

RETURN 2 LEARN

*Response to the
COVID 19 Pandemic*

Revision 8.6.2020



Dear Friends,

Summer greetings! I want to be one of the first to welcome you to the start of the 2020-2021 school year. I have looked forward to school opening for months, as closing school for a quarter of last year was very hard to do. I do not know that anyone fully understood the extent to which the mandatory school closure would change and continues to change the way we live, work, and learn. The closure was an abrupt, unplanned, and unwelcomed change that caused significant disruption. However, we have learned a lot of valuable lessons about the importance of our families and friends, best practices in public health and safety, and providing online instruction that will help us transition into the new school year with greater success.

While our doors have been closed, we have focused every effort on planning how we can safely reopen schools and serve our students on campus during the on-going COVID 19 pandemic. There have been volumes of information to sort through from the Iowa Department of Education, the Governor's office, the Iowa Department of Public Health, the Centers for Disease Control and Prevention, and more that have been used to help the District make informed decisions about how to reopen. We have taken this responsibility quite seriously as we know that the health and safety of our students, staff, and families are of the utmost importance.

Governor Reynolds has given a firm directive that schools will be open this Fall. We have followed the Return to Learn (R2L) guidance to develop a plan that meets the Governor's directive and Iowa Code, honors and validates parent choice, and creates a learning environment for the student whether they attend remotely or in person. Our teachers have participated in three days of training so they will have the technical skills necessary to implement a blended instruction model. While the situation remained fluid, we developed a Four-Level Response plan to help us make critical decisions on how to mitigate the virus when school is open or closed, and the stages in between. We have invested in new technologies and a considerable amount of cleaning products, tools, and PPE (i.e., masks, face shields, and plexiglass dividers) to help us implement the plans that we have made.

I have confidence in the work that has been done, and am honest enough to say I do have concerns. I believe it is only natural due to the unknown factors that exist. We will start the first week in smaller group settings to teach protocols and procedures necessary in our new learning environment. It is a disruption, but I am asking for your patience and understanding as the time is being used to teach important health, safety, and life skills.

This document will provide you with valuable information about the District's plan. Please feel free to contact your school principal if you have questions or concerns.

Sincerely,

Kerri L. Nelson

Dr. Kerri Nelson



IMPORTANT DATES

We will start the school year on an altered schedule for the first two days so that we may work with staff and students in a smaller group setting to teach protocols and procedures necessary in our new learning environment. It is a disruption, but we are asking for your patience and understanding as the time is being used to teach important health, safety, and life skills.

Please note the following:

Preschool for 3 and 4 year olds will start on **Monday, August 31st**.

Wednesday, August 26th students in **odd grade levels** will attend school. This includes students in the following grade levels:

Elementary Grades: 1, 3

Middle School Grades: 5, 7

High School Grades: 9, 11

Thursday, August 27th students in **even grade levels** will attend school. This includes students in the following grade levels:

Elementary Grades: JK, K, 2, 4

Middle School Grades: 6, 8

High School Grades: 10, 12

Friday, August 28th all students in grades JK-12 will attend school.

Please contact your building administrator if you have any questions related to the schedule for August 26th - August 31st.

We are looking forward to seeing you again and having everyone on campus!

In order to keep the school doors open we need to work together to stay healthy. It is good wisdom to eat well, exercise, and getting enough sleep. It is essential for our overall health and it also improves the immune system. It is also important that we consider how we can avoid contracting the COVID 19 virus. Shenandoah CSD is placing high value on promoting social distancing when possible, the use of face coverings and masks, and "Do the Five" to help stop COVID 19. There are signs posted at each building entrance and key locations in the building reminding everyone to use these prevention strategies. Staff will be modeling and teaching these expectations to students.

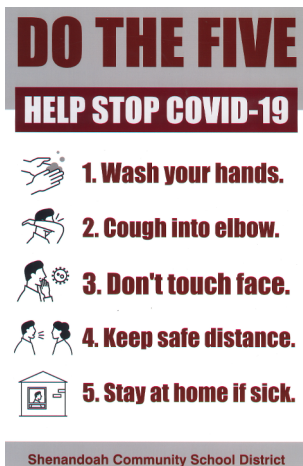


Social distancing is an effective strategy to reduced the spread of COVID 19 and is considered a core component of the district's health and safety plan. Students will be taught and expected to maintain 3 to 6 feet between them and their peers. It may not always be possible to maintain this distance (i.e., on the bus, in smaller rooms or shared spaces), so students will be introduced to other strategies to help keep them safe such as wearing a face covering and "Do the Five."



The use of face coverings is expected for all students and staff while they are in school settings, on the bus, or participating in school-sponsored activities in order to reduce the spread of COVID 19. Staff will be teaching students when face coverings are appropriate to use and how to wear them. There may be times when students and staff are required to wear face coverings when social distancing is more difficult to achieve. The school will provide face coverings for students. However, students may use their own face covering.

Parents/guardians are responsible for notifying the office if there is a medical or other reason why their child cannot wear a face covering to discuss the concern so accomodations can be made.



We are urging everyone to "Do the Five" and wear a face covering. It may seem overly simple but these are effective strategies that will help keep us safe and reduce the spread of COVID 19.

FOUR LEVEL RESPONSE

LEVEL 1

Implies a **low level** of risk. **All students in grades PK-12 will attend school in person.** Most school operations, activities, and athletics will proceed as usual. There will be increased efforts to sanitize the buildings continually.

LEVEL 2 - CURRENT LEVEL

All students in grades Pre-K through 12 will attend school in person. Accommodations will be made for PK-12 students who are unable to attend in person full time. A personalized learning plan (PEP) will be developed to support student learning needs using online learning, instructional packets and activities, small group instruction (on and off campus), and other remote learning tools. Some students may attend onsite in small groups or alternate locations to receive specialized instruction.

Attendance and participation will be **required** whether students participate on campus or remotely.

The use of face coverings is expected for all students and is required for staff while they are in school settings, on the bus, or participating in school-sponsored activities in order to reduce the spread of COVID 19. Staff will be teaching students when face coverings are appropriate to use and how to wear them. There may be times when students and staff are required to wear face coverings when social distancing is more difficult to achieve. The school will provide face coverings for students. However, students may use their own face covering.

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Building access will be severely restricted and monitored.

FOUR LEVELS (CONT.)

LEVEL 3

All students in grades Pre-K through 8 (elementary and middle schools) will attend school in person to the extent possible. Reasonable efforts will be made to self contain groups of students for instruction and eliminate unnecessary transitions. In high school (grades 9-12) we plan to continue with 100 percent of students attending in person. However, if required to meet physical distancing directives, it **may** be necessary to reduce the number of students in grades 9-12 in the building at one time by utilizing a rotating schedule. If this is the case, additional details on the rotating schedule will be provided ahead of time.

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LEVEL 4

SCSD will be closed and all students will participate in **required** continuous learning from home. Only essential employees will report to work on site.

Attendance and participation will be required for all students.

Building access will be severely restricted and monitored.



Remote Learning

Remote Learning is an option for students who are unable to attend due to health or other reasons related to COVID 19. Families who select this option need to complete the remote learning application prior to August 14th so the staff can plan and be prepared for your child.

A personalized learning plan (PEP) will be developed to support student learning needs using online learning, instructional packets and activities, small group instruction (on and off campus), and other remote learning tools. Some students may attend onsite in small groups or alternate locations to receive specialized instruction.

Students who participate in remote learning continue to be eligible to participate in school activities and athletics.

Student participation and attendance is mandatory whether students select remote learning or attend on campus.

The intent of this application is for families who desire a blended or remote learning format in partnership with the Shenandoah Community School District. It may be appropriate for families considering homeschooling options to complete this form as there are many options for the District to support your child in this process that may be on-campus, off-campus, in small groups or remote learning.

Completing this form does not bind you to a decision related to how your child attends school this fall. We want to partner with you to find the best possible learning opportunities for your child.

**Apply for Remote
Learning
by August 14th**

EVALUATING SICK STUDENTS AND STAFF

Reopening Iowa's Schools Safely and Responsibly

HIGH RISK SYMPTOMS

New cough, shortness of breath or difficulty breathing, new loss of taste or smell

LOW RISK SYMPTOMS

Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

Students and staff members should remain home when sick. Students or staff members with any high-risk symptom or two or more low risk symptoms should stay home and are advised to seek an evaluation by a health care provider.

EVALUATION BY HEALTH CARE PROVIDER

NEGATIVE COVID-19 TEST

Return to school after 24 hours with no fever (without the use of fever-reducing medicine) and symptoms improving

ALTERNATIVE DIAGNOSIS

POSITIVE COVID-19 TEST

Return to school after 24 hours with no fever (without the use of fever-reducing medicine) and symptoms improving and 10 days since symptoms started

IDENTIFYING CLOSE CONTACTS FOR COVID-19 CASES

Close Contact: Individuals who've been within 6 feet for more than 15 minutes with a positive COVID-19 case during the infectious period. Contact may occur in a classroom, lunchroom, free period, during transportation to or from school, at practices or games, and during extracurricular activities.

SCHOOL WILL:

- Notify local public health department
- Identify close contacts and quarantine exposed students and staff
- Notify appropriate school administration, families and staff (without identifying the COVID-19 case)
- Provide Public Health with list of close contacts

PUBLIC HEALTH WILL:

- Recommend quarantine for all household contacts of COVID-19 case
- Work with school to determine which students and staff should be quarantined

STUDENTS

- If no symptoms develop, students can return to school 14 days from their last contact with the COVID-19 case
- If symptoms develop, students should be evaluated by a health care provider
- If a student tests positive for COVID-19, they should isolate for 10 days
- If a student tests negative for COVID-19, they must still complete their 14-day quarantine before returning to school

STAFF

- Staff may be considered critical personnel and can be allowed to return to work if there are staffing shortages as long as they remain asymptomatic
- Staff should take their temperature and screen for symptoms at the start and end of each day, and wear a mask at work
- If symptoms develop, they must isolate immediately

INDIVIDUALS PREVIOUSLY POSITIVE

- Those who have been previously diagnosed positive for COVID-19 within the past 12 weeks, and were exposed to a COVID-19 case, do not need to quarantine



This plan is fluid and subject to change as more information becomes available.

COVID-19 Response: When to Quarantine

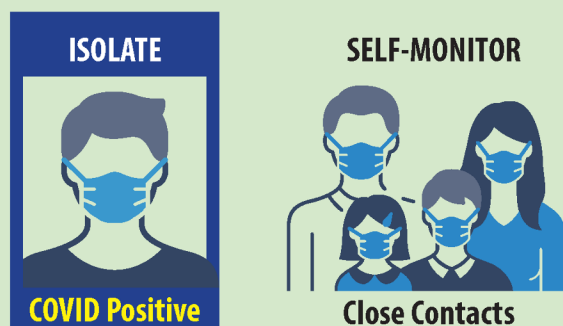
For Business, Education, and Child Care Settings

For non-healthcare, non-residential settings, quarantine is no longer recommended if a potential exposure occurs while both the infectious individual and the close contacts are wearing face coverings consistently and correctly.

- In all scenarios below, an individual is considered a **close contact** when they have been within **6 feet of the COVID-19 positive individual for 15 minutes**.
- Individuals who are a **close contact due to exposure to a household member are required to quarantine for at least 14 days**. Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.
- **Individuals who have COVID-19 must isolate for at least 10 days**. Isolation keeps someone who is infected with the virus away from others, even in their home.
- Acceptable face coverings are described in CDC guidance available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Everyone Masked

When a masked individual tests positive and close contacts were wearing masks...



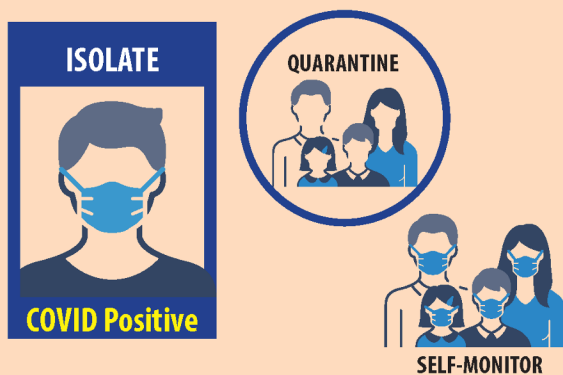
Close Contacts Masked

When an unmasked individual tests positive and close contacts were wearing masks...



Some Close Contacts Masked

When a masked individual tests positive and SOME close contacts were wearing masks...



No One Masked

When an unmasked individual tests positive and close contacts were NOT wearing masks...



General COVID 19 Procedures & Protocols

In order to reduce the spread of the COVID 19 virus, Bloodborne Pathogens, or other illnesses, all staff are required to complete the following training and follow the procedures and protocols in classroom settings.

- Complete the AEA Bloodborne Pathogens Training and follow established protocols for cleaning up bodily fluid and appropriately dispose of materials.
- Maintain social distance while at work and school activities to the extent possible.
- Monitor illness. Do not come to work if you are sick or have a fever of 100.4°F or higher. A staff member who appears to be ill or has a fever will be sent home.
- Consult with your medical provider if you have allergies or other health conditions with similar symptoms to COVID 19 that might be concerning (i.e., coughing, sneezing, or runny nose).
- Be mindful of your travel and activities that might place you at a higher risk. Take precautions as needed to protect yourself and monitor yourself for symptoms.
- Report cases of potential exposure and positive COVID 19 test results to your supervisor. Follow directives given by health officials to quarantine as needed.
- Keep the information you learn about a student's or staff member's health confidential. Share information as needed and only to appropriate people (i.e., your supervisor, the school nurse, or superintendent).
- Be prepared to work remotely as needed in the even the District is required to close temporarily.
- Use good judgment. It is not possible to create guidance, procedures & protocols for each scenario staff may encounter. Staff will need to consider what options are available and use good judgment as decisions are made.

Classrooms

- Use the cleaning spray provided to clean and wipe down desks and tables when there is a transition between groups of students.
- Wear face coverings and model the District's expectations for the use of face coverings.
 - Face coverings are to be worn when staff are outside of their immediate work area. Face coverings can be removed when they are working at their desk or individual workstation independently.
 - Face coverings are to be worn when staff and students are working in centers, are in cooperative learning groups, or when social distancing (3 to 6 feet) is not feasible.
 - Face coverings are to be worn in hallways and during transitions.
 - Face coverings may be removed while eating.
- Assign classroom seating and keep a note of when changes are made.
- Arrange classrooms to provide the maximum amount of distance that is feasible between student desks and workplaces.
- Organize classroom materials and supplies in a manner that can be easily accessed by students and appropriately cleaned. Remove unnecessary items, clutter, and other objects that are difficult to clean.
- Plan to avoid sharing supplies to the extent possible. Clean supplies as appropriate when it is necessary to share supplies. When supplies must be shared, encourage the proper use of hand sanitizer, and require students to wash their hands.
- Avoid the use of food and candy as part of instruction. Use prepackaged or individually wrapped items and ensure sanitation practices and handwashing protocols are followed if it is necessary to use food or candy to meet a learning standard or an objective.
- Use prepacked food, individually wrapped candy, or other treats for classroom celebrations (birthdays, rewards, and parties) and ensure sanitation practices and handwashing protocols are followed. Plan fun activities, games, or rewards that do not involve food as an alternative.
 - Allow students to have a water bottle at their desk or workstation rather than using the drinking fountains.
- Establish and teach protocols for washing hands and using hand sanitizer. Post signage in restrooms, by sinks, and on hallway monitors reminding everyone to wash their hands appropriately and use hand sanitizer.

Transportation

- Have drivers enter the bus last to the extent possible.
- Make hand sanitizer available for students as they enter the bus.
- Assign seating on the bus. Arrange students in family groups and create distance between groups for the students who are on the bus for the most extended period of time.
- Use cleaning spray to wipe down bus seats at least once a day. Use the fogger to disinfect the buses at least once a week.
- Use prepacked food, individually wrapped candy, or treats for bus celebrations (i.e., birthdays or rewards). Consider the use of rewards that are not food-related.
- Wear face coverings and model the District's expectations for the use of face coverings.
 - Face coverings are to be worn when drivers are outside of their immediate work area. Face coverings can be removed while driving the bus or school vehicle.
 - Face coverings are to be worn by students when they are on the bus.
 - Staff or students who have a medical reason why face coverings cannot be worn will need to communicate with the building principal about the concern.

Cafeteria

- Have students wash hands or use hand sanitizer before allowing them to go through the line to pick up their tray.
- Assign seating in the cafeteria at the elementary and middle school level.
- Create a maximum distance between each student by either skipping a seat or limiting the number of students at each table.
 - Use cleaning spray to clean and wipe down tables when there are transitions between groups of students.
 - Wear face coverings and model the District's expectations for the use of face coverings.
 - Face coverings are to be worn when by staff while they are preparing and serving food. Students are to wear face coverings as they progress through the lunch line.
 - Face coverings are not required while eating.
 - Staff or students who have a medical reason why face coverings cannot be worn will need to communicate with the building principal about the concern

- Discontinue the use of salad bar at **level 2 and higher**. Prepackaged items are acceptable in place of a salad bar.
- Allow for 50% occupancy in the cafeteria at any given time at **level 2 and higher**. Arrange for students to eat in alternate locations (i.e., classrooms, gyms, etc.) as necessary.

Hallways

- Establish procedures for hallway behavior that emphasize social distancing and wearing face coverings (i.e., staying in lines and using stopping points as groups walk down the hallway).
- Post signage reminding students and staff about social distancing and wearing face coverings. Mark hallways to indicate direction students & staff are to walk. ***Please do not use Scotch tape, packing tape, or sticky decals on the carpeting or the classroom doors. Tape causes damage to the paint and the woodwork.***
- Create building procedures for passing times and locker access that limit the number of students in the hallway at one time.

Common Areas

- Avoid allowing students or staff to congregate in common areas. If it is necessary to use common areas for entrance and dismissal, ensure expectations for social distancing and the use of face coverings is taught and reinforced, the area is marked with appropriate signage and supervision is provided. ***Please do not use Scotch tape, packing tape, or sticky decals on the carpeting or the classroom doors. Tape causes damage to the paint and the woodwork.***

Office Areas

- Avoid allowing students, visitors, or staff to congregate in office areas. Post signage encouraging social distancing and the use of face coverings. Mark the entrance and exit procedures and direction they need to walk in the office area. ***Please do not use Scotch tape, packing tape, or sticky decals on the carpeting or the classroom doors. Tape causes damage to the paint and the woodwork.***
- Wear face coverings and model the District's expectations for the use of face coverings.
 - Face coverings are to be worn when staff is outside of their immediate work area. Face coverings can be removed when staff is working at their desk or individual workstation independently.
 - Face coverings are to be worn in hallways and during transitions.
 - Face coverings may be removed while eating.

Staff or students who have a medical reason why face coverings cannot be worn will need to communicate with the building principal about the concern.

Establish a sick room waiting area to be used if a student or staff member becomes ill and needs to wait for assistance. Use the cleaning spray provided to clean and wipe down tables and chairs when there are transitions between the use of the room. Request fogging if a sick individual is symptomatic of COVID 19.

- Use the cleaning materials provided to wipe door handles, desk, and phones at least once a day in work areas. There are hand sanitation wands available in the office areas to help with this as well. The wands are a secondary line of defense, but they are helpful for small areas.
- Please keep hand sanitizer at the workstation and use it as needed. Have hand sanitizer available for students, visitors, and staff who come into the office area.
- Consider calling, emailing, or scanning a document to a coworker rather than passing paper or going to someone's office.
- Restrict access to the building to students and staff members who are assigned to work there. Please do not allow the general public in the building.

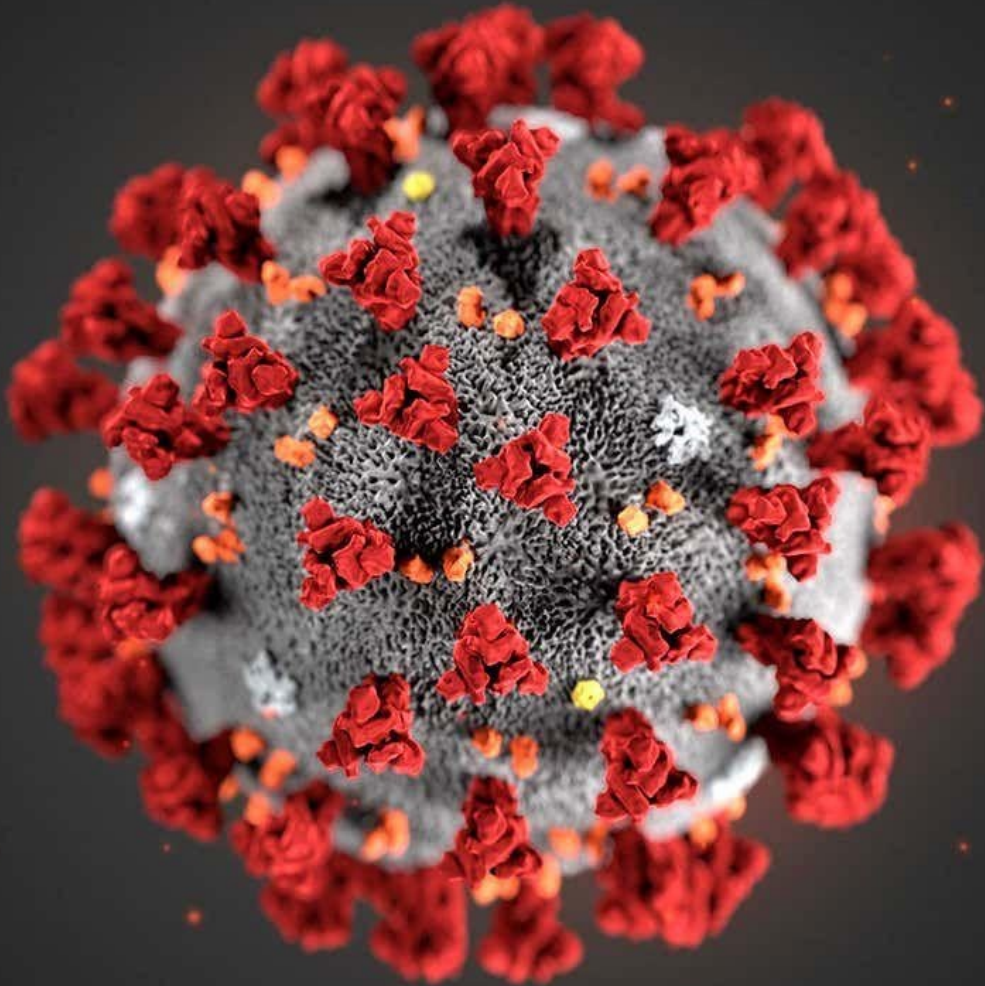
Lounge Areas

- Wipe down the tables before and after use in the staff lounge. Ensure dishes done and properly store food.
- Temporarily discontinue potluck meals.

Coaches & Sponsors

- Follow all state guidance for athletic or activity practices and events.
- Require social distancing to the extent possible in a similar fashion to what is expected in the classroom.
- Wear face coverings and model the District's expectations for the use of face coverings.
 - Face coverings are to be worn by coaches/sponsors while at practices or events. This includes while coaching from the bench, on the court/field, or interacting with athletes or participants. Face coverings may be removed when coaches/sponsors can maintain reasonable social distance similar to classroom settings.
 - Face coverings are to be worn on the bus.
 - Face coverings are to be worn at events outside of the district.
 - Face coverings may be removed while eating.
 - Coaches, sponsors, athletes or participants who have a medical reason why face coverings cannot be worn will need to communicate with the building principal about the concern.

Let's Kick COVID-19!



#HORSEPOWER