

USD 210 - Hugoton Public Schools



"In the Nest"

Purpose: provide high quality learning opportunities in a flexible, safe, and healthy environment.

Phase 1

All Staff and Students In Building

Teaching and learning takes place in school buildings with no health changes or accommodations outside of normal cleaning.

Building open for 100% capacity.

In Person

In Person

All Staff and Students In Building

Teaching and learning takes place in school buildings with basic health changes and accommodations to provide for a safe learning environment.

Building open for 100% capacity.

Phase 2

Phase 3

All Staff and Students In Building

Teaching and learning takes place in school buildings with extensive health changes and accommodations in order to provide for a safe learning environment.

Building open for 100% capacity.

In Person

** Per KS HB 2134, students may move to Phase 4 or Phase 5 for a maximum of 40 hours without local board exemption.*

Hybrid

Learning In School and At Home

Students will learn in the building either Monday/Tuesday or Thursday/Friday. The building will be deep cleaned on Wednesday. Days when students are not in the building, they will do remote learning from home.

Building open for 50% capacity.

Phase 4

Phase 5

Learning Done At Home

Students will receive instruction and complete coursework while at home. Time spent on coursework at home will be the same as if they were at school. Daily logs will be required to show time spent learning.

No students allowed in buildings.

Remote

**As determined by administration, mitigation strategies in any area may be added systematically until reaching the next phase.*



PHASE 1

ALL STUDENTS
LEARNING TAKES PLACE IN THE BUILDING



TRANSPORTATION

- Students will be transported as normal.
- Assigned seats at driver discretion



FOOD SERVICE

- Lunch rooms will operate with no capacity limits.
- Students will serve themselves (age appropriate).
- Regular food service preparation.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- No personal protective equipment required in school buildings. Students and/or staff who wish to wear a mask or other PPE are welcome to, but it is at the discretion of each individual.



HEALTH AND HYGIENE:

- Typical hand washing protocols are encouraged.
- Hand sanitizer available for use at student discretion.



CLASSROOM/INSTRUCTION

- Classroom arrangement and seating at teacher discretion.
- Cooperative learning encouraged.



EXTRA AND CO-CURRICULAR

- All co-curricular activities will occur as scheduled.
- Extra-curricular activities will follow KSHSAA guidelines.
- No limitations.



CLEANING

- Regular cleaning protocols implemented.
- Classrooms cleaned routinely by custodial staff.

**As determined by administration, mitigation strategies in any area may be added systematically until reaching Phase 2.*

PHASE 2

ALL STUDENTS

LEARNING TAKES PLACE IN THE BUILDING WITH BASIC HEALTH/SAFETY ACCOMMODATIONS



TRANSPORTATION

- Assigned seats for all district transportation.
- Hand sanitizer will be available before and after any district provided trip.
- Masks mandatory for each driver and passenger.
- Windows will be open (weather permitting).
- Buses sanitized after each route.



FOOD SERVICE

- Lunch periods may be adjusted in each building by administration.
- Students sit in stable (non-changing) groups.
- Students will be spaced out per KDHE/CDC/Local recommendations.
- Reduced meal options available.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face mask encouraged for all staff and students.



HEALTH AND HYGIENE:

- Temperature checks of staff and/or student will be conducted as dictated by symptoms
- Students encouraged to bring water bottles instead of drinking from water fountain.
- Hand washing/sanitizer each hour.



CLASSROOM/INSTRUCTION

- Students will sit in assigned seats.
- Stable work groups will be utilized (non-changing).
- Minimize and/or sanitize shared supplies as needed.



EXTRA AND CO-CURRICULAR

- Extra-curricular activities will follow KSHSAA guidelines.
- Remote viewing options for spectators when available.
- Choir/Band classes will socially distance in larger classrooms/outdoors as determined by administration.



CLEANING

- Classrooms and high traffic areas will be cleaned multiple times a day.
- Classrooms/locker rooms will be disinfected and sanitized each night.
- Additional cleaning supplies provided in each room to allow frequent cleaning.

PHASE 3

ALL STUDENTS

LEARNING TAKES PLACE IN THE BUILDING WITH EXTENSIVE HEALTH/SAFETY ACCOMMODATIONS



TRANSPORTATION

- Assigned seats for all district transportation.
- Hand sanitizer will be used before and after any district provided trip.
- Masks mandatory for each driver and passenger.
- Windows will be open (weather permitting).
- Buses sanitized after each route.



FOOD SERVICE

- Lunch periods may be adjusted in each building by administration.
- Students sit in stable (non-changing) groups.
- Additional locations for lunch will be utilized (classrooms, gyms, empty rooms, etc.)
- Prepackaged plastic silverware will be used.
- Reduced meal options available.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face mask **REQUIRED** for all staff and students (unless exempt).
- Frequent mask breaks will be utilized.



HEALTH AND HYGIENE:

- Temperature checks of staff and/or student will be conducted as dictated by symptoms
- Water fountains turned off. Bottle fillers only.
- Hand washing/sanitizer each hour.
- Desks will be wiped down before and after each class period.



CLASSROOM/INSTRUCTION

- Students will sit in assigned seats.
- All students seated facing front. No groups.
- Students socially distanced in classrooms. No large assemblies/groupings.
- Independent work only.



EXTRA AND CO-CURRICULAR

- Extra-curricular activities will follow KSHSAA guidelines.
- Spectator protocols may be dictated at administrative/BOE discretion.
- Remote viewing opportunities when available.
- Choir/Band in small group only.
- Outdoor recess used when possible. If indoor recess is needed, classroom only.



CLEANING

- Classrooms and high traffic areas will be cleaned multiple times a day.
- Classrooms/locker rooms will be disinfected and sanitized each night.
- Additional cleaning supplies provided in each room to allow frequent cleaning.

PHASE 4

INSTRUCTION AT SCHOOL AND AT HOME

STUDENTS WILL RECEIVE IN-PERSON LEARNING 2 DAYS A WEEK, AND
REMOTE INSTRUCTION 3 DAYS A WEEK.



TRANSPORTATION

- Assigned seats for all district transportation.
- Hand sanitizer will be used before and after any district provided trip.
- Masks mandatory for each driver and passenger.
- Windows will be open (weather permitting).
- Buses sanitized after each route.



FOOD SERVICE

- Split lunch periods at ECDC and Hugoton High School.
- Students sit in stable (non-changing) groups.
- Additional locations for lunch will be utilized (classrooms, gyms, empty rooms, etc.)
- Prepackaged plastic silverware will be used.
- Reduced meal options available.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face mask **REQUIRED** for all staff and students (unless exempt).
- Frequent mask breaks will be utilized.



HEALTH AND HYGIENE

- Staff temperature check before entering the building
- Temperature checks for each student before entering the building and after lunch.
- Assigned student entry points into each building.
- Water fountains turned off. Bottle fillers only.
- Hand washing/sanitizer each hour.
- Desks will be wiped down before and after each class period.



CLASSROOM/INSTRUCTION

- Students will sit in assigned seats.
- All students seated facing front. No groups.
- Students socially distanced in classrooms. No large assemblies/groupings.
- Independent work only.
- All extra/non-essential furniture removed from each classroom.
- Daily logs will be completed for days when learning is done remote (at home).



EXTRA AND CO-CURRICULAR

- Extra-curricular activities will follow KSHSAA and local health department guidelines.
- Limited spectator attendance.
- Remote viewing opportunities when available.
- Choir/Band in small group only.
- Indoor recess in classroom only. Use outdoor recess when possible.



CLEANING

- Classrooms and high traffic areas will be cleaned multiple times a day.
- Classrooms/locker rooms will be disinfected and sanitized each night.
- Additional cleaning supplies provided in each room to allow frequent cleaning.

PHASE 5

REMOTE LEARNING

STUDENTS WILL RECEIVE INSTRUCTION REMOTELY (AT HOME)



TRANSPORTATION

- Transportation will not be provided.



FOOD SERVICE (PENDING FEDERAL APPROVAL)

- Meal pick-up times will be established from 11:00 am - 1:00 pm.
- Drive through meal pick-up locations at Hugoton Elementary and Hugoton High School.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- No PPE required as students are not in the building.



HEALTH AND HYGIENE

- Families are encouraged to abide by local/KDHE/CDC recommendations.



CLASSROOM/INSTRUCTION

- Instruction will be provided remotely.
- Teachers will make contact with each student daily.
- Grading and assessments will still occur.
- Teachers will be at school to provide instruction.



EXTRA AND CO-CURRICULAR

- No extra-curricular activities will occur.
- Co-curricular classes will meet remotely or allow for demonstration of skills for credit.



CLEANING

- All classrooms and buildings will be cleaned/disinfected/sanitized in anticipation of moving back to in-person learning.

General Information

Travel - related exclusion

- If a student or employee has recently traveled from a location on the KDHE Travel- related Quarantine List, the student or employee is subject to a current KDHE or CDC quarantine starting from the day after they return to Kansas.
- Students who have to quarantine due to KDHE or CDC guidelines should contact their teachers regarding assignments and work to be completed.

Defining a case of Covid-19 Disease and the Infectious Period

- A person is considered to have COVID-19 disease if they have tested positive for the SaRS-CoV-2 virus by a diagnostic test (PCR or antigen). Currently, a case is considered infectious two days prior to the onset of symptoms through at least 5 days after the onset of symptoms.
- For cases that do not have symptoms, the infectious period is considered as two days prior to the date the sample was collected through a minimum of 5 days from the date of Covid test. Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or the local health department.

If there is an outbreak of COVID-19 in the school building.

- The district will consider changing safety protocol phases to meet the safety needs of staff and students, and keep school open and available for students.

What is a close contact?

- A person is considered a close contact of a case if they were within 6 feet of the case for 15 minutes or more (cumulative) in a 24 hour time period.
- Close contacts should follow KDHE or CDC guidelines.

Returning to School After an Exclusion

- Once a student or employee who has tested positive for Covid19 has met the guidelines to return, set by KDHE or the CDC, they may return.

Negative Test Result

- People who have exhibited symptoms but tested negative for COVID-19 case and have not travelled from a location on the KDHE Travel-related Quarantine List may attend to work/school.

Returning to School After a Positive Test Result

- Symptomatic cases may return: 5 days after the onset of symptoms, as long as symptoms are improving and fever free for 24 hours without the use of fever reducing medication.
- Asymptomatic (no symptoms shown) cases may return to school : 5 days after the COVID test as administered AND if symptoms have not developed during the 5 days since the COVID test. If symptoms develop during those 5 days, the individual will need to start their 5 day isolation again, using the date of symptom onset as their first day of isolation.
- These protocols are subject to change based on updated CDC and KDHE guidelines.

Household Contacts

- Household contacts should wear a mask while at school for 10 days.
- Masks not required during extra-curricular activities.

Symptoms of Covid-19 and Exclusion from School

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms MAY have COVID-19, but not necessarily. Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school. If they do, they will be sent home immediately.

- fever or chills
- 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

If any of these warning signs of COVID-19 appear, seek emergency medical attention immediately.

- trouble breathing
- persistent pain in chest or chest pressure
- new, unexplained confusion
- inability to wake up or to stay awake
- bluish lips or face

Definition of a Mask or Other Face Covering

For purposes of the USD 210 "In the Nest" plan, a mask or face covering will be defined as:

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.

How to Wash Cloth Face Coverings

Cloth face masks and face coverings should be washed after each use. After removing your mask correctly, washing or sanitizing your hands is encouraged.

How to Clean:

Washing Machine -

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by Hand -

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Use the highest heat setting on your dryer and leave until completely dry.

Temperature and Symptom Screening

- Staff members should make a visual inspection of every student for signs of illness.
- Parents should make a visual inspection of their child before sending them to school. If a student exhibits symptoms or is running a fever, parents should not send their child to school.
- Students whose temperature is 100.4 or higher will be sent home.

Personal Protective Equipment (PPE)

- Some employees may be required to wear PPE when directed to do so by the school's protocol or the employee's supervisor.
- In addition, people who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) may be asked to wear a cloth face covering, a mask or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave.
- In Phase 2, students are recommended to wear masks/face coverings.
- In Phase 3 and Phase 4, ALL students will be REQUIRED to wear a mask, unless exempted.

Exemptions From Wearing a Mask

When individuals are required to wear a mask, per the USD 210 "In the Nest" plan, they will be required to wear a mask or other face covering at all times except as described below:

- while eating;
- while working in a room that is closed to visitors, or in which 3 foot social distancing can be maintained;
- while engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering;
- children who are NOT STUDENTS and are 5 years of age or under. Children who are 2 years of age or under should not wear a face covering because of the risk of suffocation;
- persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. (The district may require a signed note from a medical doctor.);
- persons who are deaf or hard of hearing, or when communicating with a person who is deaf or hard of hearing;
- while taking approved mask breaks;
- during outdoor recess;

Mask Breaks

When masks are required, frequent mask breaks are encouraged. **Unless otherwise specified by administration, local/state/federal health guidelines, or executive order**, masks will not be required when students are outside, or when they have the ability to socially distance (be at least 6 feet away from another individual).

Extra Curricular Activities

Students in Quarantine/Isolation -

- They will not be able to participate in any extra curricular activities as long as they are mandated to be in quarantine or Isolation.
- Once they have been cleared to leave quarantine or isolation, and are able to return to school, they will be allowed to continue participating in extra curricular activities.

No extra-curricular activities will occur in the district, if the USD 210 Board of Education decides to move system into Phase 5. Once the district moves out of Phase 5, activities may resume.

Visitors to the Building (During School Hours)

In Phase 2, visitors will be allowed in the building, but must check into the office and :

- get a temperature check;
- pass a COVID-19 screener

In Phase 3 & 4, visitors will be allowed in the building, but must check into the office and :

- get a temperature check;
- wear a mask at all times;
- pass a COVID-19 screener

Movement Between Phases

- It is the goal of USD 210's Board of Education, to operate in the least restrictive model of education as dictated by the health and safety our our staff and students.
- At anytime, the Superintendent and/or the Board of Education reserve the right to move to a different phase of instruction in an effort to provide the safest and healthiest environment for our staff and students.
- As soon as it is determined that the school district will need to be moved into a different phase, it will be communicated with families via the USD 210 Webpage, USD 210 Facebook page, and through the USD 210 app and messaging system.
- Metrics used to move between phases will be determined by the Superintendent and the Board of Education, with guidance from local health officials.

Parental Choice for Remote Learning

Due to changes made by the Kansas Legislature in the 2021 legislative session, **USD 210 will no longer provide opportunities for students or families to choose remote learning.** Middle and high school students who do not feel a return to in person learning is in the best interest of their health should enroll in the Virtual Learning School provided by the Hugoton Learning Academy.

COVID-19 Testing

- See USD 210 Testing Protocols for more details.

COVID-19 Vaccinations

- USD 210 does not require COVID-19 vaccinations for staff or students.
- To help protect vulnerable staff and students, individuals who are able, are encouraged to get vaccinated against COVID-19.
- Individuals who would like a COVID-19 vaccination, should contact the Stevens County Health Department or visit with their primary care physician.

Special Education Services

- USD 210 and the High Plains Educational Service Center will continue to provide ALL special education services to student during the pandemic.
- Individualized Education Plans will reflect necessary agreed upon health accommodations for SPED students.
- These plans will be determined in consultation and agreement with individual parents and guardians of SPED students.



USD 210

COVID 19 Testing Protocols

*Optional testing program designed to keep students and staff
in school if they are not sick with COVID-19.*

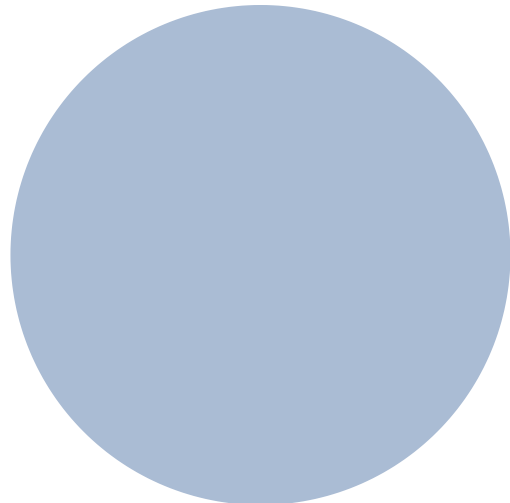
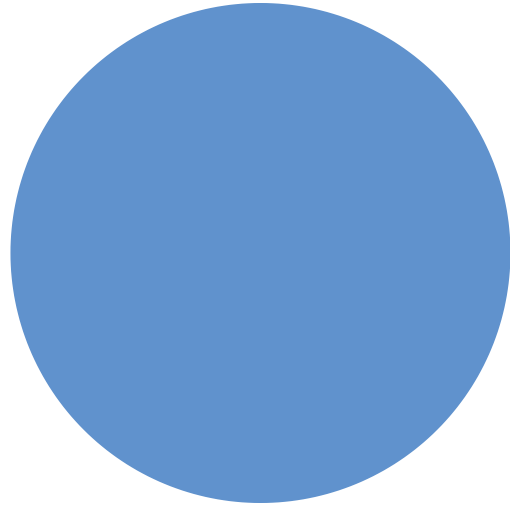
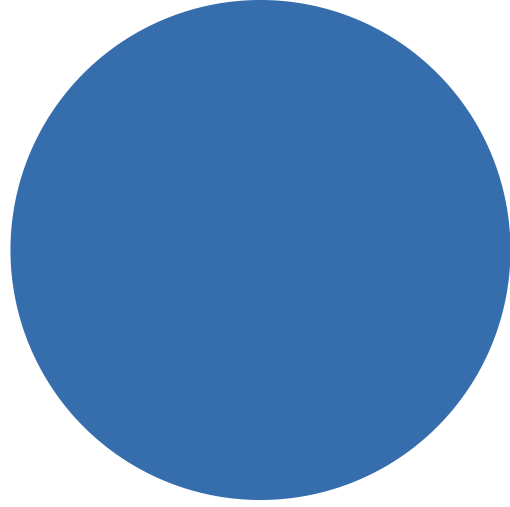
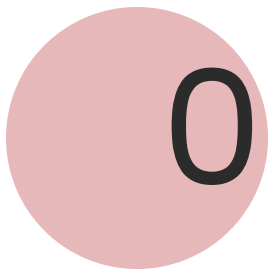


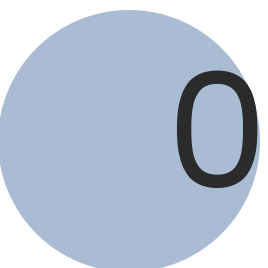
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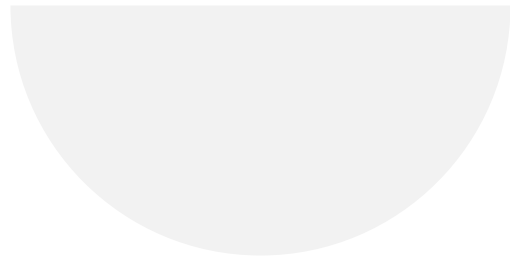
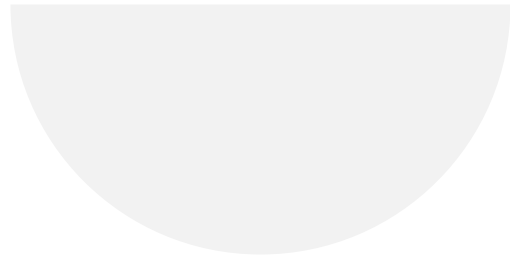
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ABOUT TEST TO STAY



GENERAL INFORMATION

- Staff or students who have a household contact who is Covid +.

- This option is available to staff and students who have been exposed to COVID-19 at home.
- Test is a BinaxNow nasal swab, rapid response test. Results are back within 15 minutes.
- Nasal swab taken in lower lobe of nose and not deep in nasal cavity.

WHO IS THIS FOR?

PROTOCOLS

- Contact Greg Salmans at 620-544-4341 or email at greg.salmans@usd210.org
- Go to testing location between 7:15 am and 8:00 am.
- If test is negative, you can attend school/work.
- Continue testing for 5 days. (If 5 days exceeds the normal 10 day exclusion, then testing not needed after the normal 10th day).
- If test is positive, isolate for 5 days.

ABOUT TEST TO KNOW

GENERAL INFORMATION

- Students or staff who are exhibiting symptoms of COVID-19.

- This option is available to staff and students who are exhibiting symptoms and want to know if their symptoms are due to covid.
- Test is a BinaxNow nasal swab, rapid response test. Results are back within 15 minutes.
- Nasal swab taken in lower lobe of nose and not deep in nasal cavity.

WHO IS THIS FOR?

PROTOCOLS

- Contact Greg Salmans at 620-544-4341 or by email at greg.salmans@usd210.org
- Stay home until your appointment.
- If test is negative, you can attend school/work.
- Continue testing for 5 days or until symptoms cease.
- If test comes back positive, students/staff should return home until meeting KDHE or CDC quarantine guidelines (5 days from onset of symptoms.)

CONSENT TO TEST FORM

Participation in the testing protocols is completely voluntary and is not required. Staff/students who have been exposed to COVID-19 who opt out of the testing protocols will be excluded from school while they are in the 10-day exposure window. Students/staff who participate in the testing protocols and test negative will be welcomed to school that day. Students/staff participating in the testing protocols will be required to wear a mask while in the protocols. Parental consent/notification will be given before any test is given.

Please carefully read and provide written acknowledgment of the following informed consent:

1. I authorize a COVID-19 testing administrator associated with USD 210, local health department or state health department to conduct collection and testing for COVID-19 through a nasal or nasopharyngeal swab collection as ordered by an authorized medical provider or public health official.
2. I authorize my test result, or the test result of my child if my child is under the age of 18 years, to be disclosed to the county, state, or to any other governmental entity as may be required by law.
3. I understand that, as with any medical test, there is the potential for a false positive or false negative COVID-19 test result.
4. I give permission for the Stevens County Health Department and USD 210 to contact me using non-secure methods (e-mail) regarding this COVID-19 test result, and I understand the risks involved.

Please check the box you give consent to.

- I give consent to one test given on _____ .
Date
- I give consent to one series of tests (up to 5 days) beginning on _____ .
Date
- I give consent for testing any time I am/my child is exposed or exhibiting symptoms. I will be notified before a test is given.
- I do NOT give consent to have myself/my child tested for COVID-19.

Signature of student or parent (if student is under age 18)

Date:

USD 210 LabXchange Form

The following information is being collected for input and documentation in the KDHE LabXchange reporting system.

Student/Employee Name: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (City) (Zip Code)

Date of Birth (MM/DD/YYYY): _____ **Sex:** Male / Female

Race (select one): Native American Black Asian/Pacific Islander
White Multiracial Other Unknown

Ethnicity (select one): Hispanic Non-Hispanic Unknown

Have you been vaccinated against Covid-19? Yes / No **Number of shots?** 1 2 3

Date of last shot (MM/DD/YYYY)? _____

Date symptoms began (MM/DD/YYYY)? _____

If student is a minor, please fill out the following information regarding his/her guardian.

Parent/Guardian Name: _____
(Last) (First) (Middle Initial)

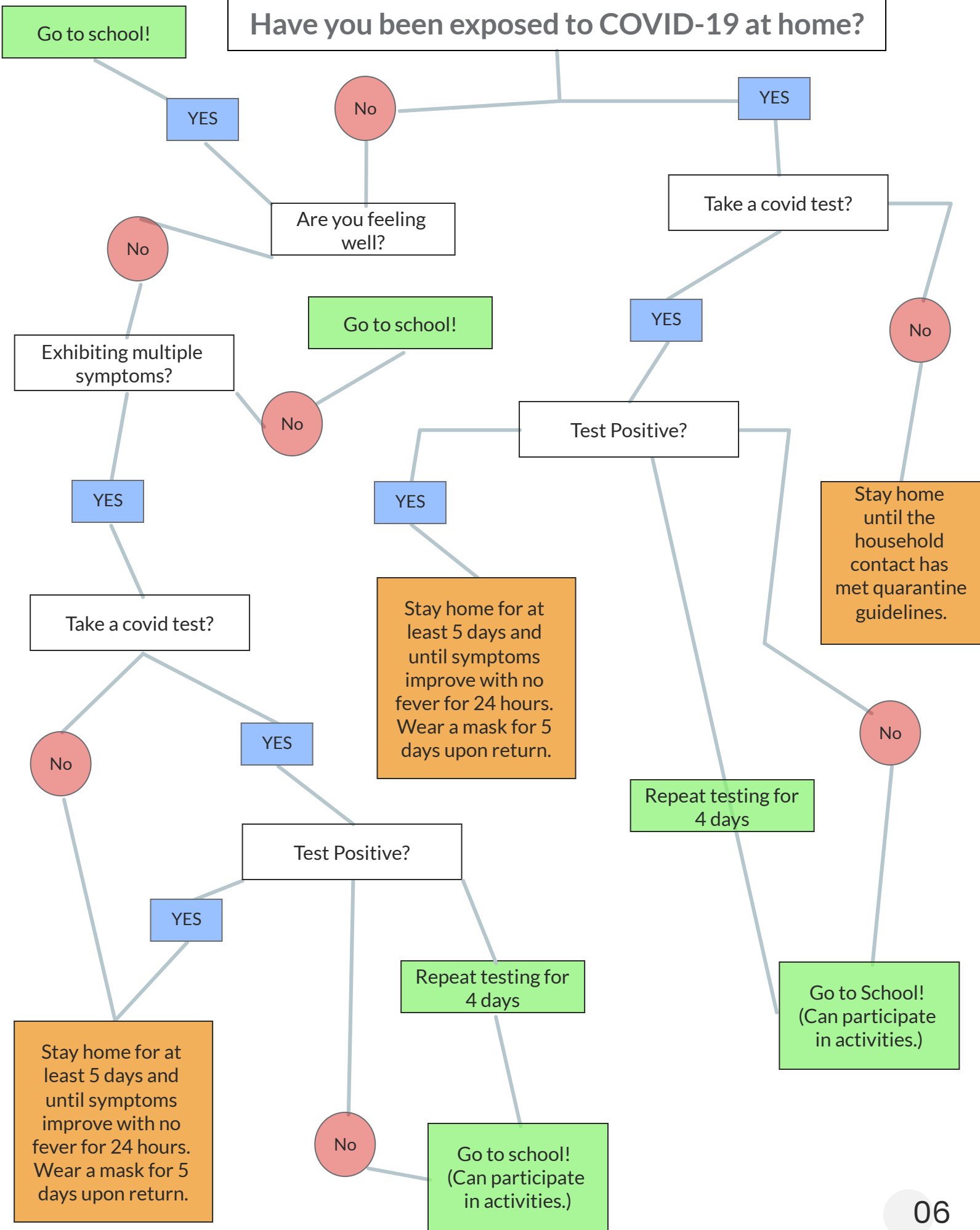
Date of Birth (MM/DD/YYYY): _____ **Phone #:** _(_____)_____

email address: _____

Student/Employee Signature _____

Guardian Signature (if student is under 18) _____

Have you been exposed to COVID-19 at home?



Drive-up testing location for staff/student



"Test to Stay" and "Test to Know" testing for staff and students will be from 7:15 am - 8:00. Please pull up to the ticket booth to get the test, and then park in the designated area and wait in your vehicle until a district nurse/staff member provides you results. The location for test is the ticket booth located in the parking lot next to the FEMA shelter.