If an employee/student becomes ill at school or if another person is exhibiting symptoms of COVID19 at school, 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 their building administrator and the superintendent's office. You may be asked to submit a healthcare provider's note before returning to work.
- Staff and students with a fever of 100.0 degrees Fahrenheit or higher should stay home until they are fever-free without the use of fever reducing medication for 24 hours.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 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 7 days have passed since symptoms first occurred

SCHOOL NURSE OFFICE

Staff and students should stay home when displaying symptoms of COVID, such as: cough, shortness of breath or difficulty breathing, extreme fatigue, unusual muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Staff and students who become sick at school will be isolated until they can be safely removed from the school environment.

Sick students whose families cannot be reached will remain in isolation until a parent arrives. If a parent cannot be reached, law enforcement may be called to take the child home or into protective services. **The sick student will not be sent home on a bus.**

SCHOOL ISOLATION PROTOCOL PLAN FOR SCHOOL NURSE WITH POSSIBLE COVID19 SYMPTOMS OF STUDENT DURING SCHOOL HOURS

Some students may develop symptoms of infectious illness while at school. Schools should take action to isolate students who develop these symptoms from other students and staff.

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to SARS-CoV-2. 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.

Given the wide range of symptoms and the fact that some people with SARS-CoV-2 infection are asymptomatic, there are limitations to symptom screening conducted by schools for the identification of COVID-19.

Students who develop any of the symptoms while at school will:

- Immediately have a mask placed/provided
- Escorted by an employee that is masked/gowned/face shield/gloved to the school nurse clinic
- Placed in the back office of the school nurse clinic/isolation room
- Parent/guardian notified to pick up child
- School nurse will monitor child with PPE until child is received by parent/guardian
- A COVID-19 viral test will be suggested for further evaluation to confirm if the student has a current infection and a Southern Local School Base/Coplin testing criteria sheet will be given with instructions of return for office visit in parking lot, to follow up with the child's pediatrician, or suggest visit to urgent care of their choice.
- A patient under investigation report will be started on symptomatic student and faxed to local health department and school administration
- CDC's Considerations for Cleaning and Disinfecting will be followed
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Isolation Procedures for Coplin Health Systems has identified a specific treatment room that will be the designated an Isolation Room. Signage will be placed on the doors to easily identify the specified rooms with reminders to don appropriate PPE prior to entering room. As a school base health center, rooms are not adequately equipped with true Isolation ventilation systems. When a patient is roomed, the door should remain closed and only opened when necessary to enter or leave.

During the pandemic all occupied treatment room doors should remained closed to reduce the risk of exposure to routine and acute patients. Exception would be made if necessary to monitor the patient for a health condition, if there was a risk of personal injury or emergency.

PPE is to be donned outside of the Isolation room prior to entering. Every effort will be made to allocate reusable eye protection that the staff will be responsible to keep available for use in the Isolation room. n95 masks will also be allocated as described herein to be used in the Isolation room.

- Isolation or barrier gowns, various sizes if available
- Gloves, various sizes available
- Alcohol based hand sanitizer
- Disposable Stethoscope
- Strep and Influenza testing supplies

The Isolation room is to be wiped down with Sani-Wipes, Healthcare Clorox Wipes, Alcohol Based Wipes (70% or higher) or an available disinfection product identified as approved for use with COVID-19 per the EPA. Site Directors have a list of alternative disinfection solutions in the event of a shortage. Staff will be responsible to assist in monitoring supplies as used. All door handles, inside and out, treatment table, counters, door and drawer handles, sink handles, computer key boards, pens, guest chairs, etc. Vital signs equipment (BP Cuff set, thermometer, pulse ox, otoscope, ophthalmoscope are to be wiped down with alcohol and left set to dry for at least one minute.

Once room and door handles are disinfected, the door is to be closed and room not used for one hour. In the event that multiple patients meeting the CDC testing criteria arrive sooner than one hour, the room can be utilized after cleaning for only patients meeting the criteria of a PUI.

A lined trash can is to be kept next to the door inside the room to place discarded PPE unless PPE is contaminated with blood or body fluids, at which time, they can be placed in the hazardous waste container.

To reduce unnecessary waste of PPE, attempts must be made to support the provider and nurse that are attending to the patient in isolation if something is needed outside of the Isolation room.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Southern Local School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – One-way hallways will be established whenever possible.
- Transitions will be staggered to allow for fewer people in the hallways.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided.
- Classrooms have been set up in accordance with Meigs County Health Department guidelines.
- Students will be required to wear masks when social distancing cannot be maintained.
- Arrival and dismissal will require social distancing and face coverings.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID19, PPE is needed to prevent certain exposures. PPE can include:

Face coverings/masks: All staff members and students K-12 will be required to wear a face covering/mask when contact with others, within the 6ft distance is likely (i.e. class change, arrival, dismissal, class activities, etc.). Staff and students will be provided face covering/mask, additional disposable masks will be available for those in need.

Face shields: Staff members will be issued face shields as needed. Face shield may be worn when conducting classroom activities at a distance. These activities may include lecture or monitoring independent work from the front of the room.

Clear barriers may be placed in strategic location in classrooms in order to promote more effective classroom instruction.

In addition to using PPE, please remember to:

- Wash your hands 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
- 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.
- Each classroom is equipped with hand sanitizer stations as well as common areas.

PERSONAL WORKSPACE/CLASSROOM

Employees are **encouraged** to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. There will be scheduled times throughout the day for whole classroom disinfection. Social distance should be practiced at all times when possible.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Southern Local Schools 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 Southern Local Schools custodial team will clean all workspaces several times per day.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity – Southern Local Schools will be monitoring the number of employees in the offices.

Teacher Work Room – There will be limited access to the teacher work room. Machines will be wiped down after each use. Please allow a limit of 3 total people at one time in these spaces.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office 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 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. The cleaning supplies for COVID are the same chemicals that we have been using.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily/after each use
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 3 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

SIGNAGE

Signage will be placed throughout the offices and school indicating important reminders and information regarding COVID19.

PREVENTIVE MATERIAL INVENTORY

Southern Local Schools has an adequate supply of soap, hand sanitizer, paper towels, and tissues. There is also a supply of gloves, disposable masks, and other protective gear. Touchless thermometers are on-site for employee and student screening.

BUS DRIVERS/ BUS PROTOCOLS

Bus drivers must disinfect the buses at a minimum:

- Immediately before starting a route to pick up students
- Immediately following the morning and afternoon routes

Students will sit one per seat unless students are from the same family. **All students will wear face coverings while on the bus**, and all students will have access to hand sanitizer before taking a seat on the bus. Bus drivers will wear appropriate PPE that has been approved by the local health department.

Bus monitors will be assigned to each bus to assist with seating and wearing appropriate PPE for students. They will also assist in proper distancing for loading and unloading. Student temperatures will be checked by the monitor upon arrival to school while unloading the bus.

*Temperatures of 100 or above will trigger COVID protocol.

Bus drivers or monitors 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 exposure to COVID-19.

ARRIVAL AND DISMISSAL

Students will wear face coverings/masks, follow social distancing and stagger themselves upon entry and report directly to their classrooms. Students will enter through the right hand doors after their temperature is taken. Temperatures of 100 or above will trigger COVID protocol. Additional points of entry may be considered by the building principal depending on congestion. Students will be released by classroom and staggered to provide for distancing. Exiting will be through opposite set of doors as entering. Following dismissal, all classrooms will be sanitized, and all surfaces wiped down thoroughly.

VISITOR RESTRICTIONS

Generally, parents and visitors will not be permitted on campus. Whenever possible, visits must be scheduled in advance.

Generally, the following procedures will be used:

- Parents and visitors will be asked to call the front office to discuss their needs with the secretaries (740-949-4222)
- Parents and visitors who ring the bell will be asked the nature of their business through the intercom
- Parents requesting the release of students will wait outside or in their car for the child to be brought to them
- Volunteers who are pre-approved will be permitted entry and screened just as employees
- Visitors who enter the building will be asked to self-assess their health and have a temperature screening
- **Visitors will be required to wear a mask/face covering** if students or staff are in the building

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the **School Nurse** and the case form will be completed.

Once the employee or student arrives at the isolation room, they will immediately be provided with a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The School Nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.

- The School Nurse and others attending the suspected infected person will wear a protective mask and gloves while working with the suspected infected person.
- The School Nurse/Administration/Office will direct an ill employee to leave work or call the parent of the student to be picked up and go home.
- The Meigs County Health Department must identify persons who may have come in contact, (Contact Tracing), with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- 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.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

Please do the following:

- Quarantine yourself in a specific room away from others in your home
- Contact the following (in order of priority), let them know you have been exposed to COVID19, and follow their instructions.
 - Your healthcare provider
 - Southern Local Schools Administrative Office
 - Your supervisor
- Your supervisor will work with our administrative office and the school nurse to determine appropriate next steps.

CLASSROOM INSTRUCTION AND LEARNING ACTIVITIES

The following guidelines will be in effect:

- Students will stay in one room whenever possible.
- Students and staff K-12 will wear face coverings when remaining 6ft apart is not possible.
- Teachers will be provided face shields for use when conducting lessons or activities that allow them to remain 6ft from their students when identified as appropriate by the teacher and administration.
- Community supplies will not be made available.
- Students will be asked to remain in their seats as much as possible.
- Meeting with parents will be held remotely or by phone whenever possible.
- No field trips will be approved at this time.
- During class changes, students will be staggered by classroom and required to walk one way down the halls.
- Students will not be permitted to congregate in the halls.

RESTROOM USAGE DURING THE WORK-DAY

The maximum capacity of each restroom will be posted outside the area. If capacity is reached, students must wait outside the restroom until someone exits. Social distancing markers will be on the floor. Every other stall will be available; others will be closed. Hand washing signs will be posted. **Restrooms will be wiped down at least once an hour by custodial staff. A clipboard will be placed in each restroom and initialed by custodial staff as cleaning is completed.**

LOCKER ROOMS

While in locker rooms, students are to stay 6 feet from others as a normal practice. Contact with others, such as handshakes, will be prohibited. Athletes will be advised to avoid touching common surfaces to the extent feasible.

BREAKFAST AND LUNCH

Students will eat in their classrooms whenever possible. When in the cafeteria, (grades 7-12), students will sit approximately 6ft apart. Students will remain 6ft apart in the lunch line when obtaining their food.. **The decision to eat in the cafeteria or classroom will be made on a building level by the principal.** The cafeteria will be cleaned and sanitized between lunches and at the end of the day.

CLASSROOM ARRANGEMENTS

Classrooms will face students in one direction and space student desks 6ft apart when possible. Students will stay in one room whenever possible. Teachers are asked to remove all material which are not used on a daily basis from their classrooms to allow for greater space for social distancing.

MAIN OFFICE VISITS

Chairs will be removed from the office area to prevent students/parents/visitors/staff from congregating. Office phones used by students will be sanitized before and after use. Any meetings or conferences will be held by appointment only, and meeting spaces will be wiped down before and after each use. Reception desk will have a barrier in addition to staff and visitors wearing masks/face coverings.

STAFF 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 which may be covered:

- School/District checklists
- Disinfection Measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Protocols
- Appropriate wearing of PPE

COMMUNICATION METHODS

COVID 19 information and any updates will be relayed through caller system (all call) and posted on our school website, www.southernlocalmeigs.org.

Beginning of the year information, including new protocols and procedures, will be mailed home to students in August.

All-calls will be made to district families as is necessary to convey important information.

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

- Teachers, students, and parents need to check their email often.
- Visit our district website; www.southernlocalmeigs.org
- Follow our social media platforms.
- Maintain consistent access to Schoology/ Google Classroom.
- Provide the district with up-to-date and accurate phone, address, and email information

TRAVEL RESTRICTIONS

Southern Local Schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved the office of the Superintendent.

Parents should consider, when traveling out of state, following the guidelines for quarantine as posted on the following website, <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>

ACADEMICS AND HOME-BASED LEARNING

GRADING POLICY

To receive credit for the courses for this school year, students are expected to complete the work assigned. Grades will not be pass/fail but will instead following the district grading policy located on our district's webpage and in the student handbook.

STUDENT WORK IF DISTRICT CLOSES

In the event 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 Schoology and Google Classroom for grades K-12. Schoology and Google Classroom will provide a means of communication for parents to be able to contact the classroom teachers as well as provide assignments and enrichment activities that can be completed at home.. Zoom will also be utilized for group meetings and classroom enrichment and lecture.

To support our students without internet access, we are offering preloaded lessons for families. This system will involve downloading and uploading lessons from a flash drive once per week, or accessing the internet through district / public hot spot locations for the students to complete while at home. Teachers may be reached by calling 740-949-4222 from 7:45 a.m. to 2:45 pm each day. You may email the teacher and you will get a reply within 24 hours during the work week.

ONLINE INSTRUCTION

Schoology and Google Classroom is our online component to help deliver weekly live and recorded instruction from the classroom teacher. Students will have the option to complete assignments via Schoology and Google classroom instead of utilizing the paper/pencil option. Chromebooks will be provided to all students for home use. Instruction will be provided by Southern Local teachers, and those teachers will be available by phone or email to assist students and/or parents with any questions. Your child's teachers will communicate the times they are available for phone conferencing.