

Opening of School Question & Answer 2020-2021 School Year

- 1) Can teachers take annual leave on the five remote learning days in the calendar due to legislation?
Yes
- 2) Can teachers take annual leave on the Wednesday remote instruction days in the RCSS A day/B day schedule?
No
- 3) Are any new chemicals being used for cleaning schools?
Yes---However, all of them are on the list approved by the Center for Disease Control (CDC).
- 4) Can in-person parent conferences be used if they are limited and after hours?
Yes---However, all participants need to wear cloth face coverings and use social distancing. Also, you must check the parent's temperature before he/she enters the building. In addition, upon the parent's arrival, you need to conduct the assessment used with staff members at the start of each day. If any part of the temperature check or assessment is not good, the parent should not be allowed to enter the building. Furthermore, the parent conference must be rescheduled.
- 5) Can period attendance at the middle school level be recorded in PowerSchool?
Yes---The middle schools will take period attendance during the 2020-2021 school year. However, please note that this process will be in place for the entire 2020-2021 school year. The school system can not change back to daily attendance only during the school year once this process starts on 8/17/20.
- 6) Can communication folders be sent home with elementary students on a daily basis?
Yes---You should follow your normal procedures with this issue. No requirement to let paper-based materials sit for a period of time before opening or touching them (such as books or paper) exists. Also, no special cleaning of these items is needed before opening or touching them.
- 7) Can students come to campus for in-person tutoring after the school day on days they are not scheduled to be on campus during the school day?

Opening of School Question & Answer 2020-2021 School Year

No---However, students can stay after school for in-person tutoring for days that they are scheduled to come to campus for face-to-face instruction. The school system needs to avoid Group A and Group B students from being on a school's campus on the same day to prevent possible cross-contamination.

- 8) Can the cafeteria be used for holding students before and after school?

No---No students will be permitted to enter the cafeteria other than possible times to pick up meals and return to classrooms.

- 9) Do teachers have to come to campus on Wednesday?

Yes---The remote instruction day on Wednesday of each week will be a regular day of work for teachers and staff members. Teachers will be expected to provide instruction remotely during the scheduled class times on this day of the week.

- 10) If a child comes to school without a mask do we send him/her home?

No---Each school will be given three cloth face coverings per student and staff member. Furthermore, each school should develop a plan to keep some cloth face coverings in reserve to address this issue. One suggestion is maintaining one cloth face covering per student in reserve for this type of situation.

- 11) Can students and staff members use face shields?

Yes---Students and staff members can use a face shield. However, the school system is not providing face shields. Instead, the school system has purchased three cloth face coverings per student and staff member. If used, the plastic face shield must wrap around the sides of the person's face and extend to below the individual's chin. Also, please note the following about face shields:

- 1) The Center for Disease Control (CDC) does not recommend a face shield as a replacement for a cloth face covering.**
- 2) The use of a face shield is allowable if a transparent cloth face covering is unavailable and needed or if a person can not wear a cloth face covering as a result of one of the exceptions noted in Question #37.**
- 3) A face shield and a cloth face covering are not considered to be equivalent per the Department of Health and Human Services. Thus, a person can not choose to wear a face shield unless the conditions in Item #2 above occur.**

Opening of School Question & Answer 2020-2021 School Year

- 12) Will a staggered entry plan be used for Pre-K students at the start of the 2020-2021 school year?

No---PreK students should return to school according to the A day/B day plan. Also, schools should set up virtual meetings with students and their parents prior to the first day of school. These meetings should be held for students who will be 100% remote instruction as well.

- 13) With regard to the additional custodial hours received by each school, can the new employee be used for early morning hours to assist with supervision and/or temperature checks?

No---The additional custodial hours must only be used for custodial/cleaning responsibilities.

- 14) Will the cafeteria staff members prepare food for our childcare students on Wednesdays?

No---Group A students will take their meals for Wednesday, Thursday, and Friday home upon their exit from campus at the end of the school day on Tuesday. Group B students will take their meals for Monday, Tuesday, and Wednesday home upon their exit from campus at the end of the school day on Friday. No meals will be prepared or provided for any students, including the individuals in the childcare programs at elementary schools, on Wednesdays. The only exception will involve the Hopewell Elementary School Honeycomb Program. Food will be provided each day for that program through the catering program used prior to the school closure in March 2020.

- 15) If a student engages in 100% remote instruction, what is the protocol for alerting the Transportation Department when he/she decides to return to campus for face-to-face instruction in his/her Group A or Group B?

The student's parent needs to contact the school's principal and bus coordinator no later than three days prior to his/her return.

- 16) If a student engages in face-to-face learning and later decides to go to 100% remote instruction, what is the protocol for alerting the Transportation Department when the student decides to move to 100% remote instruction?

The student's parent needs to contact the school's principal and bus coordinator no later than three days prior to his/her move to 100% remote instruction.

Opening of School Question & Answer 2020-2021 School Year

- 17) How do 100% remote instruction students get meals from school?
These students will need to pre-order their meals through a pre-order system at a high school in the school system. They can choose any high school to pre-order food. However, all 100% remote instruction students will follow the Group A food pick-up plan. Thus, they will only pick-up food on Mondays and Tuesdays. The food pick-up on Tuesday will include meals for Tuesday-Friday. The meals will have to be picked up at the high school site. Delivery of these meals to student homes or locations in the communities will not be provided by the school system.
- 18) If student clothing and bookbags are left on campus, how long should staff leave these items alone before touching them?
No time frame exists with this issue. The biggest issue is the need to keep them in separate areas per student such as cubbies. Also, students should not be permitted to share these items.
- 19) Is there an exposure issue for students carrying clothing/bookbags from class to class?
No
- 20) Can schools send hard copy documents to and from home such as daily folders and guided reading books?
Yes---You should follow your normal procedures with this issue. No requirement to let paper-based materials sit for a period of time before opening or touching them (such as books or paper) exists. Also, no special cleaning of these items is needed before opening or touching them.
- 21) Can the media center check materials out to students?
Yes---Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission and do not need additional cleaning or disinfection procedures. Nonetheless, Shenna Creech likely will ask media specialists to wear gloves while using check-out procedures with books.
- 22) How long should library books sit when they are returned before they are allowed to be used by others?
No period for library books to sit before being checked out to other students exists. Paper-based materials, such as books and loose-leaf paper, are not

Opening of School Question & Answer 2020-2021 School Year

considered high-risk for COVID-19 transmission and do not need additional cleaning or disinfection procedures.

23) What about the use of the Identi-Kid system?

To reduce the number of hands touching this system, the information should be recorded on a clipboard during the school day. Upon the conclusion of the school day, a staff member should enter the data in the system for that school day.

24) Can we have an in-person opening staff meeting if we spread out by 6 feet?

Yes---However, the number of people must be limited to a total of 10, including the presenters. Thus, you will need multiple meetings. Also, every participant must wear a cloth face covering at all times other than when talking. Social distancing measures, including 6 feet between all participants, must be implemented as well.

25) How strictly do we enforce mask wearing of elementary students?

All K-12 students, teachers, staff members, and adult visitors must wear cloth face coverings, unless the person (or family member, for a student) states that an exception applies, or the person is eating, drinking, or strenuously exercising. Face coverings must be worn by K-12 students, and all teachers, staff members, and adult visitors inside school buildings and anywhere on school grounds, including outside. Face coverings will also be required while traveling on buses or other school transportation vehicles.

If a child is refusing to wear the cloth face covering, contact his/her parent for support. The key will be to keep this issue in the context of a safety issue rather than a discipline issue. The exceptions for wearing a cloth face covering are noted in the following list. Also, the school system will develop a document to be completed by the student and parent in the case of an exception with regard to item #1 in the following list:

Exceptions---Face Coverings do not need to be worn by an individual, worker, customer, or patron who:

- 1. Has a medical or behavioral condition or disability and cannot wear a face covering (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance);**
- 2. Is under eleven (11) years of age; [this exception does not apply to the school guidance]**

Opening of School Question & Answer 2020-2021 School Year

3. **Is actively eating or drinking;**
 4. **Is strenuously exercising or swimming;**
 5. **Is seeking to communicate with someone with hearing loss in a way that requires the mouth to be visible;**
 6. **Is giving a speech for a broadcast or to an audience;**
 7. **Is working at home or alone in a vehicle;**
 8. **Is temporarily removing his or her Face Covering to secure government or medical services or for identification purposes;**
 9. **Would be at risk from wearing a Face Covering at work, as determined by local, state, or federal regulators or workplace safety guidelines;**
 10. **Has found that his or her Face Covering is impeding visibility to operate equipment or a vehicle;**
 11. **Is a child whose parent, guardian, or responsible person has been unable to place the Face Covering safely on the child's face.**
 12. **Children under two (2) years of age should not wear a face covering.**
- 26) Will teachers provide lessons for A day students on B days when they are at home in addition to those who are remote only?
Yes---However, the teacher only needs to do one lesson plan per class per day. It would be used for students at school on a particular day due to being in Group A or Group B (depending on the day of the week), students involved in remote instruction on that day due to being in Group A or Group B (depending on the day of the week), and 100% remote instruction students on that day.
- 27) If a student arrives to school tardy, should we do all temperature checks prior to the car leaving?
Yes---Please take such action if possible. However, you need to let the child get out of the car. Also, I suggest asking the driver to wait on campus while you take the student to the check-in center used for the other students.
- 28) Can I use my safety patrol students to open cars in the mornings?
No---Students need to go to classrooms upon their arrival to campus. No student should be interacting with any vehicle other than the one in which he/she rode to campus.
- 29) Should we use Kindergarten staggered entry orientation and parent meetings?
No---Kindergarten students should return to school according to the A day/B day plan. Also, schools should set up virtual meetings with students and their

Opening of School Question & Answer 2020-2021 School Year

parents prior to the first day of school. These meetings should be held for students who will be 100% remote instruction as well.

30) What type of open houses should we have?

All open house events should be done through a virtual format. Also, each school needs to schedule this event for multiple times (one in the morning and one in the afternoon) to increase the chance of reaching all parents. In addition, each school should plan to schedule the event for multiple days to increase the chance of reaching all parents. A school also can have a “drive in open house” event; however, no one is allowed to exit his/her car.

31) Are parents allowed to walk children to class on the first day or be in the building beyond the office at all?

No---Each school, especially at the elementary school level, needs to greet the students at the doors used for their entrance. Parents are not permitted to enter the building. Such action will prevent opportunities for cross-contamination.

32) Will staff be allowed to come on campus at the same time as the students arrive?

Due to safety issues to be addressed, all non-timesheet staff members will need to be on campus at least 30 minutes before the ringing of the bell to start the school day. Also, these staff members will need to remain on campus at least 30 minutes after the dismissal bell. The schedule for employees on timesheets can be adjusted as needed. However, the amount of employment for a timesheet employee per day can not be increased or decreased.

In addition, some buses will arrive on school campuses as early as 50-60 minutes prior to the start of the school day. As a result, each school will need to make a plan to supervise students with staff members to address this time period.

Also, each school will need to make a plan to cover the temperature check/assessment stations for students and staff members prior to their entry into the building each day.

I have pasted the first paragraph of Section A of Board Policy 7500 that addresses this issue:

Opening of School Question & Answer

2020-2021 School Year

Board Policy 7500 (Workday and Overtime)

A. Work Schedules

The length of the school day for licensed and professional staff will be a minimum of seven hours and forty-five minutes and will continue until professional responsibilities to the student and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities may require hours beyond the stated minimum.

33) Will staff be allowed to use face shields?

Yes---A staff member can use a face shield. However, the school system is not providing face shields. Instead, the school system has purchased three cloth face coverings per staff member. If used, the plastic face shield must wrap around the sides of the person's face and extend to below the individual's chin. Also, please note the following about face shields:

- 1) The Center for Disease Control (CDC) does not recommend a face shield as a replacement for a cloth face covering.**
- 2) The use of a face shield is allowable if a transparent cloth face covering is unavailable and needed or if a person can not wear a cloth face covering as a result of one of the exceptions noted in Question #37.**
- 3) A face shield and a cloth face covering are not considered to be equivalent per the Department of Health and Human Services. Thus, a person can not choose to wear a face shield unless the conditions in Item #2 above occur.**

34) How should our Kindergarten plan work at the start of the school year?

Kindergarten students should return to school according to the A day/B day plan. Also, schools should set up virtual meetings with students and their parents prior to the first day of school. These meetings should be held for students who will be 100% remote instruction as well.

35) How should our parent meeting for Kindergarten work at the beginning of the school year?

Schools should set up virtual meetings with students and their parents prior to the first day of school. These meetings should be held for students who will be 100% remote instruction as well.

36) Can teachers use a cloth face covering with a clear portion at the mouth if they buy it themselves?

Yes

Opening of School Question & Answer 2020-2021 School Year

37) Can teachers use face shields that they buy themselves?

Yes---A staff member can use a face shield. However, the school system is not providing face shields. Instead, the school system has purchased three cloth face coverings per staff member. If used, the plastic face shield must wrap around the sides of the person's face and extend to below the individual's chin. Also, please note the following about face shields:

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38) Will there be some type of paper trail with the temperature checks and the questions asked of staff and students daily?

Yes---Student information will be kept on a paper copy. However, it is likely that the staff members' information in relation to the questions will be entered into a Google document by them.

39) Can the nurse monitor the quarantine room?

No

40) Can I bring in outside food for the opening of school breakfast?

No---Food does not need to be brought onto campus for group events such as faculty meetings.

41) Can I have an in-person opening of school meeting with staff?

Yes---However, the number of people must be limited to a total of 10, including the presenters. Thus, you will need multiple meetings. Also, every participant must wear cloth face covering at all times other than when talking. Social distancing measures, including 6 feet between all participants, must be implemented as well.

Opening of School Question & Answer 2020-2021 School Year

- 42) How do we do dismissal from school each day?
The dismissal should be staggered to prevent large congregations of students in different locations on campus such as the bus parking lot and student parking lot. Students should be kept in classrooms until released from school. Sections of the building should be released at different times.
- 43) Can we still do the staff group picture on the first day staff report back?
No---Schools need to hold off on this issue until later in the school year when conditions have improved.
- 44) By chance can we schedule one on one open house meetings for parents to conduct face to face conferences- especially for our K-1 students?
At this time, we need to keep open house events as virtual events. Also, “drive in” events are fine as long as people do not get out of their cars.
- 45) What guidelines are surrounded with the mask breaks - is that up to the teacher in the class as well as if the student asks to remove it? Or do the breaks need to be strategically scheduled throughout the day?
Cloth face covering breaks will be up to the teacher. Also, if a student asks for a break, he/she should be given one.
- 46) How do we determine between sending a child to the quarantine room versus the nurse's sick room when many of those symptoms will be similar?
Always err on the side of sending the child to the quarantine room if the child has COVID-19 symptoms, especially since you do not have a full-time nurse.
- 47) Will parents continue to be able to enter the building to pick up children or will we have to meet all guests outside?
No, parents will not be permitted to enter the building. As noted in our meeting the other day, you will need a welcoming committee approach at the door in the morning and escort the students out when they need to leave.
- 48) Are we going to check temperatures for all students in the car rider line before they get out of the car?

Opening of School Question & Answer 2020-2021 School Year

No, I think that could pose a safety issue. As noted in the meeting the other day, we will check temperatures at stations at the school doors. We can't do all that is needed among the moving cars.

49) Are we still going to be able to send home communication folders with students daily?

Yes---You should follow your normal procedures with this issue. No requirement to let paper-based materials sit for a period of time before opening or touching them (such as books or paper) exists. Also, no special cleaning of these items is needed before opening or touching them.

50) Will students participating in the childcare option on their remote learning days be provided meals on Wednesdays when all other students are not on campus?

No---Group A students will take their meals for Wednesday, Thursday, and Friday home upon their exit from campus at the end of the school day on Tuesday. Group B students will take their meals for Monday, Tuesday, and Wednesday home upon their exit from campus at the end of the school day on Friday. No meals will be prepared or provided for any students, including the individuals in the childcare programs at elementary schools, on Wednesdays.

51) Do cloth face coverings have to be worn outside?

Yes---All students in grades K-12, teachers, staff members, and adult visitors must wear cloth face coverings, unless the person (or family member, for a student) states that an exception applies, or the person is eating, drinking, or strenuously exercising. Face coverings must be worn by K-12 students, and all teachers, staff members, and adult visitors inside school buildings and anywhere on school grounds, including outside. Face coverings will also be required while traveling on buses or other school transportation vehicles.

NOTE: It is important that teachers prevent students from sharing soft items, such as clay and stuffed animals, due to the difficulty in cleaning these items.

NOTE: As noted in this document, a person can not choose to wear a face shield instead of a cloth face covering unless one of the special circumstances outlined in this document exist. This issue has been researched extensively with state health officials.

Opening of School Question & Answer 2020-2021 School Year

- 52) What are teachers using to sanitize desks and other items?
Teachers will use disinfectant provided by the Facilities & Maintenance Division to sanitize desks and other items.
- 53) How do we collect supply fees from parents if their children are involved in 100% remote instruction?
Schools should take advantage of any times that the parents of these students come to campus to handle this issue such as instructional packet distribution/collection events and open house events.
- 54) Do we need a doctor's note for students with asthma or other health issues that can not wear a cloth face covering?
The school system's "Request for Exception to Cloth Face Covering Requirement for a Student" process should be used to address this situation.
- 55) Will students who are given a school chromebook to use at home be permitted to bring it back and forth to school?
No---The chromebook will need to stay at home for the student to use at home. If the chromebook is brought back and forth to school, such action could lead to damage as well as the possible misplacement of the item.
- 56) Can students bring a snack from home to school?
Yes---However, students should not share food with each other at school.
- 57) Can teachers supply a snack for children who do not bring one from home and are hungry?
Yes---However, the snacks must be individually wrapped.
- 58) Despite our standard of keeping visitors and parents out of the building, can a parent be invited into the building to complete the paperwork to register his/her child for school?
Yes---However, the parent's temperature will be checked prior to entering the building. If the parent's temperature is 100.4 degrees or higher, the parent will not be permitted to enter the building. Also, if the parent answers "yes" to at least one assessment question prior to entering the building, he/she will not be permitted to enter the building. If the parent satisfies the temperature check and the assessment, he/she should be taken to a

Opening of School Question & Answer 2020-2021 School Year

conference room in the main office. Everyone in the meeting must wear a cloth face covering. Furthermore, social distancing shall be in place for the entire meeting. In addition, the parent will not be permitted to leave the conference room other than to leave the building.

59) Are schools allowed to have a Book Fair?

No

60) Can staff members bring food to campus prepared at home, bought at a store on the way to campus, or delivered to school from local restaurants?

All three scenarios are fine. However, with regard to the food deliveries to school from local restaurants, this action must involve individual orders. Schools should not make bulk orders of food from local restaurants or other sources for staff meetings with multiple people in attendance.

61) Is there any way small refrigerators can be returned to teachers' classrooms since meals will be eaten in classrooms during the 2020-2021 school year?

No---The removal of small refrigerators from classrooms was a result of efforts to address a fire hazard issue.

62) Will we be able to collect student fees online?

The online process for the collection of student fees has not been completed at this time. As a result, schools should collect student fees in the same manner as in the past until the implementation of the online system. Schools are encouraged to use open house events, instructional packet distribution/collection events, and other times associated with parents on campus to handle this issue prior to the implementation of the online system.

63) Will any visitor/parent permitted to enter the building in the limited cases be required to have his/her temperature checked and respond to the assessment questions prior to entering the building?

Yes---The individual's temperature will be checked prior to entering the building. If the individual's temperature is 100.4 degrees or higher, he/she will not be permitted to enter the building. Also, if the individual answers "yes" to at least one assessment question prior to entering the building, he/she will not be permitted to enter the building. Nonetheless, the number of cases of a visitor/parent entering the building will be very minimal.

Opening of School Question & Answer 2020-2021 School Year

64) When a student enrolls, does the school need to notify the Transportation Department regarding the child's A day or B day placement?

Yes---However, this placement could be changed as a result of bus route issues. Thus, this conversation between the school and the Transportation Department must occur before sharing the A day or B day placement with the student and his/her parent.

65) Would it help to advertise the daily assessment questions to be used with students to parents?

Yes---This set of questions has been posted on the homepage of the school system's webpage as well as the homepage of each school's webpage.

66) Can the instructional packet distribution/collection days be scheduled for Wednesdays?

Yes---However, the event will have to be scheduled for a time period after the completion of the student day/the final bell for the school day.

67) Can students sing in music classes?

Yes---However, social distancing of at least six feet between students must be maintained at all times. Also, students must wear a cloth face covering at all times when not singing. Class should be held outside when possible due to better air circulation.

68) Can students play instruments in band class?

Yes---However, social distancing of at least six feet between students must be maintained at all times. Also, students must wear a cloth face covering at all times when not using their mouth to play an instrument. Class should be held outside when possible due to better air circulation.