



**SOUTH CENTRAL PRESCHOOL “RETURN TO SCHOOL” PLAN**

**Adopted July 20, 2020 -- South Central Board of Education**

Dear South Central Community:

The South Central “Return to School” plan has been thoroughly reviewed by the South Central Board of Education, administrative team, and faculty/staff. Additionally, great input and support has been provided by the Huron County Health District.

It is essential for the School District, Health District and community to work together to prevent the introduction and spread of COVID-19 in the student population and in the community. State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure. In addition, the local health district has the authority to exclude students from school and may order students and others to isolate or quarantine.

**STATE OF OHIO HEALTH ALERT SYSTEM & SOUTH CENTRAL LOCAL SCHOOLS CROSSWALK OF COLORS**

	YELLOW	ORANGE	RED	PURPLE
Ohio County & Zip Code	Some risk of exposure and spread, 100% return to school in the physical building and classroom. Parents and students realize they assume some level of risk.	Moderate risk of exposure and spread, School Boards should exercise increased caution. Parents and students realize they assume an increased level of risk.	High risk of exposure and spread, School Boards should consider limiting in person activities as much as possible. Parents and students realize they assume a high level of risk.	Severe risk of exposure and spread, School Board should consider 100% remote/ alternative learning.

South Central Schools Level of Instruction	GREEN			
		YELLOW		
			ORANGE	
				RED

**Please understand that South Central Schools Level of Instruction may change throughout the school year.  
Please understand that South Central Schools Level of Instruction may not exactly align with a County color.**

It is my hope that this plan provides detailed information to parents/guardians and students regarding expectations for the 2020-2021 school year, depending on which Level of instruction the school district implements. Please know that the Level of instruction may change throughout the year, based on current COVID-19 status’ within our school district, within Huron County and/or within Ohio. As always, please feel free to contact me if you have any questions or concerns. I can be reached at 419-752-3815 or by email at [bchaffee@south-central.org](mailto:bchaffee@south-central.org).

Together we can,  
Ben Chaffee, Jr.  
Superintendent  
South Central Local Schools

**Level Green:** 100% return to school in the physical building and classroom. Parents and students realize they assume some level of risk.

#### **PK Schedule**

- Regular master schedule with social distancing optimized in classrooms.
- AM Hours 7:15 to 10:25
- PM Hours 11:15 to 2:25
- PK staff will meet the students at the door. NO parents will be allowed in the school building during drop off or pick up.
- PK staff will wear face coverings (unless documented exemption) when in close proximity to other people. PK Staff will wear face coverings during pick up and drop off. Face coverings for students may become required due to increased risk of COVID-19 in our community.
- Recess will be regulated to allow one class at a time on Primary and one on Intermediate playgrounds.

#### **PK Materials**

- Classroom toys and play areas will be cleaned between morning and afternoon classes.
- Toys that cannot be cleaned and sanitized should not be used.
- Art and project supplies will be sanitized between morning and afternoon classes. Student supplies will be stored in their art supplies bucket. Students/school must provide individual materials.

#### **PK Special Activities**

- All special activities and field trips at this time will be cancelled.

#### **PK Transportation**

- Most Parents/guardians provide transportation
- If PK students ride the bus, they will be required to wear masks when being transported by school transportation, unless one student per every other seat.
- Cancellation of all school related field trips until further notice.

#### **PK Snack Service**

- Snacks and drinks will be provided by the school district.
- Sanitizing tables between snack time
- PK staff will wear gloves while serving food.

#### **PK Health/Safety/Screening**

- PK staff must ensure that children wash their hands upon entering their classroom. This may require providers to assist children with handwashing.
- PK staff must check the temperatures of all staff, children, and adults upon arrival. If any individual has a fever of 100 degrees or higher, they may not enter the facility. Staff will have a check sheet to document each student's daily symptoms. The checksheet will be available on GoogleDocs (same sheet currently used for summer skills development.) .
- Appropriate use of classroom/building hand sanitizer stations
- Immediate referral to school nurse if symptoms exposed
- PK staff must follow rigorous handwashing procedures as detailed in Appendix B to Ohio Administrative Code 5101:2-12-13.
- PK Staff must ensure that children wash their hands prior to departure. This may require providers to assist children with handwashing. Child care providers must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.
- PK Staff must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.

- Employees must perform daily symptom assessment.
- Require employees to stay home if symptomatic.
- PK staff may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
- Immediately isolate and seek medical care for any individual who develops symptoms while at the day care facility.
- Shutdown rooms for deep sanitation, if possible.
- Child care providers should immediately notify the Department of Job and Family Services in writing of any confirmed cases of COVID-19 among children or staff.

**PK Classroom Setup**

- PK staff must operate under reduced staff to child ratios and maximum group size limitations at all times. One child care staff member per nine school-age children with no more than nine children in the room.
- PK staff may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
- The smaller space must contain at least 35 square feet of space per child.
- The divider must be at least six feet in height.
- The divider must be made from nonporous material or other material that can be sanitized.
- The divider must meet any requirements set by the Department of Commerce, local building department, state fire marshal, or local fire safety inspector.

**PK Cleaning/ Sanitizing**

- Nightly deep cleaning of all hard surfaces with bleach water mixture
- Sanitizing will be completed between classes .

**Aides/Secretaries/Cooks/Bus**

- Regular duties as assigned

**Social/Emotional Needs**

- Students who choose not to return to school due to fear and/or quarantine will have the opportunity to have 9 week interval commitments to remain in remote learning. Students/Parents must sign up no later than 3 weeks prior to the start of the next 9 week interval.
- Olweus Bullying Prevention Program will utilize Class Meeting structure

**Special Education Delivery**

- Special education supports will be provided one one one or in small group settings where social distancing is promoted. Sanitization of materials and classroom space will be completed in between students and groups.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PK on campus	PK on campus	PK on campus	PK on campus	PK OFF PK staff will report

**Level Yellow: Blended Learning Model: 50% capacity in the buildings following all of the guidance in the CDC and ODE guidance with alternative schedules. Parents and students realize they assume some level of risk.**

#### **PK Schedule**

- The PK classes will be divided into half and follow the schedule listed below.
- AM Hours 7:15 to 10:25
- PM Hours 11:15 to 2:25
- PK staff will meet the students at the door. NO parents will be allowed in the school building during drop off or pick up.
- PK staff will wear face coverings (unless documented exemption) when in close proximity to other people. PK Staff will wear face coverings during pick up and drop off. Face coverings for students may become required due to increased risk of COVID-19 in our community.
- Recess will be regulated to allow one class at a time on Primary and one on Intermediate playgrounds.

#### **PK Materials**

- Classroom toys and play areas will be cleaned between morning and afternoon classes.
- Toys that cannot be cleaned and sanitized should not be used.
- Art and project supplies will be sanitized between morning and afternoon classes. Student supplies will be stored in their art supplies bucket. Students/school must provide individual materials.

#### **PK Special Activities**

- All special activities and field trips at this time will be cancelled.

#### **PK Transportation**

- Most Parents/guardians provide transportation
- If PK students ride the bus, they will be required to wear masks when being transported by school transportation, unless one student per every other seat.
- Cancellation of all school related field trips until further notice (with exception of athletic events)

#### **PK Snack Service**

- Snacks and drinks will be provided by the school district.
- Sanitizing tables between snack time
- PK staff will wear gloves while serving food

#### **PK Health/Safety/Screening**

- PK staff must ensure that children wash their hands upon entering their classroom. This may require providers to assist children with handwashing.
- PK staff must check the temperatures of all staff, children, and adults upon arrival. If any individual has a fever of 100 degrees or higher, they may not enter the facility. Staff will have a check sheet to document each student's daily symptoms. The checksheet will be available on GoogleDocs (same sheet currently used for summer skills development.).
- PK staff must follow rigorous handwashing procedures as detailed in Appendix B to Ohio Administrative Code 5101:2-12-13.
- PK Staff must ensure that children wash their hands prior to departure. This may require providers to assist children with handwashing. Child care providers must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.
- PK Staff must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.

- Employees must perform daily symptom assessment.
- Require employees to stay home if symptomatic.
- PK staff may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
- Immediately isolate and seek medical care for any individual who develops symptoms while at the day care facility.
- Shutdown rooms for deep sanitation, if possible.
- PK staff should immediately notify the Department of Job and Family Services in writing of any confirmed cases of COVID-19 among children or staff.

**PK Classroom Setup**

- PK staff must operate under reduced staff to child ratios and maximum group size limitations at all times. One child care staff member per nine school-age children with no more than nine children in the room.
- PK staff may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
- The smaller space must contain at least 35 square feet of space per child.
- The divider must be at least six feet in height.
- The divider must be made from nonporous material or other material that can be sanitized.
- The divider must meet any requirements set by the Department of Commerce, local building department, state fire marshal, or local fire safety inspector.

**PK Cleaning/ Sanitizing**

- Nightly deep cleaning of all hard surfaces with bleach water mixture
- Sanitizing will be completed between classes .

**Aides/Secretaries/Cooks/Bus**

- Regular duties as assigned

**Social/Emotional Needs**

- Students who choose not to return to school due to fear and/or quarantine will have the opportunity to have 9 week interval commitments to remain in remote learning. Students/Parents must sign up no later than 3 weeks prior to the start of the next 9 week interval.
- Olweus Bullying Prevention Program will utilize Class Meeting structure
- Counselors develop office referral system (google form via teacher? MS/HS student?) to be able to counsel all students each day

**Special Education Delivery**

- Special education supports will be provided one one one or in small group settings where social distancing is promoted. Sanitization of materials and classroom space will be completed in between students and groups.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
½ AM PK Class #1	½ AM PK Class #1	½ AM PK Class #2	½ AM PK Class #2	NO PK PK Staff will report
½ PM PK Class #1	½ PM PK Class #1	½ PM PK Class #2	½ PM PK Class #2	NO PK PK Staff will report

**Level Orange:** Majority remote learning with opportunities to bring in small groups of at risk students to the buildings. Very controlled environment limited to small groups of at risk (IEP, Students with no internet access, etc) students for chunks of time. Parents and students realize they assume some level of risk.

#### **PK Schedule**

- The PK classes will be divided into half and follow the schedule listed below.
- AM Hours 7:15 to 10:25
- PM Hours 11:15 to 2:25
- PK staff will meet the students at the door. NO parents will be allowed in the school building during drop off or pick up.
- PK staff will wear face coverings (unless documented exemption) when in close proximity to other people. PK Staff will wear face coverings during pick up and drop off. Face coverings for students may become required due to increased risk of COVID-19 in our community.
- Recess will be discontinued.
- Full instruction of content will be expected.

#### **PK Materials**

- Classroom toys and play areas will be cleaned between morning and afternoon classes.
- Toys that cannot be cleaned and sanitized should not be used.
- Art and project supplies will be sanitized between morning and afternoon classes. Student supplies will be stored in their art supplies bucket. Students/school must provide individual materials.

#### **PK Special Activities**

- All special activities and field trips at this time will be cancelled.

#### **PK Transportation**

- Parents/guardians provide transportation
- If PK students ride the bus, they will be required to wear masks when being transported by school transportation, unless one student per every other seat.
- Cancellation of all school related field trips until further notice (with exception of athletic events)

#### **PK Snack Service**

- Snacks and drinks will be provided by the school district.
- Sanitizing tables between snack time
- PK staff will wear gloves while serving food

#### **PK Health/Safety/Screening**

- PK staff must ensure that children wash their hands upon entering their classroom. This may require providers to assist children with handwashing.
- PK staff must check the temperatures of all staff, children, and adults upon arrival. If any individual has a fever of 100 degrees or higher, they may not enter the facility. Staff will have a check sheet to document each student's daily symptoms. The checksheet will be available on GoogleDocs (same sheet currently used for summer skills development.).
- PK staff must follow rigorous handwashing procedures as detailed in Appendix B to Ohio Administrative Code 5101:2-12-13.
- PK Staff must ensure that children wash their hands prior to departure. This may require providers to assist children with handwashing. Child care providers must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.
- PK Staff must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to

have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.

- Employees must perform daily symptom assessment.
- Require employees to stay home if symptomatic.
- PK staff may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
- Immediately isolate and seek medical care for any individual who develops symptoms while at the day care facility.
- Shutdown rooms for deep sanitation, if possible.
- PK staff should immediately notify the Department of Job and Family Services in writing of any confirmed cases of COVID-19 among children or staff.

**PK Classroom Setup**

- PK staff must operate under reduced staff to child ratios and maximum group size limitations at all times. One child care staff member per nine school-age children with no more than nine children in the room.
- PK staff may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
- The smaller space must contain at least 35 square feet of space per child. • The divider must be at least six feet in height.
- The divider must be made from nonporous material or other material that can be sanitized.
- The divider must meet any requirements set by the Department of Commerce, local building department, state fire marshal, or local fire safety inspector.

**PK Cleaning/ Sanitizing**

- Nightly deep cleaning of all hard surfaces with bleach water mixture by custodial staff.
- Sanitizing will be completed between classes .

**Aides/Secretaries/Cooks/Bus**

- Cooks and Bus drivers will be RIF'd according to OAPSE contract protocols, with exception of meal preparation and remote-site delivery staff and possible athletic field trips
- Aides will be assigned to work with specific teachers/classes/students
- Secretaries will report to work during normal hours

**Social/Emotional Needs**

- Students who choose not to return to school due to fear and/or quarantine will have the opportunity to have 9 week interval commitments to remain in remote learning. Students/Parents must sign up no later than 3 weeks prior to the start of the next 9 week interval.
- Olweus Bullying Prevention Program will utilize Class Meeting structure
- Counselors develop office referral system (google form via teacher? MS/HS student?) to be able to counsel all students each day, either face to face or remotely
- Huron County Wrap-Around Coordinator will be utilized, as necessary

**Special Education Delivery**

- Special education supports will be provided in the PK classroom.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
½ AM PK Class #1	½ AM PK Class #1	½ AM PK Class #2	½ AM PK Class #2	NO PK  PK Staff will report
½ PM PK Class #1	½ PM PK Class #1	½ PM PK Class #2	½ PM PK Class #2	NO PK

				PK Staff will report
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**Level Red: 100% Remote/Alternative Learning**

**PK Schedule**

- PK staff will have Monday through Thursday “office hours”.
- All staff will report to work during normal work hours and all staff will wear face coverings (unless documented exemption) when in close proximity to other people. Face coverings for students may become required due to increased risk of COVID-19 in our community.
- Students will be required to “check-in” with each of their teachers daily. Failure to do so will result in an absence.
- Teachers will not be permitted to post assignments or communicate with students/parents between the hours of 10:00pm-5:30am
- Full instruction of content will be expected. Teachers must be able to document communication attempts to student AND parent/guardian before a failing grade can be issued.
- Remote learning platform will be ZOOM for all grade level.

**PK Materials Management (pencils/art supplies/computers/etc.)**

- Students will be provided various activities and instructional materials to make sure learning is accessible for PK students and families.

**PK Transportation**

- Cancellation of all school related field trips until further notice

**Meal Service**

- No on-campus snack service will be provided.
- Remote-site meal delivery option will be provided. Families must sign up for 9 week intervals.

**Health/Safety/Screenings**

- No touch temporal thermometers will be utilized for all staff before arriving at school. Staff will document their vitals on checksheet.
- No touch temporal thermometers will be available in each office (ES, MS, HS)
- Appropriate use of classroom/building hand sanitizer stations
- Immediate referral to school nurse if symptoms expose

**Custodial cleaning/sanitizing**

- Nightly deep cleaning of all hard surfaces with bleach water mixture

**Aides/Secretaries/Cooks/Bus**

- Cooks and Bus drivers will be RIF’d according to OAPSE contract protocols, with exception of meal preparation and remote-site delivery staff
- Aides will be assigned to work with specific teachers/classes/students
- Secretaries will report to work during normal hours

**Social/Emotional Needs**

- Counselors develop office referral systems (google form via teacher? MS/HS student?) to be able to counsel all students each day, either face to face or remotely
- Huron County Wrap-Around Coordinator will be utilized, as necessary

**Special Education Delivery**

- Special education support staff will provide additional support, activities, and lessons for special education students.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PK staff report and	PK staff report and	PK staff report and	PK staff report and	NO PK for students



students are remote	students are remote	students are remote	students are remote	PK Staff will report
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## OTHER PROTOCOLS ESSENTIAL TO SCHOOL OPERATIONS:

### I. GENERAL

1. Know and understand that the district will move fluidly between levels as the situation dictates. This will be an administrative decision, with guidance from the Huron County Health Department, ODH, ODE and/or the Governor's Office.
2. Each student/family will have the option to continue 100% on-line/remote learning, with content delivery provided by teacher(s). Full instruction of content will be expected. Grading expectations will be synonymous with a traditional schedule. Students may receive a failing grade for failure to participate and/or complete assignments. Teachers must be able to document communication attempts to student AND parent/guardian before a failing grade can be issued.
3. Remote learning platform will be ZOOM for all grade levels.
4. Elimination of all non-athletic field trips until further notice, including Level Green operations.

### II. SYMPTOMS -- SCREENINGS -- COMMUNICATIONS -- RETURN TO SCHOOL AFTER EXCLUSION

5. Students and employees should be trained to recognize the following COVID-19-related symptoms:
  - a. A fever of 100.4° F or greater
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Chills
  - e. Repeated shaking with chills
  - f. Muscle pain
  - g. Headache
  - h. Dizziness
  - i. Blurred vision
  - j. Diarrhea
  - k. Sore throat
  - l. New loss of taste or smell
6. If a South Central student demonstrates COVID-19 symptoms, s/he will be immediately referred to the school nurse, quarantined in the nurse's station until parent/guardian picks him/her up, and is taken immediately to the physician for testing.
7. If a South Central staff member demonstrates COVID-19 symptoms, s/he will be immediately referred to the school nurse, quarantined in the nurse's station until determined able to safely go immediately to the physician for testing. Staff members must be prepared for a substitute (lesson plans, assessments, etc.). Staff members will use sick leave when quarantined.
8. If a South Central student OR staff member tests positive for COVID-19, the superintendent is to be notified immediately. Superintendent will contact the Huron County Health District for guidance, and will follow the recommendations of the HCHD. The building and/or campus may be closed immediately.
9. If a neighboring school district has a student OR staff member test positive for COVID-19, the superintendent will notify all staff via email and contact the Huron County Health District for guidance, following the recommendations of the HCHD. The building and/or campus may be closed immediately.
10. If a participating school district that South Central LSD is scheduled to compete against in an athletic event (home or away) is quarantined due to COVID-19, the superintendent, in consultation with the participating district's superintendent and the Huron County Health District, will make the determination as to whether the athletic event is played, rescheduled or canceled.
11. When a student/staff member has been diagnosed with COVID-19 as a positive case

- a. Communication will come from Huron County Public Health (HCPH), not the school district. A common template will be developed to include the following:
  - i. Specify to parents which classroom the confirmed case was in (ex. Mr. Smith). More generalized statement to building staff.
  - ii. The school district will cooperate with the HCPH for contact tracing.
  - iii. Anyone testing positive for COVID-19 will be isolated by HCPH and released from isolation by HCPH.
  - iv. 14 day quarantine will be established for any student/staff member determined to have had close contact with a COVID-19 Case as defined by the HCPH.
  - v. The HCPH will write a letter for the school district to use and the letter will explain/define what is considered a close contact to COVID-19 that will result in quarantine.
- 12. District communication platforms to disseminate information to staff, students, parents/guardians and the community will include, but not be limited to:
  - a. District OneCall system
  - b. District Website
  - c. District FaceBook
  - d. District Email (staff and student)
  - e. Teacher-discretion communication methods (email, phone calls, remind apps, etc.)
- 13. Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

**Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but exhibit one or more of the symptoms of COVID-19 that is not otherwise explained may return if all of the following three conditions are met:

- 1. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- 3. At least 10 calendar days have passed since your symptoms first appeared.
- 4. To return to school the child must be transported to school by the parent and the parent must remain with the child until the child's temperature has been checked.

**Tested Positive- Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following 3 conditions are met:

- 1. The individual no longer has a fever (without the use of medicine that reduces fevers); and
- 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- 3. At least 10 calendar days have passed since symptoms first appeared; or The individual has received two negative tests at least 24 hours apart.

**Tested Positive- Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by Huron County Public Health.

**III. FACE COVERINGS**

- 14. District will provide face masks and/or face shields and/or gloves to staff that request such. All staff will be required to comply with local, ODH, ODE and/or Governor's Office regarding wearing face coverings.
- 15. District will provide face masks to students who choose to ride the school bus for school transportation that requests such.

**IV. STAFFING**

- 16. District may employ additional staff (including reassigning RIF'd employees) to provide second shift sanitizing.
- 17. District may employ additional staff to assist in lunchtime monitoring.

18. District may employ additional staff to assist in K-4 academic gap closing.