

Macks Creek R-V School District COVID-19 Emergency Operation Plan

The Macks Creek R-V School District, working in conjunction with the Camden County Health Department, will utilize this document as a blueprint for school reopening in the Fall of 2020. Please note, this document is not all-inclusive and information contained herein could change as more information is received from the Centers for Disease Control (CDC), the Camden County Health Department, and/or the Department of Elementary and Secondary Education (DESE). Information sharing practices are already in place with these departments to ensure the most up-to-date information is used for decision-making purposes. Additionally, the Macks Creek School Board has authorized the district's administration to make changes as needed to this plan based upon new information as needed.

PREVENTION/PROTECTION

Students and staff are encouraged to take part in practices to prevent the spread of respiratory and other illnesses. These actions include staying home when sick; appropriately covering coughs and sneezes; cleaning and disinfecting frequently touched surfaces; and washing hands often with soap and water. If soap and water are not readily available, an alcohol-based hand sanitizer will be available in hallways and classrooms for student and staff use. Supervision for young children will occur when they use hand sanitizer to prevent swallowing alcohol.

Faculty and staff will receive plan preparedness and training at the beginning of the 2020-21 School Year. The following topics are addressed:

- Teach and reinforce health hygiene practices.
- Intensify cleaning and disinfection efforts.
- Monitor and plan for absenteeism.
- Assess group gatherings and events. Follow current guidance about non-critical gatherings and events.
- Require sick students and staff to stay home. Establish procedures for students and staff who are sick at school.
- Create and test communications plans for use with the school community.
- Follow CDC, DESE, and Camden County Health Department Guidelines.

TEACH AND REINFORCE HEALTH HYGIENE PRACTICES

- **Hand Hygiene and Respiratory Etiquette**
 - Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer can be used (for staff and older children who can safely use hand sanitizer).

- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer is available (for staff and older children who can safely use hand sanitizer).
- **Face Coverings**
 - Teach and reinforce use face coverings, as necessary. At a minimum, cloth face coverings are permissible but higher grade coverings such as those worn by medical professionals are also allowable. Face coverings will be worn by staff. Face masks may be worn by students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should not touch the face covering and wash their hands frequently.
 - Note: Cloth face coverings should **not** be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - Cloth face coverings can be used to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
- **Adequate Supplies**
 - Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible).
- **Signs and Messages**
 - Signs posted in highly visible locations (e.g., school entrances, restrooms) that promote healthy hygiene practices.
 - Broadcast regular announcements on reducing the spread of COVID-19.

INTENSIFY CLEANING AND DISINFECTION EFFORTS

- **Cleaning and Disinfection**
 - Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
 - Drivers using transport vehicles (e.g., buses) should practice all safety actions and protocols as indicated for other staff.
 - A schedule for increased, routine cleaning and disinfection will be followed.
 - Cleaning products should not be used near children, and staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

- **Shared Objects**
 - Discourage sharing of items difficult to clean or disinfect.
 - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - Adequate supplies are available to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment). The use of supplies and equipment by one group of children at a time and clean and disinfecting between use is an acceptable practice.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
- **Ventilation**
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. If doing so poses a safety or health risk to children using the facility, windows and doors should not be opened (e.g., risk of falling, triggering asthma symptoms).
- **Water Systems**
 - Hallway drinking fountains have been replaced by automated bottle filling stations throughout campus. Staff and students are encouraged to bring their own water to minimize use and touching of stations. The district will provide all students with a reusable water bottle. Students are discouraged from using water fountains in classrooms and encouraged to utilize refillable water bottles as much as possible.
- **Modified Layouts**
 - Space seating/desks at least 3 feet apart when feasible for elementary ages students and 6 ft, as feasible, for middle/high school aged students.
 - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
 - Create distance between children on school buses (e.g., seat children one child per row, skip rows, have students sit with family members) when possible.
- **Physical Barriers and Guides**
 - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
 - At administrative discretion, provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- **Communal Spaces**
 - Close communal shared spaces such as cafeterias and playgrounds with shared playground equipment should be disinfected between student use, as often as possible.
 - Alternate bell schedules to ensure less students are traveling in the hallways at the same time, as feasible.

- **Food Service**
 - At administrator discretion, serve individually plated meals in classrooms instead of the cafeteria, and/or serve smaller socially distanced groups (as feasible) in the cafeteria while ensuring the safety of children with food allergies.
 - Use disposable food service items (e.g., utensils, dishes) when feasible. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
 - Food offered at any event served in prepackaged boxes or packages, as feasible.

MONITOR AND PLAN FOR ABSENTEEISM

- **Back-Up Staffing Plan**
 - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff in case of absenteeism.
- **Staff Training**
 - Train staff on all safety protocols.
 - Train staff on distance learning platforms for content delivery in case of an absence, as necessary.
- **Recognize Signs and Symptoms**
 - If feasible, conduct daily health checks (e.g., temperature screening and/or or symptom/health screening) of staff and students as they enter the school building.
 - Health checks conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

ASSESS GROUP GATHERINGS AND EVENTS

- **Regulatory Awareness**
 - Follow local or state regulatory agency policies related to group gatherings to determine if events occur.
- **Gatherings, Visitors, and Field Trips**
 - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events occur. Limit group size to the extent possible.
 - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area.
 - Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
 - Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities as feasible.

- **Identifying Small Groups and Keeping Them Together (Cohorting)**
 - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children) as feasible.
 - Limit mixing between groups if possible.

REQUIRE SICK STUDENTS AND STAFF TO STAY HOME

- **Advise Staff and Families of Sick Students of Home Isolation Criteria**
 - Sick staff members or students should not return until they have met the Camden County Health Department guidelines for return.
- **Isolate and Transport Those Who are Sick**
 - Faculty, staff, and student families should not come to school, and notify school officials (through each school building's secretary) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case (as directed by the Camden County Health Department).
 - Faculty, staff, and students with COVID-19 symptoms (from CCHD symptoms guidance) at school will be isolated. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms.
 - An isolation area will be identified for faculty, staff, or students who are exhibiting symptoms of COVID-19.
- **Clean and Disinfect**
 - Areas used by a sick person will remain closed until cleaned and disinfected.
 - A wait time of at least 24 hours before cleaning and disinfecting will occur. If 24 hours is not feasible, a wait as long as possible will be necessary.
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, the school nurse or school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.
 - Macks Creek School will work closely with the CCHD and follow their guidance regarding the determination of close contacts.

CREATE COMMUNICATION PLANS TO USE WITH THE SCHOOL COMMUNITY

Communication Systems

- Systems are in place for:
 - Consistent with applicable law and privacy policies, staff and families must self-report if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days (in accordance with Camden County Health Department guidelines and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA)).

- Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation) will occur as necessary.
- Current communications platforms such as ThrillShare, inter district email, and social media platforms may be utilized for each situation, as deemed necessary by administration.

FOLLOW CDC, DESE, AND CAMDEN COUNTY HEALTH DEPARTMENT GUIDELINES

- CDC, DESE, and CCHD guidelines will be adhered to as relevant to the daily operations and specific cases relating to COVID-19 within the Macks Creek R-V School District.

ACTION PLANS FOR VARYING DEGREES OF SPREAD:

MITIGATION/RESPONSE

NO COMMUNITY TRANSMISSION (PREPAREDNESS PHASE)

Review, update, and implement emergency operations plans (EOPs) in collaboration with local health departments and other relevant partners. This phase includes education and training of staff, students, and community members, including potential scenarios should the district move into additional phases.

As outlined above, the Macks Creek R-V School District will:

- Teach and Reinforce Healthy Hygiene Habits
- Intensify Cleaning and Disinfection Efforts
- Monitor and Plan for Absenteeism
- Assess Group Gathering and Events
- Require Sick Students and Staff to Stay Home

MINIMAL TO MODERATE COMMUNITY TRANSMISSION

If local health officials report multiple cases of COVID-19 in the community, the Macks Creek R-V School District will implement additional strategies in response to prevent spread in the school, but will also continue using the preparedness strategies implemented when there was no community transmission. These additional strategies include but are not limited to the following considerations.

In coordination with the Camden County Health Department, the Macks Creek R-V School District will:

- Implement Multiple Social Distancing Practices beyond those already a component of the Prevention Phase such as:
 - Canceling field trips, assemblies, and other large gatherings

- Cancel or modify classes where students are likely to be in close proximity
- Increase space between desks
- Avoid mixing students in common areas
- Stagger arrival, passing, and dismissal times
- Reduce congestion in all offices, including the nurse's office
- Limit cross transfer for special programs (including after school programs, LCTC, etc.) and move toward virtual education as necessary
- Educate the community as needed as to appropriate social distancing practices
- Consider an alternate school day schedule, or a move to virtual learning on certain days to allow for deep cleaning and sanitation.

SUBSTANTIAL COMMUNITY TRANSMISSION

If local health officials report multiple cases of COVID-19 in the community, the Macks Creek R-V School District will implement additional strategies in response to prevent spread in the school, but will also continue using the preparedness strategies implemented when there was no community transmission. These additional strategies include but are not limited to the following considerations.

In coordination with the Camden County Health Department, the Macks Creek R-V School District will:

- Consider extended school dismissal (longer than two weeks). Please note: during extended school dismissals, all extracurricular group activities, school-based afterschool programs, and large events are also canceled.
- Teachers will move to an online learning platform to deliver content to their students/classes (Google Meet, Zoom, etc.) and/or prepare academic packets for students who are not able to access wifi. Virtual learning will consist of online classroom meetings, recorded classroom instruction/lessons, and/or paper academic packets.
- A Chromebook for home check out to continue online learning provided for all students and teachers is on file at the beginning of each school year. This will allow a fluid transition from in-school to virtual learning during extended school closure.
- Weekly food and/or academic packet distribution will occur at a designated time. Deliveries to student homes who are unable to pick up food/academic packets will occur as needed.
- Grades will be awarded for student completion of work during extended closure.
- Students are expected to participate in and complete academic learning requirements due to school closure.
- A signed student/teacher/parent contract is on file prior to the beginning of each school year to evidence the partnership of academic success between home and school.

TEACHER RESPONSIBILITY

- The teacher is responsible to provide a seamless transition from on campus learning to virtual learning with minimal interruption of learning.
- The teacher is responsible to set up a schedule of virtual learning opportunities for lessons and record sessions for students who are unable to attend at the scheduled time.
- The teacher is responsible to conduct virtual learning communications via Remind101, email, or phone conversation to all parents at least twice weekly to assess student needs.
- The teacher is responsible to pre-record lessons for students if a scheduled virtual class meeting must be missed.
- The teacher is responsible to provide written academic materials for all students, as necessary to complete coursework.
- The teacher is responsible to conduct virtual learning experiences at home, if possible, or at the school if wifi is not available at his/her residence.
- The teacher is responsible to conduct all other aspects of virtual meetings, as deemed appropriate, such as: class meetings, announcements, PAT visits, Speech sessions, etc.
- The school librarian and aide will be responsible to check out all items for student use such as Chromebooks, charging cords, books, etc.
- The school librarian and aide are responsible to communicate with parents when items are not returned. A restitution contract will be presented to the Elementary and High School Office's if attempts by the library go unanswered.

STUDENT RESPONSIBILITY

- The student is responsible to attend as many online sessions as possible throughout the extended school closure, or provide confirmation of viewing recorded class sessions, if necessary.
- The student is responsible to complete all coursework, as assigned, during the extended school closure.
- The student is responsible to turn in work on designated due dates throughout the extended school closure. Students may turn in completed work in person during academic packet/food distribution drop off/pick up, via email, Google Classroom, Remind101, or other avenues deemed appropriate by the teacher.
- The student is responsible for taking care of all school property on loan throughout the school closure. The parent should notify the school if school property is not in working condition, is lost, or broken during school closure.

RECOVERY

Recovery is the process where after an emergency or crisis, the educational environment is restored within the school setting.

DISTRICT RESPONSIBILITY

- Ensure safety measures are in place relative to the EOP for a safe return to school for students, teachers, and other staff members.
- Communicate clearly with all stakeholders relative to any changes in EOP or procedure before return to school.
- Continue to work with the Camden County Health Department for best practices for school reopening.
- Continue to follow local and state recommendations, to the best of our ability, for school reopening.
- Monitor all EOP practices to reduce the spread of COVID-19 or any other infectious viruses.

TEACHER RESPONSIBILITY

- Assess student learner needs, lost instruction/gaps, and current academic practices to ensure priority standards are met within each content or grade level.
- Review previously taught standards to ensure student mastery.
- Update curriculum to reflect current state of where learning should begin due to lost instructional time.
- Communicate with parents/guardians relative to any changes in district curriculum.
- Find ways to bridge gaps through the continued utilization of online learning platforms (e.g. online tutoring, resources, programs)

Approved by the Macks Creek Board of Education on July 23, 2020