

**Waynesville R-VI School District
Pandemic Reopening Guide**

Table of Contents

I.	Overview of Re-entry Phases	1
II.	Board Policy and Procedural Items	2
	A. Revisions to the 2020-2021 Calendar.....	2
	B. Task Force Team Members.....	2
	C. Board of Education/Administration Meeting Schedule during closure	3
	D. Board of Education Meeting Format	3
	E. Alternate Command Structure	3
	F. Alternative Methods of Instruction Plan	3
	G. Criteria for Moving to Alternative Methods of Instruction	4
III.	Academic.....	6
	A. Attendance.....	6
	B. Engagement Expectations	7
	C. Make-up Opportunities.....	9
	D. Lesson Plan Expectations.....	9
	E. Special Education/504	10
	F. Academic Progress Teams.....	10
	G. Enrollment.....	11
	H. Teaching Healthy Habits/Social Distancing Guidelines	11
	I. Schedule for Reduced Attendance in Restricted Environment	11
	J. Lunch in Restricted Environment	13
IV.	Communication.....	14
	A. Signage	14
	B. List of Materials for Distribution.....	14
V.	Nursing/Health.....	15
	A. Personal Protective Equipment.....	15
	B. Staff Education.....	16
	C. Screening	16
	D. Social Distancing	16
	E. Frequent reporting guidelines	16
	F. Monitoring Illness.....	16
	G. Vulnerable Populations/Guidelines.....	17
	H. Care Rooms for Students with physical needs	17
VI.	Physical Plant	19
	A. Cleaning After Closure.....	19
	B. Cleaning Procedures	20
VII.	Personnel.....	21
	A. Posting Federal Leave Information	21
	B. Schedule for Appropriate Hygiene	21
	C. Professional Development Prior to Reopening	21
	D. Plan to Track Absences	21
	E. Return to Work Protocol.....	22
VIII.	Emotional Wellness	23

	A. Re-entry activities	23
	B. Identification of Students Needing Emotional Support.....	23
IX.	Fiscal	25
	A. Increase school supplies	25
	B. Increase cleaning supplies.....	25
X.	Appendix.....	26
	A. Appendix A- Sample Board Resolution during closure	26
	B. Appendix B- Alternative Methods of Instruction DESE Application.....	28
	C. Appendix C- Common Lesson Template	31

**Note: The intent of this document is to create a template to guide our district in reopening schools and is not a "one size, fits all" document. The document provides examples of protocols the district could implement, if feasible, during a "phased-in approach" to bringing students and staff back to school. The material in the document is not required by law to be implemented and is evolving as new information and recommendations are issued by federal and state agencies. The district will work with our local health departments and local stakeholders to ensure that protocols align with the most current scientific knowledge and community expectations. It is also reasonable to expect that the protocols schools implement will change as the local conditions change.*

I. Overview- Re-entry Phases

The Waynesville R-VI School District will follow the Centers for Disease Control phases of operation, which are as follows-

Phase I (schools are not physically open):

- Vulnerable Individuals/ High Risk Populations (See definition below pg. 18) should continue to shelter in place
- Members of these households with vulnerable individuals need to be assured before going into public that they can maximize and maintain appropriate distancing
- Social distancing in groups less than 10
- Schools remain closed and implement distance learning

Phase II (schools are open under restrictions):

- Vulnerable individuals should continue to shelter in place
- Schools may reopen with appropriate protocols in place
- Consider students at risk of severe illness should consider implementing individual plans for distance/ e-learning
- Social distancing in groups less than 50 (reduce frequency of large gatherings- assemblies and limit number of attendees per gathering; alter scheduling to reduce mixing of groups- keeping the same group of 50 together- stagger recess/ entry/dismissal/lunches)
- Consider regular health checks (ex. Temp, respiratory symptom screening) of students, staff and visitors if feasible
- Short term dismissals for school and extracurricular activities as needed for cleaning and contact tracing
- Physical distancing should be maintained as well as sanitizing protocols

Phase III (schools are open):

- Vulnerable individuals can go in public with maximized distancing
- Gather guidance from health care providers for staff and students with increased risk to see if they should return or what individual accommodations need to be made
- Minimize time in crowded areas for all
- Review attendance policies and protocols for students and staff
- Encourage personal protective measures among staff/ students (stay home while sick, handwashing, respiratory etiquette)
- Protocols for if a student or staff member becomes symptomatic at school
- Plans in place to transition to other phases based upon level of community transmission or impact

II. Board Policy and Procedural Items

2020-2021 Calendar

Utilization of Alternative Methods of Instruction (AMI) when the school district is forced to be closed (when scheduled to be open) for more than one regularly scheduled day. This includes but is not limited to inclement weather, forced closure for pandemic, epidemic, or other emergencies. Students will be expected to attend all AMI sessions and attendance will be recorded. All faculty will be expected to participate in the AMI format.

*If school is unable to open on August 24, 2020, the district will initiate AMI on August 25. Equipment and materials will be distributed in the following manner:

- A distribution schedule will be sent by building to families to retrieve Chromebooks and other materials during the week of August 17, 2020.

Pandemic Task Force Members

The Waynesville R-VI School District will create a Pandemic/Epidemic Task Force Team, which will analyze all available information and advise the district on the Phase of Operation (as discussed in Section I) the need for added safety measures, social distancing, and closure. The team will consist of the following individuals:

Chair- Director of Student Services

Member- Elementary Nurse

Member- Middle School Nurse

Member- Secondary Nurse

Member- School Based Health Clinic Provider

Member- County Health Official

Member- Fort Leonard Wood Health Official

Member- Phelps Health Community Health Official

Member- Mercy Community Health Official

Board of Education/Administration Meeting Schedule during Closure

The adopted Board of Education Meeting Schedule will continue during school closure. Additional meetings will be called, per district policy, as needed to discuss pertinent or time sensitive issues. The Superintendent is expected to maintain frequent communication with the Board of Education.

Board of Education Meeting Format during Closure/Social Distancing

The Board of Education will adhere to all local, state, and/or national guidelines regarding social distancing and congregating during a pandemic/epidemic crisis. When possible, the Board of Education will meet in person to conduct board business. If possible, video streaming of the meeting will be offered. If local, state, and/or national guidelines prevent meeting in person, the Board of Education will utilize an electronic means (e.g. Google Meets, Zoom, etc.) to conduct business. In addition, the Board of Education will utilize electronic means to conduct special meetings of the Board of Education during a time of closure.

Alternate Command Structures

In the event the Superintendent of the Waynesville R-VI School District is unable to perform his/her duties during a time of crisis, assumption of his/her responsibility will be as follows:

1. Assistant Superintendent of Personnel
2. Assistant Superintendent of Instructional Services
3. Chief Financial Officer
4. Executive Director of Operations

Alternative Methods of Instruction Plan

Online learning will be utilized as the Alternative Method of Instruction for the Waynesville R-VI School District (see Appendix A). All teachers will engage in the virtual learning process, and paraprofessionals will continue to support instruction in the virtual environment. The following guidelines will be utilized by district instructional staff:

- Teachers and/or collaborative teams will organize assignments on a common template provided by the Instructional Services Department.
 - Content and grade level teams are strongly encouraged to develop consistent expectations for the volume of assignments and communicate assignments in multiple disciplines to parents through a single common template to avoid the need to monitor multiple templates.
- Students will have a minimum of two days to complete each assignment.
- If on-line learning (Phase I) is needed for an extended time period (more than three days), Fridays will be utilized as intervention and support days, no new concepts or instruction will occur on Friday of each week.
- Assignments will be meaningful and linked to instructional standards.
- Virtual learning platforms (e.g. Canvas and Google Classroom) will be utilized to provide instruction.

- The Instructional Services Department will provide a list of approved online educational resources that teachers can utilize during the AMI structure.
- The Instructional Services department will provide a parent brochure as well as online help resources on utilizing and accessing the approved platforms.
- Teachers will be expected to provide opportunities to communicate virtually with students on a routine basis and a building-level schedule will be designed to avoid overlapping of individual help sessions.

The following will be expected of students:

- Students are expected to attend virtual sessions and will be held accountable for assignments in the virtual environment.
- Students are expected to engage in help sessions and live sessions, unless special arrangements have been made.
- Students are encouraged to contact teachers with specific learning issues utilizing approved district communication methods and report instances where their questions are left unanswered.

Parental recommendations:

- If your child is experiencing problems in the virtual environment, please contact his/her teacher. If the issues persist, please contact the building administrator, and, if you have continued concerns, contact the Instructional Services Department.
- If you are experiencing issues managing multiple students in the virtual environment, please contact the Instructional Services Department to discuss additional instructional support.

*Written packets are considered an acceptable Alternative Method of Instruction for students who do not have internet or devices to successfully participate in virtual learning.

Criteria for Moving to Alternative Methods of Instruction/Moving out of Alternative Methods of Instruction

Moving to AMI or online learning (Phase I and other instances causing extended closure)

1. Based on the advice (and preponderance of evidence) of the Waynesville R-VI Task Force, County Health Officials, State Health Officials, and/or Fort Leonard Wood, the school district is asked to move to Phase I and close for more than one regularly scheduled school day, unless we are forced to move the school start date beyond September 8. If this occurs, AMI will start immediately upon closure of a regularly scheduled school day.
2. Due to inclement weather or natural disaster causing the inability to operate in the traditional school setting for more than one day. Unless damage has caused widespread utility and internet outage. If outages of utilities and internet are on a smaller scale and/or in isolated areas, individual plans will be developed for students in the affected areas.
3. Other unforeseen emergency causing disruption of physical schooling for more than one day, unless we are forced to move the school start date beyond September 8. If this occurs, AMI will start immediately upon closure of a regularly scheduled school day.

4. The final decision to close the district or remain open rests with the Waynesville R-VI School District or state mandated closure.

Moving out of AMI or online learning

1. Based on the advice (and preponderance of evidence) of the Waynesville R-VI Task Force, County Health Officials, State Health Officials, and/or Fort Leonard Wood, the school district is able to move to Phase II or III.

III. Academic

The following guidelines apply during a move to Phase I Operations or an emergency that causes the district to move to the Alternative Methods of Instruction (AMI) or online learning format.

Attendance

Regardless of the format (traditional or AMI), students are expected to attend classes and educational opportunities. School and district officials will work with students experiencing difficulty, but students must engage in the opportunities available to the maximum extent possible. Individual or family health emergencies and other crisis will continue to be addressed through communication between school and families.

During traditional schooling, all school attendance guidelines remain in effect. A new state statute goes into effect beginning with the 2020-2021 school year that allows for the use of AMI days. Use of AMI on days that school is cancelled means that districts do not have to add make-up days to the calendar. The Missouri Department of Elementary and Secondary Education has developed guidelines for use of AMI days. Districts are required to ensure that students are learning on AMI days and districts are required to develop a method to track attendance on AMI days; students who do not meet the requirements are to be marked absent for the day.

Engagement in AMI will be evaluated through attending virtual sessions as described in the Engagement Expectations section below. Additionally, students will have two days to turn in assignments at the conclusion of AMI. Students who do not turn in the assignments within two days of the conclusion of AMI will be marked absent for the class that the work was assigned for.

In short, if students log in, they will be counted present. If they turn in homework within 2 days, they will be counted present. If they did not log in or turn in homework, it will be counted absent after 2 days; however, for the purposes of grading, students can still turn in work consistent with building policy.

Each day, buildings will report the number of students calling in sick to the Director of Student Services.

Virtual Engagement Expectations

Kindergarten-6th Grade Students

	Consistently	Usually	Sometimes	Rarely	Below
Participation	Student <u>consistently</u> offers opinions and answers. Students have a thoughtful answer (right or wrong) when engaged in live sessions.	Student <u>usually</u> offers opinions and answers. Students have a thoughtful answer (right or wrong) when engaged in live sessions.	Student <u>sometimes</u> offers opinions and answers. Students have a thoughtful answer (right or wrong) when engaged in live sessions.	Student <u>rarely</u> offers opinions and answers. Students have a thoughtful answer (right or wrong) when engaged in live sessions.	Student <u>ignores or interrupts</u> the speaker and does not ask questions or make comments at appropriate times.
Assignment Completion	Student is turning in 80%-100 % of work assigned.	Student is turning in 79%-60% of work assigned.	Student is turning in 59%-40% of work assigned.	Student is turning in 39%-10% of work assigned.	Student is turning in 9%-0% of work assigned.
Quality of Contributions	Comments are <u>consistently</u> relevant and reflect understanding of assigned text(s); previous remarks of other students and insights about assigned material	Comments are <u>usually</u> relevant and reflect understanding of assigned text(s); previous remarks of other students and insights about assigned material	Comments are <u>sometimes</u> relevant and reflect understanding of assigned text(s); previous remarks of other students and insights about assigned material	Comments are <u>rarely</u> relevant and reflect understanding of assigned text(s); previous remarks of other students and insights about assigned material	<u>No</u> contributions are made by the student.

Completion of Online Assessments	Students complete 100% of assigned online assessments	Students complete between 99% and 80% of online assessments	Students complete between 79% and 60% of online assessments	Students complete 59% or less of online assessments	Student completed 0 online assessments
----------------------------------	---	---	---	---	--

7th-12th Grade Students

Criteria	Meets Expectations	Does Not Meet Expectations
Course participation	Virtual- Student attends 80% or more of the virtual sessions offered.	Virtual- Student attends less than 80% of the virtual sessions offered.
Assignment Completion	Virtual- Student completes 80% or more of the assignments given in the virtual environment. Completion consists of a valid attempt to fulfill all aspects of the assignment with verification by the teacher.	Virtual- Student completes less than 80% of the assignments given in the virtual environment.
Participation in Academic Assistance or other virtual learning supports	Virtual- Student has attended a minimum of 80% of the online Academic Assistance opportunities provided by the instructor.	Virtual- Student attends less than 80% of the Academic Assistance opportunities provided.
Completion of online assessments	All online assessments and/or traditional assessments have been completed. Completion consists of a valid attempt to fulfill all aspects of the assignment with verification by the teacher.	All online assessments and/or traditional assessments are not completed. Completion consists of a valid attempt to fulfill all aspects of the assignment with verification by the teacher.

Make-up Opportunities

The following guidelines for the completion of missing work during the spring of 2020 will be utilized. In addition, these guidelines will be used during future closures if they extend through a designated grading period.

Kindergarten-6th Grade:

- In order to ensure student mastery on standards, students who fall in the below, rarely and sometimes category will receive an incomplete for the standard on the report card. Students who earn incomplete on standards on the standards-based report card may be required to attend summer school as a condition of promotion to the next grade level.

7th-12th Grade:

Students who do not engage in the virtual learning environment or submit written materials assigned during an extended closure will have the following options:

- If a student did not engage in virtual learning or packet materials, he/she will attend summer school. During summer school the student will complete missing assignments to fulfill expectations in as many courses as possible. Any courses not completed during summer school will be carried over as an “Incomplete” for a semester.
- If a student does not attend summer school, he/she will be given an “Incomplete” on his/her coursework and he/she will have a semester to complete the required assignments.
- If a student does not complete work within one semester, he/she will receive a failing grade for the coursework and have the option to retake the semester during the traditional school day or in a virtual format.
- Individual cases of hardship will be reviewed by the building administrative and counseling teams.

Completing an “Incomplete” course during the upcoming semester:

- Middle School, Career Center, and High School students who chose not to participate during the spring 2020 closure or take part in summer school offerings will have the fall semester of 2020 to complete missing assignments.
- The district will fund additional afterschool tutors for these students to attend to receive assistance.

Lesson Plan Expectations

Due to the potential of transitioning quickly to a virtual environment, teachers will be expected to post weekly lesson plans for administrative review utilizing the district common template (see Appendix D). If the district is forced to move into the AMI format, templates will be posted for student and parental viewing. These templates include assignments in the regular classroom each day for a week, as well as alternate virtual assignments. In addition, whenever possible, teachers are encouraged to work as teams to create common templates that decrease the number of templates parents must access to identify course requirements for students.

Special Services

1. All K-5th grade special education teachers will utilize google classroom for the students on their caseload. For students who do not have online access, instructional materials must be available for parents to ensure that students are able to access the general ed. curriculum and work on IEP goals.
2. All 6th - 12th grade special education teachers will utilize Canvas to push out instructional videos, assignments, announcements, and hold relevant discussions. For students who do not have online access, instructional materials must be available for parents to ensure that students are able to access the general ed. curriculum and work on IEP goals.
3. Related service providers will provide teletherapy to all of their students. If parents do not want teletherapy, materials will be sent to parents for students to continue working on their OT, PT, speech, and language goals.
4. IEP and evaluation meetings will be held virtually.
5. IEP teams may decide the most appropriate way to grade students during virtual learning in order to ensure FAPE.
6. 504 plans must be followed. Process Coordinators will work with general ed. teachers to ensure that accommodations and modifications continue during virtual learning.

Homebound

1. Attempts should be made by homebound teachers for homebound instruction to continue. All homebound instruction must be virtual or over the phone.

Academic Progress Teams

- Prior to the end of the current school year, teachers will meet in grade level and/or content teams to review progress in the completion of district curriculum, as well as discussing student progress. In addition, in conjunction with the building administrator, teams will create lists of students who have not engaged in virtual or distance-learning, identify assignments for completion, and submit these to building administration for use in make-up opportunities (summer school and afterschool).
- Transition meetings will be scheduled by the Director of Student Services for special education students and other students receiving support through the special services office (EL, Gifted, etc.). These teams will work in conjunction with the Director of Student Services to identify and implement needed supports.

The following guidelines will be in place for new students entering the district and in Phase II and III or normal operations:

Enrollment

- Students may enroll but cannot attend until they have received all required immunizations per the Missouri School Immunization Requirements, unless covered under a legal exemption.
- When a student enrolls in the Waynesville School District the below questions will be asked:
 - The last place the student resided and the last date of residence at that location.
 - Any international or out of state travel within the last two months.
 - Has the student been quarantined or isolated within the past month.
 - Voluntary Question: Has the student or any person living within the home tested positive for COVID-19 within the past month.
- All parents will be required to check and update emergency contact lists, including a valid email address.

Teaching Healthy Habits/Social Distancing Guidelines

- The Waynesville R-VI Nursing Staff has created the below lessons for students at each grade level:
 - Hygiene behaviors (ex-washing hands- when and how; respiratory etiquette; not sharing utensils, food, bottles, etc.; wiping down areas after they're used)
 - Safety practices- include both social and physical distancing guidelines
 - Proper use of masks/ cloth masks and face coverings
 - Proper use of disinfectants: hand sanitizers, sprays, etc.

Lessons will be available to building principals and scheduled in back to school procedures for students dependent upon the current phase. Direction regarding mandatory lessons will be sent by the Director of Student Services before the first day students report back to school.

Sample Schedule for Reduced Attendance in Restricted Environment

Secondary Hourly Schedule with Hygiene

7:30-9:00- Block 1

9:00-9:05- Floor 1 Break (stay on floor)

9:00-9:05- Floor 2 and Floor 3 Sanitization

9:05-9:10- Floor 2 and Floor 3 Break (stay on floor)

9:05-9:10- Floor 1 Sanitization

*All students will apply hand sanitizer when re-entering the classroom

9:10-10:40- Block 2

10:40-10:45- Floor 1 Break (stay on floor)

10:40-10:45- Floor 2 and Floor 3 Sanitization

10:45-10:50- Floor 2 and Floor 3 Break (stay on floor)

10:45-10:50- Floor 1 Sanitization

*All students will apply hand sanitizer when re-entering the classroom

10:50-12:40- Block 3

10:50-11:10- Floor 1 Break/Lunch (in class)

11:10-11:30- Floor 2 Break/Lunch (in class)

11:30-11:50- Floor 3 Break/Lunch (in class)

12:40-12:50- Floor 1 Break (stay on floor)

12:40-12:45- Floor 2 and Floor 3 Sanitization

12:45-12:50- Floor 2 and Floor 3 Break (stay on floor)

12:45-12:50- Floor 1 Sanitization

12:50-2:20- Block 4

*All classrooms will be thoroughly cleaned following the school day utilizing the guidelines stipulated in the Physical Plant section of this document.

Secondary Reduced Attendance Staffing and Schedule 2020-2021

- All staff report each day. Maintain social distancing.
- Staff without classes are expected to conduct virtual learning from school and will assist with other duties.
- A maximum of 500 students will be allowed in the high school building and a maximum of 400 students will be allowed in the middle school building.
 - Tentatively, 125 students will be serviced on-site per grade level in the high school. Adjustments may be made based on academic need by class.
 - 12 classes per grade level- 10 classes will be devoted to academic support, 2 classes for enrichment.
 - Classes will be socially distanced throughout the building.
 - Tentatively, 200 students will be serviced by grade level in the middle school. Adjustments may be made based on academic need by class.
 - 10 classes per grade level- 8 classes will be devoted to academic support, 2 classes for enrichment.
 - Classes will be socially distanced throughout the building.
- The students remain in the same classroom with the exception of break times. Teachers rotate to the students.
- Students report by class utilizing the following assignments:
 - M-Th- 7:30-2:20- On-site classes
 - Friday- AMI for all students, deep cleaning in the buildings

*Transportation offered in unique circumstances only and pre-arrangements must be made through transportation officials.

Sample Elementary for Reduced Attendance in Restricted Environment (Phase II)

Elementary Hygiene/Sanitization

- Time for sanitizing will be scheduled by the classroom teacher and will occur every hour of the school day.
- Handwashing will occur frequently throughout the day.
- A student sneezing, coughing, etc. will be sent directly to the nurse's office for evaluation. Student area will be disinfected.
- All classrooms thoroughly cleaned following the school day utilizing the guidelines stipulated in the Physical Plant section of this document.

Elementary Reduced Staffing and Attendance Schedule 2020-2021 School Year- Shift Schooling Based on Alphabet

- All staff report each day. Teachers should provide lessons for students to complete on the days their section of the alphabet is not in session.
- Students will report by last name (accommodations will made to allow siblings with different last name to report on the same set of days):
 - On shortened weeks, attendance days may be adjusted.
 - Standard week schedule
 - Monday and Tuesday: Letters A-M (these may be adjusted based on enrollment trends by last name)
 - Thursday and Friday: Letters N-Z (these may be adjusted based on enrollment trends by last name)
 - Wednesdays will be used for PLCs, grade level team meetings, instructional planning, virtual lesson delivery and classroom deep cleaning.
- Students will be taught to socially distance during recess times, but allowed to go outside.

Breakfast/Lunch in Restricted Environment

- Prevent people from self-serving food items.
- Napkins and silverware are provided directly by staff, not for individuals to grab.
- Engineering controls such as sneeze guards are in place in the cafeterias.
- Require students to eat with classmates in the lunchroom and not mingle with other classes.
- Plan to serve high-risk students separately from other students.
- Put tape marks on the floor six feet apart to promote social distancing while waiting in line.
- Prohibit or limit food-sharing activities.

IV. Communication

District Methods of Communication

Remind
Email
Facebook
School Messenger
Website
Radio and Television

Required Communication in District Handbooks (or by supplement)

The following items will be included in all student handbooks:

- Health protocol regarding when to report to the nurses office if a student experiences onset of symptoms while at school
- Basic COVID-19 Information
- Clear direction on when to keep a student home
- Mandatory immunizations
- Resources to assist students with mental health and wellness
- How to locate and access community resources
- Distance learning procedures and expectations
- Instructions for how to contact the school outside of business hours when they have symptoms of, have been exposed to, or test positive for COVID-19

Required Signage in Buildings

- The below signage for buildings will be posted upon return to school:
 - Hygiene behaviors (ex-washing hands- when and how; respiratory etiquette; not sharing utensils, food, bottles, etc.; wiping down areas after they're used)
 - Safety practices- include both social and physical distancing guidelines
 - Proper use of masks/ cloth masks and face coverings
 - Basic Covid 19 information
 - Direction on when to stay home/ keep a student home
 - Mandatory immunizations
 - Provide information on district exclusion rules on the district's webpage and in other communications.
- Training documents **will be provided** for staff on:
 - Use of Personal Protective Equipment (PPE)
 - Social and Physical distancing
 - Hygiene Behaviors (washing hands/ respiratory etiquette)
 - Signs and Symptoms of COVID 19 and direction on when not to report to work

V. Nursing/Health

Securing Appropriate Personal Protective Equipment

The Director of Student Services will coordinate with district nurses and the Executive Director for Operational Services to identify the number of masks, gowns, and gloves will be necessary to appropriately protect employees and the stakeholders they interact with on a routine basis. When the quantity of products are identified, it will be the responsibility of the Executive Director for Operations to direct the purchasing officer to solicit quotes and procure the necessary equipment. Appropriate inventory will be monitored at the building level by the school nurse, head custodian, and kitchen manager. Inventory needs will be sent to the Director of Student Services or designee, who will report their needs to the Executive Director for Operations, who is responsible for maintaining appropriate inventory.

Phase I and II:

Required to Wear Personal Protective Equipment

School Nurse
Custodians
Food Service
Bus Drivers
Maintenance

Optional or Required Wear Personal Protective Equipment

All other Staff
Students
Visitors

Phase III: **Optional or Required for all staff, students, and visitors**

Wearing Cloth Face Coverings, Masks, and other Personal Protective Equipment (PPE):

Some employees may be required to wear PPE when directed to do so by the district or their supervisor. In addition, persons who are coughing or sneezing due to reasons other than potential COVID-19 infections may be asked to wear a cloth face covering, a mask or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave. Any person is welcome to wear face coverings, masks, or other PPE in the school facility. The district will announce the PPE requirements for staff, students, and visitors via district communications based on recommendations from state and local health officials.

Screening Process for Employees, Visitors, and Students

Phase I- Food Service and Transportation.

Phase II- Food Service, Transportation, and anyone coming in direct contact with students. In addition random screenings of students may be done daily and any staff, student, and all visitors may be screened. Screening logs will be sent to the Director of Student Services daily.

Phase III- Any staff, student, or visitor may be screened.

Any individual that is flagged during screening will follow isolation procedures as outlined in the procedures for isolating those displaying symptoms of Coronavirus.

Screening Protocols:

The following methods could potentially be used to screen students/staff for symptoms and history of exposure:

- Social Distancing Screening – The school requires parents to take their students temperature and employees are required to take their temperature prior to coming to school and verify that they do not exhibit any COVID 19 symptoms. School staff makes a visual inspection as students arrive at school.
- Temperature Screening – School staff make a visual inspection of every student for signs of illness and take each student and staff member's temperature. The staff member conducting the screening should wear appropriate PPE while conducting the assessments.
- Random Screening – The district may conduct temperature screenings on a random basis or in situations where there is reason to believe that the person may be ill.

Social Distancing Plan

Social distancing is a way to prevent the spread of Coronavirus by limiting the number of people you are exposed to.

Phase I: No more than 10 people should be gathered in an area at one time maintaining a physical distance of six feet while together and a reduction of the mixing of the groups, meaning keeping the same 10 together.

Phase II: No more than 50 people should be gathered in an area at one time maintaining a physical distance of six feet while together and a reduction of the mixing of the groups, meaning keeping the same 50 together.

Phase III: Minimize time in crowded areas for all. Individual accommodations for those with increased risk will be made.

Frequent Reporting Guidelines

Nurses will follow their protocols for reporting to the Director of Student Services and County Health Department.

Monitoring Staff Illness

Administrators and nurses will report staff displaying symptoms or absences due to illness to the Assistant Superintendent of Personnel Services. The Assistant Superintendent of Personnel Service will work with the Director of Student Services and local health department to determine when employees can report back to work.

Monitoring Student Illness

Student absences will be monitored by nurses. Nurses will follow their reporting protocol for students and report to the Director of Student Services and County Health. Based on

recommendations from the local health department, the district may exclude students from the school building and recommend that they self-quarantine for 14 calendar days.

All calls regarding student absences due to illness will be tracked by nurses.

Vulnerable Populations and Guidelines

Vulnerable/ At-Risk Populations: Nurses will generate a list of students we know of that fall into these areas:

Populations vulnerable or at a higher risk for severe illness from COVID-19 as defined by the CDC:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Care Rooms for Students with Physical Needs

An area separate from the nurse's office is necessary to care for students that need suctioning, tube feeding and nebulizers to minimize contact with potentially ill children. The room will be disinfected frequently, and all staff members present will wear appropriate PPE. The student will wear a mask.

- Ensure furniture and other surfaces can be easily disinfected.
- Ensure trash cans and other receptacles are no-touch.

Nurses will examine equipment such as thermometers to determine if adjustments need to be made to increase sterilization and minimize chances of reinfection or if new equipment is needed.

Prior to school starting nurses will notify all parents of students who are not immunized that the student will not be allowed to attend school until those immunizations have been completed or

the first dose of an ongoing immunization is received. (See MDH immunization for school resources)

In addition, nurses will contact all parents with students on health plans and determine if they need to be revised to address minimizing infection.

The Assistant Superintendent of Personnel Services will generate a list of vulnerable staff members for each site as reported by employees. A list of recommended accommodations per their health care provider will be included in this list.

VI. Physical Plant

Facilities

The following changes will be made to our buildings:

- Shut down water fountains and provide bottled water or install the refillable bottle fountains w/ some no touch signage
- Prior to students being present in the building plexiglass sneeze guards will be installed at each front line desk area where students and visitors will frequent.
- There will be restrictions on certain high traffic areas, or areas where students are more likely to interact in large groups.

Cleaning Schedule for Buildings

Building Cleaning Process Prior to Reopening

Prior to students being present, all buildings will be thoroughly cleaned inside and outside touch areas. Training will be provided to all staff on site before cleaning tasks are designed. Training will include when to use PPE, what PPE is necessary, how to properly put it down, use and take off PPE, and how to properly dispose of PPE.

The District will also ensure we are committed to:

- Educate workers performing cleaning, laundry and trash pick up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last exposure to the virus.

Building Cleaning Process after Reopening

After each passing or transition period, building will be thoroughly cleaned and sanitized with emphasis on high touch areas;

- High touch surfaces: sneeze guards, seats, desks, railings, floors, mirrors, door handles, stairs, sinks, faucets, keyboards, desks, restroom facilities,

After each day building will be thoroughly sanitized to include;

- Soft surfaces: carpeted floor, rugs, and drapes.
- Building Entries: exterior rails, doors & windows, secure entry device.

Cleaning Schedule for Transportation

Transportation Cleaning Process Prior to Reopening

Prior to students being present and riding the school bus, all buses will be thoroughly cleaned inside and outside. Training will be provided to all staff on site before cleaning tasks are assigned. Training will include when to use PPE, what PPE is necessary, how to properly put it down, use and take off PPE, and how to properly dispose of PPE.

The District will also ensure we are committed to:

- Educate workers performing cleaning, laundry and trash pick up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last exposure to the virus.

Buses will be thoroughly cleaned and sanitized to include:

- Seats, railings, emergency exit handles and buttons, floor, entire driver area instrument panel, windows, mirrors, emergency equipment & kits, door handles, seat belts, bus exterior.

Transportation Cleaning Process after Reopening

After each bus run, all buses will be thoroughly cleaned and sanitized with emphasis on high touch areas;

- High touch surfaces; seats, railings, emergency exit handles and buttons, floor, entire driver area instrument panel, windows, mirror, door handles, seat belts

Cleaning Chemicals will include:

- Hillyard QT Plus for all surfaces.
- Hillyard Window Cleaner for Windows.
- Clorox Wipes for all Surfaces.
- Electrostatic Sprayer with Puretabs to disinfect the entire inside of the bus

VII. Personnel

Posting of Federal Leave Information

The Assistant Superintendent of Personnel Services shall ensure all required federal leave information is posted in the appropriate location to include updated COVID-19 information.

Schedule for Appropriate Hygiene

Sufficient time will be built into all building schedules for handwashing and sanitization.

Professional Development Prior to Reopening

The Assistant Superintendent for Personnel Services or his/her designee will ensure a professional development series for all staff will be conducted prior to reopening to include the following:

- Training on symptoms of COVID-19, prevention techniques, and LEA procedures relevant to the staff member to prevent and minimize exposure.
- Universal precautions when in contact with bodily fluids.
- Signs of mental health stress in co-workers and protocols.
- Signs of mental health stress in students and protocols.
- Training in trauma-informed practices.
- Mandated report obligations.
- Training on the suicide prevention policy.
- Training on the anti-bullying policy.
- Information on economic impact of COVID-19 in the community and the families of the students (sensitivity training).
- How to identify deficits in learning and how to respond.
- Individual staff member's responsibilities if shutdown occurs during the school year.
- Effective remote learning techniques.
- How to use the technology the district provides for effective remote learning.
- Cybersecurity.
- Maintaining professional boundaries with students and electronic communication.
- Train custodial staff on effective methods of cleaning and disinfecting work and play areas and the time schedules for cleaning.
- Crisis Response Training

Plan to Track Absences

Staff absences due to illness will be reported to the Assistant Superintendent of Personnel Services and entered into AESOP. The Assistant Superintendent of Personnel Services will maintain a spreadsheet to determine when employees can report back to work (see Report Back to Work Protocol).

The Assistant Superintendent of Personnel Services will generate a list of vulnerable staff members for each site as reported by employees. A list of recommended accommodations per their health care provider will be included in this list.

Return to Work Protocol

Symptomatic Employee with suspected or confirmed COVID-19:

Once an employee is excluded from the school environment, they may return to work if they satisfy the recommendations of the CDC. (See Appendix: Return to School After Exclusion)
Individual cases will be monitored closely and the district will adhere to guidance given from the local Health Department and the physician monitoring the employees care.

VIII. Emotional Health

Welcoming Re-entry Process for Students and Staff

Building principals will develop re-engaging activities for staff upon the return to school. The district will provide an opportunity before school starts to get parents and students comfortable in the school building by hosting a Meet the Teacher Night or through a virtual format dependent upon the current phase

The Director of Student Services will work with Guidance Counselors and Instructional Coaches to develop a resource folder that includes student lessons and re-engagement activities for students K-12. Building principals will be responsible for ensuring re-engagement activities occur one time per day for the first two weeks of school.

In addition, buildings will provide emotional closure for students. Examples of activities include: virtual assemblies, memory books, videos, phone calls, organized virtual social meets for students (this list is not all inclusive).

Mental Health Implications and plans to respond

When schools reopen, students and staff, who are having trouble recovering from recent events will be referred to the school counselor. The Director of Student Services will prepare and revise lists of professional mental health services, particularly those willing to provide services via telehealth. The Director of Student Services will contact law enforcement, juvenile office and the Children's Division to ensure the district has the most recent information on active cases with enrolled students. The Director of Students Services will provide buildings with a parent/teacher referral for students that are displaying the below at risk behavior:

- Cries often
- Sad/Withdrawn
- Worries/Anxious
- Anger outbursts
- Overt defiance
- Self-harm threats or behaviors
- Social isolation
- Suicidal talk/writings

School Counselors will coordinate referrals to the appropriate stakeholders to assess and assist in the psychological and emotional recovery of staff and students.

In addition to required staff training Counselors will also be provided additional training on the below items:

- District Crisis Response Training
- Screening tool for students displaying at risk behavior
- Process for referring to professional mental health services

IX. Fiscal

Organize and maintain the inventory for Personal Protective Equipment across the school district- Executive Director of Operations

Ensure funding is allocated to purchase sufficient infrastructure and devices to support virtual learning- Chief Financial Officer/Director of Information Systems

Appendix A: Sample Board Resolution

SAMPLE- MSBA RESOLUTION

Resolution on Suspending Policy to Align with COVID-19

Emergency Legislation and Waivers

Whereas, the Governor of Missouri has issued Executive Order 20-02 and subsequent orders declaring an emergency pursuant to §§ 44.100 et seq. relating to the COVID-19 pandemic (the “State of Emergency”), and the Governor, the State Board of Education, the Department of Elementary and Secondary Education and other state agencies have taken actions to suspend and/or modify requirements of statutes and regulations of Missouri in response to the State of Emergency declared therein, and

Whereas, Congress has enacted and continues to consider changes in federal law and federal education financing, which changes include discretionary statutory waivers from the U.S. Department of Education, the U.S. Department of Agriculture, and other departments of the government affecting education, as well as the exercise of administrative regulation waivers and discretion by the departments of the federal government, and

Whereas, the fluidity of the regulatory environment requires flexibility in the operations and policies of this school district to comply with changes in law, changes in the applicable regulations, and the ability to pursue best practices in local delivery of instruction and related school district services to the students, employees, and patrons of this school district, and

Whereas, many of the new laws or changes and modifications to existing laws are intended to be temporary, and

Whereas, flexibility, resourcefulness, innovation, and best practices are necessary for the response, implementation, and recovery from the State of Emergency,

NOW THEREFORE BE IT RESOLVED:

1. The district will implement the new federal Emergency Family and Medical Leave Expansion Act (EFMLA) and the Emergency Paid Sick Leave Act (EPSL), as enacted in the Families First Coronavirus Response Act, for all eligible employees.
2. All board policies and administrative procedures are hereby suspended to the extent that any policy or procedure of this school district conflicts with new state and federal laws enacted relating to the COVID-19 pandemic or the waiver, suspension or amendment of an existing law or regulation made by the federal government, the Missouri Governor or state agencies in relation to the COVID-19 pandemic.
3. The Board expects the superintendent to keep the Board informed of changes made pursuant to this resolution.
4. The Board reserves its authority over decisions relating to the school year calendar.

5. This resolution will continue until the state of emergency in Missouri ends, as declared by the Governor, or the Board revokes the resolution in whole or in part.

ADOPTED THIS THE _____ DAY OF APRIL, 2020

EDUCATION

BOARD PRESIDENT ATTEST:
SECRETARY OF THE BOARD OF

Resolution on Suspending Policy to Align with COVID-19 Emergency Legislation and Waivers
Appendix D © 2020 Missouri School Boards' Association | Page 34 © 2020 Missouri School
Boards' Association | Page 2

Appendix B:

ALTERNATIVE METHODS OF INSTRUCTION APPLICATION

SCHOOL DISTRICT NAME (P-Z)	Waynesville R-VI * 085046
-----------------------------------	---------------------------

I have selected the appropriate school district name from one of the three fields above. *	Yes
---	-----

DISTRICT PROGRAM CONTACT *	Trish Adkins
-----------------------------------	--------------

CONTACT PHONE *	(573) 842-2050
------------------------	----------------

CONTACT EMAIL *	tadkins@waynesville.k12.mo.us
------------------------	--

1. How does the LEA intend to strengthen and reinforce instructional content on days which AMI is implemented? (check all that apply) *	<ul style="list-style-type: none">● Review and reinforcement of previously taught skills● Introduction of new concepts● Other (Please describe)
--	---

Describe	Utilization of existing online virtual platforms to support RtI during AMI days. These platforms are used regularly as part of RtI practices and would be continued as one piece of the AMI learning day but would not replace core instruction.
-----------------	--

2.a. The LEA will communicate the purpose and expectations of AMI to students and parents through multiple methods (check all that apply): *	<ul style="list-style-type: none">● Student handbooks● Website● Brochure/flyer● Email● Other (Please describe)
---	--

Describe	Remind
-----------------	--------

2.b. The purpose and expectations of AMI will be communicated multiple times (check all that apply): *	<ul style="list-style-type: none">● early in the school year● with reminders at least quarterly● Other (Please describe)
---	--

Describe	Over the summer.
-----------------	------------------

3. The LEA will communicate the announcement in the following manner(s) to students and parents for the day when AMI will be implemented (check all that apply): *

- Social media
- Email
- Phone call
- Text
- Other (Please describe)

Describe

Remind

4. On AMI days, the LEA will use the following types of materials and assignments to effectively facilitate teaching and support learning for the benefit of the students (check all that apply): *

- Electronic/web-based
- Textbooks
- Library/classroom library books
- Packets/worksheets
- Manipulatives
- Learning games
- Teacher created materials

5. On AMI days, attendance will be determined by the completion of lessons and activities in the following manner (check all that apply): *

- Completion of lessons and activities turned in the next day of attendance
- Electronic submission of lessons and activities on the day of AMI or the next day of attendance.
- Log of electronic/web-based/app activity
- Other (Please describe)

Describe

Attendance taken by teacher during virtual lessons.

6.a. The LEA will utilize the following AMI (check all that apply): *

- Independent practice and application of previously taught concepts
- App or web-based software to teach/reinforce concepts
- Virtual instruction
- Assigned reading, study or activity to introduce new concepts

6.b. If electronic methods will be used, please describe how students who do not have access to internet or computers will access instruction:

All K-12 students will have chromebooks. Lessons that students can do without internet access will be loaded on student devices and updated regularly. Additionally students with limited or no access will have access to have workbooks and textbooks to keep at home and the teacher can contact the parent via phone to communicate the lessons for the day, which is the current practice in the COVID closure and has been working well.

7. The LEA assures that the instructional plan for AMI days for students with disabilities is documented in each individual student's individualized education program (IEP) according to the guidance developed by the Missouri DESE Office of Special Education.

- I confirm that our district's AMI Plan meets this requirement.

(Guidance for implementing AMI for students with disabilities is available [here.](#)) *

8. Teachers and other certified personnel will be available to communicate with students on AMI days in the following manner (check all that apply): *

- Email
- Messaging/chat through learning management system
- Phone call
- Messaging through other electronic means (Remind, etc.)

I confirm that this plan will favorably impact teaching and learning. Administrator(s) and teaching staff at all participating attendance centers are knowledgeable of and agree to comply with the provisions of Section 171.033, RSMO and this application.

Trish Adkins

The typed name of the superintendent below serves as the official signature on this form. *

Date *

Tuesday, April 28, 2020

All decisions about implementing school-based strategies (e.g., dismissals, event cancellations, other social distancing measures) should be made locally, in collaboration with local health officials who can help determine the level of transmission in the community. Information about level of transmission is available in [CDC's framework for mitigation pdf](#)

Appendix C: Common Lesson Template
 Distance Learning Daily Assignments- Elementary

Waynesville Schools Week at a Glance		Learning Targets for the Week					
Teacher:		READING	WRITING	MATH	SCIENCE	SOCIAL STUDIES	NOTES
Grade Level: <input type="text"/>							
Please share any of the work your child completes through the following resources: Email Remind Google Classroom							
		Seated Classroom Learning Activities					
		READING	WRITING	MATH	SCIENCE	SOCIAL STUDIES	NOTES
Monday	4/27/2020						
Tuesday	4/28/2020						
Wednesday	4/29/2020						
Thursday	4/30/2020						
Friday	5/1/2020						

		Art		MUSIC		PE	
		Distance Learning Activities					
		READING	WRITING	MATH	SCIENCE	SOCIAL STUDIES	VIRTUAL LESSON SCHEDULE
Monday	4/27/2020						
Tuesday	4/28/2020						
Wednesday	4/29/2020						
Thursday	4/30/2020						
Friday	5/1/2020						
		Art		MUSIC		PE	
		Parent Resources					
		Help Desk	AMI Brochure	Step Sheets and Guides	Waynesville RMI Schools Homepage		

Distance Learning Daily Assignments- Secondary

Building:	
Teacher:	Week:

Course			
Periods			
Day	Standard/Objective	Assignments/Activities In-Class	Assignments/Activities Virtual
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Assignments Due			
Online Schedule			
Additional Notes			

The following procedures and guidelines will be implemented and may evolve as new information and recommendations are issued:

Procedures for isolating those displaying symptoms of Coronavirus:

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough, shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness.

*This list is not all inclusive.

When to Seek Medical Attention:

If you see any of these emergency warning signs for COVID 19 get medical attention immediately: Trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face. *This list is not all inclusive.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

PPE/hand hygiene: Appropriate PPE such as mask and gloves must be worn when caring for a student/staff with possible COVID-19. Clean hands often, before and after caring for a student/staff. Hands should be cleaned immediately after removing gloves and after contact with

an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Assessment of ill students/staff: Assess for symptoms listed above per CDC guidelines. If assessment of body temperature is questionable, reassess temperature using an alternative thermometer. If fever is present or student/staff show possible symptoms of COVID-19 student/staff should be placed in designated isolation immediately. Parents should be called immediately to pick the student up as soon as possible. The parent will be asked to call the nurses office upon their arrival to the facility. The student should be escorted to their vehicle by designated staff. A medical referral should be sent with each student. Designated staff will explain to guardians our current policy for when the student should be allowed to return to school. Individual cases will be monitored closely and the district will adhere to guidance given from the local Health Department and the physician monitoring the student's care to determine their eligibility to return to school. Remember that schools are not expected to identify cases of COVID-19, but are responsible for referring those with symptoms and reporting those to the PCHD.

Isolation Protocol: Students/staff with concerning symptoms, particularly respiratory illness symptoms, should be asked to wear a mask when possible. A mask will be provided as needed. Isolation should immediately follow in the designated isolation room. Ill students/staff should be separated from others until they can be picked up or leave. Each building has identified a "sick/isolation room" which others do not regularly pass through. The "sick/isolation room" should be separated from areas used by well students/staff for routine health activities, such as taking daily medications. Only essential staff and students assigned to the room may enter, all will sign in so that there is a record of the persons who entered the room. Staff in the "sick/isolation room" should be limited in numbers, strict social distancing is required and must wear appropriate PPE. Staff that are at high risk for severe illness if they become unwell should not enter into the "sick/isolation room." The door to the isolation room should remain open with all staff maintaining appropriate distancing at all times.

Disinfecting: The nurses office and "sick/isolation room" should be disinfected between each use. All equipment used or possibly contaminated should be disinfected each time by the nurse or designated staff. Anything that the patient comes into contact with should be disinfected via disinfectant sprays and disinfecting wipes.

Return to School After Exclusion:

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. Untested. Persons who have not received a test proving or disproving the presence of COVID 19 but experience symptoms may return if the following three conditions are met:
 - a. They have not had a fever for at least 72 hours (that is three full days of no

- fever without the use of medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath has improved); and
 - c. At least ten (10) calendar days have passed since your symptoms first appeared.
2. Tested. Persons who experience symptoms and have been tested for COVID 19 may return to school if the following three conditions are met:
 - a. They no longer have a fever (without the use of medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. They have received two negative tests in a row, at least 24 hours apart.
3. Tested with no symptoms. Persons who have not had symptoms but test positive for COVID 19 may return when they have been gone ten (10) calendar days without symptoms and have been released by a health care provider.

Students may also return if they are approved to do so in writing by the student's health care provider.

Procedures for referring students to school nurse:

When a student reports or staff member observes symptoms of COVID 19 then the staff member should call the nurse's office and report the student's symptoms prior to sending them to the nurse's office. The nurse will direct the staff member as to whether they should send the student to the nurse's office or await the nurse to come accompany the student to the isolation room.

Once in a confidential setting, the nurse will screen the student and ask the COVID-19 symptom questions:

If the student has a new onset or worsening cough or shortness of breath or difficulty breathing with no known cause then they will provide the student a mask and place them in the isolation room. The nurse will follow protocol for isolating the student, contacting parents/ guardians and sending the student home with a physician referral form.

If the student has any two or more of these symptoms: fever, chills, cough, repeated shaking with chills, difficulty breathing and/or shortness of breath, muscle pain, headache, sore throat, or new loss of taste or smell then the nurse will follow protocol for isolating the student, contacting parents/ guardians and sending the student home with a physician referral form.

If the student presents a fever of 100 or higher then they will be excluded from school until they have been 72 hours fever free without the use of fever reducing medication.

Physical Distancing

The following physical distancing restrictions may be implemented:

- Limitation on the mixing of cohorts of students to the extent possible.
- Space students as far apart as possible. Six feet apart is best; when that's not possible, schools should make efforts to ensure a minimum of three feet of space between students.

- Desks should be placed facing forward in the same direction so students do not sit face-to face.
- Placement of physical distancing markers and cues to remind and prompt students to remain distanced where lines assemble.
- Require hand hygiene before and after students move from one space to another within the building.

Exchange of materials/ resources between schools:

- Location for material preparation should be cleaned and disinfected.
- Staff assisting with material preparation should be screened and symptom free, trained on infection control basics, social distancing, hand washing, and use of gloves/facemasks if needed for preparation and delivery of materials.
- Paper documents can be placed in large envelopes that have a tie or use tape/labels to secure. Do not use envelopes that require moisture to secure.
- Plastics, including electronic devices should be disinfected according to manufacturer recommendations.
- If used, backpacks or cloth bags should be new or laundered.
- Materials should be prepared at least 24 hours in advance for paper materials and 72 hours in advance for plastic materials.
- For onsite pick up locations:
 - Use family drop off lanes outside at schools and have families display the student name upon arrival.
 - Create walking zones outside of school for in person pick up with tables to maintain 6 feet distance between staff and families. Use cones, chalk or tape to direct families and assist them in keeping the required distance apart.
 - Instruct families that have an ill family member not to attend. Families can notify the school and provide permission for a replacement such as a neighbor or friend.
- For drop off procedures using school bus routes or delivery:
 - Use of gloves is recommended.
 - Staff should use hand sanitizer before and after each drop off location.
 - Materials should be left on a porch, driveway or entryway for apartments/condos.
 - Mailing materials through USPS is an option to consider, follow school policy for mailing materials.
- Returning materials from families back to school:
 - Use family drop off lanes outside of schools and have families place the returned items in a bin with a teacher or grade level labeled on the bin for easy identification.
 - Use return bins with wheels and lids to secure prior to moving into the school lobby or another central location.
 - Create walking zones outside of school for in person pick up with tables to maintain 6 feet distance between staff and families. Use cones, chalk or tape to direct families and assist them in keeping the required distance apart.

- Instruct families that have an ill family member not to attend. Families can notify the school and provide permission for a replacement such as a neighbor or friend.
- Schedule pick-up times to spread out the number of people present at any given time to less than 10 persons.
- Clean and disinfect tables and other equipment used in the drop off.
- Allow materials to sit for 24 hours before they are accessed by staff if paper materials, and 72 hours for electronic devices.
 - Staff should use gloves for moving the materials to an interior location.
 - Staff should be trained on school procedures to clean and disinfect items meeting this requirement.

Waynesville Athletics & Activities Department COVID-19 Return to Participation Guidelines and Recommendations

Waynesville R-VI Schools and Athletics and Activities Department understands the mental and physical benefits associated to athletics and activity, while also acknowledging the need to keep student-athletes, coaches, and their families safe. This resource is intended to address the state-wide restrictions and guidelines provided by the CDC, the state Show Me Strong Recovery Plan, as well as the local health department.

○ **Guiding Principles:**

In addition to the usual requirements for sanctioning, all events must abide by all requirements of local, state, and federal guidelines applicable to the physical location of the facility where the event will take place. Implementing the Return-to-Participation Guidelines presented here will require a cooperative relationship between the Department, Coach, Parent, and Student-athletes.

While the Department and Coach must create a safe environment, the Parent must make the decision for their child to return to play. Whereas there are many that will be excited to return to play, there are others who may be apprehensive. If a player, parent, or family is not comfortable returning to play – THEY SHOULDN'T. We must demonstrate respect and courtesy for everyone's decisions during this time and ensure that we provide a safe environment as we return to participation.

It is important for everyone to realize that this is not participation as usual. Teams will need to adjust their regular operation, coaches will need to modify their training session plans, parents need to understand and follow-through with safety precautions, and student-athletes need to respect and follow safety recommendations.

The following are recommendations for returning to play in phases designed to help keep all participants and our community safe. The following should always be applied regardless of the Return to Participation phase:

- Participation in any group activities is only allowed if you have had no signs or symptoms of Covid-19, no signs/symptoms that may have been Covid-19, and/or have not been exposed to someone who has had signs or symptoms of Covid-19 for a minimum period of 14 days before participation.

- Should an individual be exposed they will not be allowed to return without proper medical clearance.
- Any instance of a positive COVID-19 diagnosis of a participant or anyone in attendance of a session at any time, must be immediately reported to the athletic department, county health authority, and any other necessary authority (i.e. FLW).
- Clear communication to and between all participants and their families about expectations and guidelines is essential to successfully implement return.
- Signage with guidelines will be prominently displayed within all facilities.
- Parents should remain in their cars at the facility except to assist in responding to injuries or other interactions with student-athletes deemed necessary by the coach.
- Student-athletes need to be monitored closely at all times- arrival through departure.
- Do not allow participants to treat spreading the virus as a joke- parents need to be a part of enforcing this.
- An RSVP and attendance system will be used both for planning and to record possible interactions to assist with contact tracing in the event of a positive COVID-19 diagnosis.
- If you are sick or feel sick, STAY HOME.
- At risk individuals, youth or adult, STAY HOME (if you are unsure if you are considered at risk, please consult your medical provider directly).
- Anyone who self-reports a temperature of 100 or more should be sent home and not allowed to participate for a minimum of 14 days.
- Designated areas will be provided for each student-athlete to place their equipment, personal belongings, and that can utilize during breaks.
- All individuals must maintain 6 ft. of social distancing unless a phase permits otherwise.
- All equipment used must be disinfected after each session as well as during sessions when possible.
- No one is to share water, towels, or any personal equipment. This includes, but not limited to: shin guards, tape, hairbands, jersey/uniform, pinnies or bibs of any kind. (Please note you can assign a pinnie/bib to a player to take home and care for OR ask that each player brings/wears their own alternative color shirt).
- No centralized hydration or refreshment stations will be available.
- No spectators at practices.
- Sanitizing options available. This may include but is not limited to: Hand sanitizer, Disinfectant wipes, disinfectant sprays and towels. (All soiled laundry should be separated from clean laundry in designated baskets and laundry should be properly washed and dried before each practice or session.)
- Respect for each individual's choices must be the top priority. If a participant wishes to wear a face mask this should be allowed, and accommodations made if needed

This document is designed to be a starting point and framework for our student-athletes, parents, coaches, and staff to use as guidelines as each one continues to discuss their own return to participation. This document is by no means a blanket permission to return to the fields. Each member is expected to strictly follow state and local guidelines for the resumption of participation as individual counties and jurisdictions may have additional restrictions in place. It is important to note that the return to participation phases may not always proceed linearly, but rather a step backwards in phases may be required following continuous review of the ongoing situation and environment and further guidance from state or local authorities. Each

phase breakdown is tied directly to the Missouri Show-Me Strong Recovery Plan as well as CDC and local health department recommendations.

PHASE I

- Individual and small group strength and conditioning training of 10 or less.
- Focused on return to activity with individual training (one player, one piece of equipment) and small group training.
- No balls will be used nor will sport-specific work be done in order to prioritize physical fitness, promote social distancing and eliminate the potential for contact with commonly touched surfaces.
- A maximum of two coaches/staff allowed per half field during sessions.
- No more than 10 student-athletes within a group. (In areas where social distancing can be kept multiple groups may be utilized).
- 10 Student-athletes are recommended per 2 adults/coaches. (1 adult may focus on implementing these guidelines while 1 adult is focused on the training session goals and providing instruction).
- Groups/cohorts will formed and documented to allow for contact tracing of students and coaches.
- No physical contact should occur between any two individuals.
- Student-athletes are screened for COVID-19 symptoms.
 - Is anyone running a temperature? (NO - proper answer)
 - Does anyone have a persistent cough, difficulty breathing, sore throat? (NO - proper answer)
 - Does everyone feel well & healthy? (YES - proper answer)
- No sharing of water, foods, clothing, or personal equipment.
- All students should provide their own water bottle.
- At the end of each training all equipment will be sanitized properly.
- Participants are to remain a minimum of 6 feet apart.
- Masks are mandatory for each training session.
- The space each student-athlete is allowed to occupy should be clearly defined and strictly enforced. The amount of space required for each student-athlete will vary depending on the location being utilized for participation (i.e. weight room, turf field, gymnasium, etc.). Remember- no two student-athletes can ever come within 6 ft.
- Practice times will be set to maximize social and physical distancing to include 'turnover' time between different teams/groups to allow for proper sanitation.
- When possible group activities will take place outside.
- Scrimmaging, small-sided games, rondos, possession games, partners, etc. all violate social distancing guidelines and must be avoided.
- Lines should be avoided when possible and must delineate appropriate distance for student-athletes to stand if used.
- Participants may never gather in a huddle or small group, as is common when giving instruction.
- All physical contact between student-athletes must be monitored and strongly discouraged (high-fives, horseplay, hugging, etc.).
- Athletic trainers will be the on-site medical professional.
- No athletes will be allowed in the training room unless necessary for injury. Trainers will document attendance and disinfect commonly touched surfaces after use.

- Parents/Guardians are asked to stay in vehicles when students are participating in activities to limit unnecessary exposure to students and staff.
- No spectators are allowed.
- Participation is voluntary.

PHASE II

- Focused on bringing teams back together for individual and small group skill development, drills, and continued strength and conditioning training in groups of 10 or less.
- Focused on return to activity with small group training (sanitized shared equipment).
- A maximum of two coaches/staff allowed per quarter of a 100 yard field during sessions.
- No more than 10 student-athletes within a group. (In areas where social distancing can be kept multiple groups may be utilized).
- 10 Student-athletes are recommended per 2 adults/coaches. (1 adult may focus on implementing these guidelines while 1 adult is focused on the training session goals and providing instruction).
- Groups/cohorts will formed and documented to allow for contact tracing of students and coaches.
- No physical contact should occur between any two individuals.
- Student-athletes are screened for COVID-19 symptoms.
 - Is anyone running a temperature? (NO - proper answer)
 - Does anyone have a persistent cough, difficulty breathing, sore throat? (NO - proper answer)
 - Does everyone feel well & healthy? (YES - proper answer)
- No sharing of water, foods, clothing, or personal equipment.
- All students should provide their own water bottle.
- At the end of each training all equipment will be sanitized properly.
- Masks are required of staff any time social-distancing cannot be maintained.
- Masks are recommended for student-athletes during participation, but not mandatory. A mask could however become mandatory for students at any time.
- The space each student-athlete is allowed to occupy should be clearly defined and strictly enforced. The amount of space required for each student-athlete will vary depending on the location being utilized for participation (i.e. weight room, turf field, gymnasium, etc.). Remember- no two student-athletes should have contact and all should maintain social-distancing (6 ft. goal).
- Practice times set to maximize social or physical distancing to include 'turnover' time between different teams/groups to allow for proper sanitation.
- When possible group activities will take place outside.
- Personal lockers will not be utilized and no student-athlete and/or coach should keep personal belongings at the facility.
- No Scrimmages, small-sided games, rondos, possession games, partners, etc. that violate social-distancing. (If these types of activities can be done without contact between participants then they are allowed).
- Lines should be avoided when possible and must delineate appropriate distance for student-athletes to stand if used.
- Participants may never gather in a huddle or small group, as is common when giving instruction.

- All physical contact between student-athletes must be monitored and strongly discouraged (high-fives, horseplay, hugging, etc.).
- Athletic trainers will be the on-site medical professional.
- No athletes will be allowed in the training room unless necessary for injury. Trainers will document attendance and disinfect commonly touched surfaces after use.
- Parents/Guardians are asked to stay in vehicles when students are participating in activities to limit unnecessary exposure to students and staff.
- No spectators are allowed.
- Participation is voluntary.

PHASE III

Before proceeding to Phase III, it is recommended that you should have actively participated in Phase II for a minimum of 2 weeks.

- Focused on implementing controlled scrimmages/small-sided games and limited physical contact. (Physical contact should be for a limited duration each training session).
- Training sessions should have a balance between individual non-contact skill building activities and limited duration for small sided games including contact.
- Camps, team activities, and scrimmages may occur upon parental approval.
- If transportation is required all teams must adhere to the recommendations set-forth by the Waynesville R-VI Transportation Department.
- No more than 50 student-athletes within a group. (In areas where social distancing can be kept multiple groups may be utilized).
- Groups/cohorts will be formed and documented to allow for potential contact tracing of students and coaches.
- Student-athletes are screened for COVID-19 symptoms.
 - Is anyone running a temperature? (NO - proper answer)
 - Does anyone have a persistent cough, difficulty breathing, sore throat? (NO - proper answer)
 - Does everyone feel well & healthy? (YES - proper answer)
- No sharing of water, foods, clothing, or personal equipment.
- All students should provide their own water bottle.
- At the end of each training all equipment will be sanitized properly.
- Masks are required of staff any time social-distancing cannot be maintained.
- Masks are recommended for student-athletes during participation, but not mandatory. A mask could however become mandatory for students at any time.
- The space each student-athlete is allowed to occupy should be clearly defined and strictly enforced. The amount of space required for each student-athlete will vary depending on the location being utilized for participation (i.e. weight room, turf field, gymnasium, etc.).
- Locker rooms may be utilized, but no personal gear may be stored in lockers. (All lockers should be secured so personal belongings are not stored in the facility).
- Practice times set to maximize social or physical distancing to include 'turnover' time between different teams/groups to allow for proper sanitation.
- When possible group activities will take place outside.
- Lines should be avoided when possible and must delineate appropriate distance for student-athletes to stand if used.

- Participants should maintain social-distancing when gathering in a huddle or small group.
- All physical contact between student-athletes must be monitored and strongly discouraged (high-fives, horseplay, hugging, etc.).
- Athletic trainers will be the on-site medical professional.
- No athletes will be allowed in the training room unless necessary for injury. Trainers will document attendance and disinfect commonly touched surfaces after use.
- Parents/Guardians are asked to stay in vehicles when students are participating in activities to limit unnecessary exposure to students and staff.
- No spectators are allowed.
- Participation is voluntary.

Additional Measures to Keep Students and Staff Safe:

- Disinfect the venue and all equipment (weights, balls, etc.—anything that can be touched) prior to and after each activity every day.
- Disinfected misting of all facilities after each session or group activity.
- Verify that coaches and participants are symptom-free before activity each day. Staff and student attendance at each day's activities.
- Student-athletes and coaches will utilize hand sanitizer and soap and water to wash hands before each session to mitigate contamination.
- Prepare and schedule frequent hand washing/sanitation opportunities during activity.
- Minimal use of restrooms as needed.
- All laundry (masks and towels used) will be placed in laundry bins after each session and then taken to be cleaned using approved cleaner. (Each basket will be disinfected before each use.)
- Require participants to bring own water bottles and avoid the use of water fountains.
- Modify drills and activities to limit or reduce potential violations of social distancing guidelines including events like high fives, huddles, team meetings, etc.
- Regularly disinfect items that are most often touched during activities
- Avoid using whistles when possible to reduce droplet spread.

Additional modifications for consideration:

The following are considerations for modifications which may be enacted within these specific areas/ classrooms/ activities after review by building instructional staff and administration.

Libraries:

- Increasing sanitization practices between classes and patrons as recommended by the CDC
- Students apply hand sanitizer upon entering the library
- Quarantine returned library books for 72 hours and sanitize before returning to the circulating collection as recommended by the ALA
- Reorganizing library classes to promote social distancing, including the option of the librarian visiting the classroom for library lessons
- Stagger times students visit the library and limit the number of students in the library checking out books at one time
- Suspending open library time before and after school, as well as during lunch or other times where a large number of students would gather in the library
- Suspend use of computer labs and self-checkout stations or sanitize after each use
- Suspend use of all non-book items (i.e. maker materials) or sanitize after each use
- Remove all items from library that cannot be sanitized (i.e. stuffed animals or puppets)
- Reposition or remove furniture, where possible to promote social distancing standards
- Librarians prepare curated resources for classrooms and deliver those to students within their classroom

Physical Education:

- Reorganize to allow for smaller classes and social distancing
- Alternate schedule to minimize numbers of students in gymnasium to promote social distancing
- Schedule outdoor activities as much as possible with weather conditions being considered
- Manage social distancing when moving students to gymnasium/ field
- Provide students with their own equipment for class/ prohibit equipment sharing
- Disinfect equipment between classes
- Individual equipment used (i.e. balls, jump ropes) could be separated by cohort to reduce the need for disinfecting between uses.
- Students disinfect hands in and out of PE class
- Utilize blended learning (technology platforms) for concepts and skills relating to each standard
- Teachers utilize technology to broadcast instruction due to increased social distancing (i.e. megaphone or microphone)
- Self- management- Individualized programs- multiple activity stations allowing for personal choice with personal recording (record keeping, personalized logs, goal-setting, etc)
- Games and sport activities that require close guarding and potential contact with another player can be excluded. Provide lessons that include no contact activities and no or limited equipment (i.e. shadow tag, jumping rope, running, etc.)

- Workstation equipment set-up should consider strategies for social distancing throughout activity
- Locker rooms may not be available to students until social distancing requirements are eased
- Students may not be required to dress out, but should wear clothing that allows for full movement and safe for participation when scheduled for PE
- Teachers use controlled entrance and exits so students are not entering and exiting through the same door if possible.
- When possible reorganize to allow for 10-12 foot physical distancing rule for classes which require an increased heart rate, hence, deeper respiratory breathing.

Physical Activity/ Recess:

- Alternate recess to minimize the numbers of students on the playground, require social distancing and disinfect equipment between classes. Consider placing a part of the students in organized arts activities during recess time or providing outdoor activities like nature walks where social distancing can be observed.
- Keep groups together consistent, maintain the same groups daily restricting students to engaging with their primary cohorts to the extent possible.
- Require students to stay in an assigned area of the school yard or playground as opposed to mingling with other classes.
- Individual equipment used (i.e. balls, jump ropes) could be separated by cohort to reduce the need for disinfecting between uses.
- Larger playground equipment that cannot be disinfected between uses should not be used until social distancing requirements can be eased.
- Classroom energizers/ mindful minutes can be done in the classroom where students stay at or near their assigned desks/ workstations.
- Provide regular breaks from the classroom for outdoor or hallway walking and movement activities.
- Teachers use controlled entrance and exits so students are not entering and exiting through the same door if possible.
- Have students wash hands immediately before and after outdoor playground time.
- Introduce games such as red light/ green light, obstacle courses based on activities rather than equipment, etc. to limit physical contact.
- Start walking clubs or dance competitions.

Music:

- Reorganize to allow for smaller classes and social distancing.
- Provide students with assigned seats and mark spots on the floor with stickers or dot spots.
- Alternate schedule- minimize the number of students in the music classroom and assist with social distancing.
- Utilize other available classrooms for sectionals or group rehearsals where social distancing is achievable.

- Teachers use controlled entrance and exits so students are not entering and exiting through the same door if possible.
- Students provided their own equipment for class/ prohibit equipment sharing.
- If students are using instruments during the rehearsal/ class period, they must stay on the same instrument for the entirety of the rehearsal/ class period. After each rehearsal/ class period, all instruments must be properly cleaned and sanitized prior to further use.
- Students should be provided their own paper copy of music if necessary and should not share with others. Music can also be projected on a screen for all students to view or students can view music on their own device. (Teachers should purchase the correct amount of music in order to not violate copyright laws).
- Disinfect equipment between classes.
- Chairs/ stands cleaned after each rehearsal.
- Students disinfect hands in and out of the music classrooms.
- Avoid touching, choreography, singing/ playing in circles.
- Utilize blended learning (technology platforms) for concepts and skills relating to each standard.
- Teachers utilize technology to broadcast instruction due to increased social distancing (i.e. megaphone or microphone).
- Conductors face students from 10-20 ft away from the first row of musicians, possibly wear a shield mask.
- Students face the same direction as much as possible.
- If indoor rehearsals are not recommended, utilize other avenues of music learning such as music theory, music appreciation, songwriting, and music history.
- Teachers should stagger access to lockers for instrument storage.
- Students should not be allowed to share lockers.
- Students may not be encouraged to engage in activities for the purpose of “warming up” that would require elevated heart rates or exasperated breathing and social distancing should be observed.
- Students may be asked to wear a face covering when singing
- Outdoor rehearsals could be held to help follow social distancing guidelines
- Outdoor (marching) bands may need to use more than one field for spacing in an outdoor environment but should maintain an indoor plan in case of weather
- Use the NFHS, NAMM, NAFME instrument cleaning guidelines
- Suggest to students to bring their own disinfectant spray for all mouthpieces and reed players use plastic instead of cane
- Brass instrumentalists may provide their own towel in which condensation will be removed during rehearsal. Towels should remain with the student and laundered/ replaced prior to each rehearsal.
- Record class rehearsals and share recordings with students who cannot attend school
- Careful consideration must be given to teaching flute, relying on the most up-to-date information available
- Minimize the use of performance clothing or uniforms until final rehearsals or performances. Consider relaxing dress code standards for performances.

- When possible reorganize to allow for 10-12 foot physical distancing rule for classes which require an increased heart rate, hence, deeper respiratory breathing.

Art:

- Tables/ desks should be arranged so as to face in the same direction with students sitting only on one side
- Schedule outdoor art if possible
- If visual art teachers are to travel from one room to another (art on a cart), it is recommended that the cart not enter the room, and that any supplies that enter the classroom stay unless they can be disinfected before entering the next classroom. Artwork will also remain in the students home classroom
- Consider lessons supporting the art curriculum that focus on presenting, responding and connecting to art rather than always creating
- Consider self-management/ individualized student lessons with multiple activity stations allowing for personal choice with no rotation between stations during class
- Utilize blended learning (technology platforms) for instruction of concepts and skills relating to each standard to avoid close contact during instruction, especially for demonstrations
- Consider digital art lessons (graphic design, photography, stylus drawing, etc.) to provide art-making experiences, especially if hands-on art-making is not possible
- Teachers should demonstrate proper hand washing and cleaning of tools, equipment and media so that students can properly clean shared items when appropriate
- If students need to share media/ tools/ equipment, students should wash or use hand sanitizer before entering art and before leaving
- Limit media within each lesson, to lessen the need to disinfect materials, especially if supplies are shared
- If students are required to have individual media/ tools: provide safe storage after each use, supplies should NOT go home daily unless they can be disinfected when coming back to school
- Provide adequate time to disinfect classroom surfaces, media, tools or equipment between classes
- When possible, consider a staggered product schedule for use of school media/ tools by class (i.e.: pastels for class 1, paint for class 2, scissors for class 3) giving time to sanitize between use
- Follow clay (regular, modeling, etc.) recommendations for contamination reduction regarding use, storage and sharing
- When possible, develop simple hand-building lessons that require no shared supplies, or use disposable supplies/tools when possible- plastic spoons, craft sticks, straws, etc.

Theatre:

- Teachers use controlled entrance and exits, meet students at a single entry to the classroom or workspace.
- Schedule outdoor activities, rehearsals and performances as much as possible with weather conditions being considered.

- Teachers utilize technology to broadcast instruction due to increased social distancing (i.e. megaphone or microphone).
- Encourage self-management/ individualized programs with multiple rehearsal and performance stations allowing for personal choice with personal recording. Workstation equipment set-up should consider strategies for social distancing.c
- Theatre storage should not be open to students during normal class, rehearsal or performance time. Devise an access plan before and after class, rehearsal or performances that minimizes the number of students or staff who utilize the spaces and preserves social distancing.
- Minimize the use of costumes, performance clothing or uniforms until final rehearsals or performances. Consider relaxing dress code standards for performances.
- Consider the use of recorded music instead of live musicians to accompany rehearsal and performance.
- Consider modifying some performances to Readers' Theatre for plays and/or concert versions of musicals to minimize interaction and physical contact between performers.
- When possible reorganize to allow for 10-12 foot physical distancing rule for classes which require an increased heart rate, hence, deeper respiratory breathing.

Performing and Visual Arts Events:

- Enforce social distancing in audience areas by seating patrons every other row with 3 seats in between each person within a row. For flexible seating spaces, maintain recommended social distancing measurements between each audience member's position.
- Consider modifying some productions to live-streaming, video broadcast or podcast events.
- Increase the number of performances so that the same number of patrons may attend overall, but with fewer at each performance.
- Open adequate restroom facilities in other parts of the building to reduce crowding and preserve social distancing.
- Enforce use of masks.
- Information that would normally go in paper programs should be projected on screens or made available electronically.
- Prohibit sale and distribution of flowers or gifts for performers from family and friends.
- Eliminate post performance gatherings of performers with family and friends.

Classrooms:

- Implement assigned seating arrangements and keep records of seating charts.
- Consider rotating teachers, rather than moving groups of students throughout the school building.
- Increase space between students during in-person instruction. Six feet apart is best; when that is not possible efforts to ensure a minimum of three feet of space between desks should be made.
- Require hand hygiene any time before and after students move.
- Face desks, tables and chairs in the same direction reducing face to face interaction.

- Revise activities that combine classes or grade levels.
- Prohibit students from sharing items like pens and pencils.

Bus:

- Screening of COVID 19 symptoms at home prior to getting on the bus
- Encouraging hand hygiene upon boarding the bus
- Assign seats so contacts are stable
- Set siblings together
- Load the bus back to front
- Encourage the use of masks during transport
- Have windows open when safe and weather-permitting
- Bus drivers and monitors wear PPE

Take measures to decrease students congregating in one location:

- Assign students to use different entrances.
- Stagger drop-off and pick-up processes.
- Stagger times students are in the cafeteria or have students eat at their desks in the classroom.
- Stagger times that classes are released.
- Require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes.
- Schedule restroom breaks to avoid overcrowding.
- Make hallways or entrances one-way.
- Rearrange furniture to avoid clustering in common areas.
- In locations where students line up, tape marks are put on the floor to indicate the appropriate social distancing.

Take measures to decrease employees congregating in one location:

- Close the staff/teacher's lounge.
- Encourage virtual meetings.
- Encourage employees who can effectively work from home to do so.
- Rearrange workstations to ensure they are separated by six feet.