
Draft: July 28, 2020

USD 463 Udall

NAVIGATING CHANGE GUIDE 2020-2021



Purpose

The purpose of this document is to give guidance and consideration to the extraordinary circumstances of the global pandemic during the 2020-2021 school year. The primary intent of this document is to detail a district plan enabling the primary goal of USD 463: to guide the return of students and staff to a school setting for the academic year while mitigating the risks for students, staff, and the school community of our Eagle family . There are three main areas of concern that have and will continue to have an effect on our Eagle community: safety and security, social and emotional needs, and academic instructional learning. In an effort to remain vigilant to mitigating the risks of COVID-19, the following prevention, preparedness, and response procedures will be in place for the 2020-2021 academic year.

USD 463 District Mission Statement

It is the mission of USD 463 to provide educational opportunities to students and community in a safe environment and to empower them to become self-reliant, life-long learners and responsible citizens.

Access and Equity

USD 463 will ensure an equitable and appropriate education for all students in all learning environments. The district will provide services to meet the needs of students from diverse populations.

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Navigating Change 2020-2021

Families have the following options for school attendance:

1. On-site traditional campus learning
2. Full-time remote learning

Once a choice of instruction model (listed above) has been made, students will continue in that model until the conclusion of the nine weeks unless district approval is granted. Learning competencies will be met with either instructional model and grades will reflect student performance and quality with district approved grading scales.

Instructional Formats

On-site Traditional Campus Learning

On campus learning allows students to return to school in a classroom setting with a teacher and classmates five days a week from 8:05 AM-3:35 PM (9:05 AM-3:35 PM on Wednesdays).

If a student is absent due to COVID-19 or mandatory quarantine or any other reason but is healthy enough to participate, their learning model will switch to **remote learning** (see below) with their regular classroom teacher(s) to allow students to attend remotely while at home.

Teachers will provide lessons and plans via video conferencing access to each class. Zoom meetings with remote learners will be held as necessary. While at school, attendance will be taken as usual. **In the event a student's learning model must switch to remote learning, a learning log must be completed (see appendices) and daily contact with assigned teachers must occur to be counted as attending (see attendance chapter for more information).** Communication between the school, student, teachers, and parents/ guardians is essential during this time.

In the event the spread of COVID-19 reaches a moderate or high risk, the school will be required to restrict the number of students allowed on campus. In the event on-campus attendance is suspended, remote learning will be instituted for all traditional on-campus students.

Remote Learning

Remote learning may be used due to parent choice, temporary student quarantine, illness, or mandatory school restrictions. **Remote learning requires that students be in daily contact with teacher(s) and complete daily learning logs for 360 minutes per day, to meet legal attendance requirements.** Learning logs must be signed by the student and parent. Hourly contact with a teacher will include signing into a live Zoom meeting for each class. USD 463 will provide webcams and microphones for each classroom teacher who will teach the class in front of his or her students. Any remote learners will join live via Zoom for each class. Each Zoom class will be recorded in the event that a student is absent or too ill to watch and participate live; they may view the recorded lesson at a later time. This learning option will be in real time, and interactive for all students in person or remote. It ensures that all students receive the same instruction and the same curriculum.

The goal for remote learning is to make every classroom a distance learning experience. If students do not have internet access, USD 463 will supply the service on a short term basis, so that students may receive access to the academic and instructional content provided in class. In addition, daily contact for learning logs may include email correspondence that documents conversation threads with teacher(s), a Zoom meeting for tutoring and/or a question and answer format related to assignments and projects that discuss academic and instructional content.

In the event on-campus attendance is suspended due to the spread of COVID-19, remote learning will be instituted for all traditional on-campus students.

Instructional Technology:

Each student will receive a district-issued device suitable to their grade level. Students are responsible for the condition of any technology checked out to them by USD 463. Students will be held responsible for any physical damage to the device and will be charged the cost of the repair.

Arrival, Transitions, and Dismissal

The elementary building will be open for student breakfast entry at 7:40.

The middle/high building will be open for student entry beginning at 7:45.

Staff will be expected to arrive at agreed upon time for temperature checks.

Students not eating breakfast will immediately proceed to their classroom (Elementary) or first hour (MS/HS students).

School building hallways will utilize visual clues and marked hallway signage for proper social distancing and traffic flow. Masks/Face Coverings will be required to move through the buildings.

Students should transition between locations as little as possible. When traveling, procedures to decrease interaction between students should be considered. Traveling in groups should only occur with stable student cohorts as described for classroom settings. If possible, transitions could take place outside of the building as well as cohort learning. Student safety and school security should be considered at all times.

To reduce the number of interactions with door handles/knobs, doors may remain open.

Students should face forward during transitions to prevent face-to-face interaction.

It is recommended that students use restrooms during instructional time to reduce the number of interactions in the hallways.

Movement between buildings should be minimized; dates and time will be recorded when itinerant staff members work with specific students.

Elementary students will be released in staggered increments, using various exits, depending on whether they ride the bus, walk, or have parents pick them up.

Middle/High students will release at two different times. Middle school will use the east doors and main MS entry. High school will use the office and commons doors. Students should remain off campus once they leave the premises, unless they are involved in after school activities.

Attendance

As the district continues to navigate the necessary changes for the upcoming school year, it is important the communication between families and the district/school continues to be strong in order for our students to succeed.

- Hourly/class attendance and contact during school hours is required. For remote learners, this will include signing into a live Zoom meeting for each class.
- If a student must be absent from school for any reason regardless of instructional format, a parent/guardian must notify the school by 8:30 AM (9:30 AM on Wednesdays) and provide a reason for the absence.
- If a student becomes ill and is unable to physically attend school, but is well enough to participate remotely, he or she will be counted as present if the student attends class via Zoom or digital methods as established by the teacher. **In addition, the student must complete a learning log of activities each day they attend remotely with a minimum of 360 minutes per day of documented learning.** The learning log must be signed by both the parent and student and be combined with documentation from classroom teacher(s) with whom contact was made each day. The logs must be turned into the building secretary weekly. Students and parents may only choose to attend remotely full-time at the beginning of each nine weeks or unless they have received prior approval by district administration.
- USD 463 administration will enforce the Kansas State Law of Compulsory Attendance Law (K.S.A. 72-3120), This policy is outlined in the student handbooks.

Classrooms

- Classroom spaces will be arranged according to student health and safety as the primary focus based on age, content, and purpose of the class. As allowed, students will be seated and organized to social distance when feasible, with desks/tables facing one direction.
- Understand there may be times that it will be necessary to provide close individual contact (such as small group instruction). When in close contact for long periods of time, staff should wear PPE when feasible.
- Stable groupings will be established when possible. Students will remain with the same cohort of students throughout the day as much as possible. (Stable groups are defined as a set of students who are on-campus and remain a consistent group of students with few interactions with other groups.)
- Supplies, manipulatives, and technology will be cleaned between class groups and sanitized daily. If possible, sharing of materials will be discouraged.
- Sanitizing and disinfecting supply stations with cleaning materials and gloves will be available. Staff is responsible for maintaining sanitation and cleaning of their assigned spaces during the school day and between different groups of students.
- Hourly/class attendance will be taken for all students regardless of instructional format.
- Staff will practice with and prepare to model proper hygiene practices, such as handwashing, using hand sanitizer and social distancing techniques.
- Extra furniture should be removed from the classroom to increase the space available to provide distance between students.
- Only hallway decorations that can be cleaned or sanitized will be allowed.
- Decorations on high touch-point areas (like doors, door handles) will need to be removed.
- When possible, assign seats and require students to remain seated in the classroom.
- Arrange student furniture to have all students face in the same direction.
- Furnishings with fabric and other hard-to-clean coverings should be removed from the classroom.

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- Outdoor spaces should be utilized as much as possible.
 - Signage will be posted in classrooms, hallways, and entrances to communicate how to reduce the spread of COVID-19.

Common Spaces and Facilities

- Frequently touched surfaces within common spaces will be cleaned and disinfected frequently including: door handles, sink handles, and outdoor play equipment.
- Playground equipment (basketballs, frisbees, etc) will be assigned to classrooms and will not be shared between cohorts. Recess schedules will be organized to accommodate cohort groups in assigned areas. Student handwashing will occur at the conclusion of recess. Indoor recess activities that are not physical in nature will require masks/face covering.
- Entrance and exit points will be designated for different groups to reduce congestion and promote social distancing for both entering and exiting the building.
- Table seating will be restricted to meet social distancing guidelines. The space will be sanitized between groups. Students will have assigned seats based on their stable assigned groups.
- Offices will be limited to essential business only.
- Lockers are not to be shared. No locker decorations will be allowed on the outside of each locker.
- Students will be permitted use of the hall lockers on a rotational basis.
- Restroom breaks will be handled by classroom teachers to avoid large congregations of students.
- Automated water bottle filling stations will be available, but push operated water fountains will be disabled. Students will be allowed to bring their own water bottles with a lid.
- Plastic barriers will be installed in offices and around lunch secretaries.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

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- Workspaces for students and staff school be cleaned and disinfected between uses by different individuals.
 - To reduce touch points, have office staff record visitors to the building as opposed to using sign-in/out forms.
 - Libraries: collection-return boxes will be available; items in the box will need to be left for 72 hours before replacing them on bookshelves which require a three-day rotation of collection-return boxes.
 - Social distancing markers may be used to help designate traffic flow patterns within the building (corridors, cafeteria, front office, etc).

Communication

Students, staff, and families of USD 463 will receive communication through the district school messaging system as situations arise. It is ESSENTIAL that families update their contact information (phone number, email addresses, home address, and emergency contacts information) so that timely communication can be made. Please contact the district office at (620) 782-3355 if any information changes throughout the year.

Information and updates will also be posted on the district social media: the USD 463 website (www.usd463.org), USD 463 Facebook, and USD 463 Twitter accounts. A link on the main page will document the all Navigation Change documents for the district.

In the event of a positive COVID-19 case, the district will provide notifications about the situation as required by law while maintaining the confidentiality of the parties involved.

Post signs in highly visible locations (entrances and restrooms) that promote everyday protective measures and describe how to stop the spread of germs (proper handwashing and proper wearing of a cloth mask).

Food Service

- Elementary students: one grade level will eat in the cafeteria. Remaining grade levels will eat in the gym.
- Middle School: Grade 6 will eat in the elementary cafeteria. Grades 7-8 will bring cafeteria food back to the middle/high building. The 7th grade class will eat in the commons of the gym. The 8th graders will eat in the commons of the auditorium. Additional space will be provided if needed.
- High School: Students who eat school lunch will remain in the elementary cafeteria to eat. Students who bring their own lunch will be split into the commons of the gymnasium and auditorium to eat.
- Breakfast: Designated cafeteria entrances and exits will be utilized, while school personnel maintain the social distancing guidelines as students move through the line and are seated. If needed, additional breakfast space and/or time will be provided or MS/HS students will be allowed to take the breakfast to their building for consumption.
- Staff and students will continue to use social distancing and mask/face covering guidelines until he or she begins to eat.
- Some meals will be packed in disposable grab and go containers.
- Students will continue to have hot meals each day.
- All condiments will be pre-packaged or served for elementary school students.
- Lunch schedules will be developed to keep stable groups together for kindergarten through 8th grade. High school students will be grouped by their choice of lunch (school lunch or sack lunch). There will be breaks between groups so all tables, chairs, and other highly touched surfaces can be disinfected before the next group arrives.
- Microwaves will be available for student use with a staff member who will operate the appliance during lunch.
- Students will have the lunchroom aide type in each of their lunch codes for purchases during breakfast and lunch. All cash purchases must be made in the school offices.

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- When using standard lunch tables, tape off the seats to allow for social distancing. If seats are removable, only the appropriate number of seats around the table will remain to ensure proper social distancing.
 - There will be assigned seating during breakfast and lunch for contact tracing purposes.
 - Disinfect tables/seating areas between serving periods.

Extracurricular activities

Decisions and regulations regarding activities will be determined by KSHSAA, KDHE, local health officials, and other activities sanctioning entities along with USD 463 Board of Education. Document form KSHSAA will be reviewed as decisions are made. See www.KSHSAA.org for further information.

[Activity Specific Conditions](http://www.kshsaa.org/public/pdf/ActSpecificConsiderations.pdf)

<http://www.kshsaa.org/public/pdf/ActSpecificConsiderations.pdf>

[KSHSAA Return to Act - General](http://www.kshsaa.org/public/pdf/KSHSAAReturntoAct-General.pdf)

<http://www.kshsaa.org/public/pdf/KSHSAAReturntoAct-General.pdf>

Meeting, event, and program attendance will be limited per county restrictions.

Health

Everyone is responsible for doing their part to minimize and mitigate the spread of COVID-19 in order to keep our schools open.

Masks and Face Coverings:

Staff: All USD 463 staff will be required to wear appropriate masks or face covering to cover their mouth and nose while inside school facilities except as detailed in Executive Order 20-59 listed below and unless otherwise excused due to medical exceptions (only with documentation from primary care physician). Masks and face coverings will be provided to staff members by the district for this purpose; however, all staff are encouraged to supply their own.

Students: All USD 463 students will be required to wear appropriate masks or face covering to cover their mouth and nose while in school facilities as listed in Executive Order 20-59. Students will not be required to wear masks at outdoor recess or PE when involved in physical activity and social distancing can be maintained or in safe participation in an educational activity (for example: welding, band, etc.). Students are asked to bring their own masks however the school will provide masks as needed.

Masks are not required while eating lunch, breakfast, or while participating in physical activities such as PE and recess. Teachers will plan “mask” breaks throughout the day so students can go outside. Students must socially distance before removing masks.

Mask exemptions for medical conditions for students or staff will be granted only with documentation from a primary care physician or nurse practitioner indicating that the individual is not to wear a mask as a direct result of a medical condition. This documentation must be on file before the exemption will be approved. Students who are not able to wear a mask will be provided options for alternative learning settings. Students will be asked to use other forms of PPE if applicable.

EXECUTIVE ORDER NO. 20-59

1. K-12 public and private schools shall require all students, faculty, staff, vendors and other visitors to public or private K-12 school attendance centers to cover their mouth and nose with a mask or other face covering at all times except as described below:

- a. While eating;
- b. While working—other than to prepare food or meals—in a room or office that is (1) not open to students or visitors and (2) in which all individuals present can maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity;
- c. While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering;
- d. Children who are not students and are 5 years of age or under—children age two years and under in particular should not wear a face covering because of the risk of suffocation;

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- e. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering—this includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
 - f. Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
 - g. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines; and
 - h. Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law.

2. Throughout all public or private K-12 school buildings or facilities individuals shall maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity.

- a. This requirement does not apply to in-person instruction in classrooms when masks or other face coverings are worn.

3. Hand sanitizer shall be made available in all public or private K-12 classrooms and shall be made conveniently accessible throughout other areas of K-12 public or private school buildings or facilities. Students and faculty shall sanitize their hands at regular intervals throughout the school day and no less than once every hour.

4. Individuals entering all public or private K-12 attendance centers shall have their temperatures checked before entering the building for the first time each day.

5. Definition:

a. "Mask or other face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face covering has two or more layers. A mask or other face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.

6. Nothing in this order shall restrict, limit, or supersede the Secretary of Health and Environment's authority to make isolation, quarantine, or other orders as necessary to respond to escalating or worsening conditions in any local jurisdiction.

7. As currently permitted pursuant to state law, the Attorney General, county attorneys, and district attorneys enforcing this order should use their discretion and consider the totality of the circumstances as they determine appropriate enforcement actions.

8. This order should be read in conjunction with other executive orders responding to the COVID-19 pandemic that are still in effect and supersedes any contrary provisions of previous orders.

Hygiene Measures

Frequent hand washing with soap and water for at least 20 seconds must be done by both students and staff every hour. When running water is unavailable, an alcohol-based hand rub with at least 60% alcohol will be used. Hand sanitizing supplies are in all classrooms and common spaces.

Avoid touching eyes, nose, or mouth with unwashed hands.

Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes and washing their hands afterwards. Students and staff must wear appropriate mask or

face covering at all times, especially if the person is persistently coughing or sneezing even if unrelated to COVID-19.

Social distancing will be practiced when possible.

Avoid close contact with people who are sick.

Students, staff, and families need to be aware of the signs and symptoms of COVID-19. The current known symptoms include the following: Fever (100 degrees or higher); Chills; Rigors; Muscle or body aches; Fatigue; Headache; Sore throat; Lower respiratory illness (cough, shortness of breath or difficulty breathing); New loss of taste or smell; Diarrhea. See Appendix for visual chart.

Students and staff exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school and if at school will be sent home immediately. Individuals will be isolated until they are able to leave school. Parents are encouraged to temperature screen their children before school each day and keep students home when they exhibit symptoms.

It is essential that parents provide updated contact information and emergency contacts so that children who are sick or exhibiting symptoms can be picked up promptly from school.

Temperature and Screenings

All staff, students, and visitors will be screened daily by having their temperature checked upon entry to a school facility for the first time each day and answering the COVID-19 questionnaire.

Bus riders will have their temperatures screened, by school personnel, as they get on the bus. Any student with a temperature over 100, will not be allowed to board the bus or attend school that day and school personnel will make sure student(s) have reentered their home. School personnel will then contact the student(s) parents/guardians.

Non-bus riders will have temperature screened upon entering the building at various assigned locations of each building. Students will be visually inspected by staff for signs of illness throughout the day and temperatures will be taken as students enter the buildings and load busses in the morning.

If a parent or guardian tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms. The school may take the temperature of students, employees, and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. **Anyone with a fever of 100 degrees or more will be sent home immediately.**

Exclusions from school:

Students and staff exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, will be sent home immediately. See the KDHE guidelines (Coronavirus vs. Cold vs. Flu vs. Allergies) in the appendix.

If a student is suspected of being ill, they will be isolated from the student body. The school nurse will be notified to start the safety protocol.

If a positive COVID case is identified, the county health department will be notified for instructions.

Positive COVID-19 Contacts: A person is considered a case of COVID-19 disease if they have tested positive for the virus by a diagnostic test. Current information indicates a case is considered infectious two days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as two days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release for isolation set forth by KDHE or the local health department (use appendix, Isolation and Quarantine Release graphic).

A person is considered a close contact of a “case” if they were within six feet of the case for 10 minutes or more or if they had been exposed to secretions (for example being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release set forth by KDHE or the local health department.

Return to School After Exclusion:

Once a student or staff member is excluded from school, he or she may return if they meet the recommendations of KDHE or the local health department.

Current guidelines include the following:

Untested: Persons who have not received a test proving or disproving COVID-19, but experience symptoms may return if the following conditions are met:

- Ten (10) calendar days have passed since symptoms first appeared.
- AND fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example when cough or shortness of breath have improved).
- Students and employees must adhere to whichever criteria is longer; meaning, a minimum absence of 10 days is required.

Tested and Awaiting Results: Persons who are suspected of having COVID-19 and are awaiting test results should be isolated at home until test results are received.

Positive Result:

Symptomatic cases may return if the following conditions are met:

- Ten (10) calendar days have passed since symptoms first appeared.
- AND fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when a cough or shortness of breath have improved.)
- Students and staff must adhere to whichever criteria is longer; meaning, a minimum absence of 10 days is required.

Asymptomatic cases may return if the following conditions are met:

- Ten (10) calendar days have passed since the date the sample was collected
- AND symptoms have not developed.
- If symptoms develop during the 10-day isolation period, then follow the above criteria for symptomatic cases with a NEW isolation period starting the day symptoms started.

Negative Result:

Persons with no known exposures to a COVID-19 case and with no travel-related exposures.

People with a known exposure to a COVID-19 case, people identified as a close contact of a COVID-19 case (close contact is described above), or people having traveled from a location on the KDHE Travel-Related Quarantine List must quarantine for 14 days. A negative test result within the 14 day quarantine period does not affect the quarantine period and the person must finish the 14 day quarantine period.

Sanitation and Cleaning Protocols

- Frequent cleaning of bathrooms and wiping down high-touch surfaces (knobs, handles, copier keypad, bathroom, toilet handles that are not automated, break room counters, desks, and tabletops).
- Sanitation systems used for hard-to-wipe surfaces.
- Cleaning of desks between students when classes change (older students can clean their own).
- Cleaning of frequently used equipment between each use
- If remote learning is required for the entire district, all staff who come onsite need to record their presence by notifying an administrator.
- Daily cleaning will be based on pre-COVID-19 norms in addition to the other cleaning protocols.
- Disinfectant and cleaning supplies will be available to all employees.

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- Supplies, manipulatives, and technology should be cleaned and sanitized after student or small group use.
 - Ensure hand-washing/sanitizer after shared use of items.
 - All supplies, including instruments, art supplies, tools, etc. should be cleaned and sanitized between each use during moderate community restrictions and not shared during high community restrictions.
 - High touch areas such as door handles, intercom buttons, handrails, counters and surfaces, tables, chairs, desks, computer keyboards, copier keypads, work stations will be prioritized.
 - Common spaces used by different cohort groups, such as the main office, health offices, isolation rooms, cafeteria, bathrooms will be prioritized.
 - Cleaning products that are listed as COVID-19 fighting products will be used.
 - Custodial staff will be trained on new procedures and protocols. Any noncustodial staff that has responsibility for cleaning and disinfecting should be properly trained before performing duties.

Transportation

Families are encouraged to transport their children to school if at all possible. If a student needs school transportation, the following guidelines will be used in school district passenger vehicle:

- All students will be screened and temperature taken prior to being seated on district transportation. Students who are symptomatic will be returned to the home and parent/guardian will be contacted. School personnel will not leave the bus stop until a parent/guardian has been contacted.
- All students and staff will be required to wear masks or face coverings while being transported in a district vehicle.
- The bus will be disinfected at the end of each day and between different groups.
- Windows on district transportation will be open weather permitting.
- Due to the inability to enforce social distancing on district transportation, students are required to wear face masks in transit. Students are encouraged to bring their own masks; however, appropriate masks will be provided as needed.

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- Assigned seats will be established for all students with individuals from the same household sitting together.
 - Students will be socially distanced as much as possible. Families will sit together with no more than two students per seat. Nonfamilial students will be seated one to a seat as much as possible.
 - Additional routes may be added if needed. Routes may be adjusted as needed.
 - High-touch areas, including the door entrance railings, should be cleaned between bus routes.
 - Bus doors and windows should be open during cleaning to improve air circulation.
 - Buses will be unloaded from front to back.

Visitors

- Visitors will have limited access to the district buildings, will be screened prior to entering the building, and will be required to wear face masks.
- Visitors are encouraged to schedule appointments with school staff in advance.
- Lunch guests will not be allowed.
- Virtual options for meetings and conferences will be utilized if possible.
- No guests will be allowed past the main offices without the approval of administration.

Appendix

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

1645-A 03/21/2020



COVID-19

CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES

SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
Fever	Common (measured at 100 F or higher)	Rare	High (100-102 F), can last 3-4 days	No
Headache	Sometimes	Rare	Intense	Sometimes
General aches, pains	Sometimes	Slight	Common, often severe	No
Fatigue, weakness	Sometimes	Slight	Common, often severe	Sometimes
Extreme exhaustion	Sometimes (progresses slowly)	Never	Common (starts early)	No
Stuffy nose	Rare	Common	Sometimes	Common
Sneezing	Rare	Common	Sometimes	Common
Sore throat	Rare	Common	Common	No
Cough	Common	Mild to moderate	Common, can become severe	Sometimes
Shortness of breath	In more serious infections	Rare	Rare	Common
Runny nose	Rare	Common	Sometimes	Common
Diarrhea	Sometimes	No	Sometimes**	No

For more information: www.kdheks.gov/coronavirus

* Information is still evolving.

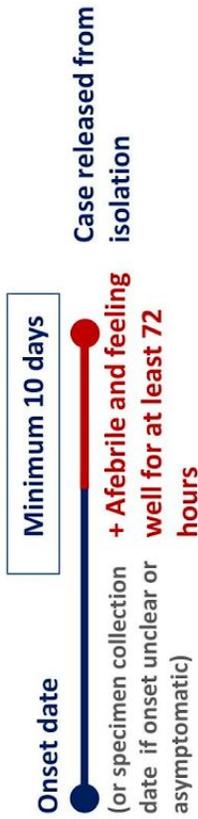
** Sometimes for children.

Sources: KDHE, CDC, WHO, National Institute of Allergy and Infectious Diseases, American College of Allergy, Asthma and Immunology.

RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.



Note: Lingering cough should not prevent a case from being released from isolation.

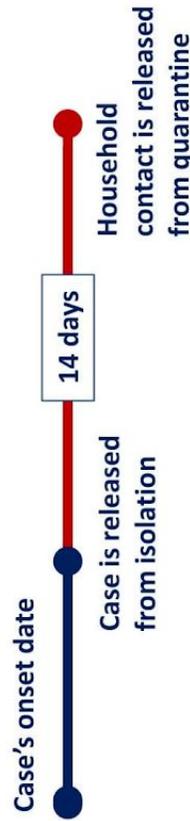
Examples:

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.

HOUSEHOLD CONTACTS

Must be quarantined for 14 days after the case has been released from home isolation (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.



This means that household contacts may need to remain at home longer than the initial case.

Examples:

- A case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31.

NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case.



07/06/20

Daily Screening Checklist

If you answer “Yes” to a combination of two of any of the following questions in Section 1 or “Yes” to any of the questions in Section 2, please notify your Administrator, School Nurse, or School Secretary.

Section 1: Symptoms

- Temperature 100 degrees Fahrenheit or higher when taken by mouth or non contact infrared thermometer
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting or abdominal pain
- New onset of severe headache, especially with a fever
- Chills
- Body Aches
- New loss of taste or smell

**** Temperature: 100 degrees or higher is automatic “No Admittance”**

Section 2: Close Contact/Potential Exposure

- Have had close contact (within 6 feet of an infected person for at least 10 minutes or more or exposure to secretions) with a person with confirmed COVID-19.
- Traveled in the last 14 days to an area that is currently listed on the county/state travel ban list.