

# **COVID-19 Operations Plan**

**V.6**

**Safe Return to In-Person Instruction and Continuity  
of Services Plan (SRCSP)**

**for**

**Altenburg Public School District 48**



**This plan is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). Altenburg Public School District 48 will update this guidance as needed and as additional information becomes available.**

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# **COVID-19 Operations Plan for Altenburg Public School Dist. 48**

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# 1. Purpose and Situation Overview

## a. Background

Schools, working together with local health departments, have an important role in slowing the spread of diseases to help ensure students have safe and healthy learning environments. Schools serve students, staff, and visitors from throughout the community. All of these people may have close contact in the school setting, often sharing spaces, equipment, and supplies.

Information about COVID-19 in children is somewhat limited, but the information that is available suggests that children with confirmed COVID-19 generally had mild symptoms. Person-to-person spread from or to children, as among adults, is thought to occur mainly via respiratory droplets produced when an infected person coughs, sneezes, or talks. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

However, a small percentage of children have been reported to have more severe illness. Older adults and people who have serious underlying medical conditions are at highest risk of severe illness from COVID-19. Despite lower risk of serious illness among most children, children with COVID-19-like symptoms should avoid contact with others who might be at high risk for severe illness from COVID-19. [1]

## b. Purpose

The purpose of this plan is to provide procedures intended to mitigate spread of pandemic disease and reduce impact to school and surrounding communities.

This plan will outline the responsibilities for staff in the threat or event of a pandemic outbreak of disease that impacts the school community.

This plan is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). Altenburg Public School District 48 will update this guidance as needed and as additional information becomes available.

## 2. Concept of Operations

### a. Prevention of pandemic disease within school community

#### i. Policies and procedures for preventative measures.

##### 1) *Physical School Buildings*

- a) Thoroughly ventilate, clean, and disinfect all buildings, desks equipment, and other surfaces prior to students returning
- b) Clean and disinfect all work areas, counters, restrooms, doorknobs, and stair railings daily
- c) Thoroughly ventilate, clean, and disinfect all buses daily
- d) Water bottle refilling stations are provided and students are required to bring individual water bottles. Drinking fountains will remain off.
- e) Hand sanitizing stations are available at the school entrance and in each classroom.

##### 2) *Social Distancing in the School Environment*

- a) *Review classroom sizes and structure to decrease infection:*
  - i) Minimize assemblies and off campus field trips
  - ii) Minimize activities that combine classes or grade levels (school families)
  - iii) Spread students apart during classes.
  - iv) Schedule recesses so that there are no large groups.
  - v) Rearrange desks to increase space between students/ Maintain a seating chart for contact tracing. Seating charts may be changed monthly.
  - vi) Encourage students to maintain social distancing during class
  - vii) Discourage students from sharing items like pencils
  - viii) Ensure adequate art supplies or educational tools to minimize sharing. Sanitize between use.
- b) *Cancel or revise activities that are not part of the school day*
  - i) Before school care will take place in the gym and students will be seated with their cohort. After school care will utilize the gym, playground, and library. Students will be seated with their cohort when possible.
  - ii) Extracurricular activities, sport practices, performances or games will be scheduled at the discretion of the school leadership.
    - Cafeteria, locker rooms, and gym will be sanitized after use.

c) *Review nutrition services procedures to minimize exposure:*

- i) Prevent people from self-serving items like breakfast or milk. Food will be behind a sneeze guard.
- ii) Silverware should be provided directly by staff, not for individuals to grab. Napkins will be on serving line for students to take.
- iii) Require students to eat with classmates and not mingle with other classes.
- iv) Put tape on floor to promote social distancing while waiting in line
- v) Prohibit food-sharing activities

d) *Take measures to decrease students congregating in one location*

- i) Stagger times students are in the cafeteria
- ii) Stagger times classes are released
- iii) Schedule restroom breaks to avoid overcrowding

e) *Adopt hygiene measures*

- i) Provide hand hygiene stations at entrance of building
- ii) Encourage students and parents to sanitize backpacks and personal items
- iii) Require all persons to wash hands/use sanitizer after blowing noses, coughing, or sneezing
- iv) Encourage classes and employees to create their own hand signals to replace shaking hands, hugging, or high-fives
- v) Disinfect door handles, light switches, stair railings, and other frequently touched surfaces
- vi) Regularly wash toys and soft items that are frequently touched such as fabric
- vii) Post signs at entrances informing all who enter that they must: not enter if they have a cough or fever; maintain social distancing;
- viii) Post signs in bathrooms with directions on how to effectively wash hands

f) *Minimize or eliminate the need for people to be in building other than necessary employees and students*

- i) Limit parent visits
- ii) Limit parent attendance at classroom parties
- iii) Limit guests

*g) Review Transportation procedures to minimize exposure*

- i) Students will wear a mask while on the bus (Fed. Order)*
- ii) Bus will be filled from back to front, in assigned seats with household members seated together with social distancing in place*
- iii) Bus will be sanitized after each use.*

**3) Screening**

- a) Current CDC guidelines do not require screening of all students or employees for COVID-19 prior to entering a school building.
- b) Temperature based screenings
  - i) Many people with COVID-19 are asymptomatic or never have a fever
  - ii) Screening temperatures does not eliminate the risk in the building and may give a false sense of security. That said, screening measures can let community members know that our school is serious about infection control and may discourage parents from sending students to school if they are not feeling well.
  - iii) Classroom based temperature screenings - APS teachers will be provided with thermometers and will take student temperatures daily and if they suspect a child to be ill.
  - iv) Staff Screenings - School staff members should self-screen at home and stay home if they are ill.

**4) Medical Inquiries**

- a) If a parent tells the school that their child is ill, we will ask what symptoms the child has.
- b) If an employee calls in sick or appears ill, the LEA will enquire as to whether the employee is experiencing COVID-19 symptoms

**5) Optional Wearing of Masks**

- a) Students will have the option to wear masks during the 2021-2022 school year.
- b) Each student shall be required to provide 2 masks to be kept at school.
- c) School staff members have the option to wear face coverings when they are in close proximity to students or other staff members.

- ii. Cooperative relationships with local health services.
  - 1. Superintendent will continue to utilize the county health department to be informed on local conditions and share information as required
- iii. Education of students and staff on preventative and protective practices.
  - 1. Teach healthy habits at all grade levels
    - a. Educate students on viruses and signs of illness
    - b. Build in time throughout the day for routine hand washing by both students and staff
    - c. Require students to wash their desks at least once a day
    - d. Prohibit sharing of school supplies
  - 2. Vaccines
    - a. Staff and teachers will be given the opportunity to obtain the COVID-19 Vaccination.
    - b. Staff and teachers will be given time to obtain the vaccinations with classes and duties covered.
    - c. Community vaccine opportunities will be published in the school newsletter.

## 2. Concept of Operations (continued)

### b. Minimize exposures, illnesses, and deaths

#### i. Identification and confirmation of pandemic illness

##### **1. Exclusion from school**

- a. Students will be excluded from school if they test positive for COVID-19 or may be sent home if they exhibit one or more of the following symptoms:

- Fever or chills
- Cough
- Headache
- Muscle aches
- Nausea, vomiting or diarrhea
- New loss of taste or smell
- New runny nose or congestion
- Shortness of breath or difficulty breathing
- Sore throat
- Close contact with a person with COVID-19 in the last 14 days

- b. Household member tests positive - If a household member is excluded from school or work due to COVID-19 symptoms, has a positive test, or is waiting on Covid-19 test results due to exposure, his or her siblings or other students living in the same household may be excluded from school and asked to self-quarantine.
- c. Self-quarantine - If a student or employee has recently had close contact with a person diagnosed with COVID-19, they may be excluded from school and asked to self-quarantine

##### **2. Return to school after exclusion**

- a. For students who are diagnosed with COVID-19, either by a laboratory test or based on their symptoms, return to school is permissible when the student is at least 10 days from symptom onset, has had 24 hours fever free without medication, and has a significant improvement of symptoms as designated by the health department.
- b. Return to school for children with an alternate diagnosis is at the discretion of their healthcare provider or 24 hours symptom free without medication.
- c. Children with a known close contact with COVID-19 (or an adult with symptoms compatible with COVID-19) should stay home for 14 days from their last contact (or 10 days followed by 4 days with a mask) in accordance with the local health department quarantine guidelines based on community spread.

ii. Effective mobilization of APS health services and limiting exposure to school community

**1. Separation while in school in the event that a student is being sent home sick**

- a. Classroom teacher will take the student 's temperature and observe other symptoms.
- b. Classroom teacher will confer with the superintendent to determine if the child will be sent home.
- c. If it is determined that the student will be required to go home,
  - i. The superintendent or school administrative assistant will call the parents.
  - ii. The student's current teacher will escort the student to the school's designated isolation room in the office.
  - iii. Parents will sign student out from the office.

**2. School response to exclusion from school**

- a. In the event that a student or employee is sent home sick or excluded from school due to COVID-19, the student or employee's desk and workspaces will be thoroughly disinfected

**3. Confirmed case of COVID-19 in the School Building**

When there is confirmation that a person infected with COVID-19 was in a school building, the superintendent will:

- a. Contact the local health department immediately
- b. Close the school building if necessary for proper sanitation
- c. Work with local health department to assess factors such as likelihood of exposure to employees and students, the number of cases in the community, and other factors that will determine when the building should reopen
- d. Contact parents/students and notify them that a person who tested positive for COVID-19 was in their child's classroom.
- e. The individual who tested positive **will not be identified in communications** to the school community at large but may be selectively identified for contact tracing by the health department.
- f. While the school building is closed, all school activities will be cancelled or rescheduled

## 2. Concept of Operations (continued)

### c. Mitigation of impact to school community and educational operations

- i. Plan for short term or long term school closure
  - 1. Collect Student/Family information as part of the student enrollment process each year.**
    - a. Verify contact information
    - b. Is there access to reliable internet in the home?
    - c. What transportation services does the family need?
    - d. Does the family have any specific needs or concerns?
  - 2. Create Distance Learning Plan**
    - a. Plan online educational instruction for students in the event of a school closure
      - i. Accelerated Reader
      - ii. Reading Eggs (K-1)
      - iii. Math Seeds (K-1)
      - iv. IXL (2-8)
      - v. Big Ideas Math 1-8
      - vi. Digital Readworks
      - vii. EPIC Books
      - viii. Google Classroom
    - b. Train teachers on how to facilitate learning through the use of the selected software.
    - c. Supply a Chromebook for each student. Educate students on how to use them in the event of a quarantine or school closure.
    - d. Plan for students who do not have access to the Internet
      - i. Work packets
      - ii. Outdoor internet at school
  - 3. Special Education Services**
    - a. Have IEP teams review and updates IEPs if
      - i. A doctor determines it is not safe for the student to attend school
      - ii. The school is closed and the distance learning plan is implemented

### **3. Organization and Assignment of Responsibilities during preventative measures and in the event of a school closure.**

#### **a. Superintendent**

- i. Preventative
  - 1. Create, modify, coordinate, and supervise this COVID-19 action plan
  - 2. Monitor sickness and absences and coordinate with local health department
  - 3. Determine if and when a school closure should occur
- ii. In the event of a school closure
  - 1. Support staff, students, and families in shifting to an online learning environment
  - 2. Facilitate regular communication with educators, families, and the community
  - 3. Determine when the school can be reopened
  - 4. Facilitate the reopening of school

#### **b. Administrative Assistant**

- i. Preventative
  - 1. Conduct Family Contact Checklist as part of the beginning of school year enrollment process.

#### **c. Teaching Staff**

- i. Preventative
  - 1. Follow all preventative measures in this action plan
  - 2. Screen student temperatures as required
  - 3. Disinfect classroom surfaces often.
  - 4. Schedule time for handwashing
  - 5. Teach healthy habits
- ii. In the event of a school closure
  - 1. Use online resources to implement distance learning plan
  - 2. Utilize online resources to collect documentation of learning and provide feedback to students and parents
  - 3. Be online and available to parents during office hours. (This may take place at home or on campus as determined by the superintendent.)

#### **d. Cleaning Staff**

- i. Preventative
  - 1. Follow district and CDC guidelines to clean and disinfect all work areas, counters, restrooms, doorknobs, and stair railings

- ii. In the event of a school closure
  - 1. Thoroughly ventilate, clean, and disinfect all buildings, desks equipment, and other surfaces prior to students returning

#### e. Bus Drivers

- i. Preventative
  - 1. Be aware of signs of COVID-19
  - 2. Assign seats and ensure as much social distancing on the bus as possible
  - 3. Require EVERYONE to wear masks before entering the bus and on the bus at all times, including the driver. (This is a federal requirement.)
  - 4. Thoroughly ventilate, clean, and disinfect all buses after each use.
- ii. In the event of a school closure
  - 1. Thoroughly ventilate, clean, and disinfect all buses prior to students returning

#### f. Parents

- i. Preventative
  - 1. Keep sick or symptomatic students at home
  - 2. Keep students at home if quarantine is recommended by health department for your household.
  - 3. Encourage healthy hygiene habits at home
  - 4. Sanitize backpacks and personal items frequently
  - 5. Contact the superintendent immediately (573-579-4098) if someone in your household tests positive for COVID-19. If you have a Pre-K student, contact Mrs. Jen Eifert (573-200-0528).
  - 6. Provide a water bottle for your child. Wash all water bottles daily.**
- ii. In the event of a school closure-
  - 1. Proactively communicate with school staff if there are academic or technology concerns
  - 2. Establish routines and expectations for at home learning
  - 3. Ensure that your child has the necessary learning materials. If paper learning packets are required, parents will be responsible for pick up and drop off.
  - 4. Understand that distance learning is for a grade (and not for enrichment).

#### g. Students

- i. Preventative
  - 1. Stay home if you are sick
  - 2. Wash hands frequently
  - 3. Avoid physical contact

- ii. In the event of a school closure
  - 1. Complete work as assigned.
  - 2. Contact your teacher with questions.
  - 3. Ask questions, be persistent, and work to solve problems that may occur.  
Don't be afraid to tell others when you are frustrated or upset.

## 4. Communication

### a. Family Contact Checklist

- i. Using the Family Contact Checklist make sure that the school has current contact information for each student.

### b. Emergency Communication with Superintendent

- i. Create and share a method for parents and employees to contact the Superintendent outside of regular business hours when they have symptoms of or have been exposed to COVID-19.

### c. Prepare communications to parents

- i. Basic information on COVID-19
- ii. When to keep a student home and the process for notifying the school
- iii. Information the school is taking to ensure that students can safely return to school
- iv. The expectations of parents and students who utilize school transportation.
- v. The expectations of parents and students in the event of a school closure when the distance learning plan is implemented.
- vi. Availability of Community Resources

### d. Prepare communications to students

- i. Posters providing messaging on hand washing and covering coughs and sneezes
- ii. Required posters on child abuse and neglect

### e. Prepare communications to the public

- i. Post reminders at entryways not to enter the school if experiencing signs of illness
- ii. Provide information on district exclusion rules on the district webpage and in other communication.
- iii. Post reminder on door - VISITORS must report to the office. Please ring bell for assistance.

## 5. Training and Exercises

### a. Describes critical training and exercises the school will use in support of this plan

- i. Training on symptoms of COVID-19, prevention techniques, and procedures relevant to the staff member to prevent and minimize exposure
  - 1. MUSIC Training
    - a. Coronavirus Awareness (10 minutes)
    - b. Coronavirus: Cleaning and Disinfecting Your Workplace (10 minutes)
- ii. Training in trauma informed practices
- iii. Training in how to use technology for effective remote learning
  - 1. Continued Chromebook/Google Classroom/Online learning training
  - 2. Maintaining professional boundaries with students and electronic communication (everyone). Send emails to parents of “CC” them if corresponding on school google accounts.
    - a. MUSIC Training
      - i. CIPA: Compliance with the Children’s Internet Protection Act (16 minutes)
      - ii. Online Safety: what Every Educator Needs to Know (19 minutes)
- iv. Training on effective methods of cleaning and disinfecting work and play areas and the time schedules for cleaning

### b. Establish frequency of exercises to be conducted

- i. Yearly before the start of school

## 6. Finance and Logistics

### a. Track COVID-19 Expenditures:

- i. Health Kits for each classroom
  - 1. Basic First Aid Kit refills
- ii. Fees for Online Resources
  - 1. IXL
  - 2. Reading Eggs/Math Seeds
  - 3. Others
- iii. Stipends for additional teacher training
- iv. Maintenance of Chromebooks for student use
  - 1. Repairs
  - 2. New Chromebooks for new students
- v. Extra sanitizing and extra PPE

### b. Logistics

- i. Plan for additional subs if possible
- ii. Public Input Process/Evaluation Process
  - 1. Prior to scheduled plan evaluation, LEA will contact the health department for guidance and staff/parent/community feedback will be requested by survey.
  - 2. LEA and stakeholders will meet to evaluate the plan every six months or as needed.

## References and further reading:

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**Parent Signature Page COVID-19 Operations Plan for Altenburg Dist. 48**

Please sign below to acknowledge that you have read and understand the COVID-19 Operations Plan for Altenburg District 48.

Student Names \_\_\_\_\_

Parent Signature(s):

Signature	Print Name	Date
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Signature	Print Name	Date
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