

MILBANK SCHOOL DISTRICT 25-4

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



The Milbank School District 25-4 will follow guidelines from the South Dakota Department of Health when developing and implementing return to school plans.

All plans in this document are subject to change based upon guidance from the South Dakota Department of Health, South Dakota Department of Education, and updates approved by the Milbank School Board.

The Milbank School District ended the 2019-20 school year in a distance learning environment. As we look toward planning for the 2020-21 school year, the safety of our students and staff will guide the framework of our plan. The District will refer to CDC guidelines, considerations, and will work with the state and local health departments to develop the best, and safest, plan of action.

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The Milbank School District will continue to collaborate with the SD Department of Health and follow CDC guidelines to ensure a safe and healthy learning environment for our students and staff. Any individual entering Milbank School District school buildings will be required to follow the health guidelines and protocols.

If you have questions or concerns, please contact:

Bldg. principals

Supt

Nurse

Milbank School District Phone: 605.432.5579

Note: All protocols are subject to change based on the current South Dakota Department of Health and CDC guidance/considerations.

I. Overview

- The overall goal of the Milbank School District is to educate, inspire, and empower our students. We also realize that these are best met when offering face-to-face instruction. However, we do acknowledge there are many challenges as we navigate the circumstances aligned with the COVID-19 pandemic. Guidance is constantly changing, mandating the need to be flexible and able to change instructional delivery methods at a moment's notice.
- The Health and safety of students and staff is a priority as we make decisions for the 2020-21 school year. School settings and routines may look different this fall in order to promote social distancing and reduce exposure. Student and staff health screening, increased cleaning protocols, classroom arrangements, and safety equipment use will all be considered this fall.
- There will be two models offered for the 2020-21 school year. There will be an on-site delivery method and an option for students to learn via distance education.
- The goal of the Milbank School District is to provide on-site instruction for our students, starting with the scheduled date of Wednesday, August 19. At this time, district leaders are reviewing three on-site instructional models:
 - On-site instruction – teachers and students will be on campus and have a normal daily schedule. There may be modifications to instructional spaces and practices.
 - Blended delivery – Two groups of students. Maroon will attend in-person Monday and Tuesday. Vegas Gold will attend Thursday and Friday in-person. Opposite days will be expected to zoom or use online platforms for instruction.
 - Distance instruction – instruction will be provided via technology or instructional packets
- Distance education will be offered to families not comfortable with on-site education. There will be an agreement signed committing to this instructional model one quarter at a time. Students will be provided with technology required as well as a blend of packets and technology based instruction. Families electing this model will not be eligible for extra-curricular activities or the school lunch program. They will remain students of the Milbank School District and may elect back into on-site education at each quarter break. Families wishing to enroll via distance education will need to fill out the distant education form by August 7th.

- Localized health data will determine which model will be used in order to provide instructional services to our students. It may be possible that while one building utilizes one instructional model, another building utilizes another model due to COVID-19 activity in a facility. This change between instructional models could happen very quickly.
- We ask that our district families create a plan for when schools have to run on a modified schedule or close for distance learning.
- The Milbank School District will do its best to communicate with district families when schedule changes are needed. Updates will be provided on the district website, Facebook pages, and all-call system. **Please contact your student's building with any updated contact information, including addresses, phone numbers, and email addresses.**

II. Guiding Principles

The Milbank School District maintains the following assumptions:

- The Milbank School District will provide instruction throughout the 2020-21 school year.
- COVID-19 will continue to spread, with or without a vaccine, through the next school year.
- The Milbank School District will make decisions based on scientific information at the time, the current status of the virus spread in and around the school community, and the best interests of staff, students, and families.

The Milbank School District will make decisions based on what is currently known about COVID-19, knowing that understanding of the virus will continue to evolve:

- The rate of infection and the mortality rate of COVID-19 is higher than that of influenza.
- There are no known reliable therapeutics or vaccines for COVID-19.
- These two factors combine to necessitate mitigation strategies beyond what a school would put in place for seasonal influenza.
- Asymptomatic individuals are infectious, though not to the same degree as those displaying symptoms.
- Children are carriers and are susceptible to the virus. Yet there are different levels of susceptibility throughout the population.
- Measures such as social distancing and masks in confined spaces help reduce transmission.
- It is not known:
 - If you have had COVID-19, whether and when you could get it again.
 - Whether seasonality affects COVID-19.
 - How much higher the infection rate of COVID-19 is than influenza.

(SD Department of Education Start Well Guide, 2020)

COVID19: Community Mitigation Information (South Dakota Department of Health)

Strategies must be taken to protect the public's health, prevent the spread of COVID-19 to reduce illness and death while minimizing disruptions to daily life. "Community mitigation" are the actions individuals/families, businesses/employers, communities, and schools can take to slow the transmission. Community spread is defined at three levels –

- NONE (COVID-19 may occur in the community but there is NO community transmission)
- MINIMAL TO MODERATE (a single case of community-acquired COVID-19 in a county or distinct clusters of cases in a single area (e.g., city or county)),
- SUBSTANTIAL (5 or more cases of community-acquired COVID-19 in a county).

As more COVID-19 is spread in a community, additional preventive steps can be taken.

NONE:

- Develop a plan for students or staff with increased risk to allow continued educational services or work
- Encourage students or staff to stay home when sick and to notify the school of illness
- Implement personal protective measures (e.g. handwashing)
- Clean and disinfect surfaces daily
- Have hand hygiene supplies available in buildings

MINIMAL TO MODERATE

- Implement social distancing (e.g. stagger recess, arrival/dismissal times, lunch, & provide e-learning)
- Health checks for students/staff (e.g. temperature screening)
- Cancel extracurricular activities
- Short-term school closure for cleaning, as needed
- Implement individual student plans for increased risk students with distance or e-learning

SUBSTANTIAL

- Long-term school dismissal
- Implement distance learning

Assumption of Risk: The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The Milbank School District has put in place preventative measures to reduce the spread of COVID-19; however, the District cannot guarantee that individuals will not become infected with COVID-19. Further, school attendance could increase the risk of contracting COVID-19.

III. Expectations for Student Arrival/Dismissal and Transportation

- **Expectations for Drop-Off**

- Elementary
 - Parents may use the new loop. The outer lane will be used as a parking and drop off lane. There is a sidewalk the entire length of the loop. The inside lane will be for thru traffic. All cars will enter the south entrance of the loop and exit the north.
- Middle School and High School
 - All students should be dropped off in front of door 2 or door 3. The entrance in front of door 1 will need to be left open as busses will be dropping students off in front of door 1 this year.

- **Expectations for Student Pick-Up**

- Elementary
 - Parents will be allowed to park along the outside of the loop. Please be respectful of others and park as far north as you can filling the loop from north to south. Again the outer lane is for parking and the inner lane is for thru traffic. Enter through the south entrance and exit through the north.
- Middle School and High School
 - Students may be picked up in front of door 2 and door 3. Door 1 will be used for bus students only. All student parking will be from door 1 and east. Staff parking will be from door 1 to the west. We ask all students and parents leaving the Middle School and High School parking lot to exit going east to Flynn Drive to avoid elementary traffic

- **Expectations for Bus Riders**

- All students will have assigned seats on the bus filling the back of the bus first.
- All students must remain seated for their safety throughout the bus ride.
- When entering and leaving the bus, students will use hand sanitizer.
- All students will be asked to wear face masks while on the bus.

- **Students need to arrive no earlier than 7:30 and there will be no before school recess**

- Upon arrival, all students will be permitted into their first hour classrooms

- We highly encourage drop-off to occur after 7:45

IV. Student Building Entry Expectations

- A symptom screening process, including a temperature check and all of the symptoms shown below, should be completed at home by parents and guardians prior to sending students to school.
- Students will be sent home if one or more of the following symptoms are present:
 - Temperatures at or above 100.4 degrees
 - Shortness of breath
 - Chills
 - Shaking
 - Muscle pain
 - Headache, not related to a previously known health condition, i.e. migraine
 - New loss of taste or smell
- Students exhibiting any of the symptoms above will move to an isolation space within the building, and parents/guardians will be contacted to pick up the student from school. A N95 mask will need to be placed on the student when these students show symptoms.

V. Staff Expectations

- All staff will follow Milbank School District guidelines including:
 - Daily temperature check and health screening questionnaire upon entry to the facility
 - Wash hands or use hand sanitizer upon entering and exiting rooms
 - Avoidance of close contact, with the expectation to maintain 6' social distancing between self and others when possible
 - Frequent hand washing
 - Use of face masks when in public areas, student pick-up, drop off, and while completing the daily health survey is strongly encouraged.
- It is an expectation that all Milbank School District staff will maintain the confidentiality of student and staff health concerns.

VI. Visitors

- No visitors or guests will be permitted in the building during the school day except activities required by law such as IEP meetings, 504 meetings, etc...
- Virtual meetings will be available upon request
- School administrators, support staff, and health personnel may enter classrooms to assist with student needs

VII. Classroom Expectations

- Students are strongly encouraged to wear face masks but are not required to do so
- Social Distancing will be encouraged and facilitated whenever possible throughout the school day.
- Cleanliness reminders to not touch “your face, eyes, nose, and mouth” will be given throughout the day.
- Entering/ Exiting the classroom will be controlled with students needing to use hand sanitizer or washing your hands and wiping down desks with sanitizing materials.
- Classroom supplies will not be shared at this time. Please ensure your student has supplies needed for daily instruction. Contact your child’s school if you need assistance with classroom supplies.

VIII. Cleaning

- Classrooms, bathrooms, and common areas will be cleaned daily by Milbank School District custodial staff
- The following items will be cleaned and sanitized daily:
 - Touchpoints (door handles, light switches, etc.)
 - Bathrooms
 - Desks and tables
 - Playground/gym equipment

- Classroom supplies will not be shared. At the end of each day, the teacher will clean the surfaces of classroom supplies as possible.
- We will continue to follow CDC and EPA standards for the cleaning and sanitization of all toys, equipment, and surfaces.
- Staff members will clean frequently touched surfaces such as door handles, light switches, etc. throughout the day.
- Hand washing will be built into each elementary class schedule.
- Hand sanitizer and disinfecting materials will be available in each classroom for regular use.
- Students will be educated on proper handwashing protocol:
 - Wash hands often with soap and water for at least 20 seconds, especially after using the bathroom, after blowing their nose, after coughing or sneezing, after touching high-touch surfaces, and before eating.
- Water fountains will be available to fill water bottles

IX. Positive Diagnosis of COVID-19

- If a student or staff member has a positive diagnosis of COVID-19, a Milbank School District representative will contact the South Dakota Department of Health for further guidance.
- The Milbank School District will follow all guidance from the South Dakota Department of Health, including the closure of school facilities. If school facilities are closed, the plan for reopening will be determined in a joint effort with the South Dakota Department of Health.
- If any person associated with the Milbank School District receives a positive diagnosis of COVID-19, the Milbank School District will follow the South Dakota Department of Health guidelines for re-admittance into the on-site school program.

X. Maintain Health and Hygiene

- Students will be educated on proper handwashing protocol:
 - Wash hands often with soap and water for at least 20 seconds, especially after using the bathroom, after blowing their nose, after coughing or sneezing, after touching high-touch surfaces, and before eating.
- The District will provide alcohol-based hand sanitizers when soap and water are not readily available.
- Students will be encouraged to avoid touching their eyes, nose, and mouth
- One-time use supplies will be discarded after use
- Signage will be posted reminding students of hygiene practices

XI. Food Service

- The District will use disposable materials whenever possible, including the use of disposable plates, cups, and cutlery (unknown) in school cafeterias, or will sanitize reusable materials thoroughly after each use.
- Foodservice areas will be limited to foodservice and related staff. Visitors will not be allowed.
- Students will be asked not to share their food with each other.
- Cookware, food preparation areas, and service stations will be sanitized regularly. The District will plan for food distribution that minimizes handling.
- Tables will be sanitized in between lunch shifts and staff will work to ensure proper distancing between students when possible. If this is not possible, the district will consider closing the lunchroom and having students eat in their classrooms or other common locations if possible.

XII. Administrative Practices

- When possible, stagger students and teachers to be 6 feet apart.
- Post signage at entrances stating that no one with a fever or symptoms of COVID-19 can enter.
- Post age-appropriate information around the building and in classrooms on how to prevent the spread of COVID-19.
- Maintain attendance records for necessary contact tracing.
- Establish policies that allow for remote learning for students who may have been exposed or who become symptomatic.
- Ensure that any outside organizations using school facilities follow the school's protocols.
- Limit school assemblies where large groups of students gather in one place – consider doing them virtually as a replacement.
- Designate a staff person to be responsible for responding to any COVID-19 concerns.
- Communicate reopening plans to parents, students, and community members. Collect feedback from these groups as well.

XIII. Employee and Student Safety

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.

- Employees returning to work from an approved medical leave may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
 3. At least 10 days have passed since symptoms first occurred
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Milbank School District employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Stay to the right. Do not stop unless you are at your locker or a water bottle filling station
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL WORKSPACE/CLASSROOM

We will be limiting teachers and students access to classrooms outside their own grade levels. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing comprehensive disinfection of all common surfaces.

COVID19 CASE FORM

If an employee or student becomes ill on-campus/district, he/she will immediately report to the district **nurse's isolation room** and a case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete a Suspected COVID19 Case Form and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

MODIFIED ARRANGEMENTS

Space seating/desks at least 6 feet apart when possible.

Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart when possible.

Create distance between children on school buses when possible.

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 when possible.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. Digital content platforms: Schoology, Google Classroom, Seesaw, Edgenuity

XIV. Academics and Learning

Grading:

We will continue with normal grading in the event of a short-term closure. Should school be closed for a substantial period of time, the district will revisit the topic and determine if changes need to be made.

Attendance:

Attendance will be taken through work turned in and participation in virtual meetings. If a student is not able to attend a scheduled meeting, a parent must contact the teacher to excuse the absence.

Example: If a student turns in partial work at a drop off, or turns in partial work through Seesaw or Google Classroom, they will be counted absent for the day(s) of incomplete work.

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located on the District website.

Completion Protocols

Students not making progress through not completing academic packets or opting not to participate during this closure, will not be eligible for promotion to the next grade level or receive high school credit.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is using our Learning Management Systems of Schoology, Google Classroom, Seesaw and Edgenuity. Email will be another communication method for parents to be able to contact the classroom teachers. The elementary will develop a pick-up and drop-off schedule in the event of a long-term closure.

ONLINE INSTRUCTION

Zoom and/or Google Meet is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers may pre-record lessons and then follow-up with tutorials in the same week. The middle and high schools will be following the regular classroom schedule when in session. Elementary plans will be shared with families every week. Links will be posted on the Covid Elementary page on the website.

2020-21

Milbank School District Off-Campus Distance Learning Contract

Student Name _____

School _____ Grade _____

Program Expectations and Guidelines

- Student will remain enrolled full-time in the Milbank Public Schools at their assigned attendance center.
- Instruction will be provided by an on-line learning platform for core content areas.
- Families will need to provide Internet access.
- Student who is eligible for special services will continue to receive those services on-line (Special Education, Title Reading, and ESL).
- Student will not be allowed to participate in extra-curricular activities or the school lunch program.
- A District staff member will make direct contact with students two times per week to identify assignments, monitor progress, and submit final grades for report cards/transcripts.
- Student will be required to complete daily assignments.
- Student will be allowed to return to their assigned school/classroom at the end of each quarter.
- Families would need to notify their school principal by Friday, August 7, 2020, if they are selecting this option for the first quarter.
- Quality completion of work assigned will be required for final grades and course credit.
- If a student does not abide by these expectations, truancy will be filed when applicable and/or the remote virtual learning option could be rescinded.

I have reviewed and understand the above guidelines and expectations of the Milbank Public Schools Remote Distance Learning Program. I understand that if my child does not make adequate weekly progress or follow through with weekly check-in times, which truancy will be filed.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Date

STUDENT SYMPTOM SCREENING CHECKLIST

Parents must complete a daily symptom screening check by answering these questions before sending their child to school.

Has your child had close contact (within 6 feet for at least 15 minutes) with a confirmed case of COVID-19?	_____ YES	_____ NO
Does your child have new or worsening shortness of breath?	_____ YES	_____ NO
Does your child have a new or worsening cough?	_____ YES	_____ NO
Does your child have a fever of 100.4 or greater?	_____ YES	_____ NO
Does your child have chills?	_____ YES	_____ NO
Does your child have diarrhea?	_____ YES	_____ NO
Does your child have unexplained muscle pain?	_____ YES	_____ NO
Does your child have a headache (not related to a known health condition i.e. migraines)?	_____ YES	_____ NO
Does your child have a sore throat?	_____ YES	_____ NO
Does your child have a new loss of taste or smell?	_____ YES	_____ NO
Has your child been vomiting or is experiencing nausea?	_____ YES	_____ NO

