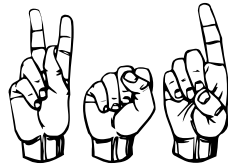


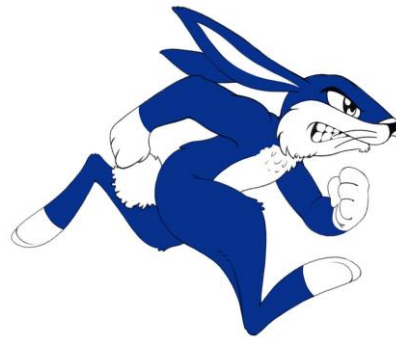
KANSAS SCHOOL FOR THE DEAF



2020-2021 KSD Strong School Re-Opening Plan

IN RESPONSE TO COVID-19

***This Re-Opening Plan is subject to change at any time.**



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INTRODUCTION

We have created this plan to aid in navigating the reopening of our school buildings. Precautions are being implemented to reduce the impact of COVID-19 and to help employees and our students and their families feel safe upon returning to campus at the Kansas School for the Deaf (KSD). KSD has always practiced universal precautions for the safety and well-being of all but we recognize the need to increase our diligence at this time.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Kansas Department of Health and Environment (KDHE), Kansas State Department of Education (KSDE) and Johnson County Department of Health and Environment (JCDHE). Regular updates will be made to this plan based on information provided by the CDC, KDHE, KSDE, JCDHE, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our community, the following guiding principles have been established:

1. Employee and Student Safety Measures
2. Health Guidelines
3. Support for Families

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and directions about the phases and timelines will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines. Note: these are subject to change based on guidance received from the agencies listed above and what KSD deems to be in the best interest of students, staff, and families.

Phase	Timing	Description
Planning	May	<ul style="list-style-type: none">• Supplies, equipment inventoried• Prepare detailed work schedule for various phases• Prepare buildings for reopening with thorough cleaning
Phase 1	June	<ul style="list-style-type: none">• Open facilities with limited access/use• Implement temperature checks and screenings• Implement social distancing and mask protocol
Phase 2	July	<ul style="list-style-type: none">• Expand use of school-based recommendations and data from CDC, KDHE, KSDE, JCDHE, and applicable federal, state, and local agencies
Phase 3	August	<ul style="list-style-type: none">• Facilities open for restricted use• Determine restrictions/guidelines based on recommendations from agencies listed above and what KSD deems to be in the best interest of students, staff, and families• In-person staff professional development (August 17-20)

Phase 4	September	<ul style="list-style-type: none"> • Staff professional development (Sept. 4) • In-person and remote instruction begins September 9th • Ongoing evaluation of instructional delivery based on data and recommendations of agencies listed above and what KSD deems to be in the best interest of students, staff, and families • Communication with staff and families about future plans
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FACILITIES CLEANING & DISINFECTING PROTOCOL

The safety of our students and employees is our first priority. Upon reopening our campus, our buildings have been thoroughly cleaned and disinfected. We will continue to adhere to all necessary safety precautions. The cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. The goal is to establish a sanitary baseline before the campus opens.

General Disinfecting Measures

Category	Area	Frequency
Workspaces & Appliances	Classrooms, Dorm Rooms, Offices, Refrigerators, Kitchenettes	<ul style="list-style-type: none"> • After each use • At the end of the day
Electronic Equipment	Copiers, Monitors, TVs, Phones, Keyboards	<ul style="list-style-type: none"> • Before each use • After each use • At the end of the day
Frequently Used Objects	Door Handles, Light Switches, Sinks	<ul style="list-style-type: none"> • At least 4 times per day
Vehicles	Seats, Handles/Railings, Seat Belts, Window Controls, Steering Wheel, Gear Shift	<ul style="list-style-type: none"> • Before each use • After each use
Common Areas	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	<ul style="list-style-type: none"> • After each use • Between groups • At the end of the day
Restrooms	Student and Staff Restrooms, Locker Rooms	<ul style="list-style-type: none"> • At least 4 times per day • Supplies will be provided for staff to clean after each use • At the end of the day [staff] • Locker rooms closed until further notice

Personal Workspace/Classroom/Dorm Room

All staff and students are asked not to visit another classrooms/dormitory room, and/or offices outside their team or grade level. Employees are encouraged to disinfect their own personal workspace multiple times throughout the day giving special attention to commonly touched surfaces (desks, phone, keyboard, etc.).

Proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. KSD will provide hand sanitizers throughout the workplace and in common areas, and cleaning sprays and wipes will be provided to assist in cleaning and disinfecting frequently touched objects and surfaces. The KSD custodial team will clean all workspaces at the designated cleaning time.

Shared Spaces

To reduce exposure risks and ensure student and employee safety, there will be limited access to certain workspaces. Workspace usage recommendations are:

- Capacity
 - KSD will monitor the number of employees in the offices and other rooms
- Conference Rooms
 - Signage indicating capacity limits/closure will be placed on conference room doors
 - Large group meetings will be held via distance technology even for employees on campus
- Breakrooms/Teacher Lounge/Multipurpose Rooms
 - These spaces will be closed until further notice. This includes the use of shared appliances; however, staff will be able to utilize the refrigerator to store a daily lunch

Deep Cleaning

Deep cleaning is triggered when an active employee and/or student is identified as positive for COVID-19 based on medical testing.

PREVENTATIVE MEASURES

The Big 3: Hand Washing, Social Distancing and Masks

Handwashing has proven to be one of the most effective ways to prevent the spread of germs, including COVID-19. Students and staff will be required to wash hands and/or use hand sanitizer at least once per hour, as they enter the building, before and after eating, after using the restroom and other times deemed appropriate by staff.

One should wash hands with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer (at least 60% alcohol) should be used. Avoid touching your eyes, nose and mouth. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Social distancing is an effective way to prevent potential infection. KSD employees, students, parents, and visitors (when allowed) should practice staying approximately 6 feet away from others and eliminating physical and/or close contact with others. Decals will be on the floors to encourage social distancing and indicate the appropriate walking direction. Unnecessary gatherings should be avoided.

Masks will be required for students and staff per the Governor's executive order (<https://governor.kansas.gov/executive-order-no-20-59/>). Masks are found to help prevent the spread of disease. Students will be required to bring masks to school and wear them throughout the instructional day. Please use this time to find a mask that your child is comfortable wearing.

Personal Protective Equipment (PPE)

KSD has always practiced universal precautions for the safety and well-being of all but we recognize the need to increase our diligence at this time. In order to minimize exposure to COVID-19, additional PPE may be needed to limit and/or prevent certain exposures. PPE may include:

- **Masks/Face Shields** – face masks are an important part of protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Masks will be provided (e.g., clear, surgical). You may also bring your own work appropriate mask or shield.
- **Gloves** – gloves are not necessarily recommended for every day, all day use. However, there might be times where using gloves is appropriate. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Proper handwashing is the number one defense against any virus. Additionally, proper removal of gloves reduces the risk of being exposed to contamination.

Employee Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, we will be requiring employees to go through a daily screening which includes a temperature check and answering a set of questions related to COVID-19 symptoms including the list below. All screening information will be kept confidential unless otherwise required by local/state/federal health officials.

- Cough
- Loss of taste and/or smell
- Muscle pain
- Headache
- Sore throat
- Diarrhea
- Shortness of breath or difficulty breathing
- Chills and/or repeated shaking with chills
- Feeling feverish and/or measured temperature $\geq 100^{\circ}$ F
- Known contact with a person who has tested positive for COVID-19

If an employee, or visitor, displays a temperature and/or answers in the affirmative to screening questions, they may be asked to leave campus. If an employee, or any other person, becomes ill or is exhibiting symptoms of COVID-19 while at KSD they may be asked to leave work and go home or to their doctor/nearest health center. If you have symptoms that indicate you could have

COVID-19 and do not get evaluated by a medical professional/tested for COVID-19, it is assumed that you do have COVID-19 and you may not return to work until the three criteria below have been met.

Note: The KSD Health Center will be available to students only. Staff and visitors will need to seek medical support from their own doctor and/or local health center.

Employees returning to work from an approved medical leave should contact Human Resources (HR). You may be asked to submit a healthcare provider's note before returning to work. If you have been diagnosed with COVID-19, you may return to work when all three criteria below are met:

- At least 3 days (72 hours) have passed since recovery including no fever without the use of fever-reducing medications; and
- You have improved respiratory symptoms (e.g., cough, shortness of breath); and
- At least 7 days have passed since symptoms first occurred

Guidance If Exposed to COVID-19

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety as well as those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. Please do the following:

- Quarantine yourself in a specific room away from others in your home
- Contact the following (in order of priority), let them know you have been exposed to COVID-19 and follow their instructions
 - Your healthcare provider
 - KSD Human Resources department
 - Your supervisor
- Your supervisor will work with HR to determine the appropriate next steps
- In case of an emergency, call 911 and let them know you have been exposed to COVID-19 then follow their instructions
- Confirmed case of COVID-19 in the school building (KSDE Navigating Changes 2020)
 - When there is confirmation that a person infected with COVID-19 was in a school building, the school will contact the local health department immediately. As one option, the school will close the school building for a minimum of two to five days and work with the local health department to assess factors, such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs and field trips. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the health department.
 - As another option, the school may remain open but block off areas where the person infected with COVID-19 was in the school building until the area has been cleaned thoroughly. The school should work with the local health department to

assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period. The school will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large.

Visitor Protocol

The KSD campus will be closed to visitors until further notice. Only KSD staff are allowed on campus as this time to prepare for the school year. KSD administration will address approval of non-KSD persons (e.g., vendors, contractors) to be on campus on a case-by-case basis. Volunteers and other non-KSD employees will not be allowed on campus during the first semester of the academic 2020-2021 school year. This is subject to change pending guidance from the agencies listed above.

When campus does reopen to visitors, all will be expected to successfully complete the screening process as stated in the *Employee Screening* section. KSD reserves the right to prohibit anyone from campus, as needed.

Travel Restrictions

KSD will discontinue staff travel to out of state conferences and workshops until further notice unless pre-approved by the Office of the Superintendent. In-state staff travel will be approved on a case-by-case basis. At this time, all off-site student activities have been postponed.

Social-Emotional Well-Being of Students and Staff

The protocol and mandates that our staff and students have experienced due to the COVID-19 pandemic have caused some to experience increased stress. School counselors will collaborate with staff to address needs of students, families, and KSD staff who might benefit from additional support and/or resources. This could vary from collaboratively taught lessons, one-on-one sessions and/or reference to a local mental health facility to receive more intensive support. If you, or someone you know, is in need of support you are encouraged to contact a member of the Counseling Department.

Additional Staff Information

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy and drinks will not be provided until further notice. We ask no food be delivered and that food be kept at your assigned space. Other personal deliveries, such as packages, should not be delivered to KSD.

SECTION 2: ACADEMICS & REMOTE LEARNING

STAFF TRAINING

It is very important that all employees understand the safety requirements, protocols, and expectations in order to prevent the spread of the virus and to ensure that individuals, and their communities, stay safe. We will structure the training plan to effectively disseminate information to all staff and audiences.

Summer Curriculum Work

- Different content area staff met in small groups throughout the summer to prepare for both remote and in-person teaching.

Staff Professional Development

- Staff will attend, either in-person or virtually, four days of training in mid-August to prepare for the opening of school. The emphasis will be on the technology that will be used both remotely and in-person. Staff will be required to wear a mask, maintain social distancing, and practice frequent handwashing.

Meeting Rooms

- Meeting rooms will be arranged to keep participants a minimum of six feet apart. Meetings will be scheduled to allow tables and chairs to be cleaned in-between each meeting.

Contents of Training (Reinforced with Signage)

- School & department safety protocols
- Response teams
- Disinfecting measures
- Transitions
- Isolation protocol
- On-site health screenings
- Daily self-screenings
- Cleaning crew protocol

COMMUNICATION METHODS

To stay updated on the most current information, KSD encourages the following:

- Staff, students, and parents need to check their email often
- Visit the district website often (www.ksdeaf.org)
- Follow our social media platforms
- Bloomz EEC, SeeSaw K-2; Google Classroom Grades 3-12, Class Tag, Email ECC-KSTAR program

ATTENDANCE & GRADING POLICIES

To receive credit and attendance for the courses for this school year, students are expected to attend class and complete the assignments. The attendance and grading policies will follow the *KSD Parent-Student Handbook*. Students not making progress, not completing assignments/packets, and/or opting not to participate during remote learning may not receive credit for attendance and/or grades. For promotion to the next grade level, students will need to have completed the requirements of their courses.

REMOTE INSTRUCTION

Zoom is our remote instruction component to help deliver weekly live and recorded instruction from the classroom teacher and other staff. Teachers will give instruction on the lesson and then follow-up with tutorials in the same week. A schedule will be provided.

TECHNOLOGY & TECH SUPPORT

Students (from 3rd to 12th grade, including the KSTAR program) will be given a Chromebook. Windows laptops will be provided to KSD staff and teachers.

Families in need of internet access will need to contact their local school district so they can provide their student(s) with at-home internet access.

The KSD Department of Technology can be contacted via email at helpdesk@kssdb.org for technical issues such as, PowerSchool access, software and hardware issues on Chromebooks, and/or Windows laptops.

RECEIVING/RETURNING STUDENT WORK

In the event of continued building closures, and in an effort to reduce paper packets, KSD is developing the use of Google Classroom for grades 3-12 and SeeSaw for ECC-2nd grade. Google Classroom and SeeSaw will provide another communication method for parents to be able to contact classroom teachers.

If a family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. Parents who receive digital or electronic assignments can easily share completed work through digital platforms (e.g., email, Google Classroom) or via photo sharing, depending on teacher expectations. This document outlines some procedures by KSD staff for mitigating the risk of COVID-19 while still ensuring instructional support for our students.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls either to the students directly or to their parents.

Packet Preparation

- Preliminary evidence suggests that the COVID-19 virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.
- No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member is involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
- No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic.

For example, if someone in a school staff member’s home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in compiling packets.

- Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
- If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
- **Wait 24 hours** before distributing packets to families if only paper-based materials are involved; **Wait 72 hours** if plastic materials are used.

Packet Distribution

- All printed packet distributions will utilize the US Postal Service (USPS). The USPS is already transmitting materials every day and there have been no cases to date of infection caused by this process.

Packet Return

- From this point forward, any additional packet distributions will now include a self-addressed stamped envelope for return. Parents will mail the homework assignments back to KSD using this self-addressed stamped envelope.
- In the event parents need to drop off the packet, they should bring all materials to the KSD Security office located in the Roth Administration Building. A clearly marked bin will be used for parents to drop off assignments.
- Parents should remain six feet apart from anyone else while at the drop off. In addition, parents should **not** come to campus if they are symptomatic or have been exposed/potentially exposed to COVID-19.
- **Wait 24 hours** after drop off before opening a packet.

ELEMENTARY DEPARTMENT (GRADES EC-6TH)

- Students will receive direct instruction plus assignments on a daily basis
- Daily attendance will be taken
- Daily assignments will be given, turned in, and graded
- Students must attend and engage in regular contact with teachers while completing tasks
- Students will be giving a technology device

SECONDARY DEPARTMENT (GRADES 7-12; KSTAR)

Grades 7-12 will be banded into five groups. Four of the groups will be taught one subject area (ELA, Math, Science, or Social Studies) per day by an instructional team. The four instructional teams are made up of licensed teachers, paraeducators, and student life staff. Teaching one subject the entire day simplifies the daily schedule for the students as well as allowing project-based learning to occur in addition to collaboration between instructional teams. Social-Emotional Learning (SEL) standards will be addressed during the day by the instructional teams with collaboration and guidance from the Counseling Department. Students will check-in during SEL time in the morning and check-out in the afternoon during PRIDE time. Each group will have one day a week for elective classes and related services (e.g., SLP, ASL, OT, PT). The 5th group

consists of students with additional disabilities and will be taught daily by a single instructional team. They will not rotate through the different subject area teachers. The transition students (ages 18-21) in the KSTAR program will also be taught by a single team and not rotate.

SECTION 3: REOPENING CAMPUS & ON-SITE LEARNING

PROGRAM SUPPORTS

Student Transportation

Local districts (LEAs) will continue to be responsible for transporting students to/from KSD when we reopen for on-site learning. KSD and LEAs are working together to ensure students and staff are kept as safe as possible. KSD is encouraging that vehicles are disinfected before starting a route to pick up students and at the completion of the morning and afternoon routes. Additionally, bus drivers should not report to work if they suspect they are sick, have symptoms of being sick, or have been in contact with other people who have any confirmed respiratory illness or disease within the last seven days.

Audiology Services

When students are on campus, KSD audiologists will continue to provide support to our students. If there is an issue with a device, staff should take it to the secretary who will contact the audiologist. The audiologist will come to the school/dorm office to investigate and resolve the issue. If a student is experiencing ear discomfort, a staff member may contact the audiologist via email or phone. The audiologist will come to where the student is to conduct an initial observation and make a determination if the student needs to be seen for further services.

KSD Health Center

For the protection of staff and students, a new protocol has been developed to follow if a student becomes ill while on campus. This is subject to change pending guidance from agencies listed above and what KSD deems most appropriate to keep staff and students safe. All communication regarding student health will be shared with parents by KSD Health Center staff only.

Nursing staff will arrange with school and dorm staff to distribute daily medications in order to allow for minimal traffic in the Health Center, classrooms, and hallways; ensure social distancing is maintained; and follow best medical practices to ensure students' health needs are being addressed appropriately.

If a student becomes ill, staff should **not** bring them directly to the Health Center. Staff will text/call the Health Center and the nurse will determine if it is safe for the student to be brought to the Health Center or if the nurse will go to the student's location (e.g., there is a student suspected of COVID-19 in the Health Center and we need to limit exposure to other students).

An isolation room will be established in the Health Center for students who are suspected of being exposed to, displaying symptoms of, and/or have been positively identified as having COVID-19. Staff will follow universal precautions as well as use all appropriate PPE and cleaning/disinfecting protocol.

Upon arrival, students will be provided a mask and gloves. Staff will explain this is to help protect them and other students and staff by preventing the spread of the potential virus. Parents will be contacted to pick up the student and take them to their doctor/local healthcare center for follow up. Parents will be expected to pick up their child within 45 minutes of receiving a call from the Health Center. For parents that live further, appropriate travel expectations will be clarified at the time of the call. An example might be a parent that lives three hours from KSD. This parent would be given a four-hour window of time to arrive (30 minutes to prepare for departure, 3 hours travel time, 30 minutes of unforeseen obstacles such as construction, etc.). If the parent cannot arrive in the designated timeframe, nursing staff will contact the next person listed on the *Emergency Contacts and/or Authorized to Pick Up* lists on the enrollment forms.

The nurse will work with administration to identify persons who may have been in contact with the suspected infected person. Employees and families will be notified by a school nurse that they/their child may have been in contact with a person suspected of having COVID-19. They will be encouraged to conduct a self-screening each day and follow up with medical care, as needed. The isolation area and work area/classroom/dorm areas should be thoroughly cleaned and disinfected as well as all other common surfaces recently touched by the person. Nursing staff will be the lead contact to the local health authority/authorities as needed.

ELEMENTARY DEPARTMENT (GRADES EC-6TH)

- We will supply hand sanitizer and will have a small number of disposable masks available.
- In the classroom, social distancing measures will occur as best as possible.
- Until further notice, there will be no field trips, no out-of-metro travel for students and staff and there will be restrictions on time outside of classrooms.
- Transitions for students during the day will be reduced. Elementary and middle school students will have reduced time in the hallway.
- We will have an increased cleaning schedule using a CDC recommended solution.
- Restrictions are subject to change as the year progresses and are subject to guidance from local and state health departments.

SECONDARY DEPARTMENT (GRADES 7-12; KSTAR)

When returning to in-person learning on campus, the same groups and schedule described above will be maintained, nearly eliminating the transitions between classes. Students will be separated by six feet and masks will be required in addition to frequent handwashing. Groups will be staggered for lunch to avoid traffic/congestion in the dining room. Breakfasts will be eaten in the Roberts building after students have their temperatures checked. Restroom breaks will be staggered throughout the day with supervision. Stairway traffic will be designated an “ascending” stairway and “descending” stairway. Hallways will be designated for one way only traffic flow. All safety protocols will be followed.

STUDENT LIFE ARRANGEMENTS

Safety for all students and staff is the number one priority in the dormitories. Students who live more than 25 miles from KSD will be able to stay in the dorm. Local students (residing less than 25 miles from KSD) will go home after school. This will help us be able to maintain six feet distance between students in the bedrooms.

Students who will stay in the dorm are to bring only one week's worth of clothes and take everything home on Fridays. They can leave their bedding in the dorm unless instructed by the parents to bring it home. Both students and staff will be required to wear face masks while in the dorm. We will emphasize the importance of social distancing and frequent handwashing.

Transporting Students on Sundays

- Parents/Guardians are to check their child's temperature before they board the bus to return to KSD. If your child experienced any COVID-19 related symptoms or was exposed to COVID-19 over the weekend, please keep the student home and contact the KSD Health Center.
- The students will have their temperature checked as soon as they arrive at KSD. If a student has a fever, the KSD Health Center will be contacted for guidance.

Monday to Friday

- Students will have their temperature checked by dorm staff each morning before going to school and again upon returning to the dorm after school in the afternoon.
- Dorm students will wash hands every hour, when returning to the dorm from school, after going to the restroom, before/after each snack and meal. They will also wipe down tables and chairs after themselves. The student life staff will also wipe down every contact place during the overnight hours.
- We will make sure students maintain their daily hygiene standards. Please be sure to send soap, shampoo, conditioner, toothbrush, toothpaste, lotion, deodorant, tissues, laundry soap, and any other needed supplies to the dorm with your child.
- Dorm students should have their own pencil box with their name on it containing basic school supplies (e.g., pencils, pens, crayons, colored pencils, highlighters, eraser, post-it notes). This will prevent sharing supplies they might need to do their homework.
- If a student is not feeling well, the KSD Health Center protocol listed above will be followed.

Meals

- Breakfast – Students will have their temperatures checked each morning. Elementary students will eat breakfast in their classrooms with their peers. Middle school dorm students will eat in the Student Center; high school students will eat in the Roberts building.
- Dinner – All dorm students will eat in the Lamm dining room. Elementary students will have supper at 5:00 pm in the west section of the dining room. Middle school students will eat at 5:15 pm in the center section. High school students will eat at 5:30 pm in the east section. This will reduce traffic and promote social distancing.

After-School Program

- The after-school program will be closed until further notice. We will make sure dorm students have a variety of after school activities. There will be no field trips and students will not be allowed off-campus, until further notice.

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Fall Sports

- There will be no elementary sports (e.g., flag football, soccer), middle school sports (e.g., football, volleyball) nor high school sports (e.g., football, volleyball) at this time. More information regarding basketball and track will be forthcoming. This is subject to change based on guidance received from agencies listed above and what KSD deems to be in the best interest of students, staff, and families.

CAFETERIA & MEAL ARRANGEMENTS

BREAKFAST			Notes
Location	EH Classrooms	Roberts Entryway	<ul style="list-style-type: none"> • Dorm students go to designated areas for breakfast • EH Cleanup <ul style="list-style-type: none"> ○ Liquids dumped in sink ○ Trash taken to hallway / atrium ○ Custodial team picks up trash after breakfast • MS/HS Cleanup <ul style="list-style-type: none"> ○ Liquids dumped (TBD) ○ Trash taken to hallway bins ○ Custodial team picks up trash after breakfast • *Adult must check name off roster for participation
Service Time	7:30 – 8:00 am		
Age Group	Elementary	MS/HS	
Service Method	Sack breakfast including milk	Sack breakfast with choice of milk	
Equipment Needed	Cart Sacks packed Student roster checklist		
# Expected to Serve	~ 33	~ 60	
Delivery / Set Up	Kitchen staff		
Roster Checklist*			
Cart Pick-up/ Cleanup	8:00 am Kitchen staff		

LUNCH				Notes	
Location	Cafeteria			Classroom	<ul style="list-style-type: none"> • Plexiglass additions to service lines • Students ABC order • Meal modifications at the beginning of the line • Assigned seating <ul style="list-style-type: none"> ○ 2 or 3 to a table in cafeteria ○ 12 rectangle tables ○ 12 circle / octagon tables • Individual condiments • Service Items - TBD <ul style="list-style-type: none"> ○ Fruit/Veggie bar – guidelines/usage ○ Bulk beverages (tea/lemonade) ○ Rolled silverware • *Adult must check name off roster for participation • Dismiss by table • Designated exit door • Kitchen staff disinfect area between lunch periods
Service Time	EH 11:00 am	MS 11:45 am	HS 12:30 pm	Delivery 11:45 am	
Dismissal	11:30 am	12:15 pm	1:00 pm	n/a	
Age Group	Elementary	MS	HS	EC, Deaf+	
Service Method	Service line			Cart delivery / Lunch in classroom	
Equipment Needed	Fruit/Veggie Bar Beverages			Cart Food packed Student roster checklist	
# Expected to Serve	~ 50 each			~ 40	
Delivery / Set Up	n/a			Kitchen staff	
Roster Checklist*	Kitchen staff			Teachers	
Cart Pick-up/ Cleanup	n/a			Deliver to kitchen when finished	

DINNER				Notes
Location	Cafeteria – West section	Cafeteria – Center section	Cafeteria – East section	<ul style="list-style-type: none"> • Plexiglass additions to service lines • Assigned seating <ul style="list-style-type: none"> ○ 2 or 3 to a table in cafeteria ○ 12 rectangle tables ○ 12 circle / octagon tables • Individual condiments • Service Items - TBD <ul style="list-style-type: none"> ○ Fruit/Veggie bar – guidelines/usage ○ Bulk beverages (tea/lemonade) ○ Rolled silverware • *Adult must check name off roster for participation • Dismiss by table • Designated exit door • Kitchen staff disinfect area
Service Time	5:00 pm	5:15 pm	5:30 pm	
Dismissal				
Age Group	Elementary	MS	HS	
Service Method	Service line			
Equipment Needed	Fruit/Veggie Bar Beverages			
# Expected to Serve	~ 20 each			
Delivery / Set Up	n/a			
Roster Checklist*	Kitchen staff			
Cart Pick-up/ Cleanup	n/a			

SECTION 4: OUTREACH SERVICES

In addition to the campus-based program in Olathe, KSD’s also provides statewide services and resources through the KSD Outreach Team. Services have continued to be delivered during the COVID-19 pandemic although some modifications and accommodations have been necessary at times to ensure the safety of our families, students, and staff. This document provides a brief overview of the most common protocol we are using at this time. At all times, KSD Outreach staff will comply with frequent handwashing, social distancing when possible, appropriate use of PPE, and recommended cleaning/disinfecting guidelines. These are subject to change based on guidance received from agencies listed above and what KSD deems to be in the best interest of students, staff, and families.

KSD SOUND START (BIRTH-TO-THREE EARLY INTERVENTION SERVICES)

Early intervention providers will continue to serve families in collaboration with the local tiny-k network. At this time, in-person visits might be placed on hold and services could be delivered via distance technology (e.g., Zoom, FaceTime). If families are needing support and/or resources, they are encouraged to contact their KSD Sound START provider.

HEARING ASSISTIVE TECHNOLOGIES (HAT)

KSD leases hearing assistive devices (FM/DM systems) throughout the State of Kansas. This agreement includes setting up equipment, trouble-shooting, some repairs, and picking up/servicing equipment at the end of the school year. Our HAT audiologist will work with districts to find an appropriate time to provide on-site support to staff and/or coordinate deliveries via USPS, UPS, and/or FedEx with additional remote support. If your district has implemented visitor restrictions in addition to the CDC guidelines, please convey your expectations to our HAT audiologist so we can comply with local protocol.

COMPREHENSIVE RE-EVALUATIONS

At this time, KSD will still be conducting scheduled comprehensive re-evaluations on our campus. A KSD staff member will contact the family 24 hours prior to their expected arrival on campus to complete the COVID-19 questionnaire. Additionally, family members will have a temperature check and COVID-19 screening when they arrive to campus. If all members are showing normal temperatures and clear the screening, the re-evaluation can move forward. Families are able to stay in the KSD Family Suite which is cleaned/disinfected by the KSD Custodial Team. If any member is displaying a temperature, or answers in the affirmative to any question, they will be asked to leave campus and reschedule the re-evaluation for another time. KSD will be in communication with both the family and the local school district so there is awareness and consensus on the process. While at KSD, all members are expected to adhere to safety protocol including, but not limited to, handwashing, social distancing and wearing a face mask.

ON-SITE CONSULTATIONS

KSD Outreach staff will continue to provide on-site consultations as long as the safety protocol is in place to prevent/diminish the spread of disease. At all times, KSD Outreach staff will comply with frequent handwashing, social distancing when possible, appropriate use of PPE, and recommended cleaning/disinfecting guidelines. These are subject to change based on guidance received from agencies listed above and what KSD deems to be in the best interest of students, staff, and families. If your district has implemented visitor restrictions in addition to the CDC guidelines, please convey your expectations to our Outreach Team Leader so we can comply with local protocol.

BLENDED LEARNING SERVICES

KSD Outreach will continue to provide blended learning and distance ASL storytelling to districts throughout the state. Districts are currently being contacted to document start dates and schedules are being created. Since this program is based on remote learning there is little disruption to the program. Bi-annual site visits to the classrooms will occur with consensus of KSD and the local school building to safety measures in place. These are subject to change based on guidance received from agencies listed above and what KSD deems to be in the best interest of students, staff, and families.

FAMILY SIGNS KANSAS (FSK)

FSK ASL classes for families will continue as scheduled. Since this program is based on remote learning there is little disruption to the program.

PATHS PARENT GROUP / SUPPORTING YOU

KSD Outreach sponsors at least four family events for the PATHS Parent Group throughout the State of Kansas. Although event space has been reserved and activities planned, the gatherings are currently on hold pending trending data related to COVID-19. Although the fall events might not occur, it is hopeful that spring events will be able to take place. At all times, KSD Outreach staff will comply with, and promote families to engage in, frequent handwashing, social distancing when possible, appropriate use of PPE, and recommended cleaning/disinfecting guidelines. These are subject to change based on guidance received from agencies listed above and what KSD deems to be in the best interest of students, staff, and families.

Supporting You is a parent-to-parent networking program from KDHE. KSD Outreach facilitates the matching of families with newly identified deaf/hard of hearing children. Since this is a remote based program, there is little disruption and supporting families can continue.

DEAF MENTOR SERVICES

At this time in-person visits are on hold and services could be delivered via distance technology (e.g., Zoom, FaceTime). If families are needing support and/or resources, they are encouraged to contact the KSD Deaf Mentor Coordinator.

COMMUNITY ASL CLASSES

At this time, community ASL classes are being postponed until further notice.

LANGUAGE ASSESSMENT PROGRAM FOR DHH STUDENTS (LAP)

In light of the COVID-19 pandemic, LAP-DHH assessments were put on hold on March 23, 2020. This was done to allow LAP-DHH specialists, families, and teachers time to determine the best way to proceed with LAP assessments as well as to adjust to a new normal. Each child enrolled in the LAP Program is still expected to be assessed at least once during this calendar year. LAP-DHH services will resume on September 9, 2020 and will continue in accordance with KSA 75-5397e.

<p>General</p>	<p>Follow the guidance, policies, and procedures of KSD, the local tiny-k/school district, and individual county health departments regarding in-person assessments.</p> <ul style="list-style-type: none"> • Use all self-care, personal hygiene, and social distancing measures as recommended by KSD, KDHE, and the CDC. • Wear a mask (currently provided in the KSD Security Office). • Avoid shaking hands or touching others when greeting or interacting. • Wash your hands frequently with soap and use hand sanitizer when soap and water are not available. • Limit unnecessary contact with surfaces/items and avoid shared use of laptops, tablets, writing utensils, and cell phones. • Regularly disinfect all items.
<p>In-Person Assessments (preferred option, if possible)</p>	<p>At this time, limit visits to places you can do in a day trip (avoid hotels, if at all possible).</p> <p>Be sure to carry a travel kit provided by Outreach that includes disinfecting wipes and hand sanitizer.</p> <p>Strongly encourage other adults in the home/school to wear masks.</p> <p>One day prior to an in-person visit, ask the following questions of the family/staff:</p> <ul style="list-style-type: none"> • Has there been travel within the last 14 days in a state or country identified as a hotspot?

	<ul style="list-style-type: none"> • Has there been any exposure to an individual diagnosed with COVID-19? • Is anyone in the home/family showing signs of illness including: a fever greater than 100 degrees, a cough, and/or shortness of breath? <p>Share your own answers to these questions with the family/staff.</p> <p>If any of the answers are yes, either:</p> <ul style="list-style-type: none"> • Reschedule the assessment no sooner than 14 days, or • Schedule a remote assessment. <p>At the time of arrival and before entering the home/school, reassess risk by asking the above questions.</p> <p>If any of the answers are yes, proceed as directed above.</p> <p>Note: In-person assessments do not need to be in the home/school, they may occur at an outside location such as a yard, porch, or park if necessary.</p>
<p>Options for Remote Assessment</p>	<p>Remote assessments may be administered using Zoom or similar platform in accordance with the following procedures:</p> <ul style="list-style-type: none"> • Remote assessments must be explained and discussed with the family and consent obtained before proceeding. • Assessments must be conducted in accordance with the Family and Education Rights and Privacy Act (FERPA). <ol style="list-style-type: none"> a. Providers must ensure that remote assessments are conducted where other people can't observe or hear. b. Recording remote assessments require consent and the recording becomes part of the child's LAP-DHH record. <p>For children who are able to participate in remote assessments:</p> <ul style="list-style-type: none"> • Administer the language sample, Q-Global assessments, and other tests as appropriate. • If necessary and/or possible, materials for language samples may be sent or taken to the families in advance. • Ask follow-up questions of the family/staff to get as much additional information about the child's language level as possible. • Score the appropriate assessments and update the ASL/English Milestones document to the fullest extent possible using information gleaned from the assessments and the interview. • Assessments do not need to be done in one sitting; it may take multiple sessions to complete everything. <p>For children who are less able to complete assessments remotely:</p> <ul style="list-style-type: none"> • Provide the family with a copy of the MCDI to complete. It can be sent digitally.

	<ul style="list-style-type: none"> • Ask the family/school to create a video of the child communicating with others. Provide families/staff with the Language Sample Video Guidelines for specific details of this process. • Ask follow-up questions of the family/staff to get as much additional information about the child’s language level as possible. • Score the MacArthur, VCSL, and/or CASLLS and update Milestones Document to the fullest extent possible using information gleaned from the video and the interview. • Possible platforms to share videos may be FlipGrid or Bloomz (TBD). <p>http://telerehab.pitt.edu/ojs/index.php/Telerehab/article/view/6063 1:56</p>
<p>If an Assessment Cannot be Administered</p>	<p>Provide documentation in Welligent of three attempts to schedule the assessment.</p> <p>Follow-up with family one month later and attempt to schedule assessment again.</p> <p>If it is still not possible to complete the assessment, arrange a time with the family to check back in with them at a later date. Be sure they have your contact information if their circumstances change.</p>
<p>Transitions</p>	<p>Continue to invite LAP Coordinator to all IEP eligibility meetings whether they be in person or remote and regardless of whether or not an assessment was completed prior to transition.</p>