



# ***We're All in This TOGETHER***

## **USD 416 Learning Environment Policies and Procedures for the 2020-2021 School Year**

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# Introduction

As a district, we are beyond excited to have students back in our buildings for the 2020-2021 school year. We are committed to doing everything we can to protect the health of our students and staff. Our team has worked to develop a comprehensive framework that incorporates the most current guidance from health experts, educational leaders, as well as feedback from parents and students. The policies and protocols outlined in our plan will help us reduce the risk and hopefully mitigate the spread of COVID-19 throughout the community of Louisburg. The plan, policies and protocols in this document will stay in effect for the entire 2020-2021 school year, or until the school district gets notification from CDC, KSDE, KDHE and/or The Miami County Health Department that safety protocols may be lifted.

We recognize that there is the possibility of cases of COVID-19 within our schools this school year. Therefore, we must all be prepared to adapt to any number of actions to increase preventative measures in response to changing circumstances throughout the school year. As educators, and as parents, there is no doubt that on-site learning and support is best for most students and is beneficial to not only their academic success, but their social-emotional health. There may be changes to community health requirements that would require school districts to shift learning strategies and environments.

We will continue to rely on the recommendations of public health experts, primarily the Kansas Department of Health and Environment and the Miami County Health Department. We will remain in constant communication with our public health partners throughout this pandemic as we recognize this is the time to be careful, deliberate and prudent.

The *“We’re All in This TOGETHER”* document is divided into four sections: On-Site Learning, Remote Learning, Distance Learning and Hybrid Learning.

- The On-Site Learning section contains: guidelines for Public Health and Safety, Classrooms, Common Spaces, Transitions, Extra & Co-Curricular Activities, Health Office, Facilities, Food Service and Transportation. It also contains Information that is important for every aspect of school operations whereas the other topics provide specific guidance for certain areas of school operations.
- The Optional Remote Learning section describes the learning environment for those families that would prefer to have their students learn from home for the first semester of the 2020-2021 school year. Second semester options will be determined at a later date.
- The Distance Learning section contains general guidelines for all grade levels, as well as specific learning guidelines for elementary, middle school, and high school in the event our schools need to cease or modify on-site instruction.

## Section 1: On-Site Learning Environment Guidelines

The following information is the result of collaboration with and guidance from many health experts from the Kansas Department of Health and Environment (KDHE), the Miami County Health Department (MCHD), The Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, and others. As we look ahead to the 2020-21 school year, it is possible that COVID-19 will continue to spread. A public health approach is key to addressing the impacts of COVID-19 as well as in charting our way forward.

USD 416 is an essential part of Louisburg, and we understand that we have a significant impact on the health and well-being, not only of our students, but also school staff, parents, and the broader community. There are many simple actions (e.g. social distancing, hand washing, staying home when sick, disinfecting frequently touched surfaces and wearing face coverings) that can reduce the risk of COVID-19 exposure and spread during the school day as well as at school-sponsored activities.

This section also includes the latest guidance from Centers for Disease Control and KDHE about how to address what happens when a student and/or staff member tests positive and to ensure that contacts to the person testing positive are handled appropriately. In the event that one of our buildings does indeed have a case of COVID-19, district and building administrators will work closely with the MCHD to ensure that isolation and quarantine procedures are initiated and followed, and that appropriate public information is shared.

You will notice throughout this section that protecting the health of our students, our school staff and anyone in the community of Louisburg who interacts with our schools is not just the responsibility of the school administrator or school nurse; it is the responsibility of everyone, including the students and their families. It is anticipated there will be frequent updates to this section as the situation with COVID-19 is constantly evolving.

This guidance also includes important additional information that is included as appendices:

**Appendix A-** As we all know, children and adults experience a multitude of conditions, including colds, influenza and allergies. Many of the symptoms of these conditions mimic the symptoms often experienced with COVID-19; many are different. It is important for school personnel to be aware of the symptoms and know how to respond. Appendix A provides a comparison of three common conditions with COVID-19 so school personnel can be more informed and recognize signs of COVID-19 as early as possible.

**Appendix B-** The Isolation and Quarantine Graphic provides a short synopsis of the KDHE recommendations when members of the school community have tested positive for COVID-19 or when they are in close contact of someone who has tested positive.

More detailed information for districts when they are faced with a positive case of COVID-19 are found in the “Exclusion From School” section that can be found on the bottom of page 5.

**Appendix C-** Appendix C includes information for families, such as a morning checklist, how to effectively wash hands, appropriate greetings, etc.

### **Adopted Hygiene Measures**

To increase the likelihood of consistent and continued on-site learning, USD 416 will adopt and adhere to sound public health hygiene measures. Based on current information from public health experts, COVID-19 primarily spreads through respiratory droplets, the most important preventive measures are those that limit contact with respiratory droplets from others.

- USD 416 will encourage staff and students to practice social distancing whenever possible. Social distancing is defined as physical separation of a minimum of six feet. This physical separation decreases the likelihood that individuals will come in contact with respiratory droplets of others.
- We recognize that facial coverings are essential when social distancing and when stable cohort groups cannot be maintained. Therefore, all USD 416 employees are required to wear facial coverings when social distancing cannot be assured.
- All staff, students and visitors are required to wear facial coverings for the entire 2020-2021 school year (please see **Wearing Cloth Face Coverings, Masks and Other PPE- Page 6**).
- USD 416 encourages our students and staff to create appropriate ways to replace shaking hands, hugging or giving high-fives.
- USD 416 will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands should be washed or sanitized immediately. USD 416 will provide ample tissues and hand sanitizer throughout our buildings.
- USD 416 requires all students, staff and visitors to wash their hands or use hand sanitizer when they come into one of our buildings. USD 416 will provide hand hygiene stations at the entrances of each of our buildings.
- USD 416 staff will sanitize teacher and student resources and materials.
- Families are encouraged to sanitize backpacks and personal items on a daily basis.
- As is the past, USD 416 will not allow students to share lockers.

## **District/Building Status Report**

Miami County Health Department is not recommending exclusion of children when there is a positive in the classroom (if both parties are appropriately masked), it is recommended that families be notified of the positive and encouraged to monitor their children for signs and symptoms of COVID-19. Depending on current workload, Miami County Health Department may ask assistance from KDHE to conduct case/contact investigations so that laboratory-confirmed cases and close contacts can be identified and notified in a timely fashion. The individual who tested positive will not be identified in communications to the school/building community at large.

### **General Guidance for All Buildings**

- Practice and prepare to model proper hygiene practices such as handwashing, using hand sanitizer, and social distancing techniques, including alternatives to handshakes.
- Post signage in classrooms, hallways, and entrances to communicate how to reduce the spread of COVID-19.
- Practice and prepare to model the proper wearing and disposal of personal protective equipment (PPE).
- Social distance as much as possible by increasing space between students during in-person instruction. It is understood there may be times that it will be necessary to provide close individual contact to provide support, private discipline, or personal instruction.
- Extra furniture should be removed from the classroom to increase the space available to provide distance between students.
- Arrange student furniture to have all students face in the same direction.
- When possible, assign seats and require students to remain seated in the classroom.
- Utilize outdoor spaces as appropriate.

### **Exclusion from School**

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations, are prohibited from coming to school, and if they do come to school, they will be sent home immediately. Parents and school staff should be familiar with the symptoms of COVID-19 based on KDHE guidance (See Appendix A: Coronavirus vs. Cold vs. Flu vs. Allergies). Parents and guardians are encouraged to take students' temperatures each morning and watch for the other COVID-19 symptoms. Students that have a fever or exhibit other symptoms should not come to school.

The current known symptoms are:

- Fever (100.4 or higher)
- Chills
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- Lower respiratory illness (cough, shortness of breath or difficulty breathing)
- New loss of taste or smell
- Diarrhea

### **Symptom Screening and Temperature Screening**

- USD 416 staff will make a visual inspection of every student for signs of illness.
- Each building's main entrances will have thermal cameras installed. These cameras will quickly and accurately measure the body temperature of each individual that enters our building without slowing the normal flow of entering the building. We will be requiring all students, staff and visitors go through these doors only.

### **Medical Inquiries**

- Given the nature of the pandemic, the USD 416 will make additional medical inquiries of staff and students than they otherwise would have. Please note that 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 by federal agencies in this circumstance.
- If a parent tells the school that a student is ill, a staff member may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, an administrator or the District Human Resources Director will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- Trained school staff may take the temperature of students, employees and visitors on a random basis or in situations where there is reason to believe that an individual may be ill.
- If someone is sneezing or coughing, he or she may be excluded from school to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill the school may make additional inquiries and may exclude the person from school property.
- If someone has a medical or psychological face mask exemption signed by a doctor, a face shield will be required.

## **Wearing Cloth Face Coverings, Masks and Other Personal Protective Equipment (PPE)**

For the entire 2020-2021 school year, all students, faculty, staff, vendors and other visitors on all USD 416 campuses are required to cover their mouth and nose with a mask or other face covering at all times except as described below (If a staff member is considered a close contact and is not wearing a face covering and a shield/sealed glasses/goggles they may be required to self-quarantine for 14 days per Miami County Health Department):

- While eating;
- While working- other than to prepare food or meals—in a room or office that is (1) not open to students or visitors and (2) in which all individuals present can maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity;
- While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering;
- Children who are not students and are 5 years of age or under—children age two years and under in particular should not wear a face covering because of the risk of suffocation;
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering—this includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
- Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines; and
- Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law.

Definition:

"Mask or other face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face covering has two or more layers. A mask or other face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.

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

A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus. Based on what we currently know, a case is considered infectious 2 days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as 2 days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or MCHD (See Appendix B: Isolation and Quarantine Graphic).

## **Defining a Close Contact**

A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes (cumulatively) or more, or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or MCHD (See Appendix B: Isolation and Quarantine Release Graphic).

## **Return to School After Exclusion**

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

**Untested-** Individuals who have not received a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, but experience symptoms may return if the following conditions are met:

- Ten (10) calendar days have passed since symptoms first appeared AND
- Fever free for 24 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved)
- Whichever of the two above criteria is longer. Meaning, a minimum of ten (10) calendar days.

**Tested and Awaiting Results-** Individuals who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.

**Positive Result-** Individuals that have tested positive of COVID-19 are required to follow the steps prior to returning to USD 416 property or events:

- **Symptomatic** cases may return if the following conditions are met:
  - Ten (10) calendar days have passed since symptoms first appeared AND

- Fever free for 24 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved)
- Whichever of the two above criteria is longer. Meaning, a minimum of ten (10) calendar days.
- **Asymptomatic** cases may return if the following conditions are met:
  - Ten (10) calendar days have passed since the date sample was collected AND
  - Symptoms have not developed.
  - If symptoms develop during the ten-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.

**Negative Result-** Individuals that have tested negative of COVID-19, but have been exposed to a positive case, will still be required to complete their 14 day quarantine.

### Travel Guidelines

- **Known exposure to a COVID-19 case or travel from a location on the [KDHE Travel-related Quarantine List](#).** People who are identified as close contacts of a COVID-19 case or have traveled from a location on the KDHE Travel-related Quarantine List must be quarantined for 14 days. A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine.
- **No known exposure to a COVID-19 case or travel-related exposure.** People who have not been identified as a close contact to a COVID-19 case and have not traveled from a location on the KDHE Travel-related Quarantine List may return to work/school.

### Other Students and Employees in the Household

- If a student or employee is excluded from school because of a positive COVID-19 test, other students and employees living in the same household may be considered close contacts and may be excluded from school for a mandatory 14-day quarantine period which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, the 14-day quarantine period for household contacts begins once the case is released from isolation by Public Health (See Appendix B: Isolation and Quarantine Release Graphic). The MCHD and or KDHE conducts all investigations and USD 416 is required to follow their recommendation and guidance.

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

### **School Response to Student or Employee in Isolation or Quarantine**

- As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19 disease, the custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected.
- If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.
- USD 416 staff will immediately begin compiling a list of close contacts, including names, email addresses and phone numbers. USD 416, with assistance from MCHD, will consider the 2 days prior to when the case started having symptoms, or if the case was asymptomatic the 2 days prior to the date the sample was collected. USD 416, with assistance from MCHD, will work to identify anyone who would have been within 6 feet for 10 minutes or more or would have had direct contact with the individual.
- With guidance from MCHD, guardians of students who have been identified as close contacts and any staff identified as close contacts will be informed as soon as possible. Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case (Appendix B). The list of close contacts will be shared with the MCHD for follow-up during the quarantine period.

### **Separation While in School**

- All five of our buildings will have a room or space, separate from the nurse's office, where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup. This designated space will have specific vent modifications to ensure the air is cleaned through a UV filtration system.
- The ill student or staff member will be given a mask to wear if they do not have one of their own. Only essential staff (nurses and trained staff) and ill persons assigned to the room may enter, a record of all persons who entered the room will be maintained, and the room will be disinfected several times throughout the day.

- Students who are ill will be walked out of the building to their parents by a school employee. Parents of an ill student will not be allowed to enter the building.

### **Confirmed Case of COVID-19 In the School Building**

When there is confirmation that a person infected with COVID-19 was in a school building, USD 416 will contact MCHD immediately and one of the following actions may occur:

- The school may remain open but block off areas where the person infected with COVID-19 was in the school building until the area has been cleaned thoroughly. The school will work with the MCHD to assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period.
- USD 416 may close the school building for a minimum of 2-5 days and work with the MCHD to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that may determine when the building should reopen. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs. Parents/students and employees may be encouraged to stay at home until more information is provided by the school or the MCHD.
- USD 416, with guidance from the MCHD, may close multiple school buildings for an extended period of time. Remote learning may take place within 2 school days and USD 416 will communicate with all stakeholders as to when in-person school will resume.

**School Visitors-** No visitors/guest speakers will be permitted in the classrooms until further notice.

## Section 2: Optional Learning Environment Guidelines

We understand and respect that some families may not feel comfortable with their student(s) returning to school. With guidance from KSDE, the MCHD and our COVID-19 task force we are excited to offer families a couple of optional learning environments that we are confident will still meet the rigor and relevance of the regular classroom setting. During the enrollment process, we are asking families to express interest in the optional remote learning programs.

To participate in the USD 416 Optional Remote Learning Program, students:

- Must be eligible to enroll as a USD 416 student based on current policy and regulation.
- Must be enrolled and provide a written commitment to Optional Remote Learning by August 7, 2020.
- Must keep a daily log of learning and submit weekly.
- Must attend and engage in regular contact with teachers.
- Must complete assigned tasks.
- Must remain in the program throughout the Fall 2020 semester.

### Remote Learning (Grades K-5)

Based on national and state data, USD 416 is considering offering an Optional Remote Learning Program for the 2020-21 school year due to COVID-19. If there is enough interest at each level, USD 416 will provide Optional Remote Learning opportunities at specific grade levels, based on the Kansas State Department of Education's "Navigating Change 2020: Kansas' Guide to Competency-Based Learning."

Depending on the total enrollment in the Optional Remote Learning Program, the elective, exploratory, and special courses may be significantly limited. Students may be grouped by grade band (examples: K-1, 3-4). Although enrolled in a multi-age class, each student will be expected to work at their appropriate grade level.

### Edgenuity (Grades 6-12)

USD 416 has offered a virtual program for students in grades 6-12, under the district's direction, for the past two years. Students have participated in this program for several reasons including early graduation, credit recovery and because they discovered an elective course opportunity that aligned with their post-secondary aspirations.

This program is a self-paced program that allows students the ability to work on their courses seven days a week, twenty-four hours a day. Students are permitted to take a combination of Edgenuity courses and on-site courses (Blended Learning) with permission of the building administration. For more information on the USD 416 Virtual Program contact Dave Tappan, [tappand@usd416.org](mailto:tappand@usd416.org), Marty Southard, [southardm@usd416.org](mailto:southardm@usd416.org) or Amy Wells, [wellsa@usd416.org](mailto:wellsa@usd416.org)

## **Section 3: Distance Learning Environment Guidelines**

All of our efforts and concentration at this time are geared towards school in-person in August. Unfortunately, we must plan for possible school closure(s) due to COVID-19. Should USD 416 be required to close any of its school buildings at any point during the school year as a result of COVID-19 or any other extended crises, we must have a contingency plan for distance learning. What we referred to as Continuous Learning will not be repeated as that was a one-time, short-term solution. Instead, we will have a more robust distance learning plan for students to see and interact with their teachers more frequently from home.

Our curriculum and essential standards will be taught across grade levels or departments to ensure a consistent learning experience for students during distance learning. At all levels, we will appropriately address attendance and grading issues. We will work to provide the most comprehensive student experience possible if we are called to close school buildings and move to a distance learning environment.

The MCHD or the State of Kansas will make the determination to close schools. Superintendents and School Boards do not have the authority to do so for COVID-19 purposes. The administration will be in weekly communication with the MCHD.

## **Section 4: Hybrid Learning Environment Guidelines**

If the Miami County Health Department requires USD 416 to move to Hybrid Learning only 50% of our students will attend school daily.

## Appendix A



# COVID-19

## CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES

SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
<b>Fever</b>	Common (measured at 100 F or higher)	Rare	High (100-102 F), can last 3-4 days	No
<b>Headache</b>	Sometimes	Rare	Intense	Sometimes
<b>General aches, pains</b>	Sometimes	Slight	Common, often severe	No
<b>Fatigue, weakness</b>	Sometimes	Slight	Common, often severe	Sometimes
<b>Extreme exhaustion</b>	Sometimes (progresses slowly)	Never	Common (starts early)	No
<b>Stuffy nose</b>	Rare	Common	Sometimes	Common
<b>Sneezing</b>	Rare	Common	Sometimes	Common
<b>Sore throat</b>	Rare	Common	Common	No
<b>Cough</b>	Common	Mild to moderate	Common, can become severe	Sometimes
<b>Shortness of breath</b>	In more serious infections	Rare	Rare	Common
<b>Runny nose</b>	Rare	Common	Sometimes	Common
<b>Diarrhea</b>	Sometimes	No	Sometimes**	No

For more information: [www.kdheks.gov/coronavirus](http://www.kdheks.gov/coronavirus)

\* Information is still evolving.

\*\* Sometimes for children.

Sources: KDHE, CDC, WHO, National Institute of Allergy and Infectious Diseases, American College of Allergy, Asthma and Immunology.

MANAGING CHANGE: KANSAS GUIDE TO LEARNING AND SCHOOL SAFETY OPERATIONS

**Kansas**  
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Adapted from the Dept. of Health

**RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE**

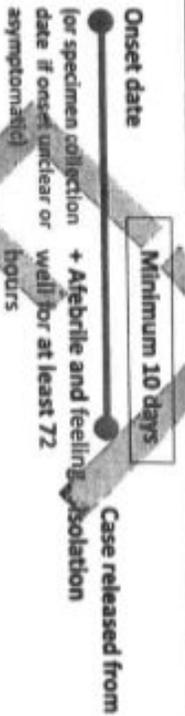
**CASES**

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.

*Note: Lingering cough should not prevent a case from being released from isolation.*

**Examples:**

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.



**HOUSEHOLD CONTACTS**

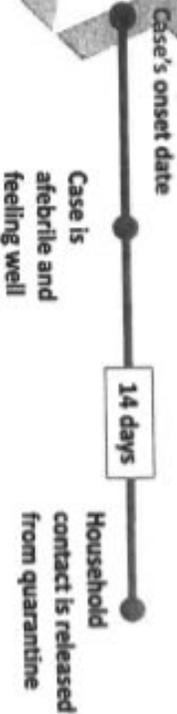
Must be quarantined for 14 days after the case has been afebrile and feeling well (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.

*This means that household contacts may need to remain at home longer than the initial case.*

**Examples:**

- A case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31.



**NON-HOUSEHOLD CONTACTS**

Must be quarantined for 14 days from the date of last contact with the case.



5/27/20

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## Appendix C: Providing support at home

Keep your student at home if:

- they have a temperature of 100.4 or higher
- sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- Have been a close contact of a positive case of Covid-19.



Discuss social distancing and encourage your student to practice it.

Encourage proper hand washing procedures at home and encourage your child to wash hands frequently and in common



Provide appropriate Personal Protective Equipment (PPE) and encourage their use. (Facial covering, hand sanitizer, etc. Sanitize face coverings frequently.

