

USD 350 School Operations Plan

Introduction

This is a phased plan to get students back to school in a safe manner. The plan lays out specifics changes in school operations to limit the spread of COVID in our schools. This is based on guidance from various sources but is primarily based on the guidance developed by KSDE and KDHE in the “Navigating Change Operations” document with adaptations to fit our own local operation. This plan will almost certainly change as circumstances change and we learn and adapt.

<https://www.ksde.org/Teaching-Learning/Resources/Navigating-Change-Kansas-Guide-to-Learning-and-School-Safety-Operations>

Goals of the Reopening Plan

- Create and maintain effective learning environments
 - Students will be engaged in rigorous learning every day, on-site as much as possible
 - Social and emotional supports must be provided
 - Equitable access to equitable learning opportunities for all students
 - Extra-curricular and co-curricular activities are an important part of education
- Keep students and staff safe
 - Limit the spread of the virus as much as possible
 - Provide flexible options for families
 - Address physical and mental health
 - Implement protocols and practices to ensure a safe environment

Basic Operations Plan

The table below shows a quick snapshot of the basic operations of school. Further details and specifics are provided in the pages following. The gating criteria below will be used to determine daily what color to use. The overall Risk Level will be determined by combining all data points in the gating criteria. Changes in Risk Level will be communicated to families through social media, the school website, and the automated messaging system.

This is not meant to give a hard and fast rule for what is done. It is more of a guide to give the school community an idea of how various school operations will happen depending on the risk level in our community.

Gating Criteria	Low	Moderate		High
	Green	Yellow	Orange	Red
County Active Case Level	0-4	4-9	10-19	20+
Staff & Student Case Level	0	1-4	5-10	11+
Staff & Student Quarantine Orders	0-10	11-20	21-49	50+
Active Case Trend	Decreasing	Stable	Stable	Increasing
Students Absent (5-day average)	0%-7%	7%-10%	10%-14%	14%+
Staff Absentee Rate (5-day average)	0-10%	10%-15%	15%-20%	20%+

Risk/Restriction Level	Low	Moderate		High
	Green	Yellow	Orange	Red
Secondary School Environment (5-12)	On-site with restrictions, normal class schedule, remote learning option available	On-site with restrictions OR Hybrid - some on site, some remote or in stable group Homerooms	Hybrid - some on site, some remote or in stable group Homerooms OR Remote with some on-site small groups as needed	Remote with some on-site small groups as needed
Elementary School Environment (PK-4)	On-site with restrictions, remote learning option available	On-site with strict stable groups	On-site split groups OR Hybrid - some days on-site, some remote to limit group size	Remote with some on-site small groups as needed
Activities	Practices and events allowed with restrictions as needed	Practices and events allowed with restrictions as needed	Practices allowed with modifications, events not allowed or allowed with no crowd	No practices or games allowed
Spectators	Allowed with social distancing, masks required if social distancing is not possible	Allowed with reduced capacity to ensure social distancing, masks required indoors	None	None
Library	Open to the public with restrictions, masks required. Open to student groups with safety measures in place.		Closed to the public with curbside, porch pickup, and digital access. Open to student groups with safety measures in place.	
Masks or Face Coverings	Required for all staff and students grades 5 and up when social distancing is not possible, recommended for all students, certain exceptions			Masks required for all if meeting in person and safe to wear
Lunch	Separate stable groups in cafeteria, gym deck, or other areas. 6-ft social distancing		Same those on-site, pick up/delivery for remote	Pick up/delivery with some on-site exceptions
Breakfast	Breakfast will be served to-go at the end of the school day for the following day		Same those on-site, pick up/delivery for remote	Pick up/delivery with some on-site exceptions
Elementary Specials	Clean and sanitize supplies, tools, etc. between each use, PE in old gym/outside, music in auditorium (consider teacher rotation and students remain in class)			Remote
Secondary PE	Clean and sanitize equipment between each use, outside as much as possible, masks required if safe and cannot social distance			Remote

Transportation	Social distancing where practical, masks required, sanitize high touch areas after each route, assigned seats		Social distancing required for any transportation, same restrictions
Bathrooms	Cleaning and sanitizing 3 times per day		
Drinking Fountains	Fountains closed off, bottle fillers only, water bottles provided for all students, sanitized each day		
Visitors	Only those absolutely necessary for instructional purposes and approved by the principal	Office only by appointment	Extremely limited by appointment
Hygiene	Wash hands or use sanitizer hourly.		
Screening	Families must take the temperature of students each day before sending them to school. Teachers will take student temperatures during the first 10 minutes of the day. Students with a temperature of 99.6 degrees or higher are not allowed at school. Temperatures for those riding the bus will be checked as they load the bus. Students entering the building after 8:10am will be screened in the office.		
Playgrounds	Students will sanitize or wash hands before and after recess. Masks not required if social distancing.	Closed	

Student Learning

On-Site (low risk level) – Students in the building operating as normal as possible with restrictions. Stable groups stay together with limited mixing of different groups of students as is practical.

Hybrid (moderate risk level) – Some students learn at home and some learn at school, alternating days to limit the number of students in the building. How this is done would depend on the circumstances. At the secondary level, students in grades 7, 9, and 11 would come to school and have their regular schedule at school while the other grades would be following their schedule at home remotely. This would switch the next day with grades 8, 10, and 12 learning at school and the others learn remotely. **Homerooms** – Secondary students may attend school but will be confined to one room or specific area of the building with the same group. Learning will be done remotely, but students will be at school and have access to all teachers as needed.

Remote (high risk level) – Learning is done at home for the most part. Remote learning may be required for short periods of time throughout the school year for all students or particular groups of students. Students will be expected to be involved in learning activities on a regular schedule just as they were in school from 8:00-3:20. Quarantine requirements may trigger the need for remote learning.

Remote for individuals – Remote learning is also an option for high risk students with health concerns or those who choose to not return to school. These students should submit an application to learn remotely and should commit to this learning environment for a full semester. This is not a virtual school setting where learning is done on a computer platform at the students’ own pace. Students will

follow the regular school schedule along with their classmates as much as possible. The district will provide a device for students to use and will help with technical issues.

INDIVIDUAL REMOTE LEARNING EXPECTATIONS:

- The student is regularly enrolled in the school district
- The student must enroll at the same time as on-site learning students and apply for the remote learning option
- The student is expected to start remote learning class on the same day as on-site learning classes
- Curriculum and instruction is prepared, provided and/or supervised by the school
- Families should commit to a semester of remote learning, but changes in enrollment for the remote learning environment will be handled on a case-by-case basis
- The student will attend class through an online platform during the regular class periods as much as possible. No time log is needed if the student “attends” class online at the same time as the regular on-site class.
- If the student is doing school work remotely on their own schedule, all time must be logged daily and submitted to the school district weekly (documentation log provided)
- Some work and tests may need to be done in the presence of a school employee. Special arrangements will be made to ensure that that this can be done in a safe environment separate from the student body.
- A student who is enrolled in a remote learning environment will be allowed to participate in extracurricular activities provided that academic progress is made and subject to weekly eligibility

Health / Hygiene

- Stable Groups

In order to limit the spread of disease, students should remain in separate stable groups as much as is practical. Times when students from different classes or grades are mixed should be limited. This is feasible for the lower grades, but nearly impossible for the upper grades with a typical class schedule. In the low risk level, stable groups should be maintained as possible. In the moderate risk level, more effort should be taken to keep all students in separate stable groups at all grade levels.

- Masks & face coverings

Guidance from medical professionals is abundantly clear that masks or face coverings should be worn in a school setting. Masks or cloth face coverings covering the mouth and nose are required for all staff and students from grade 5 and up anytime that social distancing is not possible when in the low and moderate risk levels. Face coverings will be required for everyone in the school building when in the high risk level. Masks are strongly encouraged for students below grade 5, but will be at the discretion of the classroom teacher and other adult supervisors.

Exceptions will be made for medical limitations with a written note from a doctor. Exceptions will also be made if a mask inhibits the person’s ability to perform his or her job, inhibits a student’s ability to participate in the educational process, or is unsafe or impossible to wear a mask. Examples of times where masks can be removed are for eating, drinking, when

there is strenuous physical exercise, when individuals can remain 6 feet apart, when outside and social distance can be maintained for the most part.

It is important to find ways to make time in the school day where staff and students can find ways to safely take breaks from wearing masks. Being outdoors or in spacious areas indoors where social distancing can make it safe to remove masks for short periods of time is encouraged.

Masks will be provided for all students and staff. Junior high and high school students will be responsible for cleaning and keeping track of their masks. Students may provide their own mask but must be school appropriate. Elementary students should have their own mask that they wear to school as they enter the building and when they leave for the day. That way their classroom masks can remain at school for safekeeping and laundering.

In general, all visitors will be required to wear a mask in school facilities.

- Temperature checks and screening

Staff must take their temperature daily before coming to school and should not enter the building if the temperature is 99.6 degrees or higher. Families must take the temperature of students each day before sending them to school. Teachers will take student temperatures during the first 10 minutes of the day as a secondary check. Students with a temperature of 99.6 degrees or higher will not be allowed at school. Temperatures for those riding the bus will be checked as they load the bus. Students entering the building after 8:10am will be screened in the office.

All individuals who enter the building should be able to answer NO to both questions below:

1. Have you been in close contact with someone who has been diagnosed with, or is suspected to have COVID-19 within the last 14 days?
2. Are you experiencing any two of the following symptoms?
 - Chills
 - Sore throat
 - Cough
 - Stiffness/Rigidity
 - Muscle aches or pains
 - Shortness of breath/difficulty breathing
 - Fatigue/Weakness
 - Headache
 - Sudden loss of taste or smell
 - Vomiting/Diarrhea/Stomach or abdominal pain

Parents are asked to screen their student for COVID-19 symptoms daily prior to sending their student to school--if your student exhibits symptoms without other obvious explanations (allergies)--Please keep them home that day to monitor symptoms. Staff will monitor students throughout the day for signs and symptoms of illness.

- Handwashing and sanitizing

Students and staff should wash or sanitizes hands before coming to school. Teachers will teach and reinforce proper handwashing. Students will wash hands or use hand sanitizer approximately once per hour, before/after eating, and before/after recess.

- Physical distancing

The goal is for all persons to be 6 feet or more apart from one another except for brief and infrequent moments of closer proximity. This is not possible in a classroom setting and is not practical for many situations in schools. School staff will make the best attempt to maintain distance between students as much as possible in the school setting. The risk level in the basic operations plan will determine how strict the 6-foot rule will be.

- Protocols

Nurse's office and isolation room

Students who are ill, have a fever, or are otherwise showing symptoms will be sent to the nurse's office. If the nurse determines that a student has a fever, the student will remain in the isolation room (next to the nurse's office) until picked up or released by a parent/guardian. Any student exhibiting symptoms should be required to wear a mask if it is safe to do so.

Individual with symptoms

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately. When a student is sent home due to symptoms, the family should consult their doctor or the county health department. They will give guidance as to whether further testing is required.

The current known symptoms are:

Fever (99.6 or higher)

Chills

Rigors

Muscle or body aches

Fatigue

Headache

Sore throat

Lower respiratory illness (cough, shortness of breath or difficulty breathing)

New loss of taste or smell

Diarrhea

Medical Inquiries

Given the nature of the pandemic, the school district will make additional medical inquiries of staff members and students than they otherwise would have. If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms. The school may take the temperature of students, employees and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

What happens if a student or staff member tests positive for COVID-19?

This is a summary of the information that follows

- The course of action is entirely dependent on the circumstances and will be done in cooperation with the Stafford County Health Department.
- Affected areas will be cleaned and disinfected.
- Close contacts will be identified (within 6 feet for 10+ minutes), parents/guardians will be informed along with the county health department. These individuals would be learning remotely until their quarantine period is over.
- The entire school may be shut down for a period of time and all learning will be done remotely or learning could be suspended for a day or two (like a snow day).
- The school may stay open, but one grade level or student group may need to quarantine and learn remotely for a period of time.
- At the elementary level, teachers and students are in the same classroom for much of the day. In this case, if the teacher or a student tests positive, the entire class would likely need to quarantine. They would then learn remotely for that period of time.
- At the secondary level, students are in each class for less than an hour. In this case, contact tracing would help staff determine which individuals need to quarantine.

Defining a Case of COVID-19 Disease and the Infectious Period

A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen). If an individual tests positive, school staff will work with the county health director for assistance and to help determine the best course of action.

Based on what we currently know, a case is considered infectious two days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as two days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or the local health department.

Defining a Close Contact

A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes or more or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or the local health department

Returning to school after exclusion

Once a student or employee is excluded from the school environment, when they are allowed to return depends on the circumstances. This information is presented here as guidance. Any official instructions for release from quarantine and return to school will come from the Stafford County Health Department.

Students will need to check in the office and get an admit slip before returning to class. This documentation tells the teacher that the student is approved by the office to return to class.

➤ **Testing was not required**

Once a student or employee has exhibited symptoms and been excluded from school, they may return as soon as recommended by a doctor or the county health department. Obviously, illnesses other than COVID-19 can cause symptoms. Testing for COVID-19 may not be necessary as determined

by a doctor. As a general rule, students may not return to school until they have been fever free and/or not vomiting for 24 hours without the aid of medication.

➤ **Untested**

Persons who have symptoms of COVID-19 but refused medical attention or refused to receive a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, may return if the following conditions are met: Ten (10) calendar days have passed since symptoms first appeared AND Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved). Whichever criteria is longer. Meaning, a minimum of 10 days.

➤ **Tested and awaiting results**

Persons who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received. Household members need not be isolated if they are not experiencing any symptoms.

➤ **Positive result**

Symptomatic cases may return if the following conditions are met: Ten (10) calendar days have passed since symptoms first appeared AND Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved). Whichever criteria is longer. Meaning, a minimum of 10 days.

Asymptomatic cases may return if the following conditions are met: Ten (10) calendar days have passed since the date sample was collected AND symptoms have not developed. If symptoms develop during the 10-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.

➤ **Negative result**

Known exposure to a COVID-19 case or travel from a location on the KDHE Travel-related Quarantine List People who are identified as close contacts of a COVID-19 case or have travelled from a location on the KDHE Travel-related Quarantine List must be quarantined for 14 days. A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine. People who have not been identified as a close contact to a COVID-19 case and have not travelled from a location on the KDHE Travel-related Quarantine List may return to work/school if approved by the Stafford County Health Department.

Other Students and Employees in the Household

If a student or employee is excluded from school because of a positive COVID-19 test, other students and employees living in the same household are considered close contacts and will be excluded from school for a mandatory 14-day quarantine period, which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, the 14-day quarantine period for household contacts begins once the case is released from isolation by Public Health

If a student or employee is excluded from school on a 14-day mandatory quarantine period because they have been identified as a close contact of a case, then other students and employees living in the same household are considered contacts of a contact and do not need to be excluded from school unless they were also identified as a close contact of a case.

Travel-Related Quarantine

If a student or employee has recently traveled from a location on the KDHE Travel-related Quarantine List, the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas.

School Response to Student or Employee in Isolation or Quarantine

As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19 disease, the custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

In cooperation with the county health department, school staff will immediately begin compiling a list of close contacts, including names, email addresses and phone numbers. Consider the two days prior to when the case started having symptoms or if the case was asymptomatic the two days prior to the date the sample was collected. Identify anyone who would have been within 6 feet for 10 minutes or more or would have had direct contact with secretions. Guardians of students who have been identified as close contacts and any staff identified as close contacts should be informed immediately.

Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case. The list of close contacts will be shared with the county health department for follow-up during the quarantine period.

How and when school will continue depends entirely on the unique circumstances, particularly how many people are identified as close contacts.

Individuals ordered to be in isolation or quarantine

Students and staff who are under isolation or quarantine orders may not be in the building or attend any school activities until cleared by their doctor or the county health department. School administration will have an updated list of those individuals and will notify appropriate school staff as necessary to ensure the safety of all staff and students.

Modified Quarantine

Modified quarantine is a procedure where students and/or staff who are required to quarantine may spend part of their quarantine time at home and part of it at school in a restrictive environment. This is an option that is may be used to limit the amount of time students are out of the classroom for a required quarantine.

KDHE Modified Quarantine Requirements:

These modified quarantine requirements are contingent on the close contacts of a case remaining asymptomatic. Students and staff who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during the school day:

- Transportation: Students and staff on modified quarantine should not commute to school with anyone that is not also on modified quarantine.
- Arrival and dismissal times: Students and staff on modified quarantine must arrive and leave school on a staggered schedule without interacting with the general school population.
- Pre-screen: School administrators should measure the quarantined student and staff temperatures and assess symptoms prior to the start of the school day. Ideally, temperature checks should happen before the individual enters the school building. If an infrared device is used to check temperature, accuracy may be an issue so anyone

measuring 99.0° F or higher should receive a more accurate temperature check and in-depth symptom screening.

- Medical check-in: Quarantined students and staff should check in with medical staff at specified time periods. If the quarantined student or staff becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Anyone who develops illness compatible with COVID-19 during the quarantine period should notify the school nurse or school administration who will work with the local health department to arrange for testing.
- Wear a mask: The quarantined students and staff should wear a face mask/face covering at all times while in the school.
- Physical separation: The quarantined students and staff should be physically separated from the general school population. All activities, including mealtimes and classes like art and music, should take place within the classroom.
- Bathrooms: The quarantined students and staff must have their own designated bathroom or, if feasible, common bathrooms must be cleaned after a quarantined student or staff have used them.
- School activities: Quarantined students and staff should not participate in any activities that involve interaction with non-quarantined students and staff. This includes before and after school care and all school-related activities.
- Outside of school: Quarantined students and staff should understand that they are still in quarantine outside of the normal school day. Meaning, they should remain at home when not physical in school.

Required Cleaning/Disinfection/Sanitation

- Disinfect high-touch surfaces in the classroom with products meeting Environmental Protection Agency (EPA) criteria for use against SARS-CoV-2 and used according to the manufacturer's instructions.
- If materials are used by multiple people – disinfect between shared uses.
- Conduct targeted and more frequent cleaning of high-touch surfaces of shared spaces (e.g., tables and chairs, railings, door handles).

There are no modifications for isolation of a Person Under Investigation (PUI) while awaiting test results or for a case under isolation. Local health departments and school districts can decide which approach, either the current isolation and quarantine requirements or the modified requirements, works best for their individual school.

Facilities

- Signage and Reminders
 - Signs reminding individuals about health protocols and procedures will be placed in various areas of the building and at entrances
 - These same reminders will be advertised on the televisions along with school announcements
- Hand Sanitizer
 - Hand sanitizer will be available in all classrooms and offices
 - Sanitizer stations will be placed throughout the building depending on availability of equipment and supplies

- Daily cleaning
 - In addition to the regular cleaning routine, electrostatic sanitizing machines will be used daily in classrooms (as supplies and equipment are available)
- Drinking fountains
 - Drinking fountains will be closed off for use as normal
 - All students will have a school-issued water bottle
 - Each drinking fountain will have a bottle filling station.
- Outside areas
 - High touch areas should be disinfected daily (door handles, etc.)
- Cleaning Protocols
 - Clearly defined cleaning and disinfecting protocols for custodial staff at each individual building based on occupancy level and hours of use including the frequency, equipment, materials and products to be used.
 - Prioritize high-touch areas, such as door handles, handrails, counters and surfaces, tables, chairs, desks, drinking fountains, computer key-boards, work stations, etc.
 - Prioritize common spaces used by different cohort groups, such as main office, health offices, isolation rooms, cafeteria, bathrooms, etc.
 - Cover surfaces that are not easily cleaned. Soft Surfaces/Fabrics: Eliminate or limit soft surfaces that are hard to clean. Clean after each use with EPA-approved products appropriate for surfaces.
 - Use cleaning products that are listed as Novel Coronavirus (COVID-19) Fighting Products.

Common Spaces / All Areas

- Cafeteria
 - Students will use the cafeteria for lunch and breakfast as needed
 - Social distancing is required as possible
 - Masks do not need to be worn while eating but should be worn when not eating/drinking
 - Staff should wear masks while working in the cafeteria and kitchen
 - Tables will be cleaned and sanitized after each use
- Before school – morning arrival
 - Students should not arrive at school before 7:50. Doors will be locked until then.
 - Students will report directly to the classroom upon arrival
 - Congregating in the gym or halls is not allowed
- Office
 - Visits to the office should be limited
 - Offices are open to parents and visitors depending on the risk-level
 - Parents should call ahead to pick up students during the day
 - Masks should be worn by office personnel during high traffic times (first thing in the morning, at school dismissal, etc.), when students or visitors are present, or when social distancing cannot be maintained. Dependent on risk-level
- Visitors

Visitors will be limited to those who are essential to school operations. Visitors that are invited for instructional purposes must have the advanced approval of the building principal. Visitors or family members will not be allowed in the building to eat with students in the cafeteria. Also, visitors for classroom parties and similar events will not be allowed this year.

All visitors will be expected to:

- Wear a mask
 - Have their temperature checked
 - Be screened for COVID-19 symptoms (see screening questions above)
 - Use hand sanitizer
 - Will be let into the building by school staff. All visitors to the building must be logged for contact tracing purposes
- Playground
 - Playground equipment will be cleaned and sanitized as often as practical. The CDC suggests that “it is impractical and an inefficient use of resources to spray disinfectants on outdoor areas.”
 - Recess times will be alternated to minimize the number of students from different groups using the same spaces at the same time
 - Students must wash hands or use hand sanitizer immediately before and immediately following the use of the equipment.
 - Use outside spaces
 - Staff and students are encouraged to do activities outside as the weather allows

Classrooms

- Seating
 - Arrange student furniture to have all students face in the same direction
 - When possible, seats should be assigned for students and teachers should keep a record of seating charts
- Masks
 - Face coverings are required in classrooms whenever social distancing is not possible at the discretion of the classroom teacher for grades 5 and up
 - Younger students will wear masks at the discretion of the teacher or adult supervisor but is recommended for all students to wear masks
 - Elementary students will have a set of classroom masks. The students should provide their own mask for coming to school and leaving for the day. That way the classroom masks will stay at school for safekeeping and laundering.
- Physical Distancing
 - Social distance as much as possible by increasing space between students during in-person instruction. Understand there may be times that it will be necessary to provide close individual contact to provide comfort, private discipline or personal instruction.
 - Utilize outdoor spaces and larger rooms as much as possible
- Sanitizing
 - Classrooms will be cleaned and sanitized daily
- During the day cleaning
 - When transitioning between student groups, desks and hard surfaces should be cleaned with sanitizing wipes.
- Shared Items
 - Shared items should be disinfected after use
 - Items that cannot be easily disinfected (like books) should be quarantined for 3 days
- Technology
 - Students should use their own technology device when possible
 - Students in grades 7-12 are assigned a device to use and take home

- Elementary students will have their own device to use at school that can be taken home if remote learning is needed
- Shared devices should be disinfected after use

Transitions

- Restroom breaks
 - Students should be encouraged to use the restroom during class time rather than passing periods to reduce large numbers congregating
 - Students should use the restroom nearest their classroom as much as is practical
- Lockers
 - Lockers will be utilized as needed with safety precautions. Students will not be allowed to linger at their locker and are encouraged to leave books and materials in classrooms as they can.
 - Lockers in the science hallway will be utilized to allow for locker assignments to be spaced out
- Recess - elementary
 - Student groups should remain separated during recess (i.e. 3rd grade uses the playground equipment while 4th grade uses the field and blacktop)
 - Each class should have their own equipment (balls, etc.) and should not share among groups
 - Mask do not need to be worn outside and when social distancing is possible
- Lines - elementary
 - Students should face forward during transitions to prevent face-to- face interaction
 - Students should keep distance as possible and practical
- Passing period
 - Doors should be propped open to avoid many hands touching door handles
 - Congregating at lockers and restrooms is discouraged
- Before school – morning arrival
 - Students should not arrive at school before 7:50. Doors will be locked until then.
 - Students will report directly to the classroom upon arrival
 - Congregating in the gym or halls is not allowed
 - Students should enter the building through the door closest to their arrival classroom if possible to reduce congestion at main entrances
 - Bus routes will be scheduled to arrive at 7:50
 - All students should have a their own to-school and from-school mask to wear
- School dismissal
 - Elementary students will exit through assigned doors to prevent students congregating
 - 5th/6th grade east doors
 - 3rd/4th southwest doors (old grade school office)
 - 1st/2nd south doors (district/elementary office)
 - Preschool students will be dismissed at 3:15, Kindergarten at 3:20
 - 1st through 5th staggered dismissal
 - Alternate weeks for group dismissal at 3:15 or 3:20
 - 1,3,5 group and 2,4,6 group
 - JH / HS students will be dismissed on a staggered schedule when in homerooms only

- Picking up students during the day
 - Parents should call the office to check out students during the school day. Students will be called down to the office and escorted out of the building (age appropriate) when parents arrive.

Transportation

- Masks and Social Distancing
 - Masks required for all riders and driver
 - Elementary students should supply their own mask to use on the bus. Classroom masks are provided but they should remain at school.
 - A supply of disposable masks will be available in each bus in case a student forgets their mask
 - Social distancing as possible on low and moderate
- Seating and Loading
 - Assigned seats, spread out as much as possible
 - Sit in family groups
 - Sit with those in same class
 - Fill the bus seats at the back of the bus first, and then load to the front to avoid students walking past each other in the aisle
 - Unload students from the front of the bus first to avoid students walking past one another in the aisle
 - When possible and weather permitting, open the windows while transporting students to improve air circulation
- Hygiene and Cleaning
 - Student's temperature will be taken prior to being seated on the bus. If the student's temperature is 99.6 or higher, they will not be transported to school
 - Sanitizing sprayer should be used on each bus once per week
 - High-touch areas, including the door entrance railings, should be cleaned between bus routes
 - Open bus doors and windows during cleaning to improve air circulation
 - Students should clean or sanitize hands before boarding the bus
 - Passenger vehicles must be sanitized after every use as these vehicles are shared by various drivers and groups
 - Food should not be eaten on the buses. Breakfast should be eaten at home before boarding the bus.
- Field Trips
 - Allowed on a limited basis with principal approval
 - Stable groups should be maintained

Food Service

- Lunch
 - Lunch will be served in the cafeteria
 - Some classes will eat in the cafeteria and others will eat in the main gym on the upper deck
 - Group sizes will be limited to on grade level for each lunch period in order to maintain 6-foot distance between students while masks are not worn
 - Seats should be assigned and students will use the same seat every day

- Breakfast
 - Breakfast will be take-out only
 - Students must sign up in advance for the take-home breakfast
 - Students will take home a bagged breakfast to be eaten at home the following day
 - Meals will be delivered to classrooms or picked up in the cafeteria at the end of the day
- Serving
 - Students will wash or sanitize hands before entering the cafeteria
 - No self-serve for food items
 - Kitchen staff will put silverware and milk on students' trays
- Remote meal service
 - Meals will be available for any student learning remotely
 - Pickup of meals will be scheduled and communicated to families when and if this becomes necessary
 - Delivery of meals may be available in some situations
 - Meal accounts will be charged for meals in the same manner as on-site meal service

Library

- Open to the public
 - Additional safety precautions
 - Masks must be worn when entering the library
 - Patrons are required to take temperature before entering the building and not enter if above 99.6 degrees or higher or if showing other symptoms
- Open to the students
 - Student groups will rotate on a fixed schedule
 - 5th-12th graders' access to the library is directed by English teachers, limit of 5 at a time
 - 7th-12th graders should use the school entrance on Broadway to leave and enter the main building (key card checked out with English teachers)

LIFE After-School Program

The after-school program will operate with additional safety precautions. Students will participate in activities in the basement of the library and outdoors. Student cohort groups will be maintained as much as possible. Masks will be used and required at the discretion of the program director.

Extra-Curricular and Co-Curricular Activities

- General Guidance
 - School activities are an important part of the educational process. Like all other aspects of school operation, things will change frequently and unexpectedly. All school activities will continue as long as they can be done in a safe manner and will follow the guidelines outlined in the basic operations plan at the beginning of this document.
 - <http://www.kshsaa.org/public/pdf/ActSpecificConsiderations.pdf>
 - <http://www.kshsaa.org/public/pdf/KSHSAAReturntoAct-General.pdf>
 - <http://www.kshsaa.org/Public/COVID/Main.cfm>

- KSHSAA guidelines
 - Coaches and sponsors should adhere to the guidance from KSHSAA for Return to Activity - General Considerations and Activity Specific Considerations
- Remote Learning
 - Students participating in remote learning may still participate in activities as long as full academic progress is made
 - Weekly eligibility remains in effect
- Crowds and Audience
 - Subject to local health orders limiting gathering size limits and the current risk-level
 - Masks required of visitors and patrons indoors or when social distancing cannot be maintained
- Distancing
 - Activities and drills should be modified to allow for maximum social distancing
 - Care should be taken to maintain spacing during team meetings and huddles
- Transportation
 - There will be more flexibility for participants to ride with family members rather than the bus
- Daily Screening
 - Screening for symptoms and temperatures should take place before each practice, rehearsal, contest, or performance
- Screening for Games
 - Temperatures of all participants must be checked as they are loading the bus for away games and before suiting up for home games
 - Students should not be allowed to participate or attend events with a temperature of 99.6 or greater.
- Band and Choir
 - More emphasis will be placed on social distancing and the use of masks during music rehearsals
 - Rehearsals may have limited participants at times
- Concessions
 - Concessions will be available as allowed depending on risk-level and guidance from the county health department

Drills & Emergency Procedures

Drills will be conducted according to state and federal requirements as much as possible. Accommodations will be made to prevent the spread of disease and the mingling of separate stable groups. Tornado drills will be done by class rather than as a whole school.