

USD 496

Re-Opening Plan

The purpose of this plan is to outline the steps that every staff member and student should take to reduce the risk of exposure to COVID-19. The plan describes how to prevent student and staff exposure to coronavirus, protective measures to be taken in the classroom, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a staff member or student becomes sick.

USD 496 Pawnee Heights Schools take the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we must all remain vigilant in mitigating the outbreak. This is particularly true for the education setting, which is crucial in reopening and keeping schools open during this Declared National Emergency. (COVID-19 Planning Considerations, n.d.) In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the school district and all of our classrooms.

This plan is based on currently available information from the U.S. Center for Disease Control and Prevention (CDC), Kansas Department of Education (KSDE), the Kansas Department of Health and Environment (KDHE), and the Pawnee County Health Department. **This plan is subject to change based upon further information provided by the CDC, KDHE, KSDE, and other public officials. The district may also amend this plan based upon operational need.**

Responsibilities of Administration/Staff/Students

All administration and staff must be familiar with this plan and be ready to answer questions from parents/students. Administration and staff must set a good example by following this plan at all times.

We are asking every one of our employees and students to help with our prevention effort while at school. In order to minimize the spread of COVID-19 at our school, we must all play our part. As set forth below, the district has instituted various housekeeping, social distancing, and other best practices at our school. All staff and students must follow these. In addition, staff and students are expected to report to their Principal or Superintendent if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please contact Casey Robinson, Superintendent of USD 496. In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Fever
- Coughing
- Shortness of breath, difficulty breathing
- Fatigue
- Loss of taste and smell
- Early symptoms such as chills, body aches, sore throat, headache diarrhea, nausea/vomiting, and runny nose

STUDENT ATTENDANCE

- Daily temperature checks before staff/students enter the building or board the bus.
 - Staff with a confirmed 100.4 or higher temperature will be sent home for the day.
 - Students with a confirmed 100.4 or higher temperature will be:
 - Sent home for that day
 - Kept in an isolated area on campus while awaiting parent pick-up
 - Parents will call the school upon arrival to the building, and a staff member will escort the student out of the building to the awaiting parent.
 - Staff/Students must be fever free for 72 hours without the help of fever reducing medication before they return to school.

SCHOOL ENTRY

- If we are above Level 2, Staff/Students will enter the school with masks already in place.
- Staff/Students will wash their hands after they have been cleared by a temperature check.
- Students eating breakfast may enter the building no sooner than 7:50
- Students not eating breakfast may enter the building no sooner than 8:00
- No morning gym activity will be allowed. Students will go directly to their first hour classroom.

SCHOOL CLEANING AND DISINFECTING

- The district has instituted heightened cleaning practices, which includes cleaning and disinfecting frequently used supplies, devices and equipment.
- Flat surfaces will be cleaned multiple times each day by custodians and staff.
- Classrooms and the lunchroom area will be disinfected and sanitized each night.
- Additional cleaning supplies will be provided in each room to allow frequent cleaning.
- A daily checklist of cleaning tasks will be completed by custodial staff.
- Trash collected from the classrooms must be changed frequently by someone wearing nitrile or vinyl gloves.
- While custodial staff will assist in cleaning, it is the responsibility of all staff to help disinfect between classes and activities.
- The district will provide all appropriate PPE for staff when possible.
- High touch areas will be eliminated as much as possible. Classroom doors will be left open. Frequently touched surfaces that cannot be eliminated (such as sink handles, restroom doors, etc) will be cleaned often.
- Use of shared objects such as physical education equipment, art supplies, books or computers will not be allowed in the 6-12 setting or cleaned by staff between uses. K-5 classrooms will utilize the above items that are for their designated classroom “family” only with minimal sharing encouraged.
- Band instruments will not be shared.
- Buses will be cleaned and disinfected after each route.
- Sharing of electronic devices or other personal belongings is not allowed.
- The district will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant
 - Alcohol solution with at least 60% alcohol

LEARNING ENVIRONMENTS (4 Levels)

If there is very little community spread, school will operate as close to normal with some preventative measures in place, and an On-Site Learning Environment would be appropriate. If the prevalence of COVID-19 in the community increases, USD 496 will need to increase preventative measures, which could include limiting the number of students at school, using other facilities in the community, a Hybrid Learning Environment or shifting to a Distance-Learning Environment where few or no students attend school on-site.

• On-Site Learning (Level 1):

Learning takes place in the building with basic health and safety accommodations. Masks will be optional for K-12 Staff/Students with social distancing encouraged.

- **Transportation**
 - Assigned seats on all routes.
 - Temperature checks for each student will be completed before getting on the bus.
 - Buses will be sanitized after each route.
- **Food Service**
 - Breakfast & Lunch will be eaten either in the lunchroom or on the stage with proper social distancing being encouraged.
- **P.E. / Weights / Recess**
 - Recess will be reorganized. The playground will remain closed due to not being able to sanitize between different classroom's uses. Students will play games and activities with their classmates with teacher supervision either inside or outside depending on the teacher's discretion.
 - P.E. will be reorganized.
 - K-5: P.E. will be done with each classroom individually, as to not cross-contaminate classrooms with a goal to keep class as normal as possible.
 - 6-12: New activities will eliminate group games that share balls or other equipment. They will be replaced with teacher directed activities that follow social distancing guidelines.
 - Weights class will be reorganized. New activities will follow social distancing guidelines and eliminate the need for spotters. They will be replaced by personal activities such as pushups, pull-ups, and lifting with less weight and more reps. Equipment will be disinfected between uses. If social distancing cannot be obtained, masks will be required.
- **Health and Hygiene**
 - Staff/Student temperature checks prior to entering the building daily and as needed.
 - Staff/Students are to bring water bottles and utilize bottle refilling stations.
 - Washing of hands will be encouraged frequently throughout the day with mandated washing upon arrival and dismissal of school and before meals.
 - Reusable PPE will be provided to staff and students by the district.
 - Avoid touching your eyes, nose, or mouth.

- Cover coughs and sneezes with a tissue, throw the tissue in the trash and wash/sanitize your hands.
- Avoid close contact with people that are sick.
- **Classroom/ Instruction**
 - Students will sit in assigned seats.
 - Desks will be spaced at least 6 feet apart as social distancing is encouraged.
 - Desks will all face in the same direction unless plexiglass barriers are in place.
 - Plexiglass barriers OR similar partitions will be installed in areas where 6 feet distancing is difficult.
 - Elementary students will have an individual area for book bags, gym shoes and coats at their desk.
 - Visual guides, such as tape on floors or signs will be provided for a helpful reminder of social distancing.
 - Individual classroom supplies (K-5:keep sharing at a minimum with frequent cleaning; 6-12: sharing discouraged).
 - Classroom doors remain open to minimize touch/contact points.
 - No lockers in Junior High and High School for general use: students must use backpacks.
 - PE lockers will be allowed and assigned.
 - Coats will be allowed in hallway lockers.
- **Common Use Areas/Hallways**
 - Cafeteria will be used with social distancing in place.
 - Physical barriers will be installed between bathroom sinks.
 - Visual guides, such as tape on floors or signs will be provided to help encourage social distancing
- **Extra and Co-Curricular**
 - Extra-curricular activities will follow KSHSAA guidelines.
 - Spectator attendance allowed. Masks encouraged.
 - Remote viewing opportunities when available.
 - Choir/band will socially distance if possible in larger classrooms/outdoors or in smaller class sizes.
- **Building Visitors**
 - The number of visitors to the school will be limited to only those with necessary school business.
 - ***All visitors will be required to wear a mask during normal school hours.***
 - All visitors will have their temperature checked.
 - All visitors will be screened in advance of arriving in the office. If the visitor answers “yes” to any of the following questions, he/she will not be permitted access to the building.
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any person(s) who has been confirmed positive for COVID-19?

- **On-Site Learning (Level 2):**

Learning takes place in the building with basic health and safety accommodations.

*7-12 Grades: Masks are required when on the bus, in the hallways or restrooms, or anytime away from their desk area and social distancing is not possible.

**K-6 Grades: Masks are required when on the bus, in the hallways or restrooms, or anytime it is not possible to social distance outside of their classroom. Within K-5 individual classrooms, masks will not be required.

- **Transportation**

- Assigned seats on all routes.
- Masks are required for each driver and passenger.
- Temperature checks for each student before getting on the bus.
- Buses will be sanitized after each route.

- **Food Service**

- Breakfast & Lunch will be eaten either in the lunchroom or on the stage with proper social distancing being required.
- Social distancing is required to be maintained during lunch. If this cannot be accomplished, students will eat in their first hour classroom for Breakfast and assigned areas for lunch.

- **P.E. / Weights / Recess**

- Recess will be reorganized. The playground will remain closed due to not being able to sanitize between different classroom's uses. Students will play games and activities with their classmates with teacher supervision either inside or outside depending on the teacher's discretion.
- P.E. will be reorganized.
 - K-5: P.E. will be done with each classroom individually, as to not cross-contaminate classrooms with a goal to keep class as normal as possible.
 - 6-12: New activities will eliminate group games that share balls or other equipment. They will be replaced with teacher directed activities that follow social distancing guidelines.
- Weights class will be reorganized. New activities will follow social distancing guidelines and eliminate the need for spotters. They will be replaced by personal activities such as pushups, pull-ups, and lifting with less weight and more reps. Equipment will be disinfected between uses. If social distancing cannot be obtained, masks will be required.

- **Personal Protective Equipment (PPE)**

- Face mask/covering required for ALL staff when social distancing cannot be obtained.
- Frequent mask breaks will be utilized.

- **Health and Hygiene**

- Staff/Student temperature checks will be taken before entering the building daily and as needed.
- Bottle fillers only.

- **Classroom/Instruction**
 - Students will sit in assigned seats.
 - Desks will all face in the same direction.
 - Students in 7-12 are required to use masks if a 6 feet distance cannot be maintained. No large assemblies/groupings.
 - Students will not be required to wear masks in classrooms.
 - Independent work only unless masks are in use.
 - All extra/nonessential furniture is to be removed from the classroom.
 - Classroom doors remain open to minimize touch/contact points.
 - No lockers in Junior High and High School for general use: students must use backpacks.
 - PE lockers will be allowed and assigned.
 - Coats will be allowed in hallway lockers.
 - PE lockers will be allowed and assigned.
- **Common Use Areas/Hallways**
 - Playground is closed.
 - Cafeteria will be used with social distancing required.
 - Physical barriers will be installed between bathroom sinks with masks also required.
 - Visual guides, such as tape on floors or signs will be provided to ensure social distancing
- **Extra and Co-Curricular**
 - Extra-curricular activities will follow KSHSAA guidelines.
 - Limited spectator attendance. Masks OR social distancing required.
 - Remote viewing opportunities when available.
 - Masks required when traveling.
 - Choir/band in small groups only.
- **Building Visitors**
 - The number of visitors to the school will be limited to only those with necessary school business.
 - **All visitors will be required to wear a mask during normal school hours.**
 - All visitors will have their temperature checked.
 - All visitors will be screened in advance of arriving in the office. If the visitor answers “yes” to any of the following questions, he/she will not be permitted access to the building.
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any person(s) who has been confirmed positive for COVID-19?

- **On-Site Learning (Level 3):**

Learning takes place in the building with basic health and safety accommodations.

K-12 Grades: Masks are required when on the bus, in the hallways or restrooms, or anytime social distancing is not possible.

Transportation

- Assigned seats on all routes.
- Masks are required for each driver and passenger.
- Temperature checks for each student before getting on the bus.
- Buses will be sanitized after each route.

- **Food Service**

- Breakfast will be eaten either in the lunchroom or on the stage with proper social distancing being required.
- Lunch will be eaten in individual classrooms or assigned small groups.

P.E. / Weights / Recess

- Recess will be reorganized. The playground will remain closed due to not being able to sanitize between different classroom's uses. Students will play games and activities with their classmates with teacher supervision either inside or outside depending on the teacher's discretion.
- P.E. will be reorganized.
 - K-5: P.E. will be done with each classroom individually, as to not cross-contaminate classrooms with a goal to keep class as normal as possible.
 - 6-12: New activities will eliminate group games that share balls or other equipment. They will be replaced with teacher directed activities that follow social distancing guidelines.
- Weights class will be reorganized. New activities will follow social distancing guidelines and eliminate the need for spotters. They will be replaced by personal activities such as pushups, pull-ups, and lifting with less weight and more reps. Equipment will be disinfected between uses. If social distancing cannot be obtained, masks will be required.

- **Personal Protective Equipment (PPE)**

- Face mask/covering required for ALL staff when social distancing cannot be obtained.
- Frequent mask breaks will be utilized.

- **Health and Hygiene**

- Staff/Student temperature checks will be taken before entering the building daily and as needed.
- Bottle fillers only.

- **Classroom/Instruction**
 - Students will sit in assigned seats.
 - Desks will all face in the same direction.
 - Students are required to use masks if a 6 feet distance cannot be maintained. No large assemblies/groupings.
 - Independent work only unless masks are in use.
 - All extra/nonessential furniture is to be removed from the classroom.
 - Classroom doors remain open to minimize touch/contact points.
 - No lockers in Junior High and High School for general use: students must use backpacks.
 - PE lockers will be allowed and assigned.
 - Coats will be allowed in hallway lockers.
 - PE lockers will be allowed and assigned.
- **Common Use Areas/Hallways**
 - Playground is closed.
 - Cafeteria will be used with social distancing required.
 - Physical barriers will be installed between bathroom sinks with masks also required.
 - Visual guides, such as tape on floors or signs will be provided to ensure social distancing
- **Extra and Co-Curricular**
 - Extra-curricular activities will follow KSHSAA guidelines.
 - Limited spectator attendance. Masks OR social distancing required.
 - Remote viewing opportunities when available.
 - Masks required when traveling.
 - Choir/band in small groups only.
- **Building Visitors**
 - The number of visitors to the school will be limited to only those with necessary school business.
 - ***All visitors will be required to wear a mask during normal school hours.***
 - All visitors will have their temperature checked.
 - All visitors will be screened in advance of arriving in the office. If the visitor answers "yes" to any of the following questions, he/she will not be permitted access to the building.
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any person(s) who has been confirmed positive for COVID-19?

Remote Learning: (Level 4a):

Learning takes place in the building with basic health and safety accommodations.

K-12 Grades: Masks are required when on the bus, in the hallways or restrooms, or anytime social distancing is not possible.

Transportation

- Assigned seats on all routes.
- Masks are required for each driver and passenger.
- Temperature checks for each student before getting on the bus.
- Buses will be sanitized after each route.

○ Food Service

- Breakfast will be eaten either in the lunchroom or on the stage with proper social distancing being required.
- Lunch will be eaten in individual classrooms or assigned small groups.

P.E. / Weights / Recess

- Recess will be reorganized. The playground will remain closed due to not being able to sanitize between different classroom's uses. Students will play games and activities with their classmates with teacher supervision either inside or outside depending on the teacher's discretion.
- P.E. will be reorganized.
 - K-5: P.E. will be done with each classroom individually, as to not cross-contaminate classrooms with a goal to keep class as normal as possible.
 - 6-12: New activities will eliminate group games that share balls or other equipment. They will be replaced with teacher directed activities that follow social distancing guidelines.
- Weights class will be reorganized. New activities will follow social distancing guidelines and eliminate the need for spotters. They will be replaced by personal activities such as pushups, pull-ups, and lifting with less weight and more reps. Equipment will be disinfected between uses. If social distancing cannot be obtained, masks will be required.

○ Personal Protective Equipment (PPE)

- Face mask/covering required for ALL staff when social distancing cannot be obtained.
- Frequent mask breaks will be utilized.

○ Health and Hygiene

- Staff/Student temperature checks will be taken before entering the building daily and as needed.
- Bottle fillers only.

○ Classroom/Instruction

- Students will sit in assigned seats.
- Desks will all face in the same direction.
- Students are required to use masks if a 6 feet distance cannot be maintained. No large assemblies/groupings.

- Independent work only unless masks are in use.
 - All extra/nonessential furniture is to be removed from the classroom.
 - Classroom doors remain open to minimize touch/contact points.
 - No lockers in Junior High and High School for general use: students must use backpacks.
 - PE lockers will be allowed and assigned.
 - Coats will be allowed in hallway lockers.
- **Common Use Areas/Hallways**
 - Playground is closed.
 - Cafeteria will be used with social distancing required.
 - Physical barriers will be installed between bathroom sinks with masks also required.
 - Visual guides, such as tape on floors or signs will be provided to ensure social distancing
- **Extra and Co-Curricular**
 - Extra-curricular activities will follow KSHSAA guidelines.
 - Limited spectator attendance. Masks OR social distancing required.
 - Remote viewing opportunities when available.
 - Masks required when traveling.
 - Choir/band in small groups only.
- **Building Visitors**
 - The number of visitors to the school will be limited to only those with necessary school business.
 - ***All visitors will be required to wear a mask during normal school hours.***
 - All visitors will have their temperature checked.
 - All visitors will be screened in advance of arriving in the office. If the visitor answers “yes” to any of the following questions, he/she will not be permitted access to the building.
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any person(s) who has been confirmed positive for COVID-19?
- **Remote Learning (Level 4b):**
 - K-6 Students: A modified daily schedule will be available for onsite learning. The use of large spaces and annex locations will be possibilities for in person learning to continue. Students in the building will follow the safety procedures presented in Level 4a.
 - 7-12 Students: A modified schedule would include students attending school part time and virtually part time. Students in the building will follow the safety procedures presented in Level 4a while in the building.

- **Remote Learning (Level 4c):**

Students will receive instruction remotely (at home).

- **Transportation**
 - Transportation will not be provided.
- **Food Service**
 - Meal pick-up times will be established
 - Rozel - 11:00-12:00 – West door of school
 - Burdett – 11:15-12:00 – Burdett School
- **Personal Protective Equipment (PPE)**
 - No PPE required as students are not in the building.
- **Health and Hygiene**
 - Families are encouraged to abide by local/KDHE/CDC recommendations.
- **Classroom/Instruction**
 - Instruction will be provided remotely.
 - Teachers will contact each student daily.
 - Students/Parents will complete daily logs showing the amount of time spent learning.
 - Grading and assessments will still occur.
- **Extra and Co-Curricular**
 - No extra-curricular activities will be allowed.

Remote Learning Expectations

Remote learning is for students who have chosen to do all of their learning from home and not enter the school building at all. These students will be enrolled with USD 496 and have access to all the resources available that on-site students have. Google classroom will be available for students in all grades.

- The student is regularly enrolled in the school district he or she would have normally attended on-site.
 1. The student is not enrolled in a virtual school full time.
 2. The student is expected to start remote learning class on the same day as on-site learning classes.
 3. Curriculum and instruction are prepared, provided, and/or supervised by the school in which the student is regularly enrolled.
 4. Changes in enrollment for the remote learning environment will be handled on a case-by-case basis.
 5. Students must have daily contact with USD 496 staff. Such connections can be through telephone and/or interactive video conferencing during the on-site class period.
 6. The student must maintain a daily log with a minimum of six (6) hours of academic activities signed by the student and parent/guardian and submitted to the school district.
 7. Remote Learning Daily Logs will be turned in to the principal as determined.

Exclusion From School

- Staff members or students exhibiting symptoms of COVID-19 at school will be sent home immediately. Students not already wearing a mask will be equipped with one, and will be kept in an isolated area while awaiting parent pick-up.
- School staff will contact the local health department of the case and begin compiling a list of close contacts.
 - Identify anyone who would have been within 6 feet for 10 minutes or more or have been in direct contact with secretions. Guardians of students who have been identified as close contacts and any staff identified as close contact will be informed.
- Close contacts must start a 14 day mandatory quarantine period starting from the day after the last contact with the case. The list of close contacts should be shared with the local health department for follow-up during the quarantine period.

Return to School After Exclusion

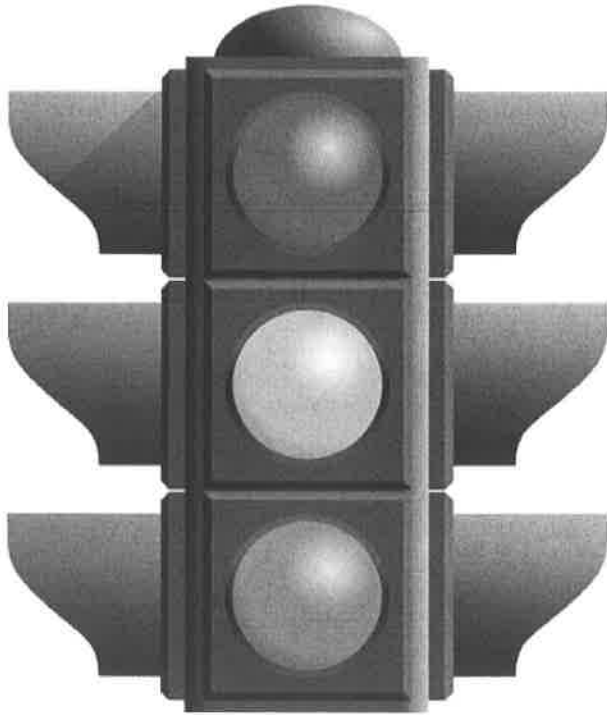
- Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or the local health department.
- Currently those guidelines are:
 - Untested
 - Persons who have not received a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, but experience symptoms, may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved
 - Whichever criteria is longer, meaning a minimum of 10 days
 - Tested and awaiting results.
 - Persons who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.
 - Positive test.
 - Symptomatic cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared and fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved
 - Whichever criteria is longer, meaning ,a minimum of 10 days.
 - Asymptomatic cases may return if the following criteria are met.
 - Ten (10) calendar days have passed since the sample was collected and:
 - Symptoms have not developed
 - If symptoms develop during the 10 day isolation period, follow the above criteria for symptomatic cases with a new isolation period starting from the day the symptoms started.
 - Negative test:
 - Students and staff can return to school following all USD 496 protocols.

Travel - Related Quarantine

- If a student or staff member has recently traveled from a location on the KDHE Travel-related quarantine list, the student or employee is subject to a mandatory 14-day quarantine period starting from the day after they return to Kansas.

Other Students or Staff in the Household

- If a student or staff member is excluded from school because of a positive COVID-19 test, other students and staff members living in the same household are considered close contacts and will be excluded from school for a mandatory 14 day quarantine period which begins after their last exposure to the positive case. If the household contacts continue to live in the same household as the positive case while the case is in isolation, the 14 day quarantine period for the household contacts begin once the case is released from isolation by the local health department.
- If a student or employee is excluded from school on a 14 day mandatory quarantine period because they have been identified as a close contact to a COVID-19 case, then other students and staff living in the same household are considered contacts of a contact and do not need to be excluded from school unless they were also identified as a close contact to the case.
- If a student or employee is excluded from school on a 14 day mandatory quarantine period because they have recently traveled to a location on the KDHE travel-related quarantine list, then other students and staff living in the same household are considered contacts of a contact and do not need to be excluded from school.



LEVEL 3: HIGH RISK

Remote Learning

LEVEL 2: MODERATE RISK

Masks Required on Buses, in Hallways or Restrooms or anytime social distancing is not possible.

LEVEL 1: LOW RISK

Masks Optional with Social Distancing Encouraged

PAWNEE HEIGHTS SCHOOLS