

**Sturgeon R-V School District
20-21 School Year
Re-Entry Plan Updated 8/17**



**Sturgeon R-V School District 210 West Patton Street 573-687-3515
Sturgeon Elementary and Middle School 210 West Patton Street 573-687-3519
Sturgeon High School 24350 N. Fairgrounds Road 573-687-3512**

Dear Sturgeon R-V Families and Staff,

I hope this communication finds you safe. The administration of the Sturgeon R-V School district has worked over the last few months to first create a plan for summer school re-entry and followed by a plan for regular school re-entry. This plan represents collaboration between the Boone County Health Department, neighboring school districts, and our school district.

COVID-19 has impacted our lives in ways we could have never imagined when we dismissed in March for two weeks. Through this process, our community has been incredibly supportive of our school district. We came together to give our students continuing educational opportunities, provide nourishment, and send our seniors off with a graduation, albeit a non-traditional celebration. The community gathered resources together to provide our students with memories and experiences that will make this time period memorable in a positive fashion.

As we release this plan, it is important to remember a few particularly important points.

1. Our number one priority is the safety of our students and staff.
2. This plan can change as new information becomes available.
3. Your voices as parents, family members, students, and staff are valuable.
4. This will require flexibility on the part of all involved.
5. By exhibiting grace and kindness towards each other, we will succeed.

Sincerely,
Geoff Neill
Superintendent
Sturgeon R-V School District

PreK-8 2020-2021 Entry Plan

As we are beginning this school year during a pandemic, but without any cases currently in our schools, we will be entering the school year under “Stage III” Pandemic Crisis Plan.

Focus Points

- Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake.
 - Ensure adequate, clean and separate toilets for girls and boys.
 - Ensure soap and safe water is available at age-appropriate hand washing stations
 - Encourage frequent and thorough washing (at least 20 seconds)
 - Hand Sanitizers are available near restrooms, classrooms, halls, and exits where possible.
 - Teachers will increase monitoring to ensure adherence among students during hand-washing.
 - Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be provided.
 - All employees and students will be required to have a temperature scan and wash hands or use hand sanitizer when entering the buildings.
 - **Face coverings**
 - **The CDC recommends the use of facemasks or cloth coverings. Students are strongly encouraged to wear cloth masks at all times; the district will have cloth masks for students if needed. Masks may also be provided by the parent or guardian. Mask/shield care procedures should be taught and reinforced at home.**
 - **Throughout the K-8 Building and at different points during the day there are places where mask usage is expected when social distancing cannot be maintained**
 - **bus**
 - **small group work**
 - **passing times**
 - **bathroom breaks**
 - **Mask usage is also expected during choir and band.**
 - **The CDC recommends the use of facemasks or cloth coverings. All staff are required to wear masks at all times when social distancing cannot be maintained.**
 - Signs and Messages
 - Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how

to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
 - Appropriate substances for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff.
 - [Disinfectants](#)
 - Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
 - Post signs encouraging good hand and respiratory hygiene practices
 - Ensure trash is removed daily and disposed of safely
 - Facilities will utilize our flu cleaning protocols.
 - Buses will be disinfected between routes each day by drivers, custodians, or transportation staff.
 - Custodial department will provide all teachers with cleaning and disinfectant products for their classrooms and ensure safe and correct use and storage of said items. Teachers will be asked to clean frequently touched surfaces throughout the day.
 - Students should not share objects. If supplies are limited, they must be cleaned between usages.
- Encourage teachers and students to stay home when appropriate.
 - Staff and families will be educated about when they/their child(ren) should [stay home](#) and any student or staff member must be fever-free for at least 24 hours without fever reducing medications before returning to school.
 - This district will work with families to make sure that the attendance policy for ill students is focused on remediation not consequences.
- Other preventative measures
 - Water fountains will be shut down; however, the no-touch refillable water bottle station will be open for students to refill water bottles. Staff and students will be encouraged to bring their own water to minimize the use and touching of water fountains.
- Modified Layouts
 - Classrooms
 - Space seating/desks at least 6 feet apart when feasible. There will be no carpet or fabric upholstered furniture in classrooms.
 - Teachers will be encouraged to turn desks to face the same direction (rather than facing each other), or have students sit on only one side of tables spaced apart.
- Transportation
 - Due to our limited bus fleet, we plan on running our regular bus routes. Buses will be filled based on student transportation needs, attempting to follow as much social distancing as possible. Parents will be encouraged to transport their children to and from school.
 - Before the bus: Educate parents and students on new processes. Instruct parents to not allow students to attend school or take the bus if they are sick.

- Bus stops: Limit the number of students per stop when possible.
- Sanitize the rail frequently with an EPA approved disinfectant.
- Sanitize seats between uses with an EPA approved disinfectant.
- No one should sit within 6 feet of the driver.
- Drivers should not work if they are sick. The district will have backup drivers in place.
- **Masks are required for drivers while students are present.**
- **Students riding the bus will be expected to wear masks while on the bus.**
- The first students to enter the bus should sit in the back, filling the bus from there at subsequent stops.
- Students will have assigned seats. The assigned seat chart should be maintained so it can be provided to administration for contact tracing if needed.
- Students within the same household will be assigned seats together or seats across from in front of, or behind each other.
- Students who experience symptoms on the bus should notify their bus driver at a safe time, the student will be escorted to a quarantined area in the building upon arrival and parents notified.
- Unloading: To avoid congestion as students unload, drivers will stagger students to the extent possible, or create multiple points of entry for students to the building.
- Special attention should be given to students who are at higher risk of severe illness from COVID 19. The district will encourage alternative forms of transportation for these students, or prioritize socially distancing them.
- Communal spaces
 - Cafeteria: Breakfast and/or Lunch will not be provided in the cafeteria. Students will take breakfasts to 1st period classrooms (details [here](#)). Students will get lunches at scheduled times (allow variation for staggering). Details on lunch supervision during this time [here](#). The cafeteria will not be used as a general meeting space. Microwaves will not be available for student-use until further notice.
 - Gymnasium: All students will go directly to classrooms in the morning (see above, under “cafeteria, breakfast). The Gym will not be used as a general meeting space.
 - Library: The library will not be open for student visits during summer school. However, teachers on behalf of students may request materials which the Librarian will deliver to the classrooms. All returned library materials will be sanitized prior to re-shelving and held for 24 hours.
 - Hallways: K-5 will avoid hallway usage during 6-8 transition times. K-1 students will use restrooms in their classrooms, 2nd-4th grade will use Elementary Restrooms at scheduled times, 5-8 will use MS & Gym Restrooms at scheduled times.
- Gathering and Visitors
 - At this time the district will not allow nonessential visitors and volunteers during school hours. Activities involving external groups or organizations will either not occur, or occur virtually as available.
- Staggered Scheduling

- Entrance points will be designated in each building to allow for students arriving at school via bus, walking/biking, and parent drop off alleviating congestion at the entrances and hallways.
- Dismissals will be staggered to limit the number of students within the hallways.
- Back-Up Staffing Plan
 - A list of available substitutes with phone numbers for teachers and paraprofessionals will be provided to the staff prior to the start of school and all teachers can access these subs through Kelly Professional Services.
- Staff Training
 - All staff will be trained on all safety protocols.
 - Staff will receive training on Psychological First Aid and Trauma Informed Practices.
 - Staff training will expand this year to include COVID-19 related training.
- Educate students on staying healthy using [these](#) strategies or others.

Action Points

Administration

- Administration will monitor trends and make decisions based on most current information.
- Administration will maintain communication with local health departments to remain knowledgeable about possible risks for infection.
- Administration will amend action plans based on current CDC and local health department recommendations.
- Building principals and Special Education Director will review teacher plans monthly.

Teachers

- All teachers should be prepared to move to online/virtual instruction at any point.
- Grades K-3 will submit monthly packets electronically to Mrs. White on the last Monday of the previous month.
- Grades 4-8 will maintain a Google Classroom of current classes, so that instruction is able to move online as needed. These classrooms should be shared with administrators.
- Specialist teachers should be prepared with resources to move to virtual instruction at any given time. These resources should be shared electronically with appropriate administration monthly.
- All teachers should maintain the gradebook in Lumen, inputting grades weekly.

Maintenance and Custodial

- Maintenance and custodial staff will be prepared to deep clean buildings at any time when the building needs to be closed.

**Sturgeon High School
2020-2021 Entry Plan**

As we are beginning this school year during a pandemic, but without any cases currently in our schools, we will be entering the school year under “Stage III” Pandemic Crisis Plan.

Focus Points

- Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake.
 - Ensure adequate, clean, and separate toilets for girls and boys.
 - Ensure soap and safe water is available at age-appropriate hand washing stations.
 - Encourage frequent and thorough washing (at least 20 seconds).
 - Place hand sanitizers in toilets, classrooms, halls, and near exits where possible.
 - Teachers will increase monitoring to ensure adherence among students during [hand-washing](#).
 - Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be provided.
 - All employees and students will be required to wash hands or use hand sanitizer when entering the buildings/classrooms.
 - Face coverings
 - **The CDC recommends the use of facemasks or cloth coverings. Students are strongly encouraged to wear cloth masks at all times; the district will have cloth masks for students and staff if needed. Masks may also be provided by the parent or guardian. Mask/shield care procedures should be taught and reinforced at home.**
 - **Throughout the High School Building and at different points during the day there are places where mask usage is expected.**
 - **On the bus**
 - **During passing time**
 - **During band and choir**
 - **During small group work when social distancing is not possible (i.e. labs)**
 - **The CDC recommends the use of facemasks or cloth coverings. All staff are required to wear masks at all times when social distancing cannot be maintained.**
 - Signs and Messages
 - Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how

to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
 - Appropriate substances for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff.
 - [Disinfectants](#)
 - Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
 - Post signs encouraging good hand and respiratory hygiene practices
 - Ensure trash is removed daily and disposed of safely
 - Facilities will utilize our flu cleaning protocols.
 - Buses will be disinfected between routes each day by drivers, custodians, or transportation staff.
 - Maintenance will provide all teachers with cleaning and disinfectant products for their classrooms and ensure safe and correct use and storage of said items. Teachers will be asked to clean frequently touched surfaces throughout the day.
 - Use of shared objects will be limited when possible, or cleaned between use.
- Encourage teachers and students to stay home when appropriate.
 - Educate students, teachers, and families about when they/their child(ren) should stay home and when they can return to school.
 - [Employee Handout](#)
- Other preventative measures
 - Water fountains will be shut down; however, the no-touch refillable water bottle station will be open for students to refill water bottles. Staff and students will be encouraged to bring their own water to minimize the use and touching of water fountains.
- Modified Layouts
 - Classroom Space - seating/desks at least 6 feet apart when feasible. Gathering in common areas and in person group/partner work will be discouraged.
 - Teachers will be encouraged to turn desks to face the same direction (rather than facing each other), or have students sit on only one side of tables spaced apart.
 - Students should have assigned seats in all classrooms.
 - In rooms that cannot accommodate class sizes, an alternative setting (commons, gym, and band room) will be utilized following previously stated guidelines.
- Transportation
 - Due to our limited bus fleet, we plan on running our regular bus routes. Buses will be filled based on student transportation needs, attempting to follow as much social distancing as possible. Parents will be encouraged to transport their children to and from school.
 - Before the bus: Educate parents and students on new processes. Instruct parents to not allow students to attend school or take the bus if they are sick.
 - Bus stops: Limit the number of students per stop when possible.
 - Sanitize the rail frequently with an EPA approved disinfectant.

- Sanitize seats between uses with an EPA approved disinfectant.
- No one should sit within six feet of the driver. First row will be empty.
- Drivers should not work if they are sick. The district will have backup drivers in place.
- **Masks are required for drivers while students are present.**
- Students riding the bus will be expected to wear masks while on the bus.
- The first students to enter the bus should sit in the back, filling the bus from there at subsequent stops.
- Students should have assigned seats. The assigned seat chart should be maintained so it can be provided to administration for contact tracing if needed.
- Students within the same household should be assigned seats together or seats across from, in front of, or behind each other.
- Create a plan to isolate and mask students who feel sick on the bus. The plan needs to include how the student will be ushered into the building into an isolated location.
- Unloading: To avoid congestion as students unload, drivers will stagger students to the extent possible, or create multiple points of entry for students to the building.
- Special attention should be given to students who are at higher risk of severe illness from COVID 19. The district will encourage alternative forms of transportation for these students, or prioritize socially distancing them.
- Communal spaces
 - Cafeteria/Commons: Breakfast and/or Lunch will not be provided in the cafeteria/commons. Students will take breakfasts to 1st period classrooms (details [here](#)). Students will get lunches at scheduled times (allow variation for staggering). Students will be discouraged from sharing food and/or utensils. Details on lunch supervision during this time [here](#). The cafeteria/commons will not be used as a general meeting space.
 - Gymnasium: All students will go directly to classrooms in the morning (see above, under “cafeteria, breakfast). The Gym will not be used as a general meeting space.
 - Library: The library will be open. Students will be encouraged to look for a book without touching them, request the book from the librarian, and have it delivered at a later time. Books returned to the library will be properly sanitized before re-shelving and held 14 hours prior to checking out again.
 - Chromebook carts will be housed in the library. Students who need a Chromebook will check it out for the entirety of the day and return it to the library at the end of school. Chromebooks will be outfitted with barcodes to help with ease of checkout.
 - Hallways/Bathrooms/Lockers: Students will be encouraged to carry needed materials in their backpacks or keep them in their locker to limit students in the hallways. Students will be able to use the restroom using hall passes, but the number of students will be limited to avoid congestion in the hallways and bathrooms. If necessary, sinks and toilets will be closed to follow social distancing guidelines.
- Gathering and Visitors

- At this time the district will not allow nonessential visitors and volunteers during school hours. Activities involving external groups or organizations will either not occur, or occur virtually as available.
- Staggered Scheduling
 - Entrance/exit points will be designated in each building to allow for students arriving at/departing from school via bus, driving, walking/biking, and parent pick up/drop off alleviating congestion at the entrances and hallways. Those details are [here](#).
 - Upon entry to the building, temperature screenings will be completed. Students with a fever will be placed in a holding area so parents can be contacted to make arrangements for pick-up. Students will need a doctor's release and to be fever free for 72 hours without fever reducing medications before returning to school.
 - Class dismissals/passing times will be staggered to limit the number of students within the hallways. Those details are [here](#).
 - Back-Up Staffing Plan
 - Subs will be provided through the Kelly Services.
 - Staff Training
 - All staff will be trained on all safety protocols.
 - Staff will receive training on Psychological First Aid.
- Educate students using [these](#) strategies or others.
- Continue to follow [CDC guidelines](#) and BCHD orders.

Action Points

Administration

- Administration will monitor trends and make decisions based on most current information.
- Administrators will maintain communication with local health departments to remain knowledgeable about possible risks for infection.
- Administrators will amend action plans based on current CDC and local health department recommendations.

Teachers

- Teachers should plan all lessons so that instruction can move online at any given time.
 - Grades 9-12 will maintain a Google Classroom of current classes, so that instruction is able to move online as needed.
 - Specialist teachers should be prepared with resources to move to virtual instruction at any given time. These resources should be shared electronically with appropriate administration monthly.
 - All teachers should maintain the gradebook in Lumen, inputting grades weekly.

Maintenance and Custodial

- Maintenance should be prepared to deep clean buildings at any time when the building needs to be closed.

Sturgeon R-V School District
Pandemic Plan

Situation	Person(s) Responsible	Action(s)	Communications
Stage I Case(s) is/are confirmed outside Missouri by Centers for Disease Control (CDC), Missouri Dept. of Health and Senior Services (DHSS), or Boone Co. Health Dept. (BCHD).	Superintendent Administration District Health Coordinator	Inform administration and nursing staff; monitor student and staff attendance	Post resources and information on website
Stage II Case(s) is/are confirmed in Missouri or contiguous states by CDC/DHSS/BCHD.	Superintendent Administration District Health Coordinator	Inform administration and all employees; monitor student and staff attendance; hang posters in buildings; review proper cleaning and disinfecting practices; sanitize buses emphasize use of hand wipes and hand sanitizers	Send informational letter to parents; update resources and information on website
Stage III Case(s) is/are confirmed in Boone County, the school district or contiguous counties by CDC/DHSS/BCHD.	Superintendent Administration District Health Coordinator	Educate staff; inform and educate students via classroom clinics; cleaning and disinfecting of buildings; sanitize buses; emphasize use of hand washing and hand sanitizers; isolate students that present symptoms; monitor students and staff attendance; limit public gatherings; report incidents to BCHD; possible closure of some schools for containment	Send updated information sheet to parents; utilize all call system to notify parents; review information on website; communicate with media
Stage IV A state of emergency is called by CDC/DHSS/BCHD.	Superintendent Administration District Health Coordinator	School district closed (if possible, administrative and financial services continue); cancel public gatherings	Public announcement by BCHD and District; information posted on website; communicate with media; all call to notify parents of school closures
Stage V A state of emergency rescinded and containment called by CDC/DHSS/BCHD	Superintendent Administration District Health Coordinator	School district reopens for administrative staff to plan for reopening of schools; communicate with staff regarding reopening procedures; disinfect buildings and buses; monitor student and staff attendance	Update information on website; All call to notify parents of reopening of schools
Stage VI Confirmed termination by CDC/DHSS/BCHD	Superintendent Administration District Health Coordinator	Normal operation; monitor student and staff attendance; building counselors to provide counseling as needed	Information posted on website
Stage VII Debriefing phase is established.	Superintendent Administration District Health Coordinator	Focus groups to evaluate plan; administrative collaboration	Information shared with public on website

***This Pandemic Action Plan is intended to serve as guidance for district officials. It should be noted there may be deviations from this plan, at the Superintendent's discretion, based on the most current information and guidance from county, state, and federal officials