

# HENRY COUNTY R1 SCHOOL DISTRICT



# SCHOOL RE-ENTRY PLAN IN RESPONSE TO COVID-19

*HCRI Re-entry plan in response to Covid-19 is a fluid document and can change due to CDC and/or Henry County Community Health Department recommendations.*

As Henry County R1 School District plans for re-entry this fall, the main consideration is providing educational excellence for all our students in a safe and healthy environment. This pandemic has caused us to consider new ways to educate our students while still providing authentic educational experiences. Henry County R1 School District will safely reopen schools and activities for the 2020-2021 academic year aligned with our District Goals and Beliefs. Classes will begin on August 25th. Our entry plan could change depending on the recommendations from the Henry County Community Health Department and/or CDC. The plan is extensive and was developed with feedback from our parents, community, staff members, the U.S. and Missouri Departments of Elementary and Secondary Education, Henry County Community Health, Missouri Association of School Administrators, Missouri School Board Association, EdCounsel, Missouri Department of Health and Senior Services, and multiple school leaders across the state. Although it is our preference for full in-person instruction, it might be necessary to modify our educational environment to accommodate a hybrid or virtual schedule. Although substantial planning and collaboration have taken place to develop this plan, the district is prepared to make modifications and adjustments to accommodate any changes necessary to meet the constant changes due to COVID-19. Detailed information regarding our different educational plans and procedures are available in this document. Additional information will be communicated throughout the academic year. We appreciate your understanding and patience as we are dedicated to providing excellent educational experiences during these challenging times.

## HENRY COUNTY R1 DISTRICT COMMITMENTS

- The ***health and safety*** of our students, staff, families, and community is our top priority.
- Every decision made will take into consideration the latest guidance and direction from local, state, and federal authorities on ***operational considerations*** during the school day.
- Henry County R1 School District will provide the ***highest quality instruction*** to all students regardless of the circumstances.



- Henry County R1 School District will support the well-being of *each student* and *every program*.

District Administrators, Board of Education, and Staff Members will work to monitor information and data from health authorities, data from internal district operations, and state and local officials in order to determine actions at school facilities in response to community spread of COVID-19.

### **GENERAL**

- Students and staff will be asked to maintain recommended social distance when feasible.
- Daily temperature checks of all students at school will not be performed due to the expectation of daily self-evaluations by parents or guardians. However, each building has been provided no-touch infrared thermometers for screening symptomatic students and staff.
- Self-evaluation includes temperature checks and monitoring for other symptoms of COVID-19 as listed in the COVID-19 symptoms portion of this document.
- If a student or staff member has fever of 100 degrees or more, or two or more of the COVID-19 symptoms, they are to remain at home until criteria under the “INDIVIDUALS RETURNING TO SCHOOL/WORK AFTER POSITIVE REPORT” are met.

### **STUDENT HEALTH PROTOCOLS**

- All students (or parents of younger students) should do a daily self-evaluation prior to coming to school or boarding school transportation.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students must wear a mask while in the classrooms.
- All students should practice appropriate social distancing, hand hygiene, and respiratory etiquette (Proper covering of mouth and nose when coughing).
- All students should regularly wash their hands when reporting to school and after using the restroom.
- All students will be trained on proper handwashing techniques and participate in scheduled hand-washing times throughout the day.
- All students should maintain recommended social distancing from others.
- Students' individual needs will be addressed on a case-by-case basis.

### **EMPLOYEE HEALTH PROTOCOLS**

- All Henry County R1 employees will be required to complete self-screening daily.
- All employees shall know, understand, and practice methods to protect themselves and others from COVID-19 at work.
- All must practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.



- All employees shall regularly wash their hands when reporting to work and after using the restroom.
- All employees must wear a mask.
- All employees shall maintain the recommended social distancing from others.
- Employees who return to work after exhibiting fever may return to work after fever free for 24 hours.

### **COVID-19 SYMPTOMS**

In evaluating whether an individual has symptoms consistent with COVID-19, the District will consider the following question:

Has the individual recently begun experiencing any of the following in a way that is not normal for them? The student must possess a fever or two or more of the following symptoms:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

### **CLOSE CONTACT**

This section refers to “close contact” with an individual who is lab-confirmed to have COVID-19, as defined by the Missouri Department of Health & Senior Services and Henry County Community Health Services.

*For clarity, close contact is defined as:*

- *being directly exposed to infectious secretions (e.g., being coughed on while wearing or not wearing a mask or face shield); or*
- *being within 6 feet face-to-face for a cumulative duration of 15 minutes, while wearing or not wearing a mask or face shield;*

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Contact tracing and regular monitoring will occur regularly, in accordance with Henry County Health Center guidance, for staff and students who have been identified as being in close contact with a lab-confirmed case. An individual presenting symptoms will be isolated, evaluated and sent home.



## **INDIVIDUAL PRESENTS SYMPTOMS AT SCHOOL/WORK**

When a student has displayed symptoms of COVID-19, an assessment will be administered to determine if and when a student needs to be sent home. A student who reports feeling feverish will have their temperature taken. Students exhibiting fever or two or more symptoms listed above, will be isolated, evaluated and sent home.

Students who are ill will be separated from their peers and should be picked up no later than 1 hour from the time the District contacted the student's parent/guardian. Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

Staff members displaying COVID-19 symptoms will follow District protocols including isolation from students and other staff members.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the District will notify all teachers, staff, and families of all students in the district if a lab-confirmed COVID-19 case is identified among students, teachers or staff. While there are shared spaces within the District, case by case decisions will be made regarding the level of impact on students and staff in order to maintain a safe and healthy learning environment.

## **INDIVIDUALS RETURNING TO SCHOOL/WORK AFTER POSITIVE REPORT**

Any individuals who themselves either:

- are lab-confirmed to have COVID-19; or
- experience the symptoms of COVID-19 (listed above)

The individual may return to school when all three of the following criteria are met:

- after 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);
- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- at least 10 days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

In the case of a lab-confirmed test or an individual experiencing the symptoms of COVID-19 (listed above), the parent/guardian or staff member must report this information to the appropriate administrative office in order to complete appropriate communication with others who may have been exposed.



If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:

- obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, or
- receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/mobile-testing.php>

The Henry County Health Center Epidemiologist will notify the school when the student or staff member has completed their isolation or quarantine

### **PROTOCOLS FOR FACE COVERINGS**

Face coverings will be required for all students and staff. The district will have a limited number of face coverings for students. The district will provide face shields to teachers upon request.

### **ARRIVAL/DISMISSAL/TRANSITIONING**

#### **Arrival**

- Multiple entry points will be established at the elementary school. Students will enter via the circle drive, Kindergarten doors or through the 1-3 wing.
- MS/HS students will enter through the main entrance doors.
- Parents may drop their child(ren) off at the appropriate entrance but will not be allowed to walk their child(ren) into the building.
- No visitors will be allowed in the buildings at any time during business hours.
- All areas of the building (gym, cafeteria, larger classrooms, common areas, etc.) will be utilized to limit the size of student groupings.
- Protocol for signout/pick up of student or delivery of items, contact building office (Elem - 660-647-5621) (HS - 660-647-3106) upon arrival at the respective building.

#### **Dismissal**

- Multiple exit points will be established.
- Students will be released straight from their classrooms whenever possible.

#### **Transitioning**

- The transitioning of students will be limited, as feasible, during the school day.
- Considerations will be made at all levels based on student needs.
- Students and staff will be encouraged to wear face coverings.
- Staff and signage will be posted to reinforce physical distance expectations.

### **MEAL SERVICE**

All cafeteria staff will use masks while performing job responsibilities and will be trained to practice health and hygiene regulations. Visitors will not be allowed during breakfast/lunchtime. Cafeterias will be disinfected regularly. Students will use hand



sanitizer or wash hands before entering the cafeteria serving area. Virtual students will be provided two lunches on Tuesday and two lunches on Thursday of each week. There will also be two breakfast options available. Both meals will be picked up outside of the High School kitchen door between 11:00 am - 11:30 am. School lunch and breakfast prices will apply.

### **BREAKFAST**

- Elementary - students will pick up breakfast as they enter the building and eat in their homeroom class.
- High School - students will pick up breakfast as they enter the school and then take their lunch to 1<sup>st</sup> hour

### **LUNCH**

- Elementary - lunches will be picked up by students in the lunchroom and taken to their classrooms. Kindergarten will eat in the cafeteria.
- High School – student will pick up lunch at designated lunch time and take lunch to the classroom.

### **TRANSPORTATION**

As a response to COVID-19, Henry County R1 School District encourages all families, with the ability to do so, to transport children to and from school. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. For this reason, Pay to Ride and the K-1 programs will be temporarily suspended. Face coverings will be encouraged.

- Families are encouraged to transport their children to and from school whenever possible.
- At the bus stop, bus riders should social distance themselves 6 feet from each other while waiting to board the bus.
- Students and parents will conduct self-assessment to determine symptoms of COVID-19 prior to riding a school bus.
- Bus seating will be assigned.
- Mask will be required.
- All students will use hand sanitizer upon boarding the bus.
- All bus drivers will wear a face covering.
- Each bus will be sanitized between routes.
- Transportation staff will be trained in proper sanitation procedures.
- Family members will be seated together

\*All bus drivers are contracted through Apple and will adhere to Apple Bus protocols for COVID-19\*

### **CAMPUS ORGANIZATION/PROCEDURES**

It is our promise to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines.

- All Henry County R1 School buildings will be closed to visitors
- When permitted, student gatherings will be held outdoors.
- Water fountains will not be accessible. Students should bring a water bottle to school to fill at the sensor bottle filling stations.



- Outdoor play and learning will be encouraged

### **STAFF AND STUDENT TRAINING:**

- Pre-Return to School Training - Staff expectations and protocols shared with staff prior to the start of the year to ensure understanding and preparedness to align with this plan.
- Training topics as described in the “Student Health Protocols” section.
- First Day Training/Orientation - On the first day of school, Henry County R1 School District will provide instruction to students on appropriate hygiene practices.
- Cleaning Crew Protocols - Custodial and maintenance crew will be trained in comprehensive cleaning and disinfection methods.

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone stays safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

In the classroom setting:

- Students will be seated with as much separation as feasible without disrupting the educational experience.
- Considering the age and developmentally appropriate students, the use of masks in classroom settings will be encouraged.
- Masks will be required.
- Face coverings will be worn by all staff. Henry County R1 School District will adhere to any Federal, State, or County executive orders which require face coverings at all times.
- Visual reminders of distancing requirements will be used in all classrooms such as, marking off areas for common spaces and distancing best practices.
- Shared materials will be limited and cleaned between uses.
- Face coverings will be required.

### **HEALTH AND HYGIENE PRACTICES**

- Hand sanitizer will be at the entrances of each facility and classroom.
- Buildings will have structured times for student handwashing.
- Students and staff will be instructed in proper handwashing techniques.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms, and at the entrances.
- Building systems will be adjusted to allow as much fresh air circulation as possible.

### **CAMPUS CLEANING PLAN**

- Buildings will be cleaned throughout the instructional day.
- Custodial staffing will be scheduled to allow for ongoing cleaning of touch





surfaces during the instructional day.

- Classrooms will be equipped for cleaning multiple times per day.
- Each classroom and common area will be supplied with sanitation supplies to maximize cleanliness from space to space.
- Cleaning products will be properly stored when not in use.
- Deep cleaning will occur each day after school hours.
- Each classroom and restroom will be cleaned/disinfected multiple times each day.
- Custodians will wear masks and will wear gloves during normal work hours.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.
- Alcohol-based hand sanitizing will be located throughout the building in common areas as well as in each classroom.
- Classroom sanitizing will occur during teacher prep time and at the end of the day.

### **EXTRA-CURRICULAR/NON-ACADEMIC ACTIVITIES**

- Hand sanitizer and sanitation supplies will be available in gym areas and equipment will be sanitized on a regular basis.
- Athletics and Extracurricular Activities will be conducted in alignment with MSHSAA guidelines.
- Locker rooms will be utilized with social distancing expectations in place. Locker rooms will be sanitized multiple times per day.
- Parents will be encouraged to follow the bus with their child to all extra/co-curricular events in accordance with our extra curricular procedures to help and aid in social distancing during travel.
- The use of face coverings should be implemented as feasible and as outlined above.
- Spectator attendance at games and contests may be limited and notification will be made based on current health department guidelines.
  - Outdoor activities/events: Spectators permitted; must follow social distancing and mask ordinance when required by the local health department.
  - Indoor activities/events: Spectators permitted; must follow social distancing and mask ordinance when required by the local health department.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.
- All students participating in practices or events not following a regular school day will be checked for symptoms of COVID-19 before attending or participating in any team event.
- All spectators will be asked to self-assess for symptoms of COVID-19 prior to



entering the event; temperature checks may be conducted.

- Periodically, all participants will stop and use hand sanitizer and all equipment will be sanitized before the event resumes.

## **VISITORS/DELIVERIES/MISCELLANEOUS**

- To limit exposure, informal campus visits will be restricted. (Including during meal time).
  - Essential meetings will be done through a virtual format or phone communication.

## **ALL STUDENTS ARE REQUIRED TO FILL OUT THE HCR1 ENROLLMENT PLAN FORM.**

## **FACE-TO-FACE INSTRUCTION**

Henry County is committed to educating students in a safe and effective manner. We will offer a choice between a traditional “face to face” or a virtual instruction. You will be required to complete the enrollment plan. Whichever outlet you choose for educating your student will be in effect for the duration of that semester.

Students in the Henry County R1 School District will have the opportunity to attend school and receive instruction via face-to-face format for the 2020-2021 school year. This scenario will include an instructional platform that involves in-person instruction as well as the use of Google Classroom (district-wide) for specific instructional areas. This will ensure that students are familiar with the virtual platform in the event we have to quickly switch to an all-virtual setting. In the event that a student tests positive for COVID-19, that student will enter our virtual instructional program for the duration of their quarantine. The student will be allowed to return to face-to-face education upon meeting our re-entry protocol (see above).

Several *operational considerations* (detailed above) have been identified to prevent and mitigate the viral spread inside the school setting during face-to-face instruction.

Plans include:

- Implementation of student/employee health protocols
- Adjustments to the District’s arrival/dismissal procedures
- Adjustments to the cafeteria, transportation, and the District’s organizational procedures
- Implementation of health and hygiene practices with increased cleaning and signage
- Adjustments to protocols for visitors, deliveries and student gatherings
- Students are not required to dress for physical education but are expected to wear gym appropriate shoes
- Students will have assigned seating and a record of this will be kept on file and accessible to the Henry County Health Center
- Students will be facing the same direction to avoid face to face interaction



- Students enrolled in Vo-Tech will be considered face to face instruction and not eligible for virtual enrollment.

## **VIRTUAL INSTRUCTION**

In preparation for the 2020-2021 school year, the Henry County R1 School District will also provide instruction via virtual format for students who have enrolled in virtual learning. Virtual learning platform(s) (including course offerings) will be selected by the district and shared with parents prior to the start of the school year.

Virtual instruction in the 2020-2021 school year in the Henry County R1 School District will look vastly different from virtual instruction during the Spring semester closure. Students must have access to the following:

- Broadband internet access
- Laptop or desktop computer for use during normal school hours.

Please note, the following also pertain to students interested in virtual instruction:

- Students enrolled in virtual instruction due to COVID-19 will not be eligible to participate in district-sponsored extra-curricular or co-curricular activities.
- Virtual instruction enrollment is required to participate in virtual instruction. The enrollment window will be shared with parents/guardians. Once the window closes, enrollment will be determined on an individual basis and must be approved by the District administration. Students who enroll in virtual learning will remain in that placement the entire semester.

If you would like to enroll your child in virtual learning through the Henry County R1 School District, please click below for the virtual instruction enrollment form. The form will be open **July 31 - August 10, 2020** to allow time for student's virtual schedules to be generated. If you do not enroll your child by August 10, 2020, we will assume your child will attend face-to-face instruction at the Henry County R1 School District. Please feel free to reach out to a District Administrator if you have any questions regarding this plan.

### **Virtual learning will take place in the following manner:**

- via Google classroom performed by HCR1 teachers
- Lessons/worksheets/assignments will be uploaded daily
- Teachers will be available to answer questions during an allocated time
- Assignments and exams will be subject to time restrictions as assigned by the teacher
- Normal grading scale will apply
- Attendance will be taking through Google Classroom

HCR1 Enrollment Plan Form: <https://forms.gle/EcUsEH2N5xLPiND27>



## **STUDENT SERVICES**

All students with IEP's/504's will continue to receive services per their individualized plan. Student services department will be in contact to schedule meetings to update plans. All meetings will be either a phone conversation or virtual(Google Meet or Zoom) meeting.

## **SOCIAL/EMOTIONAL NEEDS**

Along with the implementation of several health and safety protocols to address student and employee needs, Henry County R1 School District will also address the social and emotional needs of students and staff.

Plans include:

- Provide leveled professional learning opportunities on social/emotional learning (SEL) and trauma-informed classrooms.
- Provide leveled in-class instructional opportunities on social/emotional learning, following specific SEL competencies (Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making).
- Adjust curriculum to support digital and social milestones.
- Develop/implement mental health supports for students and employees.

Again, we hope this information answers your questions. We sincerely appreciate the patience and grace you have extended us as we work through these unprecedented times.

**ALL STUDENTS ARE REQUIRED TO FILL OUT THE HCRI ENROLLMENT PLAN FORM.**

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***\*Pending Board approval.***

