River Forest Community School Corporation
Return to Learn Roll Out Plan 2020-2021

We need every parent to make sure to follow the new parameters for **sending healthy students to school**. And even beyond that, sending healthy students **with healthy family members at home**. If we want to stay in the green, low to no spread plan, it takes all of us working together to make sure we are protecting our schools from any illness. That means **we <u>cannot</u> send sick students**, or **students who are exposed to sickness**. This will be true for our staff members as well. We need to do the hard work to keep our buildings **healthy places to learn.**.

River Forest Community School Corporation

3250 Michigan Street
Hobart, Indiana 46342
Telephone: (219) 962-2909 Fax: (219) 962-4951
Dr. Steven C. Disney, Jr., Superintendent
Mr. Kevin M. Trezak, Assistant Superintendent

July 15, 2020

Dear River Forest Community Members,

We are looking forward to the starting of our new school year with our students! RF Schools has worked diligently with our Re-Opening Task Force, Lake County Superintendents, Lake County Health Department, and our School Board to develop this plan that will provide quality educational opportunities for our students. This plan includes options to assist our families during this pandemic crisis. The plan was approved by the River Forest School Board on Tuesday, July 14, 2020. The plan is available for parents on each of the school websites and corporation website.

The *Return to Learn Roll Out Plan* is a living document, meaning as things change and evolve during this crisis so will our plan. We know that change is not easy, but for us to be successful and safe, our staff, students, parents and community members must work together and all pledge to do their part for the safety of the community. We have appreciated your patience and support during these trying times.

The River Forest Board of Trustees has approved this plan which is very detailed and thought out. The plan includes two options for parents.

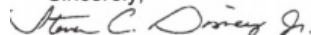> **Option A** - is attending RF schools in person on campus.

> **Option B** - is a choice for parents and families who, because of health concerns, would like their child to attend the eLearning/remote learning model. In this model, instruction will be 5 days a week and much of it will be live interaction; in this way, it will be different from last year's emergency eLearning lessons.

In order for River Forest schools to move forward with the planning, parents will need to make their enrollment choice (plan A or B) by Wednesday July 29th. You will be receiving a choice selection form that you must complete by July 29th.

*Please note, that (Option A) for students attending River Forest in person, there will be 3 category/stages in the plan. Think of the stages like a traffic light. A (green stage) occurs when Covid-19 trend is low to minimal, a (yellow stage) when there is an upward rise with Covid-19, and a (red stage) when all learning and instruction for all students will take place virtually with schools closed. We will make decisions based upon consultation from the Lake County Board of Health.

At this point in time, no decision has been made with which stage we will begin the school year.
Please take the time to review the plan to work with us to make this year a safe and successful year.

Sincerely,

Steven C. Disney, Jr.
Superintendent

1

River Forest Commitment

1. The health and safety of our students, employees and community is our number one priority.
2. We commit to ensuring that we address the social/emotional and mental well-being of students, faculty, staff and families.
3. We commit to ensuring equality of access to and engagement in all teaching, learning, supports and services that we offer.
4. We commit to providing high quality, standards based instruction for every learner across all instructional formats and settings.
5. We commit to maintaining approaches that exemplify flexibility and creativity.
6. We commit to feasible, effective, and fiscally responsible plans.
7. We commit to providing clear, open, transparent and timely communication to our stakeholders.
8. We commit to recognize the interconnectedness and impact of our schools on the overall success of our community.
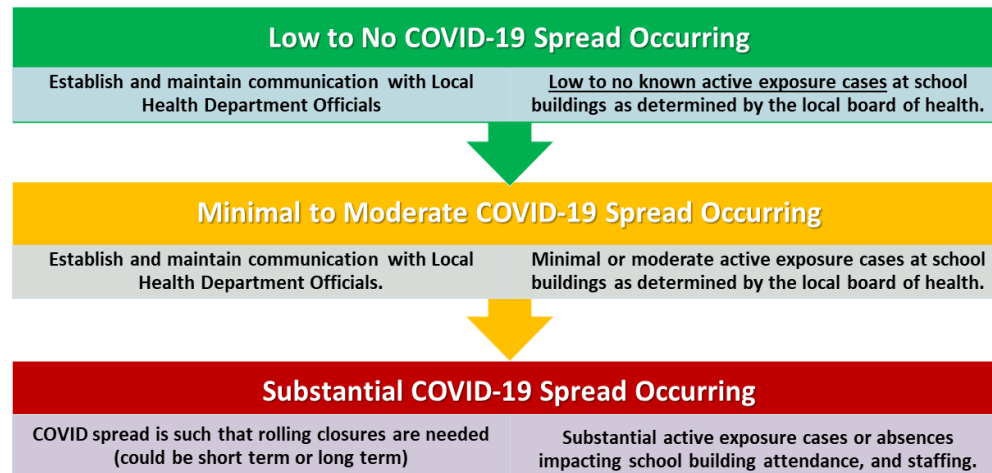
Protect RF Students Plan

Guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health and Local Board of Health, River Forest Community School Corporation has ongoing plans that address the unique needs of our school community as we reopen our schools.The district is working through the guidelines from these organizations in order to do everything possible to protect those on our campuses due to COVID-19. Everything we are doing now is aimed at offering the safest experience we can to protect all members of the RFCSC community. These are the steps we are taking to protect ourselves, protect others and protect our RFCSC community. This plan is a living document, meaning as things change and evolve during this crisis so will our plan.

Table of Contents

Level of Spread

Low to No COVID-19 Spread Occurring

Establish and maintain communication with Local Health Department Officials

Low to no known active exposure cases at school buildings as determined by the local board of health.

Minimal to Moderate COVID-19 Spread Occurring

Establish and maintain communication with Local Health Department Officials.

Minimal or moderate active exposure cases at school buildings as determined by the local board of health.

Substantial COVID-19 Spread Occurring

COVID spread is such that rolling closures are needed (could be short term or long term)

Substantial active exposure cases or absences impacting school building attendance, and staffing.

1: EXPECT EACH INGOT FAMILY TO ASSUME PERSONAL RESPONSIBILITY TO PROTECT— MYSELF, OTHERS, OUR RFCSC COMMUNITY

| **Create a culture of safety and accountability through a united pledge** | Every member of the RFCSC community will take protective measures and act responsibly by following the Protect RF Students Pledge.

All will participate in training to learn the required safety practices for returning and participating at school.

All students/families and staff will monitor for and report all symptoms of COVID-19 to RFCSC. Each school's nurse will oversee our comprehensive and integrated plan for monitoring the health and safety of our RF Students (more details on page 10).

All will practice critical personal safety practices including wearing face masks, enhanced personal hygiene practices including frequent hand washing and sanitizer use, adhering to safe social distancing practices and following all safety instructions and signage.

All will keep personal belongings and all learning, studying and working spaces clean. | **Resources:**

Pledge

[Parent Guide](#)
Signage |
| **RF Students and visitors will adhere to a set of health safety protocols to** | These protocols apply to anyone on school campuses, including but not limited to all students, staff, contractors, vendors, suppliers and visitors. Protocols include:

● **Staff and students are required to have a mask with them at all times**. There will be certain situations, including on a bus and | **Resources**

Mask Requirements
Signage |

protect themselves and others	some in-school settings, when wearing a mask will be required for both students and staff. Masks wearing is all dependent on COVID-19 spread levels as noted by the Local Board of Health. ● Wearing a face mask during indoor settings is explained on page 10. Some examples include the following: when moving in the school building, face to face interactions, and outdoors if social distancing cannot be maintained. ● New building signage and other measures to promote social distancing will be followed. ● Important personal hygiene protocols will be used.	**Good Hygiene Resources** Handwashing-Clean Hands Saves Lives Coughing and Sneezing Facial Cleanliness Nail Hygiene
Staff and student training to minimize the risk of COVID-19 transmission spread will set the stage for a culture of health and safety	**At the beginning of the year, students will be trained on new COVID-19-related expectations, such as:** Knowing the symptoms of COVID-19. ● Before coming to school every day, do self-screening for COVID-19 symptoms. ● Proper hand-washing and the use of hand sanitizer. ● Proper wearing of masks along with how to properly take off and put on. ● Social distancing expectations. ● Sanitizing their personal spaces.	**Resources** Symptom Card/COVID-19 Screening for Parents **Good Hygiene Resources** Handwashing-Clean Hands Saves Lives Coughing and Sneezing Facial Cleanliness Nail Hygiene Signage

2: OFFER INSTRUCTIONAL OPTIONS FOR STUDENTS DURING COVID-19

Offer Instructional Options for Students During COVID-19	The opening of schools are guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, the Lake County Board of Health, Indiana Department of Education, and Governor Halcomb. **RFCSC will accommodate students and families who cannot or choose not to return to school in person.** ● We recognize that, for a variety of reasons, not all students will be able to attend school in person this fall due to COVID-19. ● Families will be able to choose whether they want to take courses live on campus or online in the fall. ● Students participating in extracurriculars must be aware of guidelines afforded by IHSAA regarding eligibility requirements as they relate to the minimum number of periods **students must attend class in-person to remain eligible for sanctioned participatio**n **when the schools are open**. ● **Students and families must stay with the choice selected for the 9 week grading period. A change would only be granted due to a COVID-19 related situation.** **This unprecedented time calls for reasonable choices for parents to review and then decide which plan is best for their family—for children to return to school with enhanced safety measures or to remain at home and receive instruction through E-Learning with the RFCSC.** **Plan A - Regular School Day Schedule (Attendance on Campus 5 Days a Week) OR** **Plan B - E-Learning (Attendance Online Following the Regular School Day Schedule)** **The following explains the school options for returning to learn.**	**Resources:** Level of Spread **Low to No COVID-19 Spread Occurring** **Minimal to Moderate COVID-19 Spread Occurring** **Substantial COVID-19 Spread Occurring** Harmony Registration Choice Option for the Fall Semester CDC list of COVID-19 Symptoms

Plan A - Regular School Day Schedule (Attendance on Campus 5 Days a Week)

- On campus learning with the regular school schedule is accomplished following the CDC guidelines for students **who are symptomatic free of COVID-19** (see pages 10-11).
- Teachers will provide instruction on a regular school day schedule.
- Technology tools will be used during lessons for this regular school schedule and permit E-Learning students to simultaneously participate. Recordings of lessons may be used for students who are incapacitated due to illness related to COVID-19.
- School buildings are open following the CDC guidelines with many additional cleaning, safety, and protective measures in place.
- Counselors are available for students.

Plan B - E-Learning (Attendance Online Following the Regular School Day Schedule)

- E-Learning Option is available for students/families who are high risk according to the CDC guidelines, which includes: Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring similar treatment.

  OR
- Who do not feel safe or comfortable returning to the regular school schedule (brick and mortar).

  OR
- A student exhibits symptoms impacting consideration for exclusion from school, which include: A fever of 100.4° F or greater; Cough; Shortness of breath or difficulty breathing; Fatigue; Chills; Repeated shaking with chills; Muscle or body aches; Headache; Sore throat; new loss of taste or smell; Congestion or runny nose; Nausea or vomiting; Diarrhea. This list does not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. See link for CDC COVID-19 symptoms for the most updated information. . Communication with healthcare

	professionals and the school are critical. COVID-19 Symptoms or a positive test result or exposure MUST be reported to the Nurse email at **pthompson@rfcsc.k12.in.us** ● E-Learning will provide instruction from the teacher. ● Technology tools will be used during lessons during the regular schedule simultaneously to permit E-Learning students to participate while following their regular schedule. ● The case conference committee will need to convene for students with IEPs to develop their Continuous Learning Plan if the plan is not already included in their IEP. **Students will be expected to attend sessions and complete all work following the regular school schedule according to the time instruction is offered for each class by participating and completing assignments.**	

| **Instructional Options Explained by the Level of COVID-19 Spread** | **Instructional Options Explained by the Level of COVID-19 Spread**
 The opening of schools are guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, the Lake County Board of Health, Indiana Department of Education, and Governor Halcomb.

 *When in Low to No COVID-19 Spread Occurring according to the Local Board of Health, we will offer the following:
 REGULAR SCHOOL SCHEDULE- Plan A (Facility is Open)
 Attendance On Campus OR E-Learning/Online

 On-Campus Following the Regular School Schedule:
 ● Teachers will provide instruction on a regular school day schedule.
 ● Classrooms will be aligned with all seats facing front of the room with as much distance between seats as possible.
 ● **Masks are required when entering school and walking hallways, when in bathrooms and while interacting with other people face to face.**
 ● **Masks are required for students while talking or moving in the classroom.** | **Resources:**

 Mask Requirements

 Signage

 Good Hygiene Resources
 Handwashing-Clean Hands Saves Lives
 Coughing and Sneezing
 Facial Cleanliness
 Nail Hygiene

 Communication on COVID-19 Spread Level |

Students are to avoid face to face interaction without masks on.
- Students can remove masks during class when all students are facing the same direction and spread out as much as possible and not talking.

E-Learning Following the Regular School Schedule:

Students will be expected to attend sessions and complete all work following the regular school schedule according to the time instruction is offered for each class by participating and completing assignments.
- E-Learning will provide instruction from the teacher.
- Technology tools will be used during lessons to permit E-Learning students to participate simultaneously.
- Counselors are available for students.

*When in Minimal to Moderate COVID-19 Spread Occurring according to the Lake County Board of Health, we will offer the following:
MODIFIED SCHOOL SCHEDULE- Plan A (Facility is Open with Additional Precautions)

- **If a particular school is deemed by the Lake County Board of Heath to need closing due to exposure concerns, E-Learning would be used. This may include modified scheduled and reduced transitions between classes.**
- **Masks are required as directed by the Lake County Board of Health. At minimum, the same mask requirements will apply as in the green zone. Additional mask requirements will be added as directed by the Lake County Board of Health**
- School buildings are open following the CDC guidelines with many additional cleaning, safety, and protective measures in place.
- Counselors are available for students.

*When in Substantial COVID-19 Spread Occurring according to the Local Board of Health, we will offer the following:

E-LEARNING SCHOOL SCHEDULE- (Facility is Closed)
All Students Attend E-Learning

	SCHOOL BUILDINGS ARE CLOSED. ● E-Learning will provide instruction from the teacher. Students will be expected to attend sessions and complete all work. ● Students with IEPs will adhere to Continuous Learning Plans. ● Student time includes: 　○ Exercise 　○ Meditation/Yoga 　○ Journaling 　○ Gratitude Time ● Counselors are available for students.	
Identify and Protect the Most Vulnerable Members of the INGOT Community	**Vulnerable Populations - Elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.** ● Consultation with the healthcare provider should be had for students/families who are considered vulnerable on attending a regular school schedule. Please contact the nurse at pthompson@rfcsc.k12.in.us. ● Provide E-Learning opportunities for vulnerable student populations in consultation with parents and public health officials. ● Adhere to FERPA and HIPAA requirements. ● Adhere to state and federal employment law and extended leave allowances. ● Human Resources will work with individuals and supervisors on reasonable workplace accommodations. ● Counselors are available for students.	**Resources:** 504 Plans for students FERPA/HIPAA FFCRA Rules

3: IMPLEMENT PERSONAL HEALTH SAFETY PRACTICES AND PROTOCOLS

Know the Symptoms	Know the symptoms impacting consideration for exclusion from school. Employees will be trained to recognize these symptoms as well. This list does not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. See link for **CDC COVID-19 Symptoms**	Resources:
	● A fever of 100.4° F or greater ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Chills ● Repeated shaking with chills ● Muscle or body aches ● Headache ● Sore throat ● New loss of taste or smell ● Congestion or runny nose ● Nausea or vomiting ● Diarrhea Student's attendance MUST be reported to the attendance secretary and COVID-19 Symptoms or a positive test result or exposure MUST be reported to the school nurse at pthompson@rfcsc.k12.in.us Students and employees will be excluded from on-campus instruction if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that are not otherwise explained by medical history. Examples of this include: Students with symptoms that aren't related to COVID-19 may be a cough due to allergies or migraine headaches. Family healthcare providers may need to provide assistance.	**Harmony Registration** **CDC COVID-19 Symptoms** **Symptom Card/COVID-19 Screening for Parents/Exclusion-Return Policy**

Self-Screen Daily	• **Staff and students/families must self-screen for symptoms of COVID-19 before coming to school.** • Staff and students must contact the call off line to communicate information to the school when you are showing signs of COVID-19, have been exposed to COVID-19, or have tested positive for COVID-19. • COVID-19 Symptoms, a positive test result or exposure MUST be reported to the Nurse at pthompson@rfcsc.k12.in.us • Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.	**Resources:** Symptom Card/COVID-19 Screening for Parent **Student Call Off Line** MS/HS: 219-962-7551 Ext. 3112 Meister: 219-962-1103 Ext. 5000 Evans: 219-962-1608 Ext. 6000 pthompson@rfcsc.k12.in.us
Masks	**It is critical to emphasize that maintaining as much social distancing as possible remains important to slowing the spread of the virus. The CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.**	**Resources:** CDC Face Covering Information IDOE Back to School Face Covering Guidance for Families How to Safely Wear and Take Off Face Coverings
	*When in Low to No COVID-19 Spread Occurring according to the Local Board of Health - Mask Rules are applied as follows: • **Staff and students are required to have a mask with them at all times**. There will be certain situations, including on a bus and some in-school settings, when wearing a mask will be required for both students and staff. Masks wearing is all dependent on COVID-19 spread levels as noted by the Local Board of Health. • **Masks are required when entering school and walking hallways, when in bathrooms and with other students interacting face to face.** • **Masks are required for students while talking or moving in the classroom.**	**Level of Spread** **Low to No COVID-19 Spread Occurring** ↓ **Minimal to Moderate COVID-19 Spread Occurring** ↓ **Substantial COVID-19 Spread Occurring**

Students are to avoid face to face interaction without masks on.

- **Masks are required at bus stops and while traveling to and from on the bus. Students must wear the mask or another form of transportation to and from school will need to be made.**
- **Masks are required when not eating lunch and face to face interaction occurs.**
- **Staff and students who wish to wear masks at all times, may wear masks.**
- All students should bring their own masks to school for everyday use or use the mask provided by RFCSC. Ask for a mask when forgotten. Classrooms will be supplied with replacement masks for students if needed.
- We recognize that some students may require an altered face mask. Altered face masks will be allowed as necessary to facilitate total communication and access to instruction.
- Classrooms will be aligned with all seats facing the front of the room with as much distance between seats as possible.
- Students can remove masks during class when all students are facing the same direction and spread out as much as possible.
- Teachers and staff will wear masks when they cannot social distance or when in close, face to face interaction with student(s).
- Students may receive instruction from a teacher or staff member using a face shield when the instruction requires visibility of the teacher's mouth. The staff member will maintain a six foot distance from the student during this instruction.

> ***When in Minimal to Moderate COVID-19 Spread Occurring according to the Local Board of Health - Mask Requirements are applied as follows:**

- **<u>Masks are required throughout the day as directed by the local board of health.</u>**
- **Masks are required at bus stops and while traveling to and from on the bus. Students must wear the mask or another form of transportation to and from school will need to be made.**
- **Masks are required when not eating lunch and face to face interaction occurs.**

	*When in Substantial COVID-19 Spread Occuring	
	● **School buildings are closed.** ● **Follow the directions of the authorities.** ● **Practice hygiene safety at home and in the community.**	
Good Hygiene Practices	● Teach the importance of not touching your face. ● Teach and reinforce good hygiene practices like hand washing, covering coughs, and hands to self. ● Teach the proper use and removal of masks. ● Daily hygiene procedures will take place including hand washing. ● Hand sanitizing should be done upon entering the building and new spaces, as well as whenever handwashing is unavailable. ● Desk and surface cleaning with wipes/sanitizer for personal spaces upon exiting a class.	**Resources:** **Good Hygiene Resources** Handwashing-Clean Hands Saves Lives Coughing and Sneezing Facial Cleanliness Nail Hygiene
Supplies and Personal Space	● All desks face the same direction with students facing the same direction. ● If desks are shared, they are wiped between use by the student who used before the class exits with sanitizer wipes. ● The use of shared supplies and materials will be minimized. Sanitizing will occur between each use if shared. ● Students and staff are encouraged to bring water bottles from home. Water bottle filling stations may be used with appropriate rules followed ─ rules will be posted. Water fountains will be turned off. Water filling stations will be accessible.	**Resources:** Signage
Large Group Gatherings	● Providing hand sanitizer for students and staff. ● Limiting unnecessary congregations of students and staff. ● Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order. ● Discourage the congregation of students in parking lots and common areas. ● Social distancing required. Masks required for face to face interactions. ● Stagger the schedule for large group gatherings (i.e. recess and school meals). ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing. ● Follow Indiana & IHSAA guidelines for performing arts and sporting events and practices (see section 7).	**Resources:** Signage

When a Child, Staff Member, or Visitor Becomes Sick at School	**COVID-19 Symptom Isolation Clinic Use for Screening**	**Resources:**
	● An isolation room or area will be used to separate anyone who exhibits COVID-like symptoms. ● School nurses and healthcare providers will 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 - **Click Here**. ● 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 before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. ● Advise sick staff members and children not to return until they have met ISDH criteria to discontinue home isolation. ● Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow state ISDH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state ISDH guidance for home quarantine.	Please note that in the event of a documented positive case, short-term closure may be appropriate. Schools and local health departments are encouraged to keep schools open and operating as much as possible. The CDC Decision Tree has the school closing for potentially two-five days so the local health department or the Indiana State Department of Health can engage with your team to recommend further testing, cleaning, etc.; however, this health/medical review may be done on the same day as a positive case to reduce school closure time
COVID 19 Testing Sites	● The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently. ● Local testing sites include ○ Methodist Hospital - Merrillville ○ Methodist Hospital - Gary ○ ISDH Drive-Thru - Gary ○ Physicians Urgent Care - Highland ○ HealthLinc - East Chicago ○ Family Urgent Care - Schererville Please refer to this link for the most up to date site information.	

Exclusion From School and Return to School

Please see the chart below titled "COVID-19: When a student, faculty or staff member can return to school". Start by looking at the "Individual" scenario on the left and then instructions for that person depending on if they are "Symptomatic" or "No Symptoms".

Please communicate with the school nurse on status or if you need further explanation of chart: pthompson@rfcsc.k12.in.us

COVID-19: When a student, faculty or staff member can return to school

Individual	Symptomatic	No Symptoms
Not Tested **with** Alternate Explanation (strep, influenza, etc. as determined by a provider)	May return to school after 24 hours resolution of fever **AND** note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.	N/A
Not Tested **Without** Alternate Explanation	Must remain home for at least 10 days from the first day symptoms appeared **AND** 72 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.	N/A
Tested and Negative	If no alternative explanation, *isolate* for at least 10 days from the first day symptoms appeared **AND** 72 hours fever-free without fever-reducing medications and with improvement of respiratory symptoms. The test may have been a false negative. The individual can return to school if tested negative **AND** with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school. (*ISDH strongly recommends the time-based strategy versus the two-test strategy, which is under review by the CDC.*)	May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day *quarantine*, even if test results are negative for COVID-19.
Tested and Positive	Must remain home in *isolation* for at least 10 days from the date symptoms began **AND** 72 hours fever-free without fever-reducing medications and improvement of respiratory symptoms.	*Isolate* at home for 10 days from the day the test was taken. *If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)*
Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19)	N/A If an individual becomes symptomatic, refer to the symptomatic scenarios. The individual must *quarantine* for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.	*Quarantine* for 14 days before returning to school. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios.

Note: QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.
ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Updated:7/8/20

Indiana State
Department of Health

Exclusion From School and Return to School	**Please note:** ● **In addition, if a Household member has symptoms or is being tested for COVID-19: Students and employees should remain home for a minimum of 72 hours. Please communicate with school nurse before returning: pthompson@rfcsc.k12.in.us** ● **If a student is sent home with symptoms and is suspected of possibly having COVID-19, all household members (siblings, etc) will be sent home. Even ONE symptom can be cause for suspicion.**	**Resources:** Exclusion and Return to School Guideline Chart **Symptom Card/COVID-19 Screening for Parents/Exclusion-Return Policy**
	CONTACT TRACING: The local health department will work to determine who has been in close proximity for more than 15 minutes to trace for exposure. RFCSC will maintain seating charts for classrooms, buses, and the cafeteria.	**Resources:** Schedules Seating Charts
TESTED POSITIVE	**TESTED POSITIVE - IMPACT ON SCHOOL OPERATIONS:** Work with the local health department in following the CDC guidance which can be found here on the level of the COVID-19 spread and the impact on school remaining open. RFCSC, in conjunction with the Lake County Health Department, would make the decision to move to close school and do E-Learning,. In order for this decision to be made, a few criteria would need to be met. Impacting the decision would be factors such as: ● Transmission level within all our schools and community ● Effectiveness of Plan A (if Plan A is not working and will not work) ● Staffing concerns across our buildings ● Frequent and sustained need for closures	**Resources:** **Symptom Card/COVID-19 Screening for Parents/Exclusion-Return Policy**

4:   ENACT HEALTH SAFETY CHANGES IN PHYSICAL SPACES, FOOD SERVICES, and TRANSPORTATION

Enact Health Safety Changes in Physical Spaces	Ready buildings, common spaces for activities **The layout and design of school buildings and facilities are being assessed one-by-one to ensure proper health and safety updates are made, appropriate signage is posted.** ● New social distanced queueing procedures will be in place, with one-way traffic through the buildings, where possible. ● Mark spaced lines to enter the building and designate entrance and exit flow paths ● Visitors only upon appointment. If something needs to be dropped off, it will be left at the drop off zone in the secure vestibule. If a necessary visit, call the front office before coming, screening visitors, requesting use of face coverings/masks, etc. ● Ventilation systems will increase circulation of outdoor air as much as possible, when practicable based on outdoor air conditions. ● Clean/disinfect frequently touched surfaces at least daily and shared objects after each use. ● Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks. ● No facility rental from outside groups will be permitted until further notice. ● See protocol for students/staff who feel ill/experience symptoms when they come to school (see When a Child, Staff Member, or Visitor Becomes Sick at School). ● Use procedures for student pick up/drop off with no parents getting out of cars	Resources: Signage

Classrooms, cafeterias, gymnasiums, etc. will be adjusted to allow for safe social distancing, with an enhanced commitment to the health and safety of our school community.	- Classrooms ○ Spread desks far apart in the classroom. ○ Seating charts are maintained. ○ All desks face the same direction. ○ If desks are shared, they are wiped between use by the student who used before the class exits with sanitizer wipes. ○ The use of shared supplies and materials will be minimized. Sanitization will occur between each use if shared. - In classrooms, maintaining as much social distancing space between instructor and students, appropriate accommodations will be made to protect instructors and students (see-thru barriers, altered face masks, face shields, etc.). Masks must be worn if face to face interactions occur. - Playground ○ Recess times are staggered. ○ Open playgrounds with separate zones for sanitization purposes. ○ Equipment is cleaned between use.	**Resources:** Sanitizing Wipes See-thru Barrier / Face Shields Seating Chart Playground Zone Schedule
Clinical Space COVID -19 Symptomatic	- Each school will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. - All waiting staff and students should wear a cloth face covering. - Only essential staff assigned to the room may enter wearing appropriate PPE. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.	**Resources:** Clinic for COVID-19 Symptomatic PPE Entry Log
Clinic Space Non-COVID-19 Related	- Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. - These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments and those with individual health plans.	**Resources:** Clinic for Non- COVID-19 Symptomatic

Confirmed Case of COVID-19 on School Property	• When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately. The district will also notify the Indiana Department of Education. Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. • As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.	**Resources:** Clinic for COVID-19 Symptomatic PPE Entry Log
Cleaning and Disinfecting	**Implement CDC Guidelines for Cleaning and Disinfecting: Click Here** • Soap and hand sanitizer are available throughout the building and in each classroom • Provide sanitizer wipes for desk cleaning by students who used the space they worked in before they exit. • Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks. • Supplemental cleaning is performed by custodial staff over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease. • Playground—recess times are staggered, and equipment is cleaned between use. • Emergency cleaning: The emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by County or State health authorities. • Upon direction to implement an emergency cleaning plan, the facility will be evacuated and plans for the length of closure will be communicated to the public and staff.	**Resources:** Hand Sanitizer Cleaning and Disinfecting Supplies PPE Emergency Cleaning Plan

Food Service	**Implement standard operating procedures while taking preventative measures such as:** - Parents assist RFCSC by eliminating cash transactions and utilize online payments as much as possible. - Provide a schedule with alternate serving areas in the building for students to social distance as much as possible while eating. - Floor is marked to space students while they wait to receive their meals. - Spaced seating (utilize outdoor space as practicable and appropriate). - Allow student hand washing before and after meal service. - Providing hand sanitizer for students and staff. - No self-serve service lines are available. - Pre-packaged boxes or bags for each student instead of traditional serving lines. - Food and utensils should not be shared. - Students go in small groups to dispose of trash in cans spread throughout the cafeteria. - Conduct cleaning of cafeterias and high-touch surfaces throughout the school day. - Students and staff wear face masks/coverings while in large group gatherings when not eating with face to face interactions.	**Resources:** Alternate Serving Areas Box Lunches Seating Charts in Lunch Spaces
Transportation	**PARENT TRANSPORTATION IS ENCOURAGED.** **Staff and students must wear masks.** - Student drop off and pickup: Parents are to remain in cars when dropping off and picking up students. - Parents need to ensure that social distancing is utilized at bus stops. - Masks are required at bus stops and while traveling to and from school on the bus. - Students must wear the mask or arrangements for another form of transportation to and from school will need to be made. - Seating charts will be used. Siblings will sit together on buses as much as possible. - Limit two (2) students per seat when possible if not family members. - Cleaning of buses is performed daily. Supplemental cleaning and disinfecting of frequently touched surfaces on the bus is performed between routes. - Open windows and roof vents when possible to maximize ventilation. - Airing out buses when not in use (weather permitting).	**Resources:** PPE Seating Charts

5: TEACHING AND LEARNING

Implement standard operating procedures while taking protective and preventive measures while teaching.

- See Guidelines for Masks in Section 3.
- Establish distance between the teacher's desk/board and students' desks.
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing.
- Providing hand sanitizer for students and staff.
- Desks are separated as much as possible.
- Personal spaces such as desks are wiped with sanitizer wipes by the student who used it before exiting a classroom.
- Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable).
- Custodial engineers conduct cleaning of classrooms and high-touch surfaces each day.
- Classes can be held outside when weather permits with appropriate social distancing and masks for face to face interactions.

Establish an academic baseline.
- Administer formative assessments toward the start of the school year.
- Conduct meetings with teachers to identify where students are academically.

Target interventions and supports. Provide additional instructional supports to:
- Students at-risk of not graduating on time.
- Students with disabilities will receive specific targeted skills instruction upon reentry. The case conference committee will convene to discuss any concerns with regression, and revise the IEP accordingly.
- Students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.).
- Other students identified as being behind academically by teachers and parents.
- Identify essential concepts/skills at grade levels and provide access to enrichment (fine arts, music, world language, CTE, computer science, AP, dual credit, physical education/play, STEM/STEAM, etc.).

Address learning loss.
- Help students catch up/get ahead.
- Provide extended learning opportunities through before/after school programs.

Resources:

Level of Spread

Low to No COVID-19 Spread Occurring

Minimal to Moderate COVID-19 Spread Occurring

Substantial COVID-19 Spread Occurring

Mask Requirements
Signage

Good Hygiene Resources
Handwashing-Clean Hands Saves Lives
Coughing and Sneezing
Facial Cleanliness
Nail Hygiene

Hand Sanitizer
Sanitizer Wipes
Extra Masks

E-Learning
- E-Learning will provide instruction from the teacher.
- Technology tools will be used during lessons during this regular schedule to permit E-Learning students to participate simultaneously.
- Students with IEPs will convene to develop their Continuous Learning Plan, or follow the plan if already included in their IEP.

> **Students will be expected to attend sessions and complete all work following the regular school schedule according to the time instruction is offered for each class by participating and completing assignments.**

Prepare for future Regular School Schedule and E-Learning by continuing curriculum mapping & lesson planning.
- Utilize lesson plans that provide I Do, We Do, You Do (Gradual Release).
- Utilize technology protocols for dual delivery (Regular School Schedule & E-Learning Done Simultaneously to Accomodate for E-Learning Students).
- Integrate virtual learning practices.
- Provide E-Learning specific professional learning for educators.
- Integrate virtual learning practices.
- Provide virtual learning-specific professional learning for educators.

6: SOCIAL EMOTIONAL LEARNING

	District / School Resources:
	● https://casel.org/
	● https://www.doe.in.gov/sebw
	
	Acknowledgement of experience and feelings related changes due to COVID-19 along with treating all individuals equally by showing respect, kindness, and love.
	● Remain calm and reassuring. Students will react to and follow your verbal and nonverbal reactions to the changes.
	● Emphasize to your students that they are safe at school. Remind them that you and the adults at their school are there to keep them safe and healthy.
	● Let your students talk about their feelings surrounding the country's events and help reframe their concerns into appropriate thoughts.
	● Give students information that is truthful and appropriate for the age and developmental level of the child.
	
	Day one to day three of SEL activities:
	● Examples of how the first few days of schools could be used to focus on building community, connection, resilience, and social and emotional skills:
	   ○ Primary Template
	   ○ Secondary Template
	
	Continued SEL/mental health services and build resiliency
	● Community and trust building:
	   ○ Classroom meetings to set clear expectations
	   ○ Guidance for adults facilitating these classroom meetings
	   ○ Work with your school's student support team to ensure that tier 2 and tier 3 social and emotional supports are available for those needing additional intervention, consulting with community mental health providers, as needed.
	   ○ https://www.projectawarein.org/resources/
	
	Use social and emotional learning as a way to create a safe and supportive environment for all students. Below are strategies, connected to each of Indiana's Social Emotional Learning (SEL) Competencies, that can be implemented in the first few weeks back to school.
		Resources:
		
		IDOE Reentry SEL Plan

Insight:
- Help students identify their personal strengths.
- Direct them to reflect on what they may have learned about themselves while being at home/out of school (i.e. strengths within their family role, new skills/talents, adaptability.etc.).
- Help students name their feelings. Provide a list of emotions and ask students to choose one or two each day which they identify with in order to build emotional awareness, vocabulary and empathy.

Sensory-Motor Integration:
- Facilitate deep breathing exercises (such as Square Breathing) and prioritize physical activity opportunities.

Regulation:
- Help students understand how their brains work and can react to stress. Use this video teaching the hand model of the brain.
- Encourage students to think about how feelings are connected with their body using the How Does my Body Feel? handout.

Collaboration:
- Provide opportunities for collaborative learning games and facilitate the creation of group expectations with specific roles/responsibilities for each student before beginning.

Connection:
- Create adult to student and/or student to student mentoring opportunities to serve as an additional system of support for students.

Critical-Thinking:
- Help students identify a cause or problem that arose in their community over the past few months. Ask students to come up with action steps or solutions to these issues.

Mindset:
- Praise students' process rather than students' outcome
  - For example, "I can tell you practiced!" or "I noticed you supported your friend in need today."
- Act to remove anxiety about academic performance and prioritize the healing and belonging that will foster academic learning.
  - When speaking about the coming year's academics, reassure students that the goal will be to "close the gap", not "catch-up with additional work"
- Assess your strengths and areas to develop as you promote SEL through distance learning and at-home assignments:
  - Teacher self assessment.

Mandated Reporting:
As a reminder all educators are mandated reporters in the State of Indiana. Our teachers and communities continue to play an important role in ensuring the safety of children. As you engage with your students, please consider these factors, as some signs of maltreatment that you have been trained to notice may still be present, even virtually. Child Safety Tips

7: EXTRA-CURRICULARS, CO-CURRICULARS, & CLUBS

Guidelines for returning to Extra-Curricular, Co-Curricular, & Clubs

Athletics, performing arts, and clubs promote citizenship and sportsmanship students who participate. Activity programs instill a sense of pride in school and community, teach lifelong lessons and skills of teamwork and self-discipline and facilitate the physical and emotional development of the nation's youth.

The following guidelines will be implemented:

- **Staff and students/families must self-screen for symptoms of COVID-19 before coming to school.**
- **Staff and students should wear masks when not engaging in vigorous activity and social distancing is not possible.**
- **Staff and students will follow any protocol changes as guided by the Local Board of Health.**

- Students participating in extracurriculars must be aware of guidelines afforded by IHSAA regarding eligibility requirements as they relate to the minimum number of periods students must attend in-person to remain eligible for sanctioned participation.

Follow the Phases and County Implications by Governor's Executive Orders:
Indiana's Considerations for Learning and Safe Schools (IN-CLASS)
- See Appendix C: Indiana's Extra-Curricular and Co-Curricular Re-entry on page 18.
  - **Phase I: July 6-19**
  - **Phase II: July 20-August 15**
  - **Phase III: August 15**

RF Re-entry Guidelines All Sports

2020-2021 Phased Athletic Return to Play Plan

Resources:

Level of Spread

Low to No COVID-19 Spread Occurring

⬇

Minimal to Moderate COVID-19 Spread Occurring

⬇

Substantial COVID-19 Spread Occurring

IHSAA Resources
NSFA Resources

Spectator Options

	2020 PERFORMING ARTS PLAN (Marching Band Guidance). AMRO Music Blog **Indiana specific resources for a safe reopening:** • Space considerations for in-person instruction (pdf download) **Taskforce recommendations for:** • Band • Choir • General Music Foreward / Spreadsheet (google sheets)	NSFA Resources Indiana Music Education Association Resources AMRO Music Spectator Option

8: ANTICIPATE AND PLAN FOR CONTINGENCIES

Anticipate and Plan for Contingencies	Plan extensively for the possibility of a major outbreak of COVID-19 within the school buildings.	Resources:

Anticipate and Plan for Contingencies

Plan extensively for the possibility of a major outbreak of COVID-19 within the school buildings.

The Protect RF Students Team has a range of contingency plans based on situations and circumstances that might occur and that may require the River Forest Community School Corporation to pause or shut down some or all of our activities.

- Contingency planning is also taking into account what is happening in the surrounding community, and federal and state guidelines.
- To prepare for future scenarios of the viruses spread, however likely or unlikely, the RFCSC is taking into careful consideration the Local Board of Health's guidance on quarantining, contact tracing, and school closures based on data and protocol they are required to follow during COVID-19.
- Existing efforts, such as E-Learning, can be adapted if a student must be isolated following a positive virus test, supports our contingency planning.

School closures:
- E-Learning will provide instruction from the teacher. Students will be expected to attend sessions and complete all work.
- Student time includes: Exercise, Meditation/Yoga, Journaling, Gratitude Time.
- Counselors are available for students.

Resources:

Local Board of Health

Level of Spread

Low to No COVID-19 Spread Occurring

↓

Minimal to Moderate COVID-19 Spread Occurring

↓

Substantial COVID-19 Spread Occurring

9: ENGAGE OUR STAKEHOLDERS WITH CONSISTENT, COMPELLING, AND TIMELY COMMUNICATION AND CLEAR GUIDANCE

| **ENGAGE OUR STAKEHOLDERS WITH CONSISTENT, COMPELLING, AND TIMELY COMMUNICATION AND CLEAR GUIDANCE** | Share the latest information via the River Forest Community Schools website Protect RF Students Plan: https://www.rfcsc.k12.in.us
The Protect RF Students Plan campaign will instill a culture of personal responsibility and daily action to Protect — myself, others, our RFCSC community. Create and disseminate engaging and meaningful collateral around the Protect RF Students Plan. | **Resources:**
Level of Spread

Low to No COVID-19 Spread Occurring

Minimal to Moderate COVID-19 Spread Occurring

Substantial COVID-19 Spread Occurring

RFCSC Website
Social Media
Harmony |
| **Partner across the Northwest Indiana community to collectively advance safety efforts** | Recognizing that School City of RFCSC has a responsibility to support the health and safety of the RFCSC community, we will engage with a broad range of stakeholders to encourage the adoption of the tenets of the Protect RF Students Plan — which may be more stringent than those experienced or witnessed within the outside community — beyond the borders of our school campuses.

We will collaborate and partner with leaders of the Lake County communities on ways to create a healthy and safe environment that protects RF Students and our neighbors. | **Resources:**
Local Government Agencies

Northwest Indiana Superintendents Study Council

School Conferences |