

**USD 224**

**Clifton-Clyde**

**Return to School**

**Guide**



## Overview:

This document will guide USD 224 Clifton-Clyde as we navigate our way through the 2020-2021 school year. This plan takes into consideration the *Navigating Change* document from Kansas State Department of Education, Centers for Disease Control and Prevention guidelines and recommendations, and local health providers' input to provide the best practices at this time to ensure a safe and successful 2020-2021 school year.

The areas included in the document include:

- [Prevention](#)
- [Teaching and Learning](#)
- [Transportation](#)
- [Entering School Buildings](#)
- [Transitions](#)
- [Meal Service](#)
- [Gatherings](#)
- [School Exposure](#)
- [Co-Curricular Activities](#)
- [Additional Referenced Materials](#)

In the document you will see procedures for each of these areas that will be used at all times, when there is low/no spread of infection in our area, medium spread, and when there is substantial spread. USD 224 will work with local health officials to determine the level of infectious spread in our district boundaries and regional area. The district may also amend this plan based on operational needs utilizing the same guidance as used in the development this document.

Thank you to the following groups and people for their work in developing and reviewing this document:

USD 224 District Leadership Team: Art Baker, Anna Hinkle, Mistie Knox, Carrie Littrell, Lana Moore, Jayne Pierson,  
Brooklyn Richards, Lacie Rudolph, Eric Sacco, and Chelsey Zabokrtsky

USD 224 SITE Council: Joann Balthazar, Leah Cook, Ronnie Girard, Gloria Kahrs, Jackie Koch, Curtis LeClair, Molly Skocny,  
Matt Schwab, and Steve James

Students: Calyn Baker, Douglas Koch, Jett Skocny, and Jaci Winter

Cloud County Health Administrator: Brandy Bray

Washington County Health Administrator: Tiffany Hayman

Any questions or clarifications concerning the plan need to be directed to Superintendent/CCHS Principal Art Baker. Email at [abaker@usd224.com](mailto:abaker@usd224.com) or reach him at the school at 785-446-3444 x4.

This plan was approved by the USD 224 Clifton-Clyde Board of Education on August 3, 2020. The Board gives the superintendent permission to make minor changes based on new information received from organizations listed above.

# Prevention

## At All Times

- Require all people in the building to cover their mouth and nose with a [mask or other face covering](#) at all times except as described:
  - While eating
  - 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
  - While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering
  - Children who are not students and 5 years of age or under
  - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering
  - 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
  - Persons for whom wearing a face covering would create a risk to the person related to their work
- USD 224 will provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently-trafficked areas
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Allow students and staff to bring hand sanitizer, water bottles (no glass) and [mask or other face covering](#) to use from home
- Turn off water fountains and provide bottled water or allow students and staff to bring water bottles from home
- Encourage staff and students to open windows whenever possible to increase ventilation. Open/Leave open for the evening when applicable with weather.
- All persons in the building will be required to wash hands/hand sanitizer hourly at minimum.
- Hand sanitizer will be used when entering and leaving every room.
- Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols
- Arrange student furniture to have all students face in the same direction. Soft covered furniture will be eliminated.
- Students will not be allowed to carry bags from classroom to classroom in any building

Prevention continued on next page

# Prevention cont.

## At All Times

- Students are to not bring ‘extra’ things from home. Examples: show and tell items, toys from home to play with at recess, etc.
- Students and staff that miss school due to illness will be asked their symptoms and those symptoms will be documented
- The school may take the temperature of anyone in the building or on school grounds on a random basis
- If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person isn’t exhibiting the signs of COVID-19.

CDC Guidance

[Reopening Guidance for Cleaning and Disinfecting Schools](#)

[Guidance for Reopening Buildings After Prolonged Shutdown](#)

### Low/No Spread

- [Clean/disinfect](#) frequently-touched surfaces at least daily and shared objects after each use
- Conduct deep [cleaning/disinfecting](#) of schools prior to students/staff returning; schedule periodic cleanings during weekends or holidays/breaks

### Medium Spread

- [Clean/disinfect](#) frequently-touched surfaces multiple times daily and share objects after each use
- Conduct deep [cleaning/disinfecting](#) of schools prior to students/staff returning and every weekend/holidays/breaks
- Utilize larger spaces (gyms, auditoriums) for certain classes to social distance

### Substantial Spread

- [Clean/disinfect](#) frequently-touched surfaces multiple times daily and share objects after each use
- Conduct deep [cleaning/disinfecting](#) of schools prior to students/staff returning and every weekend/holidays/breaks

# Teaching and Learning

## At All Times

—Student delivery will begin the year based on the choice selected at enrollment. Students at home for an extended period of time will be required to complete the [“USD 224 Remote Learning Log”](#) every day. Instruction for remote students will be determined on a case by case basis. Remote instruction could include, but not limited to: online instruction, live stream to class, and/or packet learning. No matter the delivery system students will be required to check in with a teacher each day and complete at least 6 hours of documented school work. The delivery system chosen by you at enrollment will be continued, at minimum, through the end of the grading quarter; unless otherwise approved by the superintendent. Guardians of remote learners must also complete a [USD 224 Remote Learning Contract](#).

- Schools can deliver traditional instruction under Medium Spread by implementing recommendations outlined in this guidance
- Administer formative assessments toward the start of the school year
- Conduct meetings with teachers to identify where students are academically
- Provide additional instructional supports to: students at-risk of not graduating on time, students with disabilities (compensatory services), students who struggled in the prior distance/remote-learning environment, and other students identified as being behind academically by teachers and parents.
- Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)
- Establish distance between the teacher’s desk/board and students’ desks
- Arrange student furniture to have all students face in the same direction. Soft covered furniture will be eliminated.
- Students will not be allowed to carry bags from classroom to classroom in any building
- Recess at CCGS will be by individual classrooms only. Each classroom will have their own recess materials (balls, jump ropes, etc) that will be disinfected daily.

Guidance:

[Helping Children Cope with Changes](#)   [Talking to Children about COVID-19](#)   [Teaching Through a Pandemic](#)

Low/No Spread	Medium Spread	Substantial Spread
<ul style="list-style-type: none"> <li>—Integrate virtual learning practices: digitizing lessons requiring grade level appropriate online assignments for each grading period</li> <li>—Limit physical interaction through partner or group work</li> </ul>	<ul style="list-style-type: none"> <li>—Increased Integration virtual learning practices: digitizing lessons requiring grade level appropriate online assignments for each grading period</li> <li>—Partner or group work done online/ through digital format</li> <li>—Utilize larger spaces (gyms, auditoriums) for certain classes to social distance</li> </ul>	<ul style="list-style-type: none"> <li>—Implement Distance Learning Plan</li> <li>—Remote and/or distribute printed instructional packets/ materials and district/ school communications along with meals; designate and communicate collection/ drop-off points</li> </ul>

# Transportation

## At All Times

- All bus drivers and students will wear a [mask or other face covering](#) observing the rules as described in the “[Prevention](#)” section
- Hand sanitizer will be used when entering and leaving bus by students and bus drivers
- Establish protocols for bus stops to minimize exposure to children from different households.
- Load (back to front) and unload (front to back) students to minimize exposure to children from different households
- Inspect buses prior to students returning and as part of a regular rotation
- Air out buses when not in use
- Anyone entering the bus will be screened (visually and temperature taken)
- Students will sit every other seat and only sit with someone from the same household
- CDC Guidance [What Bus Operations Need to Know](#)

### Low/No Spread

- [Clean and disinfect](#) frequently-touched surfaces on the bus at least daily
- Limiting field trips/activity trips (to areas of limited/low transmission/outdoors)

### Medium Spread

- [Clean and disinfect](#) any used vehicle daily
- Eliminate field trips

### Substantial Spread

- School buildings closed. No student transportation
- Vehicles used only for staff transportation and food delivery
- [Clean and disinfect](#) fully any vehicle used immediately after use

# Entering School Buildings

## At All Times

- Required [masks or other face covering](#) observing the rules as described in the “[Prevention](#)” section
- Staff members and student screened daily by taking their temperature and visual upon entry to the school (no temp taken if taken on bus)
- All students and staff will enter through the main school entrance only. All CCHS students will need to come through the main doors before going to classes on the ‘North Campus’. A ticket will be given to students that attend ‘North Campus’ that states they have been screened.
- Provide hand sanitizer for students and staff
- Limit unnecessary congregations of students and staff
- No lunch visitors of any kind
- No visitors for birthday or holiday parties
- Guest speakers from outside of the community will not be allowed.

American Health Care Association  
[COVID-19 Screening Checklist for Visitors](#)

Society for Human Resources Management (SHRM)  
[Coronavirus Warning Poster for Entrance](#)

### Low/No Spread

- Visitors will be asked to leave items in ‘mailbox’ outside of school or conduct meetings virtually when possible
- Visitors that have to come into building will have to answer “no” when asked the questions on “[Building Entry Survey](#)” before being allowed to enter.

### Medium Spread

- No visitors allowed. All business between school and non-school employees/businesses will be done via phone, online meetings, etc.

### Substantial Spread

- Building closed. Only essential staff will report in-person to carry out functions necessary

# Transitions

## At All Times

- Required [mask or other face covering](#) observing the rules as as described in the “[Prevention](#)” section
- Conduct [cleaning/disinfecting](#) of hallways and high-touch surfaces throughout the school day
- Designate areas of the hallway and stairs to walk to keep students separated (to the extent practicable- one way traffic).
- Within the school structure, minimize the movement of the specialized staff with proper hygiene and cleaning routines.
- Discourage congregation of students in parking lots and common areas
- Students will not be allowed to carry bags from classroom to classroom in any building

### Low/No Spread

- CCGS will have staggered restroom, drink, and transition times
- Classes dismissed for transitions at CCMS and CCHS at the same time

### Medium Spread

- Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time at all buildings
- Have the same group of students stay with the same staff all day at CCGS. To cut down on transitions and exposure CCMS and CCHS will consider alternative schedules including, but not limited to:
  - Block scheduling
  - All day with advisory teacher
  - Modified current schedule

### Substantial Spread

- School buildings are closed

# Gatherings

## At All Times

- [Kansas State High School Activities Association guidelines](#) for sporting events and practices will be followed
- Limit unnecessary congregations of students, staff, and community on school property
- Visitors to games that are inside of USD 224 facilities will have their temperature taken and must wear a [mask or other face covering](#) observing the rules as described in the “[Prevention](#)” section
- Post signage to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and social distancing recommendations
- Consider alternative placings for CCMS activities due to lack of space

### Low/No Spread

- Community groups *may* be allowed to use school buildings or property during non-school hours and must abide by USD 224 regulations/rules as described in the “[Prevention](#)” section

### Medium Spread

- Community groups will not be allowed to use school buildings or property
- All visitors on USD 224 property will wear a [mask or other face covering](#) observing the rules as described in the “[Prevention](#)” section. Each athlete will be allowed a specific number of tickets for immediate family for entry to home games (visitors too). The number will depend on contest location, number of students on team, and other factors. Consideration will be given to different tickets for different levels of competition (tickets for ‘A’ only, ‘B’ only, etc).

### Substantial Spread

- School buildings and properties are closed

<b>Meal Service</b>	<b>At All Times</b>		
	<ul style="list-style-type: none"> <li>—All food items will be prepackaged. This include entrees, salads, ala carte, and condiments. Proper amount of trash cans will be utilized to minimize trash buildup with the increased trash from displayable packaging.</li> <li>—Local health department guidelines will be followed</li> <li>—Staff will wear gloves and <a href="#">masks or other face covering</a> during prep and service as described in the “<a href="#">Prevention</a>” guidelines</li> <li>—Students that provide their own lunch must do so in containers that are 100% disposable. Additionally, no microwave will be provided for student use.</li> </ul>		
	<b>Low/No Spread</b>	<b>Medium Spread</b>	<b>Substantial Spread</b>
<ul style="list-style-type: none"> <li>—Appropriate distancing will be designated between tables. Students will sit with, at minimum, one seat between them</li> <li>—Plastic shield will separate cashier and student</li> <li>—Serving areas will be spaced to cut limit congested areas</li> </ul>		<ul style="list-style-type: none"> <li>—Schools will be closed.</li> <li>—USD 224 and OPAA will work with local authorities on guidelines to best execute remote lunch serving options. USD 224 will provide a staff member at each service location to record transactions as necessary</li> </ul>	

## School Exposure to Illness

- USD 224 or the local health department will notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable federal and state privacy laws. Notifications to families by the local health department will be done on a case-by-case basis, at the time, based on circumstance and current information on transmission. [Click here for Washington County plan on notifications.](#)
- School with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.
- School nurses and other healthcare providers will use *Standard and Transmission-Based Precautions* when caring for sick people.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met state KDHE criteria to discontinue home isolation

CDC Guidance

[Symptoms of Coronavirus](#)  
[Standard Precautions](#)

[What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#)  
[Transmission-based Precautions](#)

## Co-Curricular Activities CCMS and CCHS

- Any student choosing full-time remote learning will not be eligible for USD 224 athletic participation. Participation in activities (student council, FFA, FBLA, FCCLA, etc) will be allowed remotely as permitted by the advisor and state organization.
- All athletes will have their temperature taken BEFORE entering the locker room for practice outside of school hours
- Athletes will wear a [mask or other face covering](#), observing the rules as described in the "[Prevention](#)" section, when not involved in high intensity workouts (meetings, etc)
- Large group meetings (class or activity) will occur in large gathering areas designated for large groups (auditorium, gym)
- [Kansas State High School Activities Association guidelines](#) for sporting events and practices will be followed
- Athletes will take home and clean clothing after each practice/contest
- Football equipment (helmets, pads, etc) will be sanitized every evening after practice
- Instrumental music will not be allowed at home contests (music festivals and contests will be open to KSHSAA rules and regulations)
- Travel for activities (FBLA, FCCLA, FFA, etc) will be determined by those organization's state organization, be subject to rules outlined in this document for travel, and subject to approval by the building principal
- To minimize the crowd size at CCMS activities there will be no 6th grade participation for the 2020-2021 school year in volleyball. 6th grade participation in basketball for the 2020-2021 school year will be decided at the October 5, 2020, USD 224 Board of Education meeting.
- Consider alternative placings for CCMS activities due to lack of space

# **Additional** **Information**

Information found on following pages has  
been referenced throughout this document.

**VISITORS, Please read the**  
**following questions and be**  
**prepared to answer:**

- Do you have a temperature of over 100.0?
- Do you have symptoms of fever, cough or shortness of breath?
- Have you visited any of the restricted travel advisory locations on the KDHE list within the last 14 days?
- Have you had close contact with anyone in the past 14 days who has been diagnosed with COVID-19?

# **USD 224 Remote Learning Log** (to be completed daily by remote student/parent)

Date \_\_\_\_\_

Student name: \_\_\_\_\_

Student ID # \_\_\_\_\_

Student grade: \_\_\_\_\_

School \_\_\_\_\_

Name of teacher(s) that made contact today: \_\_\_\_\_

Class/Subject	Activity	Assignments Completed		Test Taken		Total Minutes
		Y	N	Y	N	

I certify that I'm enrolled and participated in the courses offered through USD 224 as listed above.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

I certify that my child is enrolled and participated in the courses offered through USD 224 as listed above.

Parent, guardian, or responsible adult's signature \_\_\_\_\_

Date: \_\_\_\_\_

## USD 224 Remote Learning Contract with Parent/Guardian

Initials on each line indicate you will follow in agreement with the following guidelines and understand this agreement must be attained to be in compliance with remote learning.

\_\_\_\_ We are committed to the remote learning through the end of the school quarter. I acknowledge that if I do not request a formal change to in-person learning before the end of the school quarter that my student will automatically continue on the current remote learning plan. \*In the event of extenuating circumstances, I will contact the superintendent to explore options for re-entry.

\_\_\_\_ I understand that due to state and local requirements, my child will be required to completed 360 minutes (6 hours) of daily instruction and classwork. I acknowledge that truancy will be enforced if these times are not met.

\_\_\_\_ I understand that I will provide a signed daily log on hours completed on a weekly basis. The school will provide the logs to use.

\_\_\_\_ We have access to reliable wifi and/or the means to provide consistent access to the internet.

\_\_\_\_ My child will be ineligible for all USD 224 athletics.

\_\_\_\_ I understand that I may check out a device through my student's campus and that we are responsible for any damages .

\_\_\_\_ I understand the expectations for classwork and grading will follow district policy for in-person instruction. Courses taken by students participating will be included in GPA and class rank according to local policy.

\_\_\_\_ I understand that it is my responsibility to maintain DAILY communication with my child's teacher or school liaison by phone or through the technology platform used in my child's classroom.

\_\_\_\_ I understand that conditions surrounding the COVID-19 pandemic are evolving continually and USD 224 remote learning is subject to change based on federal, state, and local guidelines.

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date

## **Miscellaneous:**

### **Masks:**

*Definition of mask:* “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 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 may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.

Additionally, masks that suggest illegal, immoral, vulgar or uncomplimentary language or advertises drug, alcohol, or tobacco is prohibited during school and at school activities. The principal will make the final determination regarding the appropriateness.

### **Cleaning, sanitizing, and disinfecting products:** (this is subject to change due to product availability)

Restroom/Classroom Soap: [Foaming hand soap from Appeal](#)

Aerosol disinfectant for all areas: [Steriphene II from Spartan](#) - - - [EPA # 5741-22](#)

Surface disinfecting for all surfaces: [Ecolab QC57 Peroxide multi-surface](#) - - - [EPA # 1677-238](#)

Fogging Machine: [Spartan HDQ Neutral](#) or [Ecolab QC57](#)

Hand sanitizers: [Foaming sanitizer from Appeal](#) in wall mounted dispensers, [Safety First](#) and [Purell Advanced](#) sanitizer in bottles.