

# Valley Falls USD #338



## 2021-22 COVID Mitigation PRIDE Plan

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# Introduction

USD 338 in partnership with the Jefferson County Health Department and Emergency Management, has developed a plan to support our buildings and the community for reopening schools. USD 338's COVID Mitigation Plan provides a tiered approach with clear, actionable steps that are advisable before students and employees Return-to-School buildings. This plan will be applicable throughout the 2021-2022 school year.

This approach is built upon guidance and recommendations of local and state health officials; is aligned to the guidelines that have been provided by our state and federal leaders; and it is designed to prioritize the health and safety of students and staff as we deliver instruction for the 2021-2022 school year.




USD 338's COVID Mitigation Plan focuses heavily on the health and physical requirements necessary for mitigating COVID. USD 338 will continue to provide support to staff and students as we navigate the academic, social, and emotional effects of the COVID-19 pandemic..

USD 338's COVID Mitigation Plan provides the expectations and best practices to ensure a safe and successful 2021-2022 school year and minimize the spread of COVID-19 within the academic school day. USD 338 staff are expected to follow these expectations based on current information. However, USD 338 Administration and Board of Education retain the right to be flexible as state and local guidelines change or the situation dictates special circumstances. Updates to this plan will follow the updates and guidance from our local health department and KSDE.

**Notice: The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended. USD 338 Valley Falls Schools will follow state and local standards of conduct and have put in place reasonable preventative measures to reduce the spread of COVID-19 in the attendance centers and in USD 338 sponsored activities (including but not limited to summer conditioning, Summer Dragon SPARKS, and camps). However, even though such standards will be followed and reasonable measures put into place, USD 338 cannot guarantee that you or your child(ren) will not become infected with COVID-19.**

**The district will be asking that staff and students disinfect their hands as they enter the building. During the hours of 6:00 AM to 4:00 PM, traffic other than those required to be in the building will be kept to a minimum. We will be recommending at this time (start of school) that if a student or staff member has not been vaccinated that they wear a mask.**

## Definitions

<b>Face Coverings</b> 	<p>Face coverings differ based on the level of community spread and can be found throughout this document. Information will be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p><a href="#">CDC Guidance</a></p>	<b>Hand Sanitizer</b> 	<p>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.</p> <p><a href="#">CDC Guidance</a></p>	<b>Clean/ Disinfect</b> 	<p>Ensure safe and correct application of disinfectants and keep out of reach of children.</p> <p><a href="#">CDC Guidance</a></p>
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# Decision Framework

## Health Parameters Defined

No/Low Spread	Moderate/Substantial Spread
Building and/or community has a few positive confirmed or no confirmed cases. Spread is contained.	High level of school or community transmission. Outbreaks or rapid increases in positive confirmed cases in the building or county.





\*Health parameters will be applied for the building with the most risk for the district as a whole.

## School Parameters

No/Low Spread	Moderate/Substantial Spread
<ul style="list-style-type: none"> <li>• Maintain communication with local health officer to monitor building and/or community spread</li> <li>• Implement social distancing strategies</li> <li>• Minimize the mix of students</li> <li>• Minimize the number of outside visitors during the hours of 6 AM to 4 PM.</li> <li>• Implement building <a href="#">entrance protocols</a> (daily symptom screening)</li> </ul>	<ul style="list-style-type: none"> <li>• Increased communication with local health officer to monitor building and/or community spread</li> <li>• Further minimize the mix of students (social distance during lunch time, some parts of the building may be closed, etc...)</li> <li>• No outside visitors during the hours of 6 AM to 4 PM.</li> <li>• Limit the number of student per classroom or area</li> <li>• Alter schedules to reduce mixing of the students at the HS and MS</li> </ul>

<ul style="list-style-type: none"> <li>• Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>• Train teachers and staff in preventive and safety measures</li> <li>• Teach and reinforce healthy hygiene</li> <li>• Implement a preventive disinfection plan</li> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread</li> <li>• Follow protocols for students/staff who feel ill/experience symptoms when they come to school (see <a href="#">When a Child or Staff Become Ill at School</a>)</li> <li>• Consider ways to accommodate the needs of children, teachers/staff, and families at higher risk for severe illness (see <a href="#">Protecting Vulnerable Populations</a> for considerations)</li> <li>• Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>• Mask will be <u>recommended</u> at this time (start of school) for those students or staff members that have not been vaccinated</li> </ul>	<ul style="list-style-type: none"> <li>• Continue <a href="#">building entrance</a> protocols (daily symptom screening)</li> <li>• Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>• Review training for teachers and staff in preventive and safety measures</li> <li>• Continue teaching and reinforcing healthy hygiene</li> <li>• Intensify the disinfection of the building, isolate areas contaminated and deeply disinfect those areas</li> <li>• Increase the number of times students wash or disinfect their hands during the day</li> <li>• Follow protocols for students/staff who feel ill/experience symptoms when they come to school (see <a href="#">When a Child or Staff Become Ill at School</a>)</li> <li>• Recommend virtual or hybrid accommodations for children, teachers/staff, and families at higher risk for severe illness (see <a href="#">Protecting Vulnerable Populations</a> for considerations)</li> <li>• Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>• Review of any adjustments needing to be made for school activities</li> <li>• Will review State, county, health department, or CDC suggestions for wearing of masks</li> <li>• Buildings could close for a 24 hour period to investigate potential infection that may result in a cluster outbreak.</li> <li>• Follow local and state guidelines</li> </ul>
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## Decision Tree

<b>Level of Community Spread</b> (as determined by state and local health officials)	<b>No/Low Spread</b>	<b>Moderate / Substantial Spread</b> 		
<b>Instructional Model</b> (as determined by USD 338 administration)	<b>Traditional</b>	<b>Traditional</b> 	<b>Learning Remotely</b> 	<b>Virtual</b> 
<b>Response</b> (as determined by USD 338 in partnership with local health officer)	<b>School Building Open</b> (Implement preventative practices and additional proactive protocols to mitigate.)	<b>School building open.</b> (Implement more intensive mitigation strategies.)	<b>School building open. Students in quarantine will remote in during class time.</b> (Implement more intensive mitigation strategies.)	<b>School building open. Virtual for a Few with district approval from administration.</b>

USD 338 mitigation plan provides guidance and expectations for leadership to implement plans based on the flexible framework to address challenges that may develop throughout the 2021-2022 school year. Instead of a “one-size-fits-all” approach, the Decision Tree provides a menu of instructional models and responses school leaders can adopt to ensure the continued success and safety of students and staff members.

# Operations Best Practices



## Entering the Building

### Screening for Symptoms:

- Parents will be asked to screen their students for the following symptoms before sending them to school. Screening should include a temperature check. A person exhibiting a temperature of 100.4 or above or experiencing any two of the following symptoms, should be kept home.
  - Fever (According to American Academy of Pediatrics, a fever is 100.4 or greater)
  - Chills
  - Rigors
  - Muscles or body aches
  - Fatigue
  - Headache
  - Sore throat
  - Lower respiratory illness (cough, shortness of breath or difficulty breathing)
  - New loss of taste or smell
  - Diarrhea
  - Nausea and vomiting

See also [\*When a Child or Staff Become Ill At School\*](#)

- Screening will occur at points of entry and individuals exhibiting two or more symptoms above will be referred to the office.
- Masks are highly recommended at this time (start of school) for students or staff members that have not been vaccinated. USD #338 will have masks available for each student and staff member that wishes to wear them. Personally supplied masks may be worn if preferred.
- Hand sanitizer will be provided at the door for use.
- All HS students will enter the West Vestibule entrance following the previous protocols.
- K-5 students will enter the southeast door of the east gym.
- 6-8 students and elementary staff will enter the main elementary entrance.
- PreK will either come in the district office door or the door to their classroom for the upstairs classroom.





## Transportation

We will not be able to provide social distancing on the buses but we will take as many precautions as possible including the following measures:

- Bus drivers will wear a mask unless safety due to wearing glasses becomes an issue and then they will be in a shield.
- Drivers will do a self screening each morning prior to each route.
- Students and drivers hands will be sanitized upon entering the bus.
- The bus will be sanitized between each route.
- In moderate or substantial spread, assigned seats will be utilized with students from the same family given priority in the same seat. The same students will sit together unless a challenge arises with this arrangement.
- In moderate or substantial spread , students will fill the bus from back to front as they load. They will unload front to back.
- Students will be restricted to the bus that is on his/her home route. Exceptions to this rule would include consistent afternoon drop offs such as a daycare provider.
- If the bus is not full, students will be spaced when possible.
- If weather allows, the bus windows will be cracked to provide outside air to circulate within the bus.
- Drivers will be taking attendance each route to provide information for contact tracing.
- Protocols will be in place to minimize the congregation of children.
- Students will be required to wear a mask due to the inability to social distance.



## Facilities

### General Information

- As of August 11, the fitness center will be closed from 5:00 AM to 4:00 PM. At this time we are recommending that those who are not vaccinated wear masks.
- In moderate or substantial spread, building use by outside groups after school hours may be temporarily suspended to minimize additional traffic and footprint in areas used for school.
- In moderate/substantial spread, students traveling between buildings will be limited.
- Visitors- we will continue to limit visitors in the building to only people who are there to work (substitutes, repair workers, delivery personnel, and consistent adult volunteers) during the hours of 6:00 AM to 4:00 PM.
- Parents are not to enter the building when dropping-off or picking- up students. The building secretary will send the student out to the parent.
- If a parent/guardian needs to bring something to school for a student, an area will be designated for a drop. Contact the building office for specific information. The adult will be asked not to enter the building.
- Parents needing to drop off medication will need to make an appointment with the school nurse and/or the building secretary for drop-off..
- Meetings such as IEPs will be conducted in one of three possible areas:
  - During school hours in room # 101 in the lower level of the high school with non-staff members entering the north handicap entrance of the high school following all established protocols.
  - Possible Zoom IEP meetings with parents/guardians participating via zoom.
  - Conducted after hours when possible in a classroom.



## Health

- All staff will be expected to assess his/her own health before entering the building.
- Each staff member will be provided with face masks on a daily basis. They will also be provided a face shield if they so choose.
- Each student will be provided face masks on a daily basis. Teachers will be provided disposable youth masks in case a student may need them.
- Each child will be provided a 3.5 oz bottle of sanitizer to be kept at his/her desk PreK - 5. The students 6-12 will also be provided a bottle to either be kept on their person or in their locker if they so choose.
- Wipes will be available in each room and utilized by students for disinfecting at his/her desk throughout the day.
- Students will be expected to wash their hands or sanitize once per hour in moderate or substantial spread.
- All students PreK-12 will be provided a water bottle to be kept at school. School water fountains will only be used to fill water bottles.
- Ongoing cleaning and sanitation will occur during school day with an emphasis on high traffic and high touch zones; deep cleaning/disinfecting will occur outside school hours. Only EPA approved disinfectant will be used.



## Transitions

- Students will be encouraged to face forward during transitions to prevent face-to-face interaction.
- Utilization of outside space will be used as much as possible to transition.
- In moderate/substantial spread, restroom breaks will be scheduled during instruction time or classroom breaks to reduce the number of interactions in the hallway or in the bathroom.
- In moderate/substantial spread, one way flows will be established in and out of common areas.
- To reduce the number of interactions with door handles, doors will be kept open when possible. If not possible, handles will be cleaned and sanitized daily.
- In moderate/substantial spread, students and staff will minimize travel between buildings and locations.
- In moderate/substantial spread, the district will work to stagger lockers/cubbies to support social distancing.
  - **PreK-5**

- In moderate/substantial spread, teachers will stagger students as they hang up and get their belongings.
- **6-8**
  - In moderate/substantial spread, there will be a rotation schedule for locker access limiting numbers in the hallway at one time.
  - In moderate to substantial spread, there may be specified directions of travel in certain areas.
  - Students will be encouraged to go directly to class and not congregate at lockers.
  - Students, faculty, staff, vendors and other visitors are highly recommended to wear a face mask or other face covering while in the hallways if not vaccinated.
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- **9-12**
  - In moderate/substantial spread, there may be specified directions of travel in common areas.
  - Students, faculty, staff, vendors and other visitors are highly recommended to wear a face mask or other face covering while in the hallways if not vaccinated.
  - Students will be encouraged to go directly to class and not congregate at lockers.



## Common Spaces

### Hallways:

- In moderate or substantial spread, traffic will be directional to help with spacing and personal contact.
- In moderate or substantial spread, lockers will be used on a limited basis.
- Schedules will be implemented to limit student traffic.
- In moderate or substantial spread, high touch areas will be disinfected frequently.
- In substantial spread, students, faculty, staff, vendors and other visitors shall cover their mouth and nose with a mask or other face covering while in the hallways.

Office:

- One person other than those who work in the HS and district office at a time. Others should wait outside the office door.
- Two persons other than those who work in the Elementary office at a time. Others should wait outside the office door.

Library:

- In moderate/substantial spread, students must social distance at all times within the library.
- In moderate/substantial spread, books will be deposited in a specific location and disinfected before another student will be allowed to check out the book.

Cafeteria: [\*\(See Serving Meals\)\*](#)

Bathrooms:

- Sign in and sign out from the classroom.
- In moderate or substantial spread, PK will use classroom bathrooms sanitizing frequently.

Playgrounds:

- Social distancing and not touching each other will be encouraged. In moderate/substantial spread teachers could possibly assign portions of the playground to different groups of students. This could then be rotated at the next recess. Example: Divide kids into two/three groups based on the number of areas the playground is divided into. Then the groups would rotate each recess but student groups would remain consistent.
- When recess is concluded, students will use hand sanitizer or wash hands.

Teacher Resource Rooms:

- Staff will be expected to practice social distancing at all times.
- Staff will sanitize when entering.

Parking lots:

- In moderate/substantial spread, parents and students will be discouraged from congregating in the parking lot areas.
- Students will be asked to only use the west parking lot.



## Classrooms

- Extra furniture will be removed from classrooms to increase the space available to provide distance between students.
- All students, faculty, staff, vendors and other visitors are **highly recommended** to wear face masks while in the building.
- The district will ensure that all students have access to required hardware, software, and connectivity.
- Individual materials/supply bags or kits may be provided.
- In moderate/substantial spread, handwashing or use of hand sanitizer every hour. (soap and water is the preferred method)
- Student desks will be sanitized at a minimum twice daily at the PK-5 level.
- In moderate/substantial spread, student desks at the middle school and high school will be disinfected at the end of each class period.
- Supplies, including instruments, art supplies, and tools, will be sanitized daily by the student.
- In moderate/substantial spread, students should not share supplies, including instruments, art supplies, and tools.
- In moderate/substantial spread, physical interaction through partner or group work will be limited.

### ATTENDANCE:

Teachers will establish routines and procedures to check, monitor and assist students who are in quarantine.

- Teachers and administration will monitor attendance daily.
- Students will be required to engage online via Zoom with instruction if they are in quarantine.



## Serving Meals

- All students and staff will either wash their hands or disinfect their hands before and after being in any lunchroom setting.
- Tables will be disinfected between each group of students or after an individual eats at his/her desks.
- Entrance and exit flow paths will be utilized and staggered for minimal mixing of students.
- In moderate or substantial spread, additional eating areas may be provided.
- Grab and go breakfast will be provided in the high school. The sixth grade will also be grab and go because they start their day in the HS area. When in moderate or substantial spread will all be grab and go.
- In moderate or substantial spread, disposable plates and utensils will be used if the student is eating outside the lunchroom.
- In moderate or substantial spread, staff will wear masks when serving or supervising.
- **No outside food** is to be brought into the building for lunch during school hours other than his/her school lunch brought by the individual student when arriving at school that day.
- Snacks provided for students must be pre-packaged. The district will have a list of options for parents to purchase in-house snacks for class birthdays or holiday celebrations; grades PK-5



## Extra Curricular

- **Practice starts Aug 16th for fall sports.**
- Post signage regarding COVID-19 prevention and safety.
- Table workers for football and volleyball need to practice social distancing and could possibly be required to wear a mask if in moderate or substantial spread.
  - Multiple tables will be used for volleyball workers.
  - Limit football workers in the pressbox. Masks will be highly recommended.
  - Extra precautions will be put in place for money exchange tables.
- It is an expectation that any positive tests are communicated with the superintendent of the home and visiting team while adhering to all HIPAA regulations.

- Athletic calendars will be adjusted as needed.
- Coaches and players will be expected to follow strict hygiene protocols.
- See [Transportation Guidelines](#) for activity bussing.
- Use of hand sanitizer before, during, and after practices
- During practice coaches will attempt to do as much individual or small group instruction.
- Face coverings are highly recommended. If moderate or substantial spread occurs, masks may become required.
- Coaches and players will be using an alternative for post game handshakes (non-contact).
- Stagger locker room schedules to avoid overcrowding with MS and HS students and athletes.
- Space out lockers as much as possible to maintain social distancing.



# Teaching and Learning



## Protecting Vulnerable Populations

- Implement standard operating procedures while taking preventative measures such as:
  - Establish a point-of-contact with the local health department
  - Identify local COVID-19 testing sites
  - Provide hand sanitizer for students and staff
  - Provide PPE to vulnerable students and staff as appropriate
  - Establish a process for regular check-ins with vulnerable students and staff
  - Allow an early transition for vulnerable students to go to classes
  - In moderate/substantial spread, limit large group gatherings/interactions for vulnerable students and staff
- Provide virtual learning opportunities for vulnerable student populations in consultation with parents and public health officials
- Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations
- Adhere to FERPA and HIPPA requirement
- Adhere to state and federal employment law and extended leave allowances

## When a Child or Staff Become Ill At School

- Due to HIPPA and FERPA regulations, USD #338 is not allowed to notify parents/guardians of the adult or child's name that was related to a "possible exposure" or if a student, classmate, or staff member is being tested.
- USD #338 will work closely with the local health department to inform those who have had close contact with a person diagnosed with COVID-19. Due to HIPPA the name of the infected person can not be shared.
- USD #338 has identified isolation area(s) to separate anyone who exhibits COVID-like symptoms until they can be picked up.
- School nurses and other health care providers should use [\*Standard and Transmission-Based Precautions\*](#) when caring for sick people. See [\*What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID19 Infection.\*](#)
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use them before cleaning and disinfection if possible.
- Advise sick staff members and children not to return until they have met local health department criteria to discontinue home isolation.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow local health department guidance if symptoms develop. If a person does not have symptoms, follow appropriate local health department guidance for home quarantine.

### CDC Guidance

- [Symptoms of Coronavirus](#)
- [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#)
- [Standard Precautions](#)
- [Transmission-based Precautions](#)

## **Appendix A - Quarantine Guidelines as of August 1, 2021**

1. KDHE Quarantine Guidelines: [Click Here](#)
2. If staff or a student is fully vaccinated (2 weeks past their 2<sup>nd</sup> dose) and they have an exposure, they do not have to quarantine unless they have symptoms.
3. If a non-vaccinated student is exposed to a case who has an identified variant- the quarantine time is not any different than if it was the original viral strain.
4. [Jefferson County Health Department Current COVID counts](#)