



**North Callaway
School Re-Entry
Plan
Fall 2020**

Changes in the public health situation over the course of the school year may bring changes to this guidance.

July 29, 2020

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Introduction

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, to reduce the impact of COVID-19 conditions upon returning to school, and in order to best meet the needs of all students in the district. The guidelines referenced in this plan are based on guidance from the Callaway County Health Department and the Centers for Disease Control and Prevention (CDC). Regular updates will be made to this plan based upon information provided by expert agencies.

Guiding Principles

To ensure the continued wellbeing of our employees and students, the following guiding principles have been put in place:



NCR1 Practices to Mitigate the Spread of COVID-19

1. NCR1 will have hand sanitizer and/or hand washing stations with soap and water available in all classrooms, hallways, and common areas.
2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently. Students will be supervised in efforts of best practice.
3. Our school district will have an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues on site.
4. Our school district will keep stocked an appropriate supply of PPE for all stakeholders.
5. Touchless thermometers will be on-site for employee and student screening
6. The wearing of PPE will be encouraged when appropriate.
7. Students and staff will participate in active disinfection measures.



Response to Lab Confirmed COVID-19 Case:

1. If an individual has been confirmed to have COVID-19, the school must notify the Callaway County Health Department, in accordance with applicable federal and state law regarding confidentiality requirements provided under FERPA.
2. NCR1 and Blakemore Cleaning and Restoration will adhere to strict disinfection guidelines set forth by the CDC.
3. Consistent with our school notification requirements and with legal requirements regarding confidentiality, NCR1 will notify teachers, staff, and families of lab confirmed COVID-19 case identified among students, teachers, or staff participating in school campus activities.

Facilities Cleaning

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to deep cleaning occurring on a regular basis, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. Working together with Blakemore Cleaning and Restoration, we will maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
WORKSPACES	Classrooms, Offices	At the end of each use/day
APPLIANCES	Refrigerators, Microwaves, Coffee Machines	At the end of use/daily
ELECTRONIC EQUIPMENT	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day
GENERAL USED OBJECTS	Handles, light switches, sinks, restrooms	Systematically
BUSES	Bus seats, handles/railing, belts, window controls	At the end of each route
COMMON SPACES	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of each use/class

General Disinfection Measures

General measures should be followed regularly. NCR1 will institute more frequent cleaning practices, including additional cleaning by custodial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate. When a student or staff member is identified as positive for COVID-19, the CDC guidelines for cleaning and disinfecting will be initiated.

Safety Supplies

The district has procured several safety items to help detect/mitigate COVID-19, including but not limited to:

1. **Tele-thermographic System**-converts infrared radiation into body temperature measurement.
2. **Touchless Forehead Thermometers**
3. **Face Coverings**-cover for the nose and mouth
4. **Spray System**-to aid in disinfecting hard and porous surfaces.



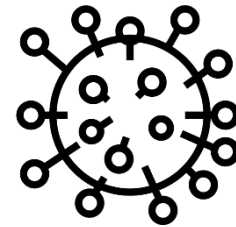
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School Day Considerations

Employee and Student Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will ask employees and students to complete a COVID-19 self-screening questionnaire daily. COVID-19 symptoms can include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19



Teachers and staff must report if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry.

Parent Initiated Student-Screening Protocol Before Coming on Busses/Campus

Parents must ensure they do not send their student to school if the child has COVID-19 symptoms or is lab-confirmed with COVID-19. Parents should contact the building and make curricular arrangements with the school for absences resulting from self-screening protocols.

On Campus Screening of Students and Staff

Upon entry to each building, students will be admitted through a single point of entry where they will be screened by the tele-thermographic system. Individuals with a temperature greater than or equal to 100.4 degrees will trigger the initiation of the COVID-19 symptoms procedures.

Personal Protective Equipment (PPE)



To minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. Examples of PPE:

- Face Coverings
- Face Shields
- Disposable Gloves

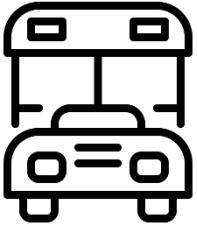
Currently, there is no governor's executive order or Callaway County order regarding the use of PPE. Students and staff may prefer to wear masks in situations in which distancing may not be achieved, such as in hallways during transition times. The North Callaway R1 District has obtained cloth face coverings that will be available to staff and students requesting them.

In addition to using PPE, it is best practice to:

- 1.** Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- 2.** Avoid touching your eyes, nose, and mouth.
- 3.** Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.



Transportation



The first point of contact with school for many students is on district transportation. It is expected that at-home screening of both drivers and riders will have taken place prior to entering a bus.

- Students will be assigned seats and seated by family when possible.
- When it is not possible to socially distance on the bus, it is recommended riders wear face coverings.
- Drivers are encouraged to wear face coverings at all time.
- The use of hand sanitizer is recommended when entering and exiting the bus.
- Surfaces will be disinfected at the completion of each route.

ENTRY AND EXIT

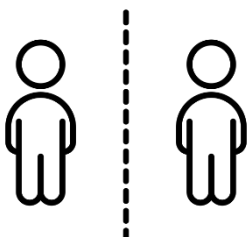
Campuses will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity as much as possible. Single points of entry may be used in order to utilize infrared cameras that are able to scan body temps. Parents should remain outside during drop off and dismissal. Students arriving late or leaving early should be dropped off/picked up at the main entrance curb. Please call the office to make arrangements.

Nurse (Non-COVID situations)

The nurse will have a mobile cart for minor medical situations and to administer medications. This will limit the interaction of students in the halls and nurse's offices. Health aids and the district nurse will wear masks and gloves while treating students and face shields while students are using inhalers or nebulizers. Health aides will disinfect mobile cart surfaces or health room surfaces after treating students.

Common Spaces

Social distancing is an effective way to prevent potential infection. Where feasible without disrupting the educational experience, NCR1 will encourage students to practice social distancing. NCR1 employees, students, parents, and visitors should practice



staying approximately 3-6 feet away from others and eliminating contact with others. Special consideration is being paid to each building's unique situation regarding media centers, hallways, cafeterias, and other common spaces. Each building will establish protocol regarding their own common spaces. After use of any common materials such as library books, handwashing will be required.

Traffic Flow – North Callaway will have a “keep right” expectation in effect. This entry and walking direction should be practiced throughout the office, restrooms, and hallways in order to maintain the best attempt at social distancing

Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided or individuals separated throughout the space.

Planned Gatherings – At this time, no assemblies will be held, although, we will attempt to replicate climate and culture building events using technology. As virus conditions change, gatherings and assemblies may be reinstated following group size recommendations of the state and/or county health departments.

Classrooms

Students will be assigned seating to maintain social distance as much as possible. Desks will be placed facing one way and spaced apart as much as possible. In rooms where tables are used, students can request individual seating. No communal classroom supplies will be used and time for frequent hand washing/sanitizing will be incorporated into daily schedules.

Cafeteria and Meal Periods

Breakfast will be served as a “grab and go” meal and students will eat in their classroom.

For lunch, students may bring their own meals or be served individually plated meals. Self-serve items will be pre-portioned and packaged.

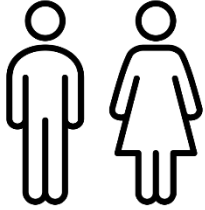
- Classes will go to lunch on a staggered schedule to minimize the number of students in the cafeteria.
- Students will be spaced throughout the cafeteria to create distance between students.
- Students in grades K-5 will sit by homeroom class.
- Students in grades 6-12 will be assigned seats at lunch.
- The Middle School and High School buildings may utilize outdoor picnic spaces (weather permitting) and common areas of the buildings to allow for adequate dining space as needed or available.
- At this time, no visitors will be allowed for lunch.
- Bringing or sharing refreshments during meetings is prohibited to limit the risk of contamination.
- Snack items, candy, and drinks will not be provided until further notice.

Extra sanitization and prevention measures will be employed by cafeteria staff based upon recommendations of our food-service contractor, OPAA! Foods.

Recess

Each classroom will have a designated set of equipment and the number of classes on the playground will be limited. Handwashing will take place on re-entry to the building.

Restroom Usage



We will establish capacity for optimum social distancing. Regular disinfection of the area will occur daily. Sanitation supplies will be made available in staff restrooms.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Students will be asked to eliminate all contact and avoid touching surfaces touched by others to the extent feasible.

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Additional Procedures and Restrictions

Restriction of Visitors

Parents and guests will only be allowed inside a building by appointment. Those that do make appointments will undergo temperature scanning before admittance to the building. Students being picked up or dropped off during the day will be picked up or dropped off curbside. Please call the school office to make arrangements.

Food Delivery

We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to NCR1.

Possible Travel Restrictions

North Callaway will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the office of the Superintendent. We will minimize non-essential travel to perceived hotspots throughout the year as appropriate.

Social-Emotional Well-being of Students and Staff

The district/campus counselors are available for student and staff access and will provide continued support in these areas. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

Staff and Student Training

- 1. Pre-Return to School Training** - Presented to staff to ensure understanding and preparedness to align with this manual
- 2. First Day Training/Orientation** - Align local protocols and procedures with this manual; Students will be instructed by staff members. It is very important that all employees and students understand the safety requirements, protocols and expectations.

Field Trips

No field trips will be scheduled at this time.

Before and After School Program

Students participating in the Before and After School Program will undergo temperature screening prior to participation. Students with a temperature greater than or equal to 100.4 degrees and/or exhibiting signs of COVID-19 will not be allowed to stay. Parents will be contacted and pick-up of student will need to be prompt.

Model of Instruction for COVID-19

Possible Modes of Instruction

We are aware that each family has differing needs and risk exposure during this unique situation. As a result, North Callaway families will have the option to request **virtual** instruction or **in-seat-at-school** instruction. These choices may be requested at a semester level.

Option 1: In-Seat Instruction

Families may elect to send students to school, referred to as “in-seat”, knowing that all of the precautions described in previous sections will be taken regarding social distancing, disinfecting, and daily protocols. Instruction will be administered in-person by North Callaway Teachers. If there were a need for a building or the district to be shut-down, students would continue to receive daily instruction from North Callaway certified staff.

Contingency for Learning During Building or School Closure

It is conceivable that active cases of COVID-19 in staff or students could require the closure of a building. We also want to plan for the possibility of a district-wide or state-wide closure because of high rates of COVID-19. In that case, you may expect the following:

- Weekly agendas provided that include instructional objectives, lessons and assignments
- Weekly calls to your family
- For students K-5, a one-on-one Google Hangout one time per week with their teacher. For students 6-12, a one-on-one Google Hangout scheduled as necessary with teachers.
- A 24-hour minimum turnaround time for emails (Tuesday- Friday)
- A single platform for learning- all lessons and assignments will be provided through SeeSaw (K-2) or Google Classroom (3-12). Other apps or resources might be used but will all link to SeeSaw or the Google Classroom.
- One large-group Google Meet with their class per week.
- Lessons for parents describing how to sign-up for Google Classroom and how to keep track of your students’ work and grades.

- Graded work and feedback on assignments. Elementary students will be assigned standards-based grades as normal. Middle and High School students will be assigned A-F grades as they are during regular instruction.
- Weekly updates of grades in SIS
- Devices and possible hotspots may be checked out for those with technology needs.
- Special Education services may be modified, but an IEP meeting will be held to discuss specifics.

Option 2: Virtual Instruction

Families may elect to complete an application for students to be enrolled “virtually”. In this model, approved students will complete credits/classes through the DESE approved Acellus platform. If the building should need to be shut down, students would continue Acellus. This will be vastly different than the crisis teaching and learning that happened at the end of the 2019-2020 school year. New material will be presented, and students will be accountable for turning in all required assignments and assignments will be graded. Students will be enrolled in the same number of credit hours/required classes online as they would be if they were getting in-seat instruction. Grades will be transcribed in a student’s permanent record just like an in-person class.

Additional Considerations when Considering Virtual Learning

Extracurricular participation requires a student to be on campus for classes and to pass 6 of the 7 classes in a semester. Therefore, virtual students **will not** be allowed to participate in extracurricular activities including sports; co-curricular activities such as FFA, choir, band, and speech; and activities requiring student attendance such as prom.

Several screenings and assessments are required by the District and the State. Those participating in virtual learning will be assessed by appointment with consideration of health concerns.

Ideal technology access for virtual learning would include access to a device with a full keyboard, good speakers, and a webcam as well as high-speed internet. The district will work with those whose applications are approved to assure that technology is adequate

A North Callaway staff member will be designated to manage your student’s online learning. This staff member will be tracking student progress and assigning supplemental work as necessary. He or she is NOT a tutor. Learning support will be accessed online through the Acellus program.

Students who have the following characteristics tend to be the best candidates for virtual learning:

- Time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders

- Persistence in overcoming obstacles and willingness to seek assistance when needed
- Verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding
- Computer and technical skills to navigate and respond in a virtual course
- Previous success in virtual coursework

A commitment form will be emailed to all families on August 3rd. We ask that you indicate your preference for learning by completing the form prior to August 7.

Ultimately, there is a lot of information out there, and it seems to change daily. This re-entry plan has been developed as a best practice guide, with family choice in mind, regarding how to best serve the students of North Callaway. This document will continue to change as the environment changes with guidance from local, state, and national entities.

We look forward to working together to make this the best year possible. We are THUNDERBIRD PROUD!