

CLARENDON SCHOOL DISTRICT



**Continuity of Services
2021-2022
Revised March 18, 2022**

Clarendon School District has successfully remained open to in-person instruction as much as possible since the start of the COVID-19 pandemic. Our district Ready for Learning committee has used stakeholder input, current CDC guidelines, Arkansas Department of Education guidance, and the Arkansas Department of Health recommendations to develop a plan to maintain continuity of quality education throughout the pandemic. Your responses to future surveys and communication with the district are critical as we continue to revise our plan to meet the needs of students, staff, parents, and our community.

As we continue to receive new guidance and direction from the Arkansas Department of Health (ADH) and Division of Elementary and Secondary Education (DESE), we will update our plan and do our best to provide clear, concise information to assist our parents, staff, and community.

CDC and State Guidelines that are in place will be followed. At the current time, the following measures are planned.

- Heightened emphasis on cleaning/sanitizing - The Clarendon School District purchased special equipment to “fog” classrooms and busses; approved cleaning supplies; increased focus on high touch areas; and cleaning between groups of students
- Physical Accommodations - social distancing as practical, facial coverings for students are required, signage reminders for good hygiene, no sharing of school supplies, classroom modifications
- Limited building access - all visitors screened, limited to essential personnel
- Sickness - If a student is sick, the school nurse will screen the child and check the temperature. If the temp is above the ADH guidance, the student will be sent home and will need to be fever free 48 hours without medication before returning to school. When the child returns to school, he/she will check in with the school nurse who has the discretion to return the student to the classroom.
- Individuals who test positive for COVID-19 - ADH guidance will be followed

Clarendon School District Ready for Learning Plan of Actions and Assurances

1. We will ensure the continuity of teaching and learning by providing a guaranteed and viable curriculum that includes blended learning (K-12) and diagnostic assessments (K-11).
2. We will utilize a Learning Management System.
3. We will continue to provide teacher training on using the LMS.
4. We will continue to provide teacher training for blended learning (delivery of instruction).
5. We will provide support for parents and students.
6. We will provide a written communication plan for interacting with parents, students, and the community

Action #1

We will ensure the continuity of teaching and learning by providing a guaranteed and viable curriculum that includes blended learning (K-12) and diagnostic assessments (K-12).

Guaranteed and Viable Curriculum

A guaranteed and viable curriculum will be implemented by the Clarendon School District instructional model. The instruction model will be available K-12 in two formats: Blended On-Site Instruction and virtually through the [Arkansas River Education Service Cooperative \(CES\)](#) and Lion Virtual Learning Academy (CHS).

The **diagnostic assessment** to be used to identify students' strengths and weaknesses and develop individual instructional plans for addressing unfinished learning and shape decisions to be made for new learning will be Renaissance STAR in grades K-6, and NWEA MAP in grades 7-12.

Additional local common formative assessments and reading screeners that align with the Science of Reading will be used in this process of determining unfinished learning.

Blended and Virtual Learning Plans

Clarendon Schools recognizes that blended learning now replaces what we once considered “traditional” learning. Clarendon School District will continue traditional in-person classes with the flexibility to transition to online learning, if necessary. Students will attend their assigned school with safety precautions in place and will participate in a typical school day. Clarendon School District works closely with government and health officials to monitor the CDC guidance and state education agency guidelines for schools.

Clarendon School District will offer families a choice between **Traditional/Blended Learning** (on-site, in classroom) or **Virtual Learning** (off-site, online, at home).

Traditional/Blended Learning

The traditional learning environment will incorporate a blended learning model across all schools to facilitate any necessary transitions. **Blended Learning** will consist of on-site instruction that is a combination of face-to-face instruction in a classroom and interaction with teachers, content, assignments, and assessments in a digital platform.

Blended Learning Platforms and Content

| School | Blended Learning Platform | Content Provider |
|-----------------------|-----------------------------|--|
| Clarendon Elementary | Google Classroom (K-6) | Clarendon School District Instructional Units based on Essential Standards from Arkansas State Standards for each subject. |
| Clarendon High School | Canvas and Google Classroom | Clarendon School District Instructional Units based on Essential Standards from Arkansas State Standards for each subject. |

Attendance

DESE has amended the definition of an “absence” to reflect remote, off site, and virtual learning. This definition replaces the previous definition set forth in COM-18-093 for state reporting purposes. [COM-18-093 - State Reported Absence](#)

A student is absent if the student is not:

1. present for onsite instruction provided by the district,
2. participating in a planned district-approved activity, or
3. engaged in scheduled instruction at an off-site location, including remote learning.

All school districts have the ability to define the attendance absence codes that are appropriate for the district's needs. Use of the attendance codes should be in accordance with Ark. Code Ann. §§ 6-18-201 et seq. and 6-20-2303. The attendance absence codes are set up in eSchool and should be modified as applicable and allowable.

Based on the above definition, a district will need to review the attendance view setups in the district's eSchool database for each building to ensure that all of the appropriate absence codes are included in the views. All attendance codes, such as excused, unexcused, or any other code meeting the definition of "state reported absence" should be included in the attendance views to ensure accurate reporting to the state in cycles 3, 5, 6 and 7.

For information on chronic absenteeism, please check the resources available at http://www.arkansased.gov/divisions/learning-services/attendance_

Lion Academy - Virtual Learning

If students and parents prefer a **virtual learning option**, the school district will offer all learning experiences and services online for students who have applied and been accepted into Lion Academy. **Virtual learning** will be offered through the Lion Virtual Learning Academy. This delivery model provides flexibility and alleviates any health concerns related to school attendance. Parents will be asked to sign up for the virtual education program and commit to a minimum of six weeks. A digital application for the Digital Academy will be posted on our district and school websites. **The deadline for selecting virtual learning prior to the start of the school year is July 30.** For grades K-6, contact the Elementary Office and for grades 7-12 contact the High School Office. Students who study virtually and decide to return to traditional on-site school instruction will be allowed to transition back into onsite learning.

If students choose to do full-time virtual, will they be able to participate in extracurricular activities?

Yes, students will be able to be involved in on-campus or extracurricular activities.

Is there a cost associated with virtual learning?

No. There is no cost associated with virtual learning. Clarendon School District will provide each student with a device such as a Chromebook, online resources, a licensed teacher, and resources aligned to the Arkansas Academic Standards. Families who opt for virtual learning should plan to have Wi-Fi available.

What about technology needs?

Devices may be available for students to check out from Clarendon School District. Families will need Wi-Fi access that allows for multiple users.

What about Wi-Fi access?

Families may use any of the external CSD building access points. They may use the City of Clarendon and Holly Grove Wifi access points. Families may also contact service providers to subscribe to discounted rates for home connectivity. Hot spots are available for check out if you

do not have Wi-Fi access at home. Contact the school's Library Media Specialist for more information.

Will grading remain the same?

Student work shall be graded according to CSD [board policy](#). Grade-level standards shall be taught and assessed by the student's teacher. The grading policy will be followed for each learning environment.

Assessments - At School Administration

Though students will receive instruction off-site, all students that are enrolled in the online learning option will need to come to school for specific diagnostic and state-mandated assessments. If options for at-home administration are made available for these assessments, the district may be able to modify this requirement. Each building will develop a schedule to meet the safety and health needs of online students and parents. The assessments that will require on-site administration will include:

- STAR grades K-6 (Fall, Winter, and Spring)
- Dyslexia Screeners grades K-2 (Fall, Winter)
- ASVAB 11th grade (Fall)
- NWEA Map grades 7-12 (Fall, Winter, and Spring)
- ACT Aspire grades 3-10 (Spring)
- PSAT 10th grade (Fall)
- ACT 11th grade (Spring)

Action #2

We will utilize a **Learning Management System**.

Learning Management System (LMS)

Clarendon School District will utilize the following LMS:

Google Classroom (K-6)

Canvas or Google Classroom (7-12)

All classrooms (7-12) will use either Canvas or Google Classroom as their LMS.

Grades 7-12 have been using Canvas for the past 3 years. Now all grades will offer blended learning environments.

Action #3

We will continue ongoing **teacher training** over the summer and during inservice for how to use the selected **Learning Management Systems**.

Resources

Lion LMS and Blended Learning Conference
Blended Learning Micro-Credential
ADE Summit
Edutopia Blended Learning Series

Arkansas Digital Sandbox
Team Digital

Action #4

We will continue teacher training for blended learning (delivery of instruction).

Teacher Training on Blended Learning

Clarendon High School of Innovation will continue using Google Classroom and Canvas as its LMS

Action #5

We will provide support for parents and students.

Technology Support for Parents and Students

Each student will be provided the following daily for blended and virtual learning:

- Chromebook and charger (K-12)
- **Families have daily access to a chromebook and printer in the Parent Center at each building.**

Families who do not have adequate internet access to support virtual learning during times of closure will have access to the following:

- District Wi-Fi accessible in any school parking lot and the Holly Grove Public Library for free (A list of free access locations in Clarendon and Holly Grove will be provided as a resource to parents.)
- Hot spots will be available for students who are designated as homeless and for families in extreme situations of hardship. Families can contact their school counselor and or digital media specialist to inquire about checking one out.
- Digital curriculum and Chromebooks will be provided for ALL grade levels. The curriculum will be available through the internet. Faculty and staff will support students digitally through Zoom, Google Meet, phone calls, and e-mails.

Academic Support for Families and Students

Teachers will be available to families to provide academic support whether we are on or off-site. This includes teachers in Lion Academy. Families and students will be able to communicate with teachers through the following:

1. Email
2. Phone call
3. Zoom/Google Meet conference
4. Zoom/Meet office hours
5. Message through learning platform
6. Message through Remind 101, Class Dojo, or Talking Points
7. In person conference by appointment with health and safety guidelines in place

Special Services

Special Populations will be continually supported through implementation of their collaboratively developed individual plans. The resource room teachers will assist with the modifications to the general curriculum, they will maintain contact with students and parents, and they will facilitate learning for students with special needs according to their IEP. Zoom meetings will be scheduled individually with families and include a translator for non-English speaking parents to provide support as needed.

Students receiving special services will continue to receive those services in the Clarendon Remote learning environment. Speech, occupational therapy, and physical therapy services will be conducted on campus (adhering to guidelines) and remotely when - and if - virtual learning is chosen or required contingent upon IEP team approval.

Action #6

We will provide a **written communication plan** for interacting with parents, students, and the community.

Communication Plan: Clarendon School District

Clarendon School District will utilize the following means to communicate with families: Email, text, phone messages, Facebook, Twitter, our website, and through local news outlets.

Action #7:

Safety Protocols

Transportation, Cafeteria, Facilities, Face Coverings, Hand Sanitizing Stations,

Transportation

- The district will provide bus transportation as was provided the previous school year. We are planning no changes to bus schedules or bus stops.
- Based on current ADH guidance, all students **will be required** to wear face coverings when riding the bus*. The district will train staff to disinfect each bus after each trip based on current CDC and ADH guidance.
- Parents will be **expected** to screen their children prior to the children getting on the bus. Please **do not** send a child who is not feeling well and running a fever to school. We are asking parents to use the current ADH Guidance to screen each student prior to sending the student to board the bus. Please do not send your student to board the bus if he or she can answer yes to any of the following questions: 1) Do you have an unexplained cough? 2) Do you have difficulty breathing? 3) Do you have a sore throat? 4) Do you have a loss of taste or smell? 5) Have you been in close contact with an infected person (COVID-19) within the previous 14 days? 6) Do you have a temperature of 100.4 or higher?
- If your student is not coming to school due to quarantine or answering yes to any of the above six questions, please notify the school immediately. Your student will then be able to join class remotely through our online learning platform.
- Bus drivers will wear a mask at all times while driving the bus.
- Students should utilize district-provided hand sanitizer at the service door of each bus in the morning and before they enter the bus each afternoon.
- Students will be assigned seats and must ride the assigned bus.

- Students should maintain a distance of three feet apart while waiting on the bus to arrive.
- Social distancing may not be practical and may not be expected on a school bus. The bus driver may arrange seating to enhance social distancing when possible.
- Busses will be sanitized after each route using a fogging machine.

Parents are always welcome to drop students off at our designated car rider locations.

*Until the Clarendon School Board of Education votes to lift the mask requirement

Food Service

Meals will continue to be provided to students whether we are in school or if we have to use AMI days.

Based on current guidance, the ADH is recommending cafeterias limit the capacity of students in the cafeteria. We anticipate this may either mean we will be required to adjust lunch schedules or use alternative areas, such as large gathering spaces. Proper sanitation of all areas will be completed after each meal. Procedures will not allow students to pick up utensils, self-serve, or share food. Parents are encouraged to send a water bottle with their students since water fountains will not be available. Students will eat in the cafeteria as allowed. Students will be required to wear a mask to the cafeteria while they collect their food and may remove their mask while eating.

Cafeteria Usage

- Each cafeteria will be disinfected after each breakfast and each lunch period.

FACE COVERINGS AND SAFETY

There is significant evidence that face coverings decrease the spread of COVID-19. “Face coverings” include any material that covers the nose and mouth and prevents respiratory particles from traveling beyond the immediate area of the person wearing the face covering. Face coverings should fully cover the mouth and nose and fit snugly against the side of the face with no gaps. Examples of face coverings include masks, neck gaiters or “buffs,” and face shields. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use.

Students

- All students (K-12) **must wear face coverings when physical distancing of six feet is not possible or not practical***. (School entry, exit, classroom, hall passing, bathroom). This includes any time a student is on district property, on district-owned transportation, waiting at bus stops, or at all school-sponsored activities.
 - Whether physical distancing is appropriate shall be determined by a teacher or school administrator.
- Students may remove face coverings while eating meals or snacks. Physical distancing should be maintained as much as practicable.
- Students will be given face covering breaks throughout the day. Students will be spaced at least six feet apart during face covering breaks.
- Parents will be responsible for supplying face coverings for their child/ren if they choose to not participate in the district provided face coverings.

- Exceptions to face covering requirements will be made for those for whom it is not possible to wear face coverings due to medical conditions, disability impact, or other health or safety factors. Requests for face covering exceptions must be approved by the student's principal and accompanied by appropriate medical documentation.

*Until the Clarendon School District Board of Education votes to lift the mask requirements.

Staff

- All staff (certified and classified) **must wear face coverings when physical distancing of six feet is not possible or not practical.** (School entry, exit, classroom, hall passing, workrooms). This includes any time a staff member is on district property, on district-owned transportation, waiting at bus stops, or at all school-sponsored activities.
- Staff may remove face coverings while eating meals or snacks. Physical distancing must be maintained while during meal or snack times.
- Staff and presenters may remove face coverings while teaching if 12 feet distancing is maintained.
- Employees are encouraged to obtain the most appropriate face covering to meet their personal needs.
- In situations defined as high risk by CDC, such as school nurses and some personal care assistants, the District will provide appropriate PPE.
- When the District determines face shields or clear masks are necessary for instructional purposes (e.g., English Learners, early childhood, foreign language, etc.), shields or clear masks may be provided by the District. When face shields are selected as a matter of preference, the shields must be provided by the employee.
- Exceptions to face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. Requests for face covering exceptions must be approved by the employee's supervisor and accompanied by appropriate medical documentation.

Additionally, pay special attention to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.

Do we need to provide masks for our student or will one be provided?

The district will provide one mask for every student.

If a student comes to school sick, what will happen?

Students who are ill, not feeling well, or have a fever should be kept home from school. If a student comes to school sick, the school nurse will screen the student and check their temperature. If temperature is over the ADH guidance, the student will be sent home and will need to be fever free for 48 hours without medication before returning to school. When the child returns to school they will check in with the school nurse. If a child becomes ill while at school, the typical health protocols will be followed to ensure the safety of children and employees. School personnel shall contact a parent/guardian to request that they pick up their child from school.

Will social distancing guidelines be observed?

Social distancing will be observed as much as feasibly possible but at times students will be closer than the recommended 6 ft. apart. When social distancing requirements can not be maintained such as class exchange time, etc., all students K-12 will be **expected** to wear face coverings. We will redesign classrooms and cafeteria spaces to increase the space between students but can not always guarantee it will be 3 ft.

What steps will the school take if there are confirmed cases of Covid-19 or evidence of community spread in our district?

The Response Levels for On-Site Learning document provided by the Arkansas Department of Elementary and Secondary Education will be used to determine the level of response our district will take to mitigate and decrease the spread. The district Point of Contact will communicate with ADH, compile a list of and communicate with probable close contacts of students or staff with confirmed cases, and will use the levelized response guidance provided to recommend next steps. [Click here](#) to access the Response Levels for On-Site Learning document. If a student is quarantined by ADH or self-quarantined as a probable close contact, he/she will be able to transition to the virtual learning model and continue learning.

SUPPORT NEEDED FROM PARENTS/GUARDIANS

- Ensure that your student(s)' immunizations/ wellness checks are up-to-date
- Stress the importance of the utilization of masks/face coverings, adhering to social distancing, and regularly washing their hands, both at school and away from school. Please take time to demonstrate these actions with our younger students.
- Support the effective communication among students, parents, and staff members, which is even more critical now. PERSONAL WORKSPACE/SHARED WORKSPACE CSD is committed to providing a safe and clean environment.

Facilities

We will be sanitizing high touch surfaces (door knobs, light switches, etc.) and restrooms on a continuous basis throughout the day. We have also purchased two additional fogger machines and disinfectant sprays to quickly sanitize rooms between usage.

- Provide guidance for cleaning and disinfecting all core assets, including school buildings and playgrounds based on CDC and ADH guidance.
- Janitorial personnel should have training to safely clean and disinfect, including clean up and disposal of biohazard incidents.
- Cafeterias will be disinfected after each lunch period.
- Teachers will encourage regular and thorough hand washing.
- Teachers will encourage students to sneeze or cough into their elbow.
- Students will be asked to sanitize their hands each time they leave and enter a new space.
- Teachers will disinfect desktops once per day or when needed with disinfectant provided by the district.
- Teachers can encourage students to assist in disinfecting after themselves when needed, but not disinfecting after others.

Hand Sanitizing Stations

Hand sanitizing stations will be located at each entry and exit. Students and employees will be encouraged to use the hand sanitizing stations.

THE SCHOOL DAY

Can I walk my child into the school?

No, parents and guardians may not walk them into the school, but they may walk their student to the school entrance.

I understand that I will not be able to walk my child into school and only to the front entrance. Will there be someone who can help them get to their classroom, especially on the first day? Our principals know they will need to be prepared for these situations. While at this point we are not able to allow large groups of parents in the school, we understand this is an important part of the first day of school and we will work on a way to make it as positive as possible. Once we have a plan we will share with parents. We want to assure you that we will take care of your kids.

VISITORS

Any visitors admitted will be screened using the ADH Screening Tool prior to entering the building and will be required to wear a face covering. Each school office will schedule appointments for parents and guardians for any necessary meetings with school staff. ADH guidelines will be strictly followed for the health and safety of all in attendance.

May volunteers come to school to help?

Clarendon School District will refrain from using volunteers until CDC Guidelines are less restrictive.

Will parents/guardians be able to drop food for lunch?

To minimize the number of people on campus and ensure safety, the only lunch that can be brought to school are food items that students bring with them to school. No lunch drop offs will be allowed.

Stakeholder Input

Parent/stakeholder input is welcome.

Our guidance is still changing frequently. However, we are working to stay informed on the best practices for a safe return to school in the fall. We appreciate your continued support as we strive to serve our students and their families well.

Click [here](#) to provide feedback on this Ready for Learning Plan.

EMPLOYEE AND STAFF PROTOCOLS

EMPLOYEE AND STUDENT SAFETY

Per Arkansas Department of Health, PPE (face coverings and shields) is an effective way to minimize exposure to COVID-19; therefore, **CSD will require the use of face coverings**. Parents are encouraged to ensure that students have masks when they arrive at school; however, masks will be provided if someone forgets to bring it to the school/office. ([Guide for proper use of masks/face coverings](#))

SCREENING

Districts should still continue to screen individuals who enter facilities by taking their temperature and utilizing appropriate questions. If an individual does not pass the screening, they should not be permitted into the building .

EMPLOYEE HEALTH SCREENING AND PROTOCOLS

To support the health of all employees and students each employee will complete the COVID-19 Screening Questionnaire daily before entering the work site. If an employee has any of the COVID-19 symptoms or has been exposed to COVID-19 they are to stay home and follow the procedure for notifying their supervisor. Employees typically come to work even when they feel sick, in this environment it is imperative that employees stay home if they exhibit any of the symptoms below. Employees are to contact their Primary Care Physician (PCP) to determine if testing is needed. Districts should continue to screen staff, individuals, and students who enter the facilities by taking their temperature and utilizing appropriate questions. If an individual does not pass the screening, they should not be permitted into the building .

The signs and symptoms of COVID-19 include:

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea and vomiting
- Pinkeye
- Allergy symptoms

Employee medical information must remain confidential. CSD will not share the name of any employee with a confirmed or suspected COVID-19 diagnosis. However, those who have been

identified as potentially coming in contact with a person who has tested positive will be notified in accordance with the Arkansas Department of Health (ADH) guidance.

HEALTH PROTOCOL

All supervisors will utilize the [Communication Flow Chart](#) to determine appropriate course of action in the event of a suspected COVID-19 case.

CONFIRMED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee is diagnosed with COVID-19, they are to notify their POC, Brenda Gannon RN, at 870-468-6402, or Carol Morris 870-468-7718. The supervisor will then contact the Director of Health Services, Director of Safety and Security, and Director of Employee Relations & Benefits Administration. The Point of Contact will notify the School Hotline for COVID-19. A list of Probable Close Contacts will be identified and provided to the Arkansas Department of Health. Probable Close Contact is defined as an individual who was likely to have been within 6 feet for 15 cumulative minutes or longer within a 24 hour period to a person who has tested positive for COVID-19. Probable Close Contacts will be notified as directed by the Arkansas Department of Health. CSD will follow the most current guidance from ADH when an employee is identified as a “probable close contact”, including any requirements for quarantine and cooperating for contact tracing.

The District Human Resources Department will send documents for Employee Leave: the Families First Coronavirus Response Act (FFCRA). HR COVID-19 FAQs Document is located [HERE](#).

CSD will adhere to the most current guidance regarding the release from isolation when an individual has tested positive for COVID-19.

Employees returning to work from an approved medical leave should contact Human Resources and will be required to submit a healthcare provider’s note before returning to work.

If a student is diagnosed with COVID-19, he or she should contact the school nurse immediately. The nurse will contact principal. The school nurse will then contact the Director of Health Services, Director of Safety and Security, and Director of Employee Relations & Benefits Administration. The Director of Health Services will notify the School Hotline for COVID-19. A list of Probable Close Contacts will be identified and provided to the Arkansas Department of Health. Probable Close Contact is defined as an individual who was likely to have been within 6 feet for 15 cumulative minutes or longer within a 24 hour period to a person who has tested positive for COVID-19. Probable Close Contacts will be notified as directed by the Arkansas

Department of Health. CSD will follow the most current guidance from ADH when a student is identified as a “probable close contact”, including any requirements for quarantine and cooperating for contact tracing.

SUSPECTED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee or student becomes ill on campus/district, he/she will immediately report to the campus/district nurse’s isolation room and the case form will be completed. The following steps will be followed:

- The nurse must complete the Suspected COVID19 Case Form and call the local health authority to seek advice regarding transportation and location, only when there is a school-related positive case.
- The nurse and others attending the suspected infected person, should also wear a protective face covering, face shield, gloves and any additional PPE that has been provided while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person and await the confirmation of the test results. Individuals who have been tested for COVID-19 should self-quarantine until test results are provided. Unless required by the local health authority, the name of the employee should not be provided.
- The campus/district supervisor will advise employees that they may have been in contact with a suspected employee and to carry out self-screening and all safety precautions daily, and based on the results, contact the HR department. Probable Close Contacts will be contacted and advised as to what they have to do, depending if masks are used or not. This will decide as to how they will be quarantined or not.
- The isolation area and suspected employee’s or student’s work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- A notification process is being developed so that those who have potentially been exposed to a positive case will be contacted. The ADH protocol will be followed in the notification process.

ADULT/CHILD THAT HAS BEEN DIAGNOSED WITH COVID-19

ISOLATION is for people that are diagnosed having COVID-19 with mild symptoms you must isolate until 10 days have passed since your first symptoms appeared AND you have not had a temp for 24 hours without the use of fever reducing medication and sob has lessened.

If you have covid-19 and are not experiencing symptoms, you must isolate until 10 days and no symptoms have developed since your positive covid test. You must follow isolation restrictions. Paperwork will be provided.

If you have severe covid and have been hospitalized or if you have a weakened immune system you must isolate

1. 20 days have passed since your symptoms
2. You have had no fever of 100.4 or higher at least 24 hours without the use of fever reducing medicine AND
3. Your symptoms such as cough and shortness of breath, are improving.

QUARANTINE GUIDANCE, IF EXPOSED AND NOT WEARING A MASK

If an employee/ child has been notified as a Probable Close Contact of a confirmed COVID-19 case please do the following:

In accordance with new CDC Guidelines, quarantine can end after 10 days without testing if no symptoms have occurred Or, it can end after 7 days if no symptoms occurred and a negative test result. Note the test sample must have been collected at least 5 days after exposure .

If you are exposed again during the quarantine , the period has to start over. If you develop symptoms or test positive for COVID-19 during the quarantine period, you must follow the instructions for isolating yourself.

1. Contact the following (in order of priority), notify them of the exposure to COVID-19, then follow their instructions.
 - a. Healthcare provider. Follow testing recommendations.
 - b. School nurse
 - c. Supervisor
2. Supervisor will work with HR to determine appropriate next steps.
3. If an employee learns of his or her exposure during the school day, immediately notify the school nurse who will contact other administrators per district protocol.

If an student has been notified as a Probable Close Contact of a confirmed COVID-19 case please do the following:

1. Quarantine in a specific room away from others in home for 10 days
2. Contact the following (in order of priority), notify them of the exposure to COVID-19, then follow their instructions.
 - a. Healthcare provider. Follow testing recommendations.
 - b. School nurses

3. School Nurse will work with building administration to determine appropriate next steps.
4. If a student learns of his or her exposure during the school day, immediately notify the school nurse who will contact other administrators per district protocol.

CLOSE CONTACT DETERMINATION

The CDC defines a close contact as an individual confirmed to have been within six feet for 15 minutes cumulative minutes or longer within a 24-hour period during the infectious period of a person who has tested positive for COVID-19: however , additional factors like case/contact masking(i.e. Both the infectious individual and the potential close contact have been consistently and properly masked), vaccination status, and prior infection status may affect this determination.

1. Under this updated guidance, proper mask wearing may now prevent individuals from being identified as close contacts in k-12 schools that continue to implement a mask requirement . This means if both individuals involved in an exposure that occurs at school- the person diagnosed with COVID-19 and the person exposed to the positive case- were wearing masks correctly at the time of exposure, the individual exposed does not need to quarantine.

Exposed individuals should self monitor for symptoms and stay home at the first sign of illness.. They should also continue to wear a mask at all times to further reduce the likelihood of transmitting the virus. The person who tests positive for covid 19 is still required to isolate at home.

Any individual that meets one or more of the criteria do not have to quarantine.

1. Those who are within 90 days of having tested positive
2. Those who are considered fully vaccinated (post 2 weeks of vaccination for a single dose and post 2 weeks of the second dose vaccine and k12 schools where a mask mandate policy is in place and both the positive case and the close contact were properly wearing masks.

PHYSICAL DISTANCING

Physical distancing is an effective way to prevent potential infection. CSD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others whenever possible. Each building will establish a plan to ensure physical distancing to the extent possible. The plan may include - floor markings, signage, removal of unnecessary furniture, limited transitions, etc. Non-essential/informal congregating and visiting should be avoided.

CDC now recommends that, with universal masking, students should maintain a distance of at least 3 feet in classroom settings. The CDC still recommends social distancing of 6 feet between adults and students, in common areas, when masks can't be worn (such as when eating), during activities with increased inhalation like sports or band practice(which would preferably be outside), and in community settings outside the classroom.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Per Arkansas Department of Health, PPE (face coverings and shields) is an effective way to minimize exposure to COVID-19; therefore, CSD will require the use of face coverings on buses and in all buildings. Parents are encouraged to ensure that students have masks when they arrive at school; however, masks will be provided if someone forgets to bring it to the school/office. (Guide for proper use of masks/face coverings)

Please note that physical distancing should still be practiced even with the use of face coverings.

In addition to physical distancing and wearing face coverings, additional safety precautions will be taken without limitation:

- Good hand hygiene; wash your hands often with soap and water for at least 20 seconds. (Guide for proper handwashing techniques) Use hand sanitizer with at least 60% alcohol, if soap and water are not available;
- Avoid touching your face;
- Cover mouth and nose when coughing or sneezing or use the inside of your elbow;
- Monitor for signs and symptoms of COVID-19.

An adequate supply of soap, disinfectant, hand sanitizer, paper towels, tissues, and a supply of PPE will be available at all sites.

PERSONAL WORKSPACE/SHARED WORKSPACE

CSD is committed to providing a safe and clean environment. The building custodial staff will clean and disinfect workspaces at the designated cleaning time; however, employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. CSD has placed alcohol-based hand sanitizer throughout the workplace and in common areas. Cleaning sprays and wipes will be available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Please note that the District will provide the proper equipment such as acceptable disinfectant and PPE.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity - CSD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Lounges/Copy Rooms - These spaces will remain open with limited capacity. Employees should not congregate in these areas for any reason.

FACILITIES/ TRANSPORTATION CLEANING

Schools and buses have been completely cleaned and disinfected, and the District will continue to adhere to all necessary safety precautions. When onsite instruction resumes, the District's custodial staff will adhere to the general disinfection measures outlined in the table below.

During the day all employees will be responsible for maintaining their space. At the end of each day custodial staff will follow daily disinfecting and cleaning guidance.

GENERAL DISINFECTION EXPECTATIONS

| Category | Area | Frequency |
|-----------------------------|---|---|
| Workspaces | Classrooms, Offices | At the end of each use/daily |
| Appliances | Refrigerators, Microwaves, Coffee Machines | Daily |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day and/or between use |
| General Used Objects | Door handles, light switches, sinks, water fountains, restrooms, elevator buttons, stair handrails, etc. | At least 4 times a day and at the end of each day. |
| Buses | Bus seats, handles/railing, belts, window controls | Twice a day |

| | | |
|---------------------|--|---|
| Common Areas | Cafeteria, Library, Conference rooms, Gyms, Common Areas | At the end of each use/daily; between groups |
|---------------------|--|---|

GENERAL DISINFECTION PROTOCOL

General cleaning and disinfection protocols will be followed regularly by all custodial staff members. Added safety procedures for the disinfecting process during the COVID-19 pandemic include the following:

- Disposable gloves are to be worn to perform each of the following tasks and should be removed immediately after, handwashing is also required before and after wearing gloves:
 - EACH Classroom cleaning
 - EACH Restroom cleaning
 - Floor mopping
 - Office cleaning
- Properly labeled spray bottles (containing EPA, CDC, and the ADH approved disinfectants) are to be utilized to disinfect.
- Utilize a two-rag/ two-step protocol for disinfection.
- Buckets used to disinfect mop should be changed after each restroom cleaning is performed.

DEEP CLEANING AND DISINFECTION PROTOCOLS

Deep cleaning and disinfecting protocols are initiated when an employee or student is identified as positive for COVID-19 based on testing.

General disinfection measures will be taken with additional measures to electrostatically fog affected spaces with disinfecting equipment/chemicals will be performed after students and staff have left the building.

SIGNAGE

Signage will be placed throughout the offices and school. Electronic version of signage is located [HERE](#).

BUS DRIVERS/BUS PROTOCOLS

CSD will continue to provide bus transportation to students within the CSD. All students who elect to ride the bus will be required to wear a face covering, unless it is determined to be a greater health risk, according to the student’s individual health plan that is on file with the District. Siblings or students who live together may be assigned to sit together. Students are

encouraged to wear a face covering and physically distance when possible while at the bus stop. Hand sanitizer will be available on all buses. Buses are prepared to run at full capacity, however, if at all possible parents are encouraged to drop-off/pick-up students, carpool or walk to reduce exposure on buses. Additional seating expectations will be shared with schools and parents.

PROCEDURES FOR COMMON AREAS

We know that common areas at school are dynamic in nature, so it is imperative that all procedures that ensure the safety of stakeholders must be followed. ***Physical distancing and wearing masks/face coverings, especially in areas when physical distancing is not allowable, is required.***

RESTROOM USAGE DURING THE WORK DAY

Each CSD building will establish maximum capacity for the facility that allows for physical distancing. Facilities will post the maximum capacity sign on the door. Disinfecting supplies will be provided for employees to maintain health and safety in staff only restrooms. Buildings will develop a plan for restroom schedules that will maximize physical distancing to the extent possible.

LOCKER ROOMS

CSD will adhere to all Arkansas Activities Association and ADH guidelines and directives pertaining to all extracurricular activities and physical education classes. While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes, avoid touching surfaces touched by others to the extent feasible, and avoid anyone who is coughing, sneezing or appears to be sick.

CAFETERIA AND MEAL PERIODS

Each building will develop a plan to incorporate physical distancing to the extent possible during lunch periods. This may include adding additional lunch periods, incorporating more grab & go options, utilizing any open space possible that will allow for appropriate physical distancing, assigning students to the same group each day to limit exposure, etc. Keypads will only be utilized by Child Nutrition staff.

CLASSROOM SPACE/MATERIALS

Each building will develop a plan to incorporate physical distancing to the extent possible in the classroom. For any classroom where physical distancing cannot be achieved, face coverings will be required. Teachers should remove any unnecessary personal items from the room to maximize space available for physical distancing.

High School school students may follow an A/B block schedule to minimize movement/transitions. Protocols for cleaning and accessing library books and resources are being developed. Additional measures may be implemented such as specialty classes being held in the student's homeroom, minimizing the need to share materials, reduce movement around the building, staggered transitions, etc.

Resources and Supporting Documents

[DESE Ready for Learning Plan](#)

[DESE Response Levels for On-Site Learning](#)

[CDC Guidelines](#)

[Arkansas Department of Health](#)

[Arkansas Activities Association](#)

[ADH Covid-19 Resources](#)

[Arkansas Ready for Learning Guide](#)

[CDC Considerations for Schools](#)

[OIE Leadership Learn In Network](#)