



Response to COVID-19
July 2020

Reopening Mississinewa Community Schools



2020-2021

Mississinewa Community School District (MCS) strives to provide a safe, healthy learning environment for all students as our schools reopen for the 2020-2021 school year. In order to provide a safe, healthy learning environment, changes to the traditional school structure are necessary for all students, families, faculty, staff, and community.

MCS will continue to collaborate, share information, and review plans with the Grant County Health Department to help protect the whole school community, including those with special health needs.

MCS's reopening document serves to outline the precautionary measures and adjustments to be implemented as students and staff return to school. The following pages are organized into sections related to the various aspects of school operations:

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Reopening Announcement and Parent Survey

Mississinewa Schools will OPEN ON TIME with the first student day (PreK-12) on Wednesday, August 5, 2020. The exception would be if the Governor or Board of Health would close schools due to any emergency circumstance. School will be available for “in person” attendance for EVERY DAY on the school calendar. You can check the school calendar for the 2020-21 school year on the school corporation website. Appropriate health and safety measures will be implemented beginning on the first day of school.

For families who have students with medical conditions that may prohibit them from physically returning to school and/or are concerned about their children physically returning to school at this time, there will be a virtual (or digital) OPTION available through the school.



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For the very important purpose of planning and organizing for the new school year, we are requesting that all parents/students PLEASE complete the attached SURVEY regarding your CHOICE as to whether you plan to attend school "in person" or if you prefer to be educated "virtually." In addition, there is a question about whether you plan to ride the school bus this year. This SURVEY will take only about one minute of your time!

We are excited to have Mississinewa Community Schools back open this August. The start of a new school year is always exciting and filled with anticipation. We all realize that our schools have been closed for in-person education since the middle of March this past spring. So, we are all anxious to get back together in person for school once again! We all know that school was closed last spring due to the public health crisis from the COVID-19 virus. This virus is still a serious potential health problem for our schools and community. Consequently, upon returning to school in person, the school system will take precautions to implement recommended safety procedures and protocols throughout the school day. We will do our very best to practice the recommendations provided by the CDC, OSHA, the DOE, and the Board of Health with the objective of keeping our students and staff as healthy as possible. The school district is preparing a local plan to reopen school on August 5, 2020 for all students and staff, which will present the details and organizational principles for implementing these recommended safety procedures. This local plan for reopening and restarting school for in-person attendance by all students and staff will be available to you (the public) before the start of school. The school district will post the reopening plan on the corporation website.

We also would ask that you be patient and understanding about the reopening of school in the context of this public health crisis. New information, new rules, and new expectations have been constantly generated throughout this situation. Please realize that this reopening plan and the corresponding changes at school related to procedures and operations are always subject to the change and updates. There is an element of "trial and error" when changing the rules, procedures, and the operational business in order to try and accommodate any new recommendations—especially when trying to implement health/safety recommendations calling for "physical distancing" inside a school full of people! Regardless, we have developed some changes in school procedures and operations in the "good faith" attempt to practice these recommendations from various governmental agencies with the goal of making all students/staff as safe as possible while at school.

We hope everyone has a safe, healthy, and happy summer vacation! Please click the below link to complete the brief survey!

Tab McKenzie
Superintendent of Mississinewa Community Schools



Parent Survey

Reopening Schools following the COVID-19 quarantine

Please list each Student Name / Building / Grade Level

Would you choose to have your student attend school “in person” daily when school opens August 5?

YES

NO

Would you choose to have your student receive all her/his education virtually/digitally to begin the school year due to health/safety concerns related to COVID-19 pandemic and the public health crisis?

YES

NO

If your student is receiving all of her/his education virtually/digitally, would you want to have your student meet with the teacher in person for a limited time_____?

Weekly

Bi-weekly

Monthly

As needed by appointment

Not at all

If your student is eligible to ride a school bus, do you intend to have your student ride the school bus in the 2020-2021 school year?

YES

NO

Reopening School Strategies and Guidelines

Confirmed Cases of COVID-19

1. Consult with County Board of Health
2. Report to DOE
3. Report to Board
4. Announce to Community (email/phone)
5. May close the building for 2-5 days to prepare “Contact Tracing” and to “deep clean the building”
6. If a building is closed due to COVID-19, then all extra-curriculars are postponed until the school is re-opened



Handwashing

1. Start of day
2. Before eating
3. Anytime you contact surfaces outside your immediate area of work
4. After using the restroom
5. After blowing your nose, coughing or sneezing
6. After using shared equipment

Miscellaneous

1. Do not use water fountains directly
2. No attendance awards
3. May have Grab N Go lunch – may eat in classrooms (including all utensils)
4. May stagger release for food distribution, passing time for classes, restroom and dismissal
5. No physical contact (including playground and PE)
6. Minimize visiting the school by family and vendors
10. In a student's absence, provide "continuous learning" opportunities
11. Develop plan for COVID-19 absences for employees to receive pay with documentation
12. Have "Continuous Learning Plan" (eLearning) in case of interruptions to the regular schedule and for full-time virtual learning
13. Communicate to parents to encourage them to report cases of COVID-19 symptoms, exposure, and confirmed positive cases
14. Post signs of COVID-19 symptoms in every building
 - a. COVID-19 symptoms
 - b. Wash hands 20 seconds
 - c. Reasons to wash hands
 - d. Maintain physical distancing
 - e. Wearing a mask into the building is required for all adults and students in grades 3-12
15. Teachers will regularly instruct students on proper hygiene and how to prevent the spread of COVID-19
16. School will provide masks and other appropriate resources and PPE to staff and students
17. Students and staff are encouraged to bring masks, hand sanitizer, and water bottle to school
18. Masks are required for use at school by staff and students in grades 3-12. Students in grades PreK-2 will be strongly encouraged to wear a facial mask at school.
19. If a school building is closed, then the school may provide meals for pickup during the designated time
20. Hand sanitizer will be available on school buses and it is required that the driver and students wear a face mask
21. Students will have assigned seats on the bus utilizing physical distancing as much as possible
22. Visitors will be required to wear a mask inside of the building at all times
23. Congregating of students will be limited and is discouraged in school and outside on school grounds
24. Families will be surveyed to determine intentions regarding "in person" school and virtual school



25. Classrooms will limit congregating of students and encourage physical distancing as much as possible
26. Vulnerable students/staff will be allowed to wear PPE throughout the school day
27. Vulnerable students may utilize virtual school
28. Special accommodations will be available for vulnerable students for transitioning to classes and for group gatherings

Emergency Drills

Conducting emergency drills are a vital element of emergency preparedness. Below you will find guidance to conduct drills with public health in mind. These considerations were developed in consultation with the Indiana State Fire Marshal and the Indiana School Safety Specialist Academy Advisory Committee. If drills are modified, it will be important to place an emphasis on educating students and staff on policies and proper procedures for various drills. The following considerations are for schools to utilize when considering how to conduct drills in the upcoming year.

Remember, in an emergency situation it is important to seek safety immediately.

Fire Drills:

- We will “slow down” the activity of our fire drills. This means sounding the alarm for all occupants to be familiar with the sound, silencing, and then beginning a slow and orderly evacuation. This will help occupants know what the fire alarm sounds like, practice their evacuation, and maintain physical distancing.
- Building and school safety leaders will need to be diligent and anticipate log-jams or other problems. If drills are slowed, problem spots may not be easily identifiable.
- Drills should be clearly announced so students and staff are aware of the drill.
- Consider implementing one-way hallways for evacuation to lessen the instances of “crossing paths.”
- Rally points will remain the same; however, teachers are reminded to have students be aware of physical distancing.

Tornado Drills:

- Severe weather drill will be announced and students will move to their shelter location one classroom at a time or slowly in waves. Building leaders and teachers should emphasize physical distancing while ensuring occupants are able to locate their shelter in the event of severe weather or a tornado.
- Drills should be clearly announced so students and staff are aware of the drill.
- Continue to use one-way hallways for evacuation to lessen the instances of “crossing paths.”



Active Shooter / Lockdown Drill:

- The most common form of an active shooter drill remains the lockdown drill.
- Teachers should continue to emphasize procedures and protocols while practicing their active shooter drill actions.
- If a location is impractical for a drill due to physical distancing requirements, teachers and staff should emphasize where students should go in the event of an active shooter.

Bus Evacuation Drill

- We will work with the transportation department to conduct these drills at the end of the route.
- Please ensure that proper records are being kept to show that all applicable students have participated in the drill.

[Health Protocols](#)

Modified from the IDOE's IN-CLASS document.

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the Grant County Health Department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

[Symptoms Impacting Consideration for Exclusion from School](#)

Students and employees will complete training to recognize the following COVID-19-related symptoms:

- A fever of 100.4° F or greater;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat; and
- New loss of taste or smell.

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.



Tested Positive – Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's healthcare provider.

Self-Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure.

All students and employees are encouraged to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 should not come to school, and if they do come to school, they will be sent home.

MCS will provide professional development for all staff and students regarding the recognition of COVID-19 symptoms and screening to improve observational reporting. The training will include preventative techniques and healthy hygiene protocols.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent reports that a student is ill, MCS will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, MCS will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, MCS will make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, MCS may exclude the student or employee from the school building and recommend that the student or non-student self-quarantine for 14 calendar days.

Personal Protective Equipment

Employees and visitors are required to wear facial masks at all times.



Personal Protective Equipment for Students

All students in grades 3-12 are required to wear facial masks at all times. It is strongly recommended that students in preschool through grade 2 wear a facial mask. Some students may be required to wear additional personal protective equipment (i.e. health-related, special conditions, etc.) when directed to do so by individual student health plans. Additional accommodations will be made for students based on their individual health plan as necessary.

Student Medical Clinic and Nurse Recommendations

All students and staff are required to wear a facial mask in the nursing clinic. Prepare in advance by designating a particular employee (e.g., school nurse) at each building who will speak to and screen employees who appear sick at school and make sure that person is properly trained on how to screen and assess COVID-19 symptoms.

- Develop a screening form ensuring that questions are narrowly focused on assessment using symptom- and exposure-based questions with “Yes/No” responses.

If possible, have a dedicated private space where the designated employee can meet with the sick employee that is private and easy to clean/disinfect after the sick employee leaves the space.

Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.

Provide training for teachers on proper hygiene and how to prevent the spread of COVID-19. Post signage in classrooms, hallways and entrances to communicate how to stop the spread of the virus, COVID-19 symptoms, preventative measures (including staying home when sick) and good hygiene.

Procedures for Temperature Screening Students/Staff Upon Entry of Buildings

Screenings will occur by order of Superintendent. Variables considered will be the number of situations at buildings with confirmed cases of COVID-19 and the total number of absences.

Staff

1. Staff will all enter door nearest the building office in each building. Physical distancing will be encouraged.
2. A non-touch thermometer will be used to verify the temperature of every staff member.
3. Staff with a temperature of 100.4 or higher will be sent immediately home. The name of staff member will be recorded as well as any other symptoms present.
4. Building principal and building nurse will be notified.
5. Building nurse will notify corporate nurse and monitor absenteeism rates.



Students

1. 1-2 staff members will be present at all doors being utilized for student entrance into buildings. Physical distancing will be encouraged by staff.
2. Staff members providing supervision for student entrance will be trained in use of a non-touch thermometer.
3. All students will have their temperature taken upon entrance.
4. The building nurse will contact the parent and implement the procedure as outlined for suspected cases of COVID-19 in the building.
5. The building nurse will notify temperature screening results to the building principal and notify the corporate nurse and monitor absenteeism rates.
6. The corporate nurse will notify temperature screening results to the Superintendent and determine appropriate course of action.

Protocol for Reporting Cases of COVID-19

1. If a student or employee is present at school and found to have a fever of 100.4 or greater and/or exhibiting any other COVID-19 symptoms, building nurse will isolate student or employee per protocol until student or employee may exit the building.
2. Ask the employee to provide a list of co-workers or other work-related third parties with whom s/he has come into “close contact” over the previous two days.
 - a. Communicate the potential exposure to co-workers and third parties listed by the affected employee without revealing the identity of the affected employee.
3. Building nurse will alert building principal and corporate nurse. Building principal will notify custodial staff for implementation of disinfection/cleaning.
4. Building nurse will contact and instruct parent of student to keep all siblings home as well as provide instruction to parents on all members of family staying home for the suggested 14-day quarantine period.
5. Corporate nurse will notify local Health Department and Superintendent. Corporate nurse will communicate with IDOE regarding reporting positive COVID-19 case in building(s).
6. Building nurse will provide a necessary classrooms/students letter notifying of possible exposure to COVID-19. Superintendent will determine with Department of Health and IDOE regarding closure of building if necessary.
7. Building nurse and corporate nurse will monitor absenteeism and symptomology of absenteeism and corporate nurse will communicate with Superintendent daily/weekly as needed to ensure timely communication.
8. If student or employee is not present in building, and parent/guardian or employee reports symptoms of: fever greater than or equal to 100.4, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, allow building nurse to speak with parent/guardian or employee over the phone. This will ensure that the parent/guardian or employee is provided with education.
 - a. Parent/guardian or employee will be instructed that student or employee is to remain home until 72 hours fever free without any medication, until respiratory symptomology improving, and 10 days has elapsed since symptom onset. Student or employee cannot return until this criterion is met or a medical provider has provided written statement allowing student or employee to return.
9. If a parent/employee reports a positive COVID-19 test to a building, record the name of the student or employee and last date in attendance as well as date of symptom onset and alert the building nurse. The building nurse will contact the corporate nurse and the building principal. The corporate nurse will



notify the Superintendent and Grant County Health Department and await further instructions. See item 6 as deemed necessary by local Health Department and Superintendent.



Letter of Positive COVID-19 Case

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Date

Notice to Mississinewa Community School Corporation Parents and Staff

Mississinewa Community School Corporation was informed today that a person(s) has tested positive for COVID-19. The person(s) was last present in the _____ building on the _____ (date) _____ school day. Due to confidentiality and privacy guidelines, we will not be giving out the name(s) of the person(s) involved.

The Grant County Health Department (GCHD) has been informed of the situation, person(s) involved, and dates of contact at school.

The GCHD and the Indiana State Department of Health are working with the person(s) and their family, and will be directly contacting anyone deemed to be a close contact concern during the critical timeframe. Questions should be directed to the GCHD at (765) 662-0377, ext. 112.

We appreciate your patience and understanding as we continue to navigate the uniqueness of our current extraordinary situation.

Sincerely

Tab McKenzie, Superintendent
Mississinewa Community School Corporation



Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick students and non-students stay home. Additionally, students and non-students should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

The three most important mitigation strategies are physical distancing, frequent handwashing, and appropriate personal protective equipment. Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. MCS will continuously reinforce the importance of students and non-students to wash their hands often using soap and water. In situations where soap and water are not readily available, MCS will provide the use of hand sanitizer that contains at least 60 percent alcohol.

Infectious Disease Plan

Strategies to Prevent and Reduce the Spread of Infectious Diseases

How Germs Spread: Illnesses such as the flu (influenza) and viruses such as Norovirus (sudden and violent nausea, vomiting and diarrhea) and colds are caused by viruses that infect the nose, throat, and lungs and gastrointestinal tract. The flu and colds usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Norovirus is spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus.

If a person believes that she/he has been exposed to the epidemic illness, then the person should report this to the building office administration immediately. Any person with symptoms or has been exposed to the epidemic illness should stay home through the time period recommended by the Board of Health, CDC and IDOE.

Disease Prevention & Education: To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. The school will provide hand washing, coughing, and sneezing education at any time there is a suspected outbreak and during the school year as requested by staff. Nurses will have illness/disease prevention information current and up to date on the website. During times of suspected or identified infectious disease outbreaks, the school district may coordinate with Public Health agencies to address the outbreak at the school level for students and/or staff.

Our basic educational message is:

- Cover Your Cough
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)



Cover Your Cough: Teach students coughing and sneezing etiquette. The school will provide an ample supply of tissues, hand sanitizer, and disinfectant and wipes available in each classroom and school area.

- Cover your mouth and nose with a tissue when you cough or sneeze OR
- Cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

Wash Your Hands Often: Hand washing with soap and warm water for 20 seconds is the best option. Hand sanitizers can be effective when there is no access to water. These are provided in each classroom. Staff are encouraged to provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing in hands, at the beginning of the lunch line before eating, after bathroom use, and after recess. Students should also use hand sanitizer upon entering and leaving the “specialty classes.”

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under warm, running water.
- Dry hands completely with paper towel. Use paper towel to turn off faucet handles and open restroom doors.

Stay Home if You’re Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers. In times of suspected or identified infectious disease outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at school will be identified and possibly modified, clearly communicated and consistently enforced.

During an epidemic, if a person is confirmed with the illness in a building, the administration will consult with the Board of Health and IDOE regarding closing the school and disinfecting the school. If you test positive for an epidemic illness, you must provide a doctor’s release to return to work. Consideration should be given for special accommodations for students/families of “high risk” for exposure and students with severe disabilities. Social gatherings and school sponsored events should be cancelled and discouraged.

Staff should be trained to be alert to children who are ill. Examples of symptoms include: fever, frequent cough and/or sneezing, sore throat, vomiting/diarrhea. These students need to be sent to the office for evaluation. Be careful not to assume that your “frequent flyer” is faking as they might really be ill.

Any spike in absenteeism of 20% or more will be reported to the Board of Health and the Indiana Department of Education (IDOE).

Wear appropriate PPE (Personal Protective Equipment): During periods of suspected or identified infectious disease outbreaks, nurses and assistants should protect themselves by wearing appropriate PPE when helping sick students; this includes gown, gloves, eye protection and facial mask. Students who have a cough with a fever or are sneezing with a fever will be isolated and asked to wear a mask until parents pick them up. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. The use of a mask is common in health care facilities and helps to contain their secretions until they are sent home. It does not mean they are infected with a specific virus. If the student is unable or unwilling to wear a mask, the individuals helping the sick person will need to wear a mask in addition to any other appropriate PPE (gown, gloves and eye protection).



Consider the following strategies when working during an epidemic/pandemic:

- Physical distancing of several feet,
- Avoid gatherings of more than ten in a confined area,
- Stagger arrival/dismissal times,
- Limit congestion in offices or hallways,
- Wear a face mask covering nose/mouth when you could be close to other people (unable to maintain physical distancing),
- Limit nonessential workers and visitors.

Disinfection & Cleaning Procedures: Keep commonly touched surfaces such as stairway railings, door handles, computer keyboards, bathroom faucets and surfaces, drinking fountains, telephones, and elevator buttons clean by wiping them down with a hospital grade detergent-based cleaner, EPA registered disinfectant, or a 10-1 water/bleach solution. During an infectious disease outbreak, consideration will be given to increasing the frequency of cleaning these commonly touched surfaces and areas based on the nature of the disease. In addition, we will consult with Public Health to see if there is a need to change HVAC filters. Close off areas of the building used by an infected person(s) and wait 24-48 hours to disinfect the areas. Use disinfectants approved by the Board of Health and IDOE.

When an employee or student with a suspected infectious disease is identified and has left the building, it is important that their work area, along with any other known places they have been, are thoroughly cleaned and disinfected. Clean the surface to remove dirt and soil with a cleaning agent and disinfect following manufacturers' recommendations. The person cleaning and disinfecting should wear a mask and gloves and should discard them afterwards. Hands must be washed or sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, the school district will consult public health both locally and state wide to determine if there is a proper way to discard waste.

Buses: School buses are cleaned by the drivers on a regular basis during the normal school year. However, during periods of suspected or confirmed infectious disease outbreak, consideration will be given to increasing the frequency of cleaning schedules, possibly at the end of each route (morning and afternoon) based on the nature and spread of the disease and guidance from our Public Health Department. Bus drivers and students will wear a facial mask at all times when boarding and riding a bus.

Physical distancing: During suspected or identified infectious disease outbreaks, several physical distancing measures can be taken to reduce the spread of an infectious disease. Discourage hand shaking. Discourage the sharing of drinks or food. Avoid touching your eyes, nose or mouth. Avoid face-to-face meetings; if unavoidable, maintain a distance of 6 feet between individuals. Wear a face mask when unable to ensure physical distancing. Cancel or postpone non-essential meetings, gatherings, assemblies, field trips, workshops or trainings. Consider setting up staggered shifts or flexible hours to reduce crowding in office facilities.

Where to Get Information: If an infectious disease outbreak or pandemic occurs, having accurate and reliable information will be critical. Here are several websites to consult.



Indiana Board of Health
<https://www.in.gov/isdh/>

Grant County Board of Health
<https://www.grantcounty.net/>

U.S. Department of Health & Human Services (HHS)
www.hhs.gov
www.pandemicflu.gov

Centers for Disease Control and Prevention (CDC)
<http://www.cdc.gov>

Federal Emergency Management Agency (FEMA)
www.fema.gov

Cancelling School Due To An Infectious Disease Outbreak

The Indiana and Grant County Boards of Health and the Indiana Department of Education will provide guidance on school closing. The health department will also help us decide the length of time for a school closure and the extent of the closure (single school closure, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc., based on the nature of the specific disease.

Legal Authorities for Cancellation of School: The Superintendent has the authority to cancel classes when he/she deems it necessary for the health and safety of students and staff. In the Superintendent's absence, the Assistant Superintendent, will also carry that authority. The Governor and the Board of Health can also close school.

If school is cancelled due to an infectious disease outbreak, all other school-related gatherings (athletic events, concerts, afterschool activities, field trips, etc.) will also be cancelled. In some cases, non-academic events may be cancelled even if classes are not cancelled.

Communicating with Stakeholders during an Infectious Disease Outbreak: We will attempt to provide accurate, consistent, and timely communications with staff, students, and parents to instill and maintain public confidence in our schools. We will coordinate with Grant County Board of Health to disseminate critical information from the health department, to develop and deliver common health messages, educational plans and food distribution plans to demonstrate the school district is taking reasonable action to preserve the safety and health of our staff and students.

Information will be disseminated via our normal emergency communication methods: email, web site postings, Blackboard Connect phone messaging, parent letters, school newsletters, and radio broadcasts.



Continuity of Operations Plan: Certain essential district-level functions will need to continue even during a school closure situation. Essential Services may include:

- Payroll, Accounts Payable
- Communications & Technology (website, press releases, eLearning resources, etc.)
- Facilities Coordination (with Red Cross, Health Department, emergency systems)
- Essential Building Operations

Identify Essential Personnel who will be needed to carry out essential services and determine if those services can be accomplished at home (by computer, through emails, conference calls, using digital/virtual meetings) or by staggering work schedules and locations and using physical distancing measures. Essential personnel who report to work during a school closure should take precautions and wear personal protective equipment (masks, gloves, gown and eye protection, etc.) to protect themselves from infectious disease. If a vaccine becomes available and is in limited supply, essential personnel may be on the school district's priority list for receiving the vaccine.

Free & Reduced Meals: If schools are closed, the school district will decide if we will provide meals for students. It may be possible to set up a schedule to distribute meals at the already established summer food distribution sites or at other locations as deemed necessary. Physical distancing measures for preventing the spread of disease will need to be implemented.

eLearning at Home: To help students stay educationally engaged while in-person school is cancelled, the District has compiled a variety of eLearning resources for students. The eLearning resources and expectations can be accessed on our website and will be emailed during times of emergency school closures.

In anticipation of a school closure, teachers can prepare students for home learning opportunities by introducing them to the eLearning resources and plans.

Reopening Schools

Our primary objective in the recovery phase is to restore the learning environment as soon as possible. Issues to consider include determining if schools need disinfection measures before reopening, staffing levels, and social/emotional mental health issues.

As the district resumes normal operation, it will remain in contact with the Health Department and IDOE regarding disease surveillance. An infectious disease outbreak often comes in waves and the response and recovery process may be repeated several times.

Disinfection: There are two primary considerations regarding disinfection: public perception of the safety of the school and actual germs in the school. Disinfection needs will depend primarily on the severity, type and duration of the pandemic as well as if the school was used by other emergency agencies. Although viruses can live up to 48 hours outside the human body on nonporous surfaces such as plastic, metal or wood (depending on the virus), extensive cleaning of schools by wiping down floors and walls prior to reopening is typically not necessary unless specifically directed by the health department. However, public perception about the safety of schools may impact decisions regarding the extent of disinfection.

Personnel: If there have been multiple staff illness or deaths due to the infectious disease outbreak, we will need to formulate a plan to continue instructional programs with a reduction in workforce and potentially reconfigure staffing levels and positions at our schools.



Mental health issues: Depending on the severity of the outbreak, we can use or modify our Crisis Response Team protocols and/or collaborate with our local mental health partners to assist students and staff with loss and grief issues. This process may be much more involved and lengthier than our usual Crisis Response protocols.

Making up school days: The School Board and Superintendent's Office will collaborate with the Indiana Department of Education and our local teacher association to work out a plan for making up cancelled school days.

Student Attendance

If a student is absent due to COVID-19 circumstances requiring the student to quarantine, the student's attendance will be recorded as "quarantine absence." An absence due to quarantining will be considered an "excused" absence from school. If the student is able to participate in virtual learning while quarantining, the student's attendance will be recorded as having attended school.

Transportation

For about half of MCS's students, the school bus is a student's first contact with the school in the morning and the last point of contact in the afternoon. Thus, MCS understands the importance of establishing protocols regarding student transportation to minimize the spread of COVID-19 and protect both students and non-students.

In order to provide safe transportation for students, MCS will:

- Inspect all buses and transport vehicles for cleanliness and safety;
- Disinfect using products recommended by the CDC, local health departments, and/or risk management professionals;
- MCS employees will wear personal protective masks and gloves while operating a school bus;
- Thoroughly clean and disinfect all buses and transportation vehicles at the conclusion of each bus route;
- All passengers riding on the school bus are recommended to wear a mask;
- Students will be assigned a seat and will wear a face mask at all times;
- Students will be required to remain in their assigned seats for the duration of the school bus trip. Failure to comply with seating requirements may result in the loss of school bus privileges for a student.
- Reinforce physical distancing whenever possible.

Visitors and Volunteers

Visitors to MCS will not be permitted beyond the main office of the school building. Volunteers will be limited to only individuals providing substantial educational benefits to the students and school, in general. The building principal will maintain a listing of all approved volunteers. Volunteers are recommended to wear personal protective equipment whenever physical distancing is not an option.



Classroom Environment

Each MCS school will address modifications to the classroom on a building by building and classroom by classroom basis. Whenever possible, MCS schools will:

- Increase space between student desks, tables, etc.;
- Face desks in the same direction;
- Use assigned seating arrangements;
- Encourage educational activities that keep students seated in the classroom;
- Limit activities that combine classes or grade levels;
- Limit, when possible, student transitions from room to room;
- Limit sharing of high touch materials (art supplies, equipment, etc.);
- Avoid sharing of electronic devices;
- Increase opportunities for student hygiene activities;
- Encourage the use of outdoor spaces for instruction;
- Encourage the use of larger classroom spaces (gym, cafeteria, etc.); and
- Schedule restroom breaks to avoid overcrowding.

Cafeterias, Common Areas, Offices and Hallways

Each MCS school will address modifications to cafeterias, common areas, and hallways on a building by building basis.

Cafeteria and Food Service

Whenever possible, MCS schools will:

- Eliminate self-serve food items;
- Eliminate communal access to napkins and silverware;
- Serve medically fragile students separately from other students when requested by parent/guardian;
- May reduce seating capacities at lunch tables to $\frac{2}{3}$ or $\frac{1}{2}$ capacity;
- Prohibit food sharing;
- Limit cash transactions;
- Ensure personnel handling cash do not also handle food;
- Schedule hand washing for students and non-students prior to food service times;
- Provide access to hand sanitizer;
- Use floor markings and various signage to indicate appropriate physical distancing for student lines;
- Require food service personnel to wear personal protective equipment as necessary while preparing and serving food; and
- Install engineering controls such as sneeze guards in cafeteria serving lines.



Common Areas, Offices and Hallways

Whenever possible, MCS schools will:

- Use directional signage to indicate walk patterns;
- Schedule restroom breaks to avoid overcrowding;
- Rearrange furniture to avoid clustering of students;
- Use floor markings to indicate appropriate physical distancing for student lines;
- Limit students to sections of the playground and a daily rotation;
- Limit the number of non-student vendors and volunteers in the building;
- Limit the number of building utilization rentals;
- Require parties renting building spaces for an activity to comply with all MCS health protocols;
- Post lowered, revised maximum occupancy numbers;
- Install engineering controls such as sneeze guards and directional signage; and
- Promote physical distancing through ongoing verbal and visual messaging.

Athletics

The restarting of extracurriculars and co-curriculars for MCS students will be completed through a three-stage process. Head coaches, principals, and the athletic director have collaborated to develop a restart plan for MCS sports activities.

Phase I (July 6-18) – All activities are voluntary – Coaches must read through IN-CLASS Guidelines

- **Restrictions/Guidelines**
 - Student Athletes limited to 15 hours per week.
 - No sport may have more than 2 days per week (no consecutive days) & no session may last more than 3 hours.
 - Conditioning may occur 4 days per week & 2 hours per session (may have multiple sessions, but a student may only attend 1 session per day).
 - Locker rooms will NOT be available; restrooms will be available with physical distancing guidelines in place.
 - NO free weight exercises requiring a spotter permitted.
 - No contact is permitted during this period--including close contact drills, scrimmages, etc.
 - Groups must be contained to the same individuals each session. With large groups, individuals should be divided and remain within in the same “pod” of athletes for each workout session.
 - All students & staff should be trained and screened for signs/symptoms of COVID-19 prior to workouts.
 - Coaches and student athletes must be pre-screened prior to entry into activity using the FinalForms app. This feature is contained in the attendance portion of FinalForms. Phase I, II, III
 - If a student has a 2019-20 IHSAA Physical completed & on file in the Athletic Office, the student must turn in the IHSAA Health Questionnaire and Consent & Release Form to be eligible to participate in the 2020-21 athletic seasons. If they do NOT have 2019-20 physical on file, they must contact the athletic office and they should be sent home until they are cleared by Athletic Department. Phase I, II, III



- No sharing of water bottles, towels, etc. Student athletes will need to bring a substantial amount of water on their own. We will NOT offer opportunities to fill water bottles with drinking fountains, coolers, or hydration stations. No coaches or athletes should drink directly from the cooler or hydration station. Phase I, II, III
- There should be no team breakdown, where coaches and students are putting hands together for dismissal from activity. Making contact in any fashion (high fives, fist bump, etc.) should not take place. Phase I, II, III
- As student athlete enters the facility, they will wash their hands or use hand sanitizer. When the student athlete is leaving the facility, they will wash their hands or use hand sanitizer. Phase I, II, III
- No equipment with exposed foam or holes should be used (benches, athletic pads, blocking pads, etc.). Phase I, II, III
- Equipment will be cleaned prior to workout and at conclusion of workout. This includes all sport specific items (balls, pads, blocking pads, poles, nets, bats, etc.). Phase I, II, III
- Student athletes are permitted to wear face coverings if they choose & it does not pose a health risk to the student. Student athletes are recommended to wear face covering when not involved in physical activity. Phase I, II, III
- Establish an alternate command structure for coaching staff in case of illness. Phase I, II, III
- Physical distancing guidelines for both inside and outside activities--especially when coaches and athletes are not involved in activity. If athletes are not participating, they should not congregate in groups. They must remain at the appropriate social distance from each other. Phase I, II, III
- Face coverings are recommended for coaches and supervisors. Phase I, II, III
- Sessions should be limited to essential personnel only. No parents or spectators. Phase I & II only
- NO formal competition is permitted (competition against other schools). Phase I & II only

Pre-Screening before entry into each session:

- Each Coach must enter the attendance of their student athletes in FinalForms.
- With the attendance feature on the FinalForms app., the student athlete will be asked questions, identified by guidance from the NFHS, related to their health and symptoms of COVID-19.
- Questions will be recorded and stored for future reference.
- Recorded each session will be:
 - Name
 - Time
 - Fever Y or N
 - Cough Y or N
 - Sore Throat Y or N
 - Shortness of Breath Y or N
 - Contact with someone with COVID-19 Y or N



Proposed Schedule Phase I (July 6-July 18) – Continue virtual workouts Monday-Thursday. Boy athletes meeting 8:00 AM-9:30 AM & Girl athletes meeting 9:35 AM-11:05 AM

- Girls Soccer: Sat. 10:00 AM–12:00 PM & Tuesday 5:30–7:30 PM; avoid field conflict with boys on Mondays
- Boys Soccer: Monday & Wednesday 5:00–7:00 PM
- Football: Monday & Wednesday 10:00–2:00 PM
- Volleyball: Monday & Wednesday 12:00–2:00 PM
- Girls Golf: TBD
- Cross Country: TBD
- Boys/Girls Tennis: Tuesday & Thursday 4:00–6:00 PM
- Boys Basketball: Monday & Wednesday 2:00–4:00 PM
- Girls Basketball: Tuesday & Thursday 12:00–2:00 PM
- Wrestling: TBD
- Baseball: Tuesday & Thursday 12:00–2:00 PM
- Softball: Tuesday & Thursday 3:30–5:30 PM
- Track: TBD
- Boys Golf: TBD

Phase II (July 20-August 14) – All Activities are voluntary with the exception of Girls Golf. Their official practice will begin on Friday, July 31. All other fall sports will begin practice on Monday, August 3.

• Restrictions/Guidelines:

- If locker rooms or meeting rooms are in use, they should operate at 50% capacity. Cleaning of facility must occur before & after use. This would include chairs, tables, video equipment, etc. Locker rooms would include locks, lockers, sinks, toilets, etc. Phase II, III
- If practice gear, uniforms, etc. are laundered at school, PPE must be worn by the person. Phase I, II, III
- It is recommended for student not involved in activity (benches, holding areas, etc.) to wear face coverings.
- Free weight exercises requiring a spotter MAY take place. Safety measures in all forms must be strictly enforced in the weight room, which would include cleaning of equipment before & after use of all equipment (bar & bench). Cleaning must take place in between each use. Side spotters are required. No back spot or bar spot for bench press.
- Contact as defined by the IHSAA is permitted during this phase. This would include scrimmages, contact drills, etc.
- No sharing of water bottles, towels, etc. Student athletes will need to bring a substantial amount of water on their own. We will NOT offer opportunities to fill water bottles with drinking fountains, coolers, or hydration stations. Phase I, II, III
- No coaches or athletes should drink directly from the cooler or hydration station. Phase I, II, III
Equipment that is used must be cleaned prior to use and immediately after use. Phase I, II, III
- Each student must be pre-screened & recorded with FinalForms app. Phase I, II, III
- There should be no team breakdown, where coaches and students are putting hands together for dismissal from activity. Making contact in any fashion (high fives, fist bump, etc.) should not take place. Phase I, II, III



- As student athlete enters the facility, they will wash their hands or use hand sanitizer. When the student athlete is leaving the facility, they will wash their hands or use hand sanitizer. Phase I, II, III
- No equipment with exposed foam or holes should be used (benches, athletic pads, blocking pads, etc.). Phase I, II, III
- Student athletes are permitted to wear face coverings if they choose & it does not pose a health risk to the student. It is recommended that student athletes should wear face covering when not involved in physical activity. Phase I, II, III
- Establish an alternate command structure for coaching staff in case of illness. Phase I, II, III
- Physical distancing guidelines for both inside and outside activities--especially when coaches and athletes are not involved in activity. If athletes are not participating, they should not congregate in groups. They must remain at the appropriate social distance from each other. Phase I, II, III
- Face coverings for coaches and supervisors are recommended. Phase I, II, III
- Sessions should be limited to essential personnel only. No parents or spectators. Phase I & II only
- NO formal competition is permitted (competition against other schools) with the exception of Girls' Golf. Phase I & II only
- Equipment must be cleaned prior to workout and at conclusion of workout. This includes all sport specific items (balls, pads, blocking pads, poles, nets, bats, etc.). Phase I, II, III
- If a student has a 2019-20 IHSA Physical completed & on file in the Athletic Office, the student must turn in the IHSA Health Questionnaire and Consent & Release Form to be eligible to participate in the 2020-21 athletic seasons. If they do NOT have 2019-20 physical on file, they must contact the athletic office and they should be sent home until they are cleared by Athletic Department. Phase I, II, III

Phase III (August 15)

- **Restrictions/Guidelines:**

- Competition may begin.
- If locker rooms or meeting rooms are in use, they should operate at 50% capacity. Cleaning of facility must occur before & after use. This would include chairs, tables, video equipment, etc. Locker rooms would include locks, lockers, sinks, toilets, etc. Phase II, III
- If practice gear, uniforms, etc. are laundered at school, PPE must be worn by the person. Phase I, II, III
- Coaches and student athletes must be pre-screened prior to entry into activity using the FinalForms app. This feature is contained in the attendance portion of FinalForms. Phase I, II, III
- If a student has a 2019-20 IHSA Physical completed & on file in the Athletic Office, the student must turn in the IHSA Health Questionnaire and Consent & Release Form to be eligible to participate in the 2020-21 athletic seasons. If they do NOT have 2019-20 physical on file, they must contact the athletic office and they should be sent home until they are cleared by Athletic Department. Phase I, II, III
- No sharing of water bottles, towels, etc. Student athletes will need to bring a substantial amount of water on their own. We will NOT offer opportunities to fill water bottles with drinking fountains, coolers, or hydration stations. Phase I, II, III
- Equipment that is used must be cleaned prior to use and immediately after use. Phase I, II, III



- Each student must be pre-screened & recorded with FinalForms app. Phase I, II, III
- There should be no team breakdown, where coaches and students are putting hands together for dismissal from activity. Making contact in any fashion (high fives, fist bump, etc.) should not take place. Phase I, II, III
- As student athlete enters the facility, they will wash their hands or use hand sanitizer. When the student athlete is leaving the facility, they will wash their hands or use hand sanitizer. Phase I, II, III
- No equipment with exposed foam or holes should be used (benches, athletic pads, blocking pads, etc.). Phase I, II, III
- Equipment will be cleaned prior to workout and at conclusion of workout. This includes all sport specific items (balls, pads, blocking pads, poles, nets, bats, etc.). Phase I, II, III
- Student athletes are permitted to wear face coverings if they choose & it does not pose a health risk to the student. It is recommended that student athletes wear face covering when not involved in physical activity. Phase I, II, III
- Establish an alternate command structure for coaching staff in case of illness. Phase I, II, III
- Physical distancing guidelines for both inside and outside activities--especially when coaches and athletes are not involved in activity. If athletes are not participating, they should not congregate in groups. They must remain at the appropriate social distance from each other. Phase I, II, III
- Face coverings for coaches and supervisors are recommended. Phase I, II, III

Special Education

Mississinewa Community School Corporation will continue to communicate individual student plans with families to discuss the delivery method of instruction for students with disabilities. An appropriate platform for delivery of special education-related services will be determined on a case-by-case basis. MCS will ensure adequate staffing is available to meet the needs of all students with individualized education plans within the district.

Case Conferences:

Annual Case Reviews:

Mississinewa Community Schools will conduct Annual Case Reviews within the one year timeline, regardless of school closure status.

Case Conference Committee Meetings to Review and Revise the IEP:

As MCS plans to reopen buildings to provide in-person instruction, CCC meetings with parents will be scheduled as needed to review the provision of services and the educational progress of each student. Discussion should determine whether or not there is a need to adjust the frequency or duration of services.

Educational needs can be measured by considering:

- Whether the student participated in continuous learning opportunities provided by MCS during the COVID-19 school building closure
- Parent observations of the student's learning during the continuous learning opportunities provided by MCS



- Teacher observations of the student's learning in the continuous learning opportunities provided by MCS
- Whether there were services identified in the student's IEP prior to the school closure that MCS was unable to provide during the building closure due to restrictions on in-person services
- Whether the student continued making progress toward meeting his/her IEP goals
- Whether the student experienced any additional or new social-emotional health issues during building closure and re-entry
- Whether the student experienced any regression during the period of school building closure.

Future Services/Compensatory Services:

The United States Department of Education (USED) has advised, "[A]n IEP Team and, as appropriate to an individual student with a disability, the personnel responsible for ensuring Free and Public Education (FAPE) to a student for the purposes of Section 504, would be required to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements." QA-1 Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak (USED March 12, 2020).

This does not mean schools must immediately offer compensatory services to all students with IEPs; rather, it requires the CCC to lead a discussion of the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC may consider the appropriateness of collecting data for an agreed-upon time following the student's return to school and subsequently reconvening to discuss the need for future services at that time.

It is important school staff are documenting with specificity the special education and related services being provided to students with disabilities while monitoring and tracking individual student progress. This information will be necessary to inform the CCC in making a determination as to what future services or compensatory services are necessary to ensure the provision of a FAPE.

Transition IEPs:

Transition assessments need to be updated annually, even during the COVID-19 pandemic. When updating transition assessments, teachers of record (TORs) may conduct assessments virtually or in person. Assessments may be administered prior to or during the CCC meeting. In all cases, assessment information needs to be documented within the Summary of Findings utilizing the SPIN method - Strengths, Preferences, Interests, and Needs. Ways to provide transition assessments virtually are available as a part of the eLearning Resources for Secondary Transition document. Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

CCC Meeting Method Options:

CCC meetings may be conducted virtually while school buildings are closed. As school buildings reopen, MCS will continue to conduct CCC meetings through virtual means to align with the district's pursuit of limiting visitors during the course of the school day unless unique circumstances require an in-person CCC meeting.

Evaluations:

Requirements for evaluations remain unchanged. Evaluations may be conducted virtually if the school psychologist has been appropriately trained in conducting virtual assessments and has access to the digital assessments.



Medically Fragile Students:

Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19 and, therefore, may be unable to attend school. Medically fragile students unable to attend school will need to be provided with educational services remotely. The determination of the services to be provided must be made by the CCC based upon the individual student's medical and educational needs. Special education and related services determined by the CCC could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, any additional resources will be considered and provided as needed. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person (511 IAC 7-42-11).

Homebound Services:

MCS must provide special education and related services to a student with a disability who is absent for an extended period of time. QA-2 in Questions and Answers on Providing Services to Children with Disabilities During a COVID-19 Outbreak (USED March, 2020) states: "It has long been the Department's position that when a child with a disability is classified as needing homebound instruction because of a medical problem, as ordered by a physician, and is home for an extended period of time, an individualized education program (IEP) meeting is necessary to change the child's placement and the contents of the child's IEP, if warranted. Further, if the IEP goals will remain the same and only the time in special education will change, then the IEP Team may add an amendment to the IEP stating specifically the amount of time to be spent in special education. If a child with a disability is absent for an extended period of time because of a COVID-19 infection and the school remains open, then the IEP Team must determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities, to the extent available. In doing so, school personnel should follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services. The Department understands there may be exceptional circumstances that could affect how a particular service is provided.

If the school has been provided a statement from the student's physician that the student will be unable to attend school for 20 or more instructional days, Article 7 requires the school provide instruction to the student during the time the student is unable to attend school (511 IAC 7-42-12). For students with disabilities, (511 IAC 7-42-11) requires the CCC to determine the appropriate educational services to be provided.

Use of Homebound due to Infection in Student's Family:

As MCS reopens, a student with a disability may be quarantined at home for an extended period of time due to a family member's infection. Special Education services may be provided virtually when appropriate. MCS will follow the same homebound protocol identified above to ensure the provision of FAPE for those students who are not appropriately educated virtually.

Use of Homebound Not Related to COVID-19:

As MCS reopens, students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19 (511 IAC 7-42-11).

**Homebound Timelines:**

MCS will ensure the CCC reconvenes at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to the LEA's Continuous Learning Plan) when a student is receiving services in a homebound setting. 511 IAC 7-42-5(a)(7). Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes. 511 IAC 7-42-11.

Special Transportation:

If districts and schools are providing in-person services and a student requires transportation, then the IEP should reflect this service. MCS will implement a bussing plan that meets physical distancing, cleaning, and disinfection protocols.

OT/PT/Speech/Language Therapy:

FAPE requires taking into account the needs of individual students. Therefore, at a minimum, school re-entry planning for providing IEP-required therapies in accordance with the CDC community-level guidance for schools must address:

1. Student-specific medical and special transportation needs for transitioning back into school settings such as classrooms, playgrounds, and day programs for therapy services;
2. Unique operating conditions, including:
 - Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions;
 - Class and therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids, and possible shifts to non-traditional class settings to improve ventilation;
 - Instruction about and observance of frequent handwashing and face covering recommendations;
 - Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings;
 - Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures; and
3. Individual students' skills regression or lack of progress and communication with parents/families about IEP therapy service changes or additions to address regression; and
4. Anticipated backlogs in evaluations and possible need to prioritize new referrals before re-evaluations.
5. Adequate staffing to meet all students' therapy needs, including:
 - Age and underlying medical conditions that may preclude qualified personnel from delivering services in the physical proximity of students and other staff;
 - Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies; (see USED and IDOE COVID-19 web resources on expanded options and Indiana Medicaid coverage for IEP therapy services); and
 - Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.
6. The district requirement to provide equitable services to parentally-placed students with disabilities attending reopened non-public school buildings within the district boundaries.



Personnel

Educational Personnel

Administrators, Teachers, Paraprofessionals, Student Teachers, and Substitute Teachers

- Follow physical distancing guidelines whenever possible;
- Provide access to hand sanitizer;
- Promote physical distancing and healthy hygiene practices.

Custodial and Maintenance Personnel

- Follow physical distancing guidelines whenever possible;
- Prioritize the cleaning of high-touch areas throughout the school building;
- Wear appropriate personal protective equipment (including mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. addressing toileting issues, accident clean-up, vomit, etc.).

Food Service Personnel

- Follow physical distancing guidelines whenever possible;
- Prioritize the cleaning of high-touch areas throughout school kitchen and cafeteria area;
- Wear appropriate personal protective equipment (including mask) when engaging in food preparation and serving.

Transportation Personnel

- Follow physical distancing guidelines whenever possible;
- Prioritize the cleaning of high-touch areas school bus;
- Wear appropriate personal protective equipment (including mask) when transporting riders on the school bus;
- Facilitate the cleaning of school bus seats and high-touch areas prior to the start of each bus trip.

MCS Workplace Guidelines

Symptoms

1. If you are sick and/or have COVID-19 symptoms or if an immediate family member has symptoms, please stay home and contact your supervisor/principal and your health care provider. You should stay home for at least ten (10) days from the beginning of the symptoms. This should include three (3) additional days at home once the symptoms below subside.
 - a. Fever of 100.4 degrees or greater
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Chills
 - e. Repeated shaking with chills
 - f. Muscle pain
 - g. Headache
 - h. Sore throat
 - i. New loss of taste or smell



- j. Diarrhea
- k. Nausea or vomiting

Exposure

2. If you think you have been exposed to the COVID-19 virus, then stay home and contact your supervisor. In addition, contact your health care provider and get tested.
3. If you have been exposed to COVID-19 or an immediate family member has been exposed, then you will need to contact your health care provider and be tested and quarantined until you have the results. If you test positive for COVID-19, then you need to quarantine for 14 days from the test date and report the situation to your supervisor/principal. You would need to receive a negative test and then acquire a doctor's release stating you no longer test positive in order to return to work.
4. Practice physical distancing of at least 6 feet (9 feet is safer) as much as possible at all times.
5. Wash your hands every time you make contact a surface outside your immediate work area. Avoid physical contact with people in the workplace.
6. Disinfect the surface areas of your work area after others have used your space.
7. Refrain from using another person's phone, desk, work tools and equipment, computer, and given work surfaces.
8. Keep available in your work area (classroom) hand sanitizer, tissues and disposable towels.

We all have a responsibility for the welfare of ourselves and each other. Regardless of personal preferences and beliefs regarding the potential dangers of spreading the COVID-19 virus, we all need to follow the guidelines and expectations listed above. These expectations are intended to help prevent the spread of this virus and to protect the health of all Mississinewa employees. It will take some time to get into the 'habit' of living these expectations daily. But with a positive attitude and commitment to one another, it can and must be done. We thank you all for your service to the school system and our students. We value you all and appreciate your cooperation and support!

Personnel Leave in Regards to COVID-19

MCS will comply with all local, state, and federal legislation in regards to COVID-19 related personnel leave. Specifically, MCS will comply with regulation stipulated in the Family First Coronavirus Response Act (FFCRA) and the Americans with Disabilities Act (ADA). The following information aims to clarify personnel leave situations related to COVID-19:

Quarantine Leave

MCS personnel are not entitled to self-quarantine merely because they are in a high-risk category, or live with someone in a high risk category, and are thus more fearful that he or she may contract COVID-19. By way of background, the FFCRA establishes, among other things, paid sick leave (under a new law known as the Paid Sick Leave Act "PSLA") and temporarily expands the existing federal Family and Medical Leave Act



of 1993 (the "FMLA"). Under the PSLA, employers must provide paid sick time to the extent that an employee is unable to work.

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine due to COVID-19 concerns.
3. Is experiencing symptoms of COVID-19 and seeking medical diagnosis.
4. Is caring for an individual subject to a quarantine or isolation order, or who has been advised to self-quarantine.
5. Is caring for a child whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.

The applicable DOL and IRS regulations require employees to provide particular information to support their leave request. Specifically, MCS personnel must provide:

- The name of your employee requesting leave;
- The date(s) for which leave is requested;
- The reason for leave; and
- A statement from the employee that he or she is unable to work or telework because of the reason.

Also according to the Department of Labor, in order to self-quarantine, or to care for an individual subject to a quarantine, the employee must also provide the name of the healthcare provider who recommended the quarantine.

MCS Guidelines for Students/Parents

Symptoms

1. If you are sick and/or have COVID-19 symptoms or if an immediate family member has symptoms, please stay home and contact your building office and your health care provider. You should stay home for at least ten (10) days from the beginning of the symptoms. This should include three (3) additional days at home once the symptoms below subside.
 - a. Fever of 100.4 degrees or greater
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Chills
 - e. Repeated shaking with chills
 - f. Muscle pain
 - g. Headache
 - h. Sore throat
 - i. New loss of taste or smell
 - j. Diarrhea
 - k. Nausea or vomiting



Exposure

2. If you think you have been exposed to the COVID-19 virus, then stay home and contact your building office. In addition, contact your health care provider and get tested.
3. If you have been exposed to COVID-19 or an immediate family member has been exposed, then you will need to contact your health care provider and be tested and quarantined until you have the results. If you test positive for COVID-19, then you need to quarantine for 14 days from the test date and report the situation to your building office. You would need to receive a negative test and then acquire a doctor's release stating you no longer test positive in order to return to school.
4. Practice physical distancing of at least 6 feet (9 feet is safer) as much as possible at all times.
5. Wash your hands or use hand sanitizer every time you make contact with new surfaces throughout the school. Avoid physical contact with people at school.
6. Disinfect the surface areas after others have used your space.
7. Refrain from using another person's phone, desk, equipment, computer, and given work surfaces.

We all have a responsibility for the welfare of ourselves and each other. Regardless of personal preferences and beliefs regarding the potential dangers of spreading the COVID-19 virus, we all need to follow the guidelines and expectations listed above. These expectations are intended to help prevent the spread of this virus and to protect the health of all Mississinewa staff/students. It will take some time to get into the 'habit' of living these expectations daily. But with a positive attitude and commitment to one another, it can be done. We value you all and appreciate your cooperation and support!

Mississinewa High School and RJ Baskett Middle School Building Plans

Introduction

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

Physical Distancing

Physical distancing is an effective way to prevent potential infection. MCS employees, students, parents and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office in order to maintain the physical distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided



Personal Workspace/Classroom

MCS staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their respective area. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Shared Workspace

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. MCS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The MCS Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– MCS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces could be closed for use until at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

Practicing Prevention

- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings
- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Clean/disinfect frequently touched surfaces at least daily and shared objects after each use; provide masks and other appropriate PPE to staff
- Allow students and staff to bring hand sanitizer and face masks/coverings to use from home



- Take steps to ensure all water systems and features are safe
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff

Entering School Buildings

- Mark spaced lines to enter the building and designate entrance and exit flow paths
- Refer to protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings/masks, etc.; restrict nonessential visitors and volunteers.

Mississinewa High School

- No student entrance at Door #1
- Students may enter Doors #4/7/10/14/15 - this includes children of staff members
- Breakfast in Cafeteria - students eating only, once in the cafeteria students must stay until 7:25 bell
- Other students report to gym
 - Juniors/Sophomores on south
 - Freshman/Seniors on north
 - Students must have one seat separation (two is preferred) and should not sit directly behind anyone.
- Students are encouraged to stay in their cars or be dropped off at 7:20 AM
- Teachers must be in their classrooms by 7:20 AM every day.
- 7:20 AM dismissal from cafeteria and gym will be an organized dismissal
- At dismissal students will remain in their last class of the day; students will be dismissed in groups by bus first then car riders last

R.J. Baskett Middle School

- Students (car riders and walkers) are encouraged to not enter the building until 7:20 AM at Doors #1, #7, and #12
- Bus riders will report to their assigned location or the cafeteria
- Students who elect to eat breakfast will report and stay in the cafeteria
- 6th grade students will report to lower gymnasium
- 7th grade students will report to the upper bleachers (North)
- 8th grade students will report to the upper bleachers (South)
- Staggered dismissal to the classrooms 7:20-7:30 from their four holding locations (cafeteria, lower gymnasium-6th, upper cafeteria-7th, upper cafeteria-8th)



Daily Schedule – High School

Red Day-Block A

7:10-7:30	Arrival-Grab and Go Breakfast-Report to Location
7:30-7:35	Announcements
7:35-9:05	1st Block (1 st Period)
9:10-10:40	2nd Block (3 rd Period)
10:45-12:45	3rd Block (5 th Period)
12:50-2:20	4th Block (7 th Period)
2:20-2:30	Structured Dismissal

White Day- Block B

7:10-7:30	Arrival-Grab and Go Breakfast-Report to Location
7:30-7:35	Announcements
7:35-9:05	1st Block (2 nd Period)
9:10-10:40	2nd Block (4 th Period)
10:45-12:45	3rd Block (6 th Period)
12:50-2:20	4th Block (8 th Period)
2:20-2:30	Structured Dismissal

Lunch-During 3rd Block

10:45-11:15
11:15-11:45
11:45-12:15
12:15-12:45

We are working to average about 150 in each lunch. A “regular” lunch would include about 250-275 students.

The 8th Block for each student would be an Indian Success Hour:

Homeroom
Instructional Intervention
SEL Instruction
Study Hall



Daily Schedule – Middle School

Red Day – Block A

7:30-7:40	Announcements
7:40-9:10	1st Block (1st Period)
9:10-9:15	Passing Period
9:15-10:45	2nd Block (3rd Period)
10:45-10:50	Passing Period
10:50-12:50	3rd Block (5th Period & Lunch)
12:50-12:55	Passing Period
12:55-2:25	4th Block (7th Period)
2:25-2:40	End of the day announcements; Structured Dismissal
Lunch-During 3rd Block	
10:50-11:20	
11:20-11:50	
11:50-12:20	
12:20-12:50	

We are working to average about 135 in each lunch. A “regular” lunch would include about 200 students.

White Day – Block B

7:30-7:40	Announcements
7:40-9:10	1st Block (2nd Period)
9:10-9:15	Passing Period
9:15-10:45	2nd Block (4th Period)
10:45-10:50	Passing Period
10:50-12:50	3rd Block (6th Period & Lunch)
12:50-12:55	Passing Period
12:55-2:25	4th Block (8th Period)
2:25-2:40	End of the day announcements; Structured Dismissal



Lunch-During 3rd Block

10:50-11:20

11:20-11:50

11:50-12:20

12:20-12:50

The 8th Block for each student would be an Indian Success Hour:

Homeroom

Instructional Intervention

SEL Instruction

Study Hall; Homework completion

Serving Meals

- Allow student hand washing before and after meal service
- Provide hand sanitizer for students and staff
- Use disposable plates, utensils, etc.
- Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths
- Conduct cleaning of cafeterias and high-touch surfaces throughout the school day
- Avoid sharing of foods and utensils
- The schedule will allow for four 30-minute lunch periods

Tables will be spaced out as much as possible and we will utilize the library (study hall side) and upper cafeteria as needed

Transitioning

- Limit mixing between groups or classes (to the extent practicable)
- Block schedule minimizes frequency of students in the hallway
- Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students

Conducting Large Group Gatherings

- Abide by the maximum number of people allowed to congregate
- Discourage the congregation of students in parking lots and common areas
- Stagger the schedule for large group gatherings (i.e. recess and school meals)
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces—as weather permits) for physical distancing
- Follow *Indiana High School Athletic Association* guidelines for sporting events and practices



Supporting Teaching and Learning

Survey families to gauge which students may want to conduct their schooling virtually for the 2020-2021 school year.

Traditional Instructional Model

- Implement the recommendations outlined in this guidance; district or school-wide eLearning could be instituted during a school closure
- Use the master schedule to balance class numbers as much as possible
- Remove unused desks and furniture in classrooms; maximize physical distancing (to the extent practicable)
- Limit physical interaction through partner or group work
- Establish distance between the teacher's desk/board and the students' desks
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces—as weather permits) for physical distancing
- A modified block schedule will be utilized to minimize passing periods and student traffic in the hallways

Physical Education

- PE classes will not share a teaching space
- Conduct class outside as much as weather will allow
- Establish expectations of physical distancing
- Participate in activities where students do not have physical contact

Band

- Class will split between the band and choir room to utilize space
- Establish expectations of physical distancing

Choir

- Class will split between the band and choir room to utilize space
- Establish expectations of physical distancing

Study Hall

- Not needed if we use Indian Success Hour as study hall
- Study hall space will be used as cafeteria overflow
- Desks will be used in classrooms as needed



Protecting Vulnerable Populations

- Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials

Restroom Usage During the Day

Establish maximum capacity for the facility that allows for physical distancing. Post the maximum capacity sign on the wall.

Locker Rooms

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

Northview Elementary School Building Plans

Arrival and Entering the Building

1. Northview Elementary doors will open at 8:00 AM each morning.
2. Car riders will be dropped off at Door 8 & 9 (2nd and 3rd grades) and Door 9 & 13 (4th and 5th grades); Parents/guardians will not exit their vehicles.
3. The East parking lot (and doors 1 & 16) will be reserved for bus riders only.
4. Students will report directly to their classrooms, except those eating breakfast.
5. Students who eat breakfast will report to the cafeteria upon arrival and remain seated there until they have finished eating or until dismissal to classes at 8:30 AM.

Breakfast

1. Breakfast will be served in the cafeteria for all students from 8:00-8:30 AM.
2. Students will be seated according to physical distancing measures, similar to those utilized at lunchtimes.
3. Students will be dismissed from the cafeteria to class at 8:30 AM, or as soon as they are finished eating.



Hallway Traffic

1. Students and staff will remain in single-file lines while traveling through hallways.
2. All persons will face forward while traveling through hallways.
3. Stickers and arrows on the floor will indicate traffic flow and proper distancing.
4. Loitering and/or congregating in the hallways will be discouraged.

Restroom Breaks

1. When possible, the use of private classroom restrooms will be encouraged.
2. Classes will take restroom breaks according to a morning and afternoon schedule.
3. Restroom use will be limited to one class per restroom, per hallway at a time.

Classroom Setup

1. Whenever possible, classroom teachers will:
 - a. Space desks and tables according to physical distancing measures
 - b. Seat students such that all are facing the same direction
 - c. Limit small groups working together (without adult supervision)
 - d. Mark floor space to demonstrate physical distancing guidelines
 - e. Increase cleaning of surfaces, especially frequently touched surfaces and communal items, such as tables and chairs, books, pencil sharpeners, door knobs, light switches, etc. Sanitize items daily after students are dismissed.
 - f. Provide time for and encourage proper handwashing and encourage the use of hand sanitizer throughout the classroom.

Lunch

1. Students will eat in the cafeteria, utilizing physical distancing measures.
2. Students who bring lunch from home may be seated in the overflow area (gym foyer).
3. Table capacity will be reduced by one-half.
4. Tables will seat 6 students per table, all on the same side of the table, and all students will face North (towards the TV clock).
5. Students will be assigned a table and a seat to utilize each day according to their classroom teacher (keeping cohorts together).
6. Students will be dismissed to return trays and throw away trash in small groups.
7. Food service staff will provide floor markings to indicate lines as well as prepackaged utensils and condiments.
8. Absolutely no sharing of food or utensils will be permitted.

Recess

1. Recess will be held outdoors whenever possible.
2. One grade level at a time will be allowed on the west side of the building/playground area.
3. Classes will rotate around the space using stations: the playground and play structure, the grassy area, and the blacktop. Two classes will occupy each station, each day.



4. The hands-off policy will be enforced.
5. Additional recess time will be scheduled for each grade level in the afternoon.
6. Teachers will be encouraged to develop creative and engaging playground activities for their classes.

Specials

1. All specials, except for P.E., will be conducted in classrooms for the first semester.
2. Art/Music, Science, Library, and Technology specials teachers will travel to classrooms with their supplies on a cart.
3. Sharing of supplies will be limited as much as possible.
4. Shared items will be cleaned and sanitized between classes.
5. Library books may be borrowed, but will be placed in quarantine upon return for 24 hours before re-entering circulation.
6. Specials plans will be re-evaluated after the first semester.

Dismissal

1. Paraprofessionals will dismiss walkers and car riders according to their grade level doors.
2. Teachers will escort bus riders to their appropriate waiting areas (2nd and 3rd: cafeteria, and 4th and 5th: gym) and remain with students to supervise until their bus arrives.
3. Students will be seated according to distancing measures and escorted out to their buses by teachers and paraprofessionals.

Other Considerations

1. All field trips are cancelled for the first semester.
2. No school-wide assemblies or presentations will take place during the first semester.
3. Extra-curricular activities will be approved by the principal and limited to on-site activities.
4. School safety drills will be conducted on a modified basis.
5. There will be no classroom or lunchroom visitors permitted in the building.
6. Parents may drop off items in the office foyer but are not permitted to enter the building.
7. Teachers will switch classrooms, instead of students, for grades 4 & 5, and 3rd high ability.

Westview Elementary School Building Plans

Arrival and Entering the Building

1. Westview Elementary doors will open at 8:15 AM each morning.
 - a. Car riders will be dropped off at Door 1 (Kindergarten and 1st grade). **Parents/guardians will not exit their vehicles.** PreSchool parents will drop off at Door 8. Parents will walk their preschool student up to the sidewalk and stand on a social distancing letter. Students will hold their parent/guardian's hand while waiting for the PreSchool Director to open the door. **Parents will not enter the building.** The PreSchool Director or PreSchool Employee will greet students and take students to their classrooms. Parents will wait until a social distancing letter is available before exiting their vehicle. Class times will be staggered to help support this drop off procedure.
 - b. The North parking lot (Door 7) will be reserved for bus riders **only.**



- c. Students will wear lanyards provided in the welcome packet on the first day of school.
- d. Students will report directly to their classrooms or designated spots for arrival except those eating breakfast. Students will be guided to their arrival locations by school personnel.
- e. Students who eat breakfast will report to the cafeteria upon arrival and remain seated there until dismissal to classes at 8:40 AM.

Breakfast

1. Breakfast will be served in the cafeteria for all students from 8:15-8:40 AM (Preschool students will eat in their classrooms).
2. Students will be seated according to physical distancing measures, similar to those utilized at lunchtimes.
3. Students will be dismissed from the cafeteria to class at 8:40 AM.

Hallway Traffic

1. Students and staff will remain in single-file lines while traveling through hallways.
2. All persons will face forward while traveling through hallways.
3. Stickers and/or tape on the floor will indicate traffic flow and proper distancing.
4. Loitering and/or congregating in the hallways will be discouraged.

Restroom Breaks

1. When possible, the use of private classroom restrooms will be encouraged.
2. Classes will take restroom breaks according to a morning and afternoon schedule.
3. Restroom use will be limited to one class per restroom, per hallway at a time.

Classroom Setup

1. Whenever possible, classroom teachers will:
 - a. Space desks and tables according to physical distancing measures
 - b. Seat students such that all are facing the same direction
 - c. Limit small groups working together (without adult supervision)
 - d. Mark floor space to demonstrate physical distancing guidelines
 - e. Increase cleaning of surfaces, especially frequently touched surfaces and communal items, such as tables and chairs, books, pencil sharpeners, door knobs, light switches, etc.
 - f. Provide time for and encourage proper handwashing and encourage the use of hand sanitizer throughout the classroom
 - g. Classroom environments will limit excess materials to help support sanitation needs.



Lunch

1. Kindergarten and First grade students will eat in the cafeteria, utilizing physical distancing measures. Preschool students will eat in their classrooms.
2. Table capacity will be reduced by one-third.
3. Tables will seat 8 students per table, all on the same side of the table.
4. Students will be assigned a table and a seat to utilize each day according to their classroom teacher (keeping cohorts together).
5. Students will be dismissed to return trays and throw away trash in small groups.
6. Food service staff will provide floor markings to indicate lines as well as prepackaged utensils.
7. Absolutely no sharing of food or utensils will be permitted.

Recess

1. Recess will be held outdoors whenever possible.
2. One grade level at a time will be allowed on the South side of the building/playground area.
3. Classes will rotate around the space using stations: the playground and play structure, the grassy area, and the blacktop.
4. The hands-off policy will be enforced.
5. Additional recess time will be scheduled for each grade level.
6. Teachers will be encouraged to develop creative and engaging playground activities for their classes.

Specials

1. All specials, except for P.E., will be conducted in classrooms for the first semester.
2. Art/Music, Library, and Technology specials teachers will travel to classrooms with their supplies on a cart.
3. Sharing of supplies will be limited as much as possible.
4. Shared items will be cleaned and sanitized between classes.
5. Library books may be borrowed, but will be placed in quarantine upon return for 24 hours before re-entering circulation.
6. Specials plans will be re-evaluated after the first semester.

Dismissal

1. Car Riders will begin dismissal at 3:15. Students will stay with their classroom teacher at their designated door (Kindergarten and 1st grade). Preschool classes will dismiss at staggered times starting at 3:10. Parents will follow the same guidelines for dismissal as arrival. They will wait on a social distancing letter and either the PreSchool Director or Preschool employee will release students to parents. Parents will not enter the building.
2. Signs with the student name and classroom teacher will be placed in the window of the vehicle (Kindergarten and 1st grade only)
3. Staff will radio classroom teachers to notify which student vehicles have arrived for pickup. Students will then be dismissed to their vehicle. **Parents do not exit their vehicle.** (Kindergarten and 1st grade only)



4. Bus students will wait in the classrooms with a paraprofessional until 3:25.
5. Bus students will then sit with their bus cohort at numbered tables in the cafeteria (starting at 3:25).

Other Considerations

1. All field trips are cancelled for the first semester.
2. No school-wide assemblies or presentations will take place during the first semester.
3. Extra-curricular activities will be approved by the principal and limited to on-site activities.
4. School safety drills will be conducted on a modified basis.
5. There will be no classroom or lunchroom visitors permitted in the building.
6. Parents may drop off items in the office foyer but are not permitted to enter the building.
7. Before school care for preschool will begin at 7:00 AM each day. Parents utilizing this program must complete a form provided by the PreSchool Director stating which days they will be bringing their child. Before school care will enter Door 8. Parents will be greeted by a staff personnel. Parents are prohibited from entering the building. There is no after school care at this time.