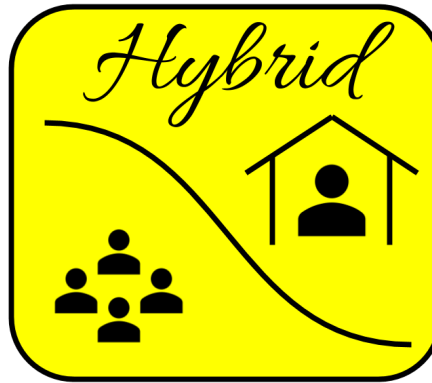


**USD 341 – OSKALOOSA
RETURN TO LEARN PLAN**



**2020 - 2021 PLAN FOR REOPENING
OSKALOOSA ELEMENTARY &
OSKALOOSA JR-SR HIGH**

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WELCOME & OVERVIEW

I would like to welcome all USD 341 students, teachers, and staff back to school for the 2020-2021 school year! It is clear that the reopening of school this fall will look different than ever before. I would like to extend a sincere thank you to the District Leadership Teacher Team, other Support Staff, the Building Principals, the Jefferson County Health Department, and the USD 341 Board of Education who have been in collaboration throughout the entire summer. Their task was an important one in planning for a safe return to school. As we've all learned and experienced, situations can change quickly, but we are confident this, the USD 341 - Return to Learn Plan will give us a solid academic and safety foundation while providing protocols for adjustment. This plan prioritizes the health and safety of our students, staff, and community while maximizing instruction for each student in various scenarios.

It's Great to be a Bear!

**Jon Pfau
Superintendent**

DEFINITIONS

Mask or Face Coverings: “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.” (KS Exec Order 20-59)

Hand Sanitization: Hand sanitizers should contain at least 60% alcohol and only used with staff and older children who can safely use hand sanitizer. Hand soap should be used for younger children.

Social-distance: From the CDC: “Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.”

Community spread: From CDC: people have been infected with the virus in an area, including some who are not sure how or where they became infected

On-site Learning Model: students will receive instruction on-site via traditional instructional methods

Hybrid model: students that receive instruction on-site receive the same educational content as those students who receive instruction off-site; instructional methods, assignments, assessment delivery, etc. may be different between the two sites

Remote learning: Means of conducting the educational program where the student is off-site and the teacher directs the educational program through internet based instruction and/or paper packets; can be synchronous or asynchronous

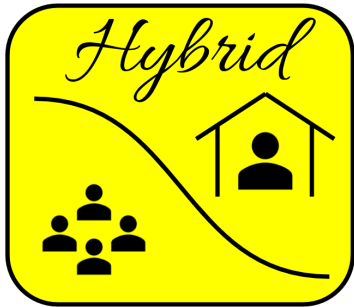
Vulnerable populations: Students with comorbidities (i.e. heart disease, developmental delay, diabetes, immune compromise, malignancy, medical complexity, obesity, posttransplant, and tracheostomy) that make them particularly susceptible to complications when acquiring COVID-19

Priority populations: students with significant educational gaps (i.e. students with IEPs, 504 Plans, needing Tier 3 reading/math interventions)

LEARNING ENVIRONMENTS



Students and teachers will be in school with or without social distancing practices put into place.
Students are on site and in attendance at their school
All staff and students wear face coverings due to potential social distancing limitations
Classrooms should be set up in a blended format to support potential building closure
Flexible learning environments can be used but should be scheduled to ensure safety guidelines
Students should remain with the same cohort group in one space to minimize mass movement when possible



PreK-6 students would be on-site while 7-12 students will learn remotely from home
PreK-6 students will be split into two groups to minimize group size and will be spread throughout the district's buildings
Most 7th-12th grade students will engage in real-time and recorded lesson presentations every day when off site
Priority will be given for on-site learning for 7th-12th students with individual education plans, students in foster care, and students in distressed families



Students learn from home due to school closure. This may occur by classroom, by building or district-wide.
Students engage in school remotely during regular school hours and follow a standard school schedule
Students maintain enrollment status at their brick and mortar school
Learning will occur by video recordings and live interactions with teachers using technology
Individual services may occur on campus or remotely as appropriate and as allowable

Family Choice Remote Learning

Families have an option!

Families who wish their student(s) to not attend brick and mortar building learning environments may choose to register their student(s) in Family Choice Remote Learning. Students would be doing all of their learning from home and not entering the school building at all by choice.

Students maintain enrollment status at USD 341.

There may be limitations to access or enrollment in specials/electives courses.

Families will complete a contract with remote learning expectations which will include daily logs of time spent in instructional activities, daily logs of contact with teachers, etc.

Families must commit to Family Choice Remote Learning for a minimum amount of time. For elementary students, families must inform the school at least one week before returning to on-site learning. If an elementary student returns to on-site learning, they should remain in this setting unless special circumstances occur. For JSH students, the return to on-site learning can happen at the end of eligibility periods, every 4.5 weeks throughout the school year. Exceptions could be allowable based on very special circumstances.

Students will either engage in school online during regular school hours and follow a standard school schedule OR will receive their instruction via recorded lessons. Either way, students will have daily contact with their teachers using electronic methods.

IEP teams may need to reconvene for students with special education needs to determine how services will be provided.

Participation in in-person activities and extracurricular activities including sports, will not be allowed.

TEACHING & LEARNING

INTRODUCTION			
Our goal is to ensure teaching and learning programs be delivered with a focus on continuous improvement of student achievement through student engagement, rigorous and relevant content and personalized learning.			
Area of Consideration	ON-SITE	HYBRID	REMOTE
EQUITY			
Technology	PreK - 6 students will access devices within their classrooms 7-12 students will have a Chromebook checked out to them	PreK - 6 students will access their own devices within their classrooms 7-12 students will check out a school Chromebook as well as a personal wifi hotspot (if needed)	All students will check out a school iPad (PreK-1) or Chromebook (2-12) as well as a personal wifi hotspot (if needed)
MTSS Tier 2 & 3 Interventions	Interventions happen throughout the school day during regularly scheduled times	Interventions happen as frequently as possible when students are on-site with the option for a scheduled meeting from a remote setting	Interventions will be provided remotely using electronic means with possible on-site very small group instruction
CURRICULUM: PLANNING & PREPARATION			
Instruction Communication	We will use one mode to communicate with students and families about instructional content: EC - VIP Seesaw K - 1 Class Dojo 2 - 12 Google Classroom	We will use one mode to communicate with students and families about instructional content: EC - VIP Seesaw K - 1 Class Dojo 2 - 12 Google Classroom	We will use one mode to communicate with students and families about instructional content: EC - VIP Seesaw K - 1 Class Dojo 2 - 12 Google Classroom
Tech tools, Online apps, Platforms or programs	Technology tools are used in tandem with traditional methods. Specific examples of technology tools	Technology tools are used in tandem with traditional methods. Specific examples of technology tools	Technology tools are used in tandem with traditional methods. Specific examples of technology tools

	include, but is not limited to Google Suite (Meet, Docs, Sheets, Slides, GMail, etc.) Big Ideas Math Wonders Online Science Dimensions Flipgrid	include, but is not limited to Google Suite (Meet, Docs, Sheets, Slides, GMail, etc.) Big Ideas Math Wonders Online Science Dimensions Flipgrid	include, but is not limited to Google Suite (Meet, Docs, Sheets, Slides, GMail, etc.) Big Ideas Math Wonders Online Science Dimensions Flipgrid
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TECHNOLOGY

Internet access	All students on-site will have high speed internet access in all areas of the building. Internet content filtering will run as usual.	All students on-site will have high speed internet access in all areas of the building. Internet content filtering will run as usual. For students learning remotely, personal wifi hotspots will be available to students as needed. Otherwise, internet access at home will be the responsibility of the family for remote learning. Chromebooks checked out from the district will be filtered on an internet service they are connected to.	For students learning remotely, personal wifi hotspots will be available to students as needed. Otherwise, internet access at home will be the responsibility of the family for remote learning. Chromebooks checked out from the district will be filtered on an internet service they are connected to.
Hardware	PreK - 6 students will access devices within their classrooms 7-12 students will have a Chromebook checked out to them	PreK - 6 students will access their own devices within their classrooms 7-12 students will check out a school Chromebook as well as a personal wifi hotspot (if needed)	All students will check out a school iPad (PreK-1) or Chromebook (2-12) as well as a personal wifi hotspot (if needed)
Assistance	Support will be provided by the technology director and assistant technology director.	PreK - 6: Support will be provided by the technology director and assistant technology director on site. 7 - 12: Technology Director will be available for support of district provided devices for any issue that cannot be resolved by the student's teacher. Office hours will be 8:00 AM - 4:00 PM, Mon - Fri.	Technology Staff will be available for support of district provided devices for any issue that cannot be resolved by the student's teacher. Office hours will be 8:00 AM - 4:00 PM, Mon - Fri.

NON-INSTRUCTIONAL BUILDING PROCEDURES & ROUTINES

Area of Consideration	ON-SITE	HYBRID	REMOTE
OSKALOOSA ELEMENTARY			
Curriculum	<p>All core subjects and specials will be offered and Tier instruction will be offered in ELA and Math.</p> <p>Special education services will be offered as indicated by students' IEPs.</p>	<p>All core subjects and specials will be offered and Tier instruction will be offered in ELA and Math. Specials may be less frequent based on scheduling twice as many classes.</p> <p>Special education services will be offered as indicated by students' IEPs.</p>	<p>All core subjects and specials will be offered. A focus on core instruction (ELA, Math, Science, and Social Studies) will be emphasized, but specials will be part of the remote learning.</p> <p>If allowable, Tier instruction may be offered on site in very small cohort groups.</p> <p>If allowable, special education services may be provided on site.</p>
Social Distancing Considerations	<p>Social distancing cannot be guaranteed. Masks will be required.</p> <p>Signage will provide visual reminders for spacing and traffic flow.</p>	<p>Social distancing will be possible. Masks will be required.</p> <p>Transitions will be limited. Students will remain in a consistent space.</p>	
Arrival / Departure	<p>Students will not be allowed in the building until 7:45 a.m.</p> <p>Arrivals and departures will be limited to designated entrances and exits.</p> <p>Arrivals and departures will be staggered.</p>	<p>Students will not be allowed in the building until 7:45 a.m.</p> <p>Arrivals and departures will be limited to designated entrances and exits.</p> <p>Arrivals and departures will be staggered.</p>	
Health screening	<p>Parents should do an initial screening prior to school.</p> <p>Temperatures will be taken upon arrival at school. Students with a</p>	<p>Parents should do an initial screening prior to school.</p> <p>Temperatures will be taken upon arrival at school. Students with a</p>	

	fever will be isolated and parents will be called to pick them up.	fever will be isolated and parents will be called to pick them up.	
Hygiene	Water fountains will be closed. Water bottle fillers will remain open. Students should bring their own water bottle. Hands will be washed/sanitized once per hour.	Water fountains will be closed. Water bottle fillers will remain open. Students should bring their own water bottle. Hands will be washed/sanitized once per hour.	
Classroom Supplies	Each student will have his/her own school supplies. Instructional materials, tools, or equipment will be monitored and cleaned regularly.	Each student will have his/her own school supplies. Instructional materials, tools, or equipment will be monitored and cleaned regularly.	
Breakfast	Breakfast will be served in the MPR. Students will eat breakfast in the MPR while maintaining social distance.	Breakfast will be Grab and Go. Students will eat breakfast in the MPR while maintaining social distance.	
Lunch	Lunch will be picked up in the MPR. Students will eat in the classroom to maintain social distancing. Surfaces will be sanitized after meals are served.	Lunch will be picked up in the MPR. Students will eat in the classroom to maintain social distancing. Surfaces will be sanitized after meals are served.	
Library	The library is closed to students until further notice. Students and teachers can “order” books from the library and get them brought to their classrooms. The librarian may be available for ‘in class’ visits.		

Restrooms	<p>Staggered scheduling of bathroom access throughout the day.</p> <p>The number of students in the bathroom at one time will be limited.</p> <p>Social distancing will be implemented in restrooms and hallways for waiting students.</p> <p>Individual students can access the restroom as needed.</p>	<p>Staggered scheduling of bathroom access throughout the day.</p> <p>The number of students in the bathroom at one time will be limited.</p> <p>Social distancing will be implemented in restrooms and hallways for waiting students.</p> <p>Individual students can access the restroom as needed.</p>	
Playground / Recess	<p>Students should sanitize hands after playing at recess.</p> <p>Masks may be required to be worn at recess, following safety rules.</p> <p>Grade levels should play together in designated areas.</p>	<p>Students should sanitize hands after playing at recess.</p> <p>Masks may be required to be worn at recess, following safety rules.</p> <p>Individual classes should play together in designated areas.</p>	
Transitions	<p>Transitions will be staggered while maintaining social distancing and following designated traffic patterns.</p> <p>Specials will be staggered to maintain social distancing.</p>	<p>Transitions will be limited while maintaining social distancing and following designated traffic patterns.</p> <p>Students may be required to remain in their homeroom. Specials will be conducted in homeroom classrooms.</p>	
Communal Spaces (office, teacher workroom, gym, library, MPR, Outback, etc.)	<p>Spaces will follow safety guidance.</p> <p>Social distancing between staff, students, and visitors.</p> <p>Distancing will be marked in high traffic areas.</p> <p>Masks are required.</p>	<p>Spaces will follow safety guidance.</p> <p>Social distancing between staff, students, and visitors.</p> <p>Distancing will be marked in high traffic areas.</p> <p>Masks are required.</p>	
Attendance	<p>Classroom teachers will be responsible for recording attendance</p>	<p>Classroom teachers will be responsible for recording attendance</p>	<p>Attendance for remote learners will be taken daily.</p>

	<p>in PowerSchool.</p> <p>Attendance for remote learners will be taken daily.</p>	<p>in PowerSchool.</p> <p>Attendance for remote learners will be taken daily.</p>	
Field Trips	<p>Permissible on case by case basis.</p> <p>Virtual field trips are encouraged.</p>	<p>In person field trips are suspended until further notice.</p> <p>Virtual field trips are encouraged.</p>	<p>In person field trips are suspended until further notice.</p> <p>Virtual field trips are encouraged.</p>
Personal Protective Equipment (PPE)	<p>Staff will be provided with four masks</p> <p>Students will be provided with four masks</p> <p>Everyone will be required to wear masks in school and on busses</p>	<p>Staff will be provided with four masks</p> <p>Students will be provided with four masks</p> <p>Everyone will be required to wear masks in school and on busses</p>	
Assemblies	<p>No in person assemblies</p>	<p>No in person assemblies</p>	
Technology checkout	<p>A device will be assigned to every student to restrict multiple users on one device.</p> <p>Remote learners will be able to check out a device to use at home.</p>	<p>A device will be assigned to every student to restrict multiple users on one device.</p> <p>Remote learners will be able to check out a device to use at home.</p>	<p>Remote learners will be able to check out a device to use at home.</p>
Class Parties	<p>Class parties are cancelled until further notice. No outside food may be brought into the school building.</p>		
Visitors	<p>All visitors must wear masks before being allowed into the building.</p> <p>All visitors must have their temperature taken and sign in with date and time of arrival upon entering the building. Visitors must sign out when exiting the building.</p> <p>If a visitor is dropping off items for a student, he/she may be asked to drop</p>	<p>All visitors must wear masks before being allowed into the building.</p> <p>All visitors must have their temperature taken and sign in with date and time of arrival upon entering the building. Visitors must sign out when exiting the building.</p> <p>If a visitor is dropping off items for a student, he/she may be asked to drop</p>	

	<p>the items at the door and office personnel will retrieve the item after the visitor has returned to his/her vehicle</p> <p>Visitors may be restricted to the office area</p>	<p>the items at the door and office personnel will retrieve the item after the visitor has returned to his/her vehicle</p> <p>Visitors may be restricted to the office area</p>	
Volunteers	<p>Volunteers will be allowed if pre-approved by building principal & follow building safety guidelines</p>	<p>Volunteers will be allowed if pre-approved by building principal & follow building safety guidelines</p>	

OSKALOOSA JUNIOR - SENIOR HIGH

Area of Consideration	ON-SITE	HYBRID	REMOTE
Curriculum	<p>All courses will be offered.</p> <p>Special education services will be provided as required by student IEPs.</p>	<p>All courses will be offered in the remote learning environment. If possible, some courses (electives, science labs, etc.) may have very small group meeting times on-site to accommodate the curricular needs of the course.</p> <p>If possible, special education services will be provided as required by student IEPs.</p>	<p>All courses will be offered in the remote learning environment. If allowable, some courses (electives, science labs, etc.) may have very small group meeting times on-site to accommodate the curricular needs of the course.</p> <p>If allowable, special education services may be provided on-site as required by student IEPs.</p>
Arrival / Departure	<p>Normal arrival & departure</p> <p>Doors will remained locked until 7:45am</p>		
Health screening	<p>Parents & students are responsible for initial screening of students prior to school. Temperatures are taken prior to entering building</p>		
Hygiene	<p>Water fountains will be closed. Water bottle fillers will remain open.</p>		

	<p>Students will bring their own water bottles</p> <p>Students/Faculty/ Staff must wash or sanitize hands when entering classrooms and prior to eating breakfast and lunch</p>		
Classroom supplies	<p>Students will provide their own school supplies.</p> <p>Classroom instructional materials, tools, equipment etc., will be monitored & cleaned</p>		
Breakfast	Students will be provided a boxed meal in the MPR. Students will eat in the appropriate gym	Grab and go meals will be available at the school or other locations.	Grab and go meals will be available at the school or other locations.
Lunch	Students will be provided a boxed lunch and will return to their assigned classroom to eat their lunch.	Grab and go meals will be available at the school or other locations.	Grab and go meals will be available at the school or other locations.
Library	<p>Library will be accessible online only (L4U). Books will be delivered to the classrooms</p> <p>Paras can use the library but must maintain disinfecting protocol</p>	Library will be accessible online only. Arrangements will be made to get students books via the library and/ or the administration.	Library will be accessible online only. Arrangements will be made to get students books via the library and/ or the administration.
Required Drills	Required drills will occur and be modified to comply with health & safety guidelines		
Restrooms	<p>No restroom during passing periods, unless an emergency.</p> <p>Students will be able to use the restroom by permission during each class</p>		
Transitions	Normal passing periods. Students will report directly to the next class		

	without stopping at lockers or restrooms.		
Communal Spaces (Office, Teacher Lounge, Commons, MPR, etc.)	Social distancing between staff, students & visitors Everyone will wear masks	Social distancing between staff, students & visitors Everyone will wear masks	
Attendance	School will continue to monitor attendance per district policy Teachers will record attendance on PowerSchool Remote learners will check in daily with remote learning coordinator	Teachers will record attendance on PowerSchool	Teachers will record attendance on PowerSchool
Activities (KSHSAA Activities, FBLA, FCCLA, etc.)	As allowed by the governing body, KSHSAA, KSDE, KDHE, JCHD, and USD 341 guidelines.	As allowed by the governing body, KSHSAA, KSDE, KDHE, JCHD, and USD 341 guidelines.	As allowed by the governing body, KSHSAA, KSDE, KDHE, JCHD, and USD 341 guidelines.
Field Trips	Permissible on case by case basis		
Personal Protective Equipment (PPE)	Staff will be provided with four masks Everyone will be required to wear masks in school and on busses		
Assemblies	No in person assemblies		
Visitors	All visitors must wear masks before being allowed into the building. All visitors must have their temperature taken and sign in with date and time of arrival upon entering the building. Visitors must sign out when exiting the building. If a visitor is dropping off items for a		

	<p>student, he/she may be asked to drop the items at the door and office personnel will retrieve the item after the visitor has returned to his/her vehicle</p> <p>Visitors be restricted to the office area</p>		
Volunteers	Volunteers will be allowed if pre-approved by building principal & follow building safety guidelines		
OJT Courses	Programs will function as normal	Programs will be review on case by case basis, in coordination with employer/supervisor	OJT courses will be suspended
Washburn Tech	<p>Students will follow Washburn Tech's attendance, health & safety guidelines</p> <p>Transportation to and from Washburn Tech will be provided</p>	<p>If Washburn Teach remains open, students will follow Washburn Tech's attendance, health & safety guidelines</p> <p>Transportation to and from Washburn Tech will be provided</p>	<p>If Washburn Teach remains open, students will follow Washburn Tech's attendance, health & safety guidelines</p> <p>Transportation to and from Washburn Tech will be reviewed</p>

OPERATIONS - HEALTH

INTRODUCTION			
Our goal is 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.			
Area of Consideration	ON-SITE	HYBRID	REMOTE
Sick students	Symptomatic students who are waiting to go home will be sent to the empty classroom in the basement of the JH wing of the building (the Isolation Room). Access to this room will be through the outside doors (from the back, or north side of the building). All waiting staff and students will wear face coverings. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Appendix B will be used to determine when students and staff can return to school.		
Sick staff	Sick staff will need to leave the building immediately or wait in the Isolation Room until they can be picked up. Appendix B will be used to determine when students and staff can return to school.		
Travel restriction for students / staff	Per Jefferson County Health Department policy, students or staff who have traveled to any area identified as a “hot spot” will be required to quarantine for 14 days		
Personal Protective Equipment for health staff	Gloves, masks, face shields, gowns will be provided by the Jefferson County Health Department to the nurse on staff		
Normal health room operations (medication administration, first aid, chronic disease management, procedures, etc.)	Students who do not display symptoms of COVID-19 can be seen and treated in the office as usual. Students with medication needs will still be served as usual. Office staff will be trained on COVID-19 and its symptoms.		
Return to school after exclusion	See Appendix B for information on returning to school after exclusion		

<p>Contact tracing <i>The process of identification of persons who may have come into contact with an infected person and subsequent collection of further information about these contacts</i></p>	<p>The Jefferson County Health Department will work with school district personnel to perform the contract tracing necessary for particular individuals. Close contacts of the individual will be notified by Jefferson County Health Department with the assistance of district personnel.</p> <p>To assist with contact tracing should the need occur, assigned seating will be used, attendance will be closely monitored, and accurate records of those entering the building (including who is entering, time of entrance/departure, reason for being there, and the locations they visited).</p>
<p>Hand washing, hygiene etiquette</p>	<p>Appropriate supplies to support healthy hygiene behaviors (i.e. soap, water, hand sanitizer, paper towels, tissues, etc.) will be available to all personnel.</p> <p>Students and staff (including admin assistants, custodial, food service, and maintenance workers) will sanitize hands at least once every hour. Handwashing with soap should be done for at least 20 seconds. Hand sanitizer should be at least 60% alcohol.</p>
<p>Masks / Face coverings</p>	<p>All students and staff will be required to wear masks/ face coverings while on campus. Exceptions to this rule can be found in Appendix A (Governor’s Executive Order 20-59).</p> <p>District staff and students will each be provided four masks for their own use. District staff and students may also choose to wear their own masks/face coverings. For details about appropriate mask usage, please see Appendix A.</p> <p>All visitors that enter the building will be required to wear masks/face coverings.</p>
<p>Symptom screening</p>	<p>Temperature screening on students and staff will be performed using mounted temperature monitors at entrances. Parents are encouraged to self-screen students before coming to school.</p> <p>Per CDC guidelines (5-27-20): “ People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Fever or chills (fever over 100.4 degrees Fahrenheit) Cough Shortness of breath or difficulty breathing Fatigue Muscle or body aches Headache New loss of taste or smell Sore throat Congestion or runny nose Nausea or vomiting Diarrhea”</p> <p>If students or staff exhibit two or more of these symptoms, he or she will be sent home.</p>

<p>High risk students / staff</p>	<p>Staff and students identified as high-risk for illness due to COVID-19 may be asked to learn or teach remotely. Accommodations will be developed to decrease the risk of exposure to COVID-19.</p> <p>For students at high-risk for illness due to COVID-19, Parent-Choice Remote Learning may be the safest option.</p>
<p>Exclusion policy</p>	<p>Guidelines about returning to school can be found in Appendix B.</p>
<p>Confirmed case of COVID-19 on school property</p>	<p>When there is a confirmation that a person infected with COVID-19 was on school property, the district will contact the Jefferson County Health Department immediately. The district will work with the health department to determine the likelihood of exposure to employees and students in the building.</p> <p>JCHD will contact the person confirmed with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved with the confirmed case regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact by JCHD.</p> <p>As soon as the district becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted areas are thoroughly disinfected. If possible, custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.</p>

OPERATIONS - MAINTENANCE

INTRODUCTION

Our goal is to increase the daily cleaning and disinfecting process with priority on high touch surfaces and creating clean and efficient learning environments.

Area of Consideration	ON-SITE	HYBRID	REMOTE
Cleaning frequency	Ongoing cleaning during school day; deep cleaning and disinfecting outside school hours.	Ongoing cleaning during school day; deep cleaning and disinfecting outside school hours.	
Lunch rooms	Ongoing cleaning during school day; deep cleaning and disinfecting outside school hours. Extended lunch periods	Ongoing cleaning during school day; deep cleaning and disinfecting outside school hours. Extended lunch periods	
Cleaning / Training	Custodians trained in proper use of cleaning materials and methods.	Custodians trained in proper use of cleaning materials and methods.	
Cleaning supplies	EPA Hospital grade disinfectant used by the district. All rooms will have access to the appropriate cleaning materials.	EPA Hospital grade disinfectant used by the district. All rooms will have access to the appropriate cleaning materials.	
Employee hours	May need extended or increased staff	May need extended or increased staff	
Heating and air	Increase air circulation	Increase air circulation	
Heating and air filters	Change on regular schedule	Change on regular schedule	Change on regular schedule
Indoor air quality	Use caution opening windows to decrease humidity which may result	Use caution opening windows to decrease humidity which may result	

	in allergy or mold.	in allergy or mold.	
Community facility use	No access	No access	
Protective equipment	PPE will be provided to maintenance staff.	PPE will be provided to maintenance staff.	
Confirmed or Suspected COVID case - Procedure	Custodial staff will be informed immediately. Impacted areas will be disinfected as soon as possible.	Custodial staff will be informed immediately. Impacted areas will be disinfected as soon as possible.	

OPERATIONS - PERSONNEL

INTRODUCTION

Our goal is to consider personnel needs, including substitute teachers, high risk staff, workday, assignments, dress code, evaluations, and orientation. While each is addressed in the different possibilities, a few underlying issues must be considered. We are limited in some of what we can do by state and federal statute, the negotiated agreement, and budgetary considerations.

Area of Consideration	ON-SITE	HYBRID	REMOTE
Substitute Need and Availability	Teachers that are absent would be covered by a substitute teacher based upon availability. This would apply to any aide, secretary, or custodial position.	On-site teachers will be covered by substitute teachers as possible. Teachers working remotely will be able to shift their schedule in the short term. Long term situations will be handled on a case by case basis.	Teachers working remotely will be able to shift their schedule in the short term. Long term situations will be handled on a case by case basis.
Workday Expectations	<p>Staff will fulfill the obligations of their contract.</p> <p>Examine the negotiated agreement for language regarding the workday.</p> <p>Assess in-service and workdays to determine if they can be used flexibly.</p> <p>Prepare for staff absences, including realigning roles and responsibilities.</p> <p>Consider possible adjustments in staff lunches and preparation time due to changes in student schedules.</p> <p>Consider the use of aides to supervise lunch in classrooms and other activities.</p>	<p>Staff will fulfill the obligations of their contract.</p> <p>Determine whether teachers and other staff will work at school, have reduced hours, or will conduct remote instruction from school.</p> <p>Examine the negotiated agreement for language regarding the workday.</p> <p>Assess in-service and workdays to determine if they can be used flexibly.</p> <p>Prepare for staff absences, including realigning roles and responsibilities.</p> <p>Consider possible adjustments in staff lunches and preparation time</p>	<p>Staff will fulfill the obligations of their contract.</p> <p>Examine the negotiated agreement for language regarding the workday.</p> <p>Clearly define workday expectations including instruction, planning, meetings, and office hours.</p> <p>Recognize the need for flexibility in scheduling based on personal responsibilities and balancing that with contractual obligation.</p>

	<p>Assess the financial impact for staff that may be needed to perform additional work.</p>	<p>due to changes in student schedules.</p> <p>Consider the use of aides to supervise lunch in classrooms and other activities.</p> <p>Assess the financial impact for staff that may be needed to perform additional work.</p>	
<p>Staff Evaluations</p>	<p>Evaluation guidelines will be followed as normal per the negotiated agreement.</p> <p>Work cooperatively with staff in conducting evaluations.</p> <p>Take into consideration if all requirements for observations and steps in the evaluation process can be met if a staff member is absent for an extended timeframe.</p>	<p>Evaluation guidelines will be followed as normal per the negotiated agreement.</p> <p>Work cooperatively with staff in conducting evaluations.</p> <p>Take into consideration if all requirements for observations and steps in the evaluation process can be met if a staff member is absent for an extended timeframe.</p> <p>Determine when observations will occur, in person or online.</p> <p>Identify strategies for conducting observation conferences.</p> <p>Establish guidelines for conducting online observations.</p>	<p>Evaluation guidelines will be followed as normal per the negotiated agreement.</p> <p>Work cooperatively with staff in conducting evaluations.</p> <p>Take into consideration if all requirements for observations and steps in the evaluation process can be met if a staff member is absent for an extended timeframe.</p> <p>Determine when observations will occur, in person or online.</p> <p>Identify strategies for conducting observation conferences.</p> <p>Establish guidelines for conducting online observations.</p> <p>Recognize that staff struggling with technology may have it impact their observations.</p>
<p>Onboarding new employees</p>	<p>New staff have two additional days of training.</p> <p>Training should include traditional topics as well as health and safety guidelines.</p>	<p>New staff have two additional days of training.</p> <p>Training should include traditional topics as well as health and safety guidelines.</p>	<p>New staff have two additional days of training.</p> <p>Training should include traditional topics as well as health and safety guidelines.</p>

	Mentors will be assigned to help new staff prepare for potential remote teaching.	Mentors will be assigned to help new staff prepare for potential remote teaching.	Mentors will be assigned to help new staff prepare for potential remote teaching.
Changes in placement for staff due to potential issues surrounding or caused by COVID-19	<p>Staff will operate under normal expectations</p> <p>Prepare contingency plans for staff testing positive. Develop strong contact with the local health department.</p> <p>Demands of cleaning and sanitizing will fall on all employees during the day.</p> <p>Consider the possible need for more staff including custodians, food service, and teachers.</p>	<p>Determine the possible need for combining classes, which may lead to a need for increased pay.</p> <p>Prepare contingency plans for staff testing positive. Develop strong contact with the local health department.</p> <p>Demands of cleaning and sanitizing will fall on all employees during the day.</p> <p>Consider the possible need for more staff including custodians, food service, and teachers.</p>	<p>Review contract to determine specifics of a workday.</p> <p>Determine whether teachers will be required to work in the building while students are at home.</p>
Staff identified as “High Risk”	<p>Determine whether those in a ‘high risk’ category will report to an on site position.</p> <p>Consider how positions can be filled for those that don’t report.</p> <p>Consider legal expectations and considerations when dealing with individual cases of staff deemed high risk.</p>	<p>Determine whether those in a ‘high risk’ category will report to an on site position.</p> <p>Consider how positions can be filled for those that don’t report.</p> <p>Consider legal expectations and considerations when dealing with individual cases of staff deemed high risk.</p> <p>Determine if someone considered ‘high risk’ can perform duties from a remote location.</p>	<p>Consider legal expectations and considerations when dealing with individual cases of staff deemed high risk.</p> <p>Determine if someone considered ‘high risk’ can perform duties from a remote location.</p>
Dress code	School appropriate attire with consideration of PPE items.	School appropriate attire with consideration of PPE items. Staff working remotely would still have an expectation of appropriate dress.	Staff working remotely would still have an expectation of appropriate dress.

OPERATIONS - TRANSPORTATION

INTRODUCTION

Our goal is to transport students to and from school and other activities in a safe and efficient manner.

Area of Consideration	ON-SITE	HYBRID	REMOTE
Employee on the bus	All employees will be required to wear masks while on the bus. This includes drivers, paras and any adult riding on the bus	All employees will be required to wear masks while on the bus. This includes drivers, paras and any adult riding on the bus	
Students on the bus and bus stops	Students will be required to wear masks on the bus. Students of the same family may share a seat, otherwise students will be placed one to a seat. Students will load back to front and unload front to back	Students will be required to wear masks on the bus. Students of the same family may share a seat, otherwise students will be placed one to a seat. Students will load back to front and unload front to back	
District vehicles	Any employee or student using or riding in a district vehicle, is required to wear a mask.	Any employee or student using or riding in a district vehicle, is required to wear a mask.	
Disinfecting / cleaning buses after each route	Busses will be disinfected after each use. Wipes will be provided for spot cleaning as needed	Busses will be disinfected after each use. Wipes will be provided for spot cleaning as needed	

OPERATIONS - FOOD SERVICE

INTRODUCTION

Our goal is to offer quality meals to all students, classify with a high degree of accuracy all students qualified for Free, Reduced, or Paid benefits, and provide meal services to students that can be supported by reimbursement funds from the USDA and KSDE.

Area of Consideration	ON-SITE	HYBRID	REMOTE
Determine meals to be offered	Meals will be available to students	Meals will be available to students/Grab and go meal services	Grab and go meal services
Serving locations	Meals, in boxes, will be served in the MPR and other locations as determined by food service director and building principal	Meals, in boxes, will be served in the MPR and other locations as determined by food service director and building principal	Grab and go meals will be available for pick up at school and other locations as determined by the food service director and superintendent
Eating locations	<p>JH/HS meals will be consumed in the appropriate gyms for breakfast and lunches will be consumed in classrooms or outside locations determined by building principal and teachers.</p> <p>Elementary breakfast will be served and consumed in the MPR and lunch will be consumed in the classrooms</p>	<p>JH/HS will not be on campus. Grab and go meals will be available at the school or other locations determined by the food service director and superintendent</p> <p>Elementary breakfast will be served and consumed in the MPR and lunch will be consumed in the classrooms</p>	

ACKNOWLEDGEMENTS

The administration of USD 341 would like to thank the following individuals for serving on the District Leadership Team and who have dedicated their time and efforts this summer. Thank you for your hard work and dedication!

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Stephanie Brake

Dr. Lisa Braun

Patrick Foster

Myla Heston

Mary Holm

Brad Jones

Andy Meyer

Sara Miller

Stacia Pfau

Edna Wells

Mr. Jon Pfau - Superintendent of Schools

APPENDIX A

From Kansas Executive Order 20-59:

- “1. K-12 public and private schools shall require all students, faculty, staff, vendors and other visitors to public or private K-12 school attendance centers to cover their mouth and nose with a mask or other face covering at all times except as described below:**
- a. While eating;**
 - b. 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;**
 - c. While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering;**
 - d. 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;**
 - e. 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;**
 - f. 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;**
 - g. 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**
 - h. Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law.”**

Guide to School Exclusion When COVID-19 Disease is Suspected or Confirmed

