

# Beaverhead County High School Safe School COVID-19 Guidelines Created in the Summer of 2020

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COVID-19 EMERGENCY POLICIES	

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### **Guide Purpose:**

The purpose of this guide is to assist in managing the impact of COVID-19 on our school based on two main strategies:

- Reducing the spread of the virus within school facilities; and
- Sustaining quality educational functions.

## **Introduction – Interim Guidance for Schools:**

Information contained in this document corresponds to Beaverhead County Public Health Department, CDC recommendations, and Beaverhead County High School 1900's Emergency Policy Series. These guidelines exist to keep our Dillon community safe while resuming peer-to-peer learning and providing critical support for parents and guardians returning to work. These recommendations depend on community monitoring to prevent COVID-19 from spreading. The number of practices put into place will be dependent on the level of COVID-19 spread and the phase, or levels, of re-opening of the community. All decisions about following these recommendations should be made in collaboration with local health officials and other state and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors.

Throughout the entire guide the MTSBA Model Emergency 1900's Policy Series, adopted by the Beaverhead County High School Board of Trustees, will help guide all decisions. These policies were created by MTSBA to assist Districts on areas of operational significance during this pandemic emergency and into next year as we anticipate the continued impact of COVID-19. The policies currently run 1900 through 1912 but could be expanded.

### **In all Levels:**

- Continue communication with Local and State authorities to determine current mitigation levels in Beaverhead County.
- Protect and support staff and students who are at higher risk for severe illness. The District will work to provide options for telework and virtual off-site learning.
- Consider CDC's and Beaverhead County Public Health's Guidance for Schools.
- Ensure external community organizations that use the facilities also follow this guidance.

### **Definition of Levels –**

- Level 1: No restrictions regarding in person instruction.  
*(When there is no community transmission)*
- Level 2: Remain open with enhanced social distancing measures. (Consider following CDC Guidelines)  
*(When there is minimal community transmission)*
- Level 3: Remain partially open to some students receiving in-person instruction while other students receive off-site instruction, i.e. A/B schedule. (Follow directives of Governor, County Health and Local School Board)  
*(When there is moderate community transmission)*
- Level 4: In person instruction is prohibited. Off-site or distance learning opportunities will be provided for all students. Ensure provision of student services such as school meal programs. (Follow directives of Governor, County Health and Local School Board)  
*(When there is substantial community transmission)*

## **Underlying Assumptions:**

Education leaders must begin planning now based on current understanding of COVID-19 and what is required for continued containment and mitigation. This dynamic public health situation requires adaptive planning that can evolve as science and circumstances do. Despite the uncertainty, state policymakers, school leaders, and community leaders should develop plans based on the following assumptions informed by the most current guidance from public health officials.

- Schools will reopen in the fall (albeit with the potential of localized, 14-28 day rolling closures triggered by new outbreaks.)
- Re-opened schools will need modifications based on guidance from national, state, and local health officials, which could include physical distancing, temperature screenings, and frequent disinfecting of classrooms.
- Accommodations will be needed for teachers, administrators, school staff, and students who may be at heightened risk from COVID-19 due to their age or other health conditions.
- A vaccine might not be available for 18 months or more, meaning that plans should take into account both the 2020-21 and 2021-22 school years.
- During this time, improvements in understanding the virus and in testing will allow public health officials to act with greater precision when taking steps to slow the rate of infection. Broad stay-at-home orders and long-term school closures are not likely to be needed in the future.
- Deaths from COVID-19 are possible while the virus is in circulation.
  - If a stay-at-home order and/or restrictions are in place on group size and other social distancing guidelines, normal school and community support mechanisms will not be able to assist with student grieving.
- Fear, loss, and isolation will result in the need for increased mental health supports.
  - The strain of being out-of-school for a period of time will overwhelm the coping skills of many.
  - Coping for people with pre-existing mental health concerns will be very difficult.
  - Suicide attempts and completions will rise.
  - Substance abuse, child abuse, and domestic violence are also likely to rise.
- The economic impacts of the pandemic will have significant and lasting impacts on schools.
  - State tax revenues will fall well below those of previous years with reductions in school funding likely.
  - Job layoffs and business closures will result in higher levels of unemployment.
  - School nutrition programs will be needed by more students and will become a significant portion of their access to food.
- Student and employee attendance rates will likely decline in 2020-2021. Fear and rumors will likely contribute to this decline in attendance.
- More families may choose to homeschool their children or chose on-line schooling.  
(Refer to Policy 1908F Parent Opt Out Form)

- Student learning outcomes going into the 2020-2021 year will be uneven and vary broadly.
  - Almost all students will begin the next year with learning deficits.
  - The most disadvantaged are likely to suffer learning regression.
- Short-term closures will remain a possibility until a vaccine is widely available.
- Teaching and reinforcing prevention behaviors (handwashing and cough/sneeze etiquette) and promoting flu vaccinations will continue to be important strategies in slowing the spread of this and other infectious diseases.
- Frequent cleaning and disinfection of high-touch surfaces will also be needed throughout this period.

Through collaboration and coordination with the local health department, Beaverhead County High School will take steps to disseminate information about the disease and its potential transmission within our school community. Beaverhead County High School will prepare to take steps to prevent the spread of COVID-19 among our students and staff. Beaverhead County High School will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community, including those with special health needs. This plan will be designed to complement other community mitigation strategies to protect high risk populations. It is also designed to minimize disruption to teaching and learning and protect students and staff. Plans will build on everyday practices (e.g., encouraging hand hygiene, monitoring absenteeism, communicating routinely) that include strategies *before*, *during*, and *after* a possible outbreak.

### **Assessments:**

Schools will be opening this fall after most students were out of a brick-and-mortar school for more than five and a half months. The first priority will be getting students reintegrated into school. We will consider the variety of diagnostic assessments that can be used for understanding where each student is academically and each child's SEL needs. Assessment data is crucial for informing school interventions, improving instructional practices, and targeting resources to the schools and students who need the most help.

- Possibility of experimenting with new assessment and accountability models such as competency-based learning or through course assessment.
- Work with teachers to determine how best to use assessment and growth data as part of their evaluation frame-works.

## **Communication with all Entities:**

### **Beaverhead County Health Department Communication –**

- When a student or staff member has been tested for COVID-19 they cannot return to school until the test result comes back negative. Additionally, if an individual was a close contact to a positive COVID case, regardless of test result, they will be required to be in quarantine (if tested negative) or isolation (tested positive) for 14 days.
- Share the Beaverhead County High School Safe School Covid-19 Guidelines.

### **Parent Communication –**

- Keep parents informed via online messaging, website, e-mail, text and robo calls.
- Copies of the Beaverhead County High School Safe School Covid-19 Guidelines will be published on the website for reference.
- Review illness symptoms and return to school protocol.
- Education of PPE related to students (when to wear mask and proper mask removal).
- Review immunization policies for all students.
- Educate students and parents on proper hygiene including handwashing, coughing etiquette, and social distancing measures as it relates to a school setting.
- Explain partial closure procedures. (Level 1-4)

### **School Board Communication –**

- Share the Beaverhead County High School Safe School Covid-19 Guidelines.
- Continue to apprise trustees of local and state conditions and directives.

### **Staff Communication –**

- Keep staff informed via online messaging, website, e-mail, text and robo calls.
- Educate staff on proper hygiene including handwashing, coughing etiquette, and social distancing measures as it relates to a school setting.
- Review procedures for sick students and staff.
- Explain when to send a student to the office for health reasons.
- Review use of PPE in school/classroom.
- Explain partial closure procedures. (Level 1-4)
- Share the Beaverhead County High School Safe School Covid-19 Guidelines.

## **Facilities:**

### **Intensify Cleaning, Disinfection, and Ventilation Issues –**

- Custodial staff will clean the inside and outside of our building on a daily basis per CDC Guidelines and Board Policy.
  - Clean and disinfect frequently touched surfaces within the school at least daily (light switches, door handles, sink handles, countertops, drinking fountains, etc.) and shared objects (toys, games, art supplies, playground equipment, etc.) between uses.
  - Review cleaning procedures during school with students present.
- Ensure safe and correct application of disinfectants and proper storage to ensure student safety.

- Ensure ventilation systems operate properly. Increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows or doors if they pose a safety or health risk such as allowing pollens in which may exacerbate asthma symptoms.
- Sneeze guards will be considered for secretaries, teacher desks and lunchrooms. (Front Office Counter, Business Managers Counter, Breakfast/Lunch Counters)
- Water fountain – Will be turned off. Encourage students to bring water bottles from home.
- If water fountains are to be used, students will be taught to safely refill their bottles, making sure to not touch the faucet head. Wash hands before and after refilling bottles.
- Provide EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use.
- Ensure adequate supplies to support cleaning and disinfection practices.

#### **Other Considerations –**

- Increase staff needed for cleaning/disinfecting.
- Increase sanitizing stations throughout the school (hand sanitizer). (Add 4 – Front Doors, Common Area, Vo-Ag main doors, BW Lodge West doors)
- Ensure each school has enough supplies, assuming we can get them (i.e., hand sanitizer, cleaning products, masks, thermometers, etc.)
- Each school will have a designated isolation space. ( Commons Area – Conference Room)
- Possibly increase custodial staff during the day.
- Determine how to triage technical issues if faced with limited IT support and staff.
- Determine how to encourage appropriate adult supervision while children are using distance learning approaches.
- Determine how to deal with the potential lack of students’ access to computers/internet at home.
- Ensure continuity of meal programs.
- Consider alternatives for providing essential medical and social services for students.

#### **Food Services:**

##### **Measures to Prevent Unnecessary Contact –**

- Prevent students or staff from self-serving any items that are food-related. One staff person serves the food.
- Flatware and other items typically provided by food services are provided by staff, not for individuals to grab.

##### **Breakfast and Lunch Modifications –**

- Use best social distance practices when students are within a common area.
- Students and staff must wash hands or use hand sanitizer before entering the cafeteria/common lunch area.
- Consider staggered lunch times.
- Prevent students from sharing foods.

## **Health Guidelines:**

### **General –**

- Our plan to screen students and staff via Non-Contact Thermometer readings, etc.
  1. 1<sup>st</sup> Period Teachers will temp. check all kids when they enter their classroom
  2. Students, after temp. check will read initial symptom sheet and initial that they are symptom free prior to going to their assigned seat
  3. Late Students will report to the office to be temp checked
- All students and staff with a cough, shortness of breath, fever of 100+, chills, muscle pain, sore throat, etc. will be evaluated, and either sent home or, if allowed to stay in school, will be required to wear a mask.
- If students or staff display respiratory symptoms or fever –they will be sent home or to the office for assessment.
- Student will be placed in an isolation area in school until evaluation by staff member and/or taken home by parent/guardian.
- If COVID-19 test result is negative, individuals will need to provide a note from the health care provider with a return date and be symptom and fever free as per CDC guidelines.
- For care of minor injuries have students wash their hands and apply their own bandage. When providing care to students, staff should wear medical gloves to reduce the risk of germ transmission from the school employee to the patient and vice versa, as well as from one patient to another.
- Create a clear communication flow chart for staff on how to deal with sick students

### **Flow Chart: COVID-19 Classroom Guidelines for a Sick Student**

What to do if a student seems sick:

1. Send student to the office – or student reports to the office with possible symptoms
  2. Student will receive an N95 mask and be sent to the designated sick room (commons area conference room)
  3. Office staff will put on the correct PPE (N95 Mask, face shield, gloves, gown, etc.)
  4. Office staff will meet with student to assess symptoms: temperature, cough, body aches, difficulty breathing, etc.
  5. Student or office staff will notify parents to come and pick the student up, or the student is sent home, if requested by parent
  6. Office staff will notify administration of the sick student.
  7. Office staff will record and report incidents to local public health in the format set up with the local Public Health Department
- Be prepared to close off areas/entire campus for a minimum of 24 hours and then engage in cleaning and disinfecting per CDC Guidance if you learn that an employee, student or other person has the virus.
  - Adhere to social distancing (specifically, staying 6 feet away from others when you must go into a shared space).
  - Be sure to frequently wash hands or use an alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
  - All Staff and students will wear cloth face coverings, except for some isolated situations, IDEA/504 exemptions, and/or medical exemption

- Avoiding touching your eyes, nose, and mouth.
- Stay home when sick with symptoms and a fever above 100.
- Clean and disinfect frequently touched objects and surfaces.

### **Monitoring and Preparing –**

- Check for signs and symptoms of illness or COVID-19.
- Implement screenings safely, respectfully, and in accordance with any applicable privacy laws or regulations.
- Confidentiality will be maintained.
- School administrators may use examples of screening methods in CDC’s supplemental Guidance for Child Care Programs that Remain Open as a guide for screening students and CDC’s General Business FAQs for screening staff.
- Mandate staff to stay home if they are sick and insist that parents keep sick children home. Inform students who are sick that they will need stay at home.

### **Plan for when a Staff Member, Student, or Visitor Becomes Sick –**

- Beaverhead County High School have identified an isolation room or area to separate anyone who exhibits COVID-like symptoms. School personnel and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Close off areas used by a sick person and do not use until properly cleaned and disinfected. Wait 24 hours before cleaning and disinfecting. 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 not to return until they have met CDC criteria to discontinue home isolation.
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Provide options for off-site virtual instruction.

### **Maintain Healthy Operations –**

- Monitor absenteeism and have a roster of trained back-up staff to the extent possible.
- Monitor the health of our students and staff. Secretaries play an important role in monitoring the health and the types of illnesses and symptoms among students and staff.
- Ask the following of students, staff or anyone entering the school the following questions and then take their temperature:
  1. Are you sick today with any illness?
  2. Have you been in contact with a known COVID-19 case in the last 14 days?
  3. Have you been outside the state within the last 14 days?

4. Symptom Check:
  - A new cough? A newly identified shortness of breath or difficulty breathing? Fever of 100+ degrees or higher? Chills? Muscle pain unrelated to any known reason? Sore throat? New loss of taste or smell?
  - Designate a staff person to be responsible for responding to COVID-19 concerns.
  - Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

#### **Vulnerable Populations –**

- Students identified as immunocompromised or have a health condition that may affect their ability to attend school will be reviewed on a case by case basis. Additional considerations and planning will be needed for students with disabilities, underlying health conditions, asthma or respiratory illness, and special education requirements.
- If students must miss school due to a documented health condition, administration will work with the family to develop an instructional plan for the student.

#### **Contact Tracing –**

- Beaverhead County High School will track COVID-19 activity of students and staff and share the data with Beaverhead County Public Health.
- Teachers will keep precise seating charts and update every time the seating chart is changed.
- Teachers will keep precise records of students leaving their classrooms at any time.
- Information will be shared with the Custodial Crew to help them coordinate custodial maintenance and cleaning.
- Facts and data, along with the Beaverhead County Public Health Department, will be used for the decision-making process regarding possible closures.
- Confidentiality and privacy will be preserved at all times.

#### **Closing –**

- Check State and local health department notices daily about transmission in the area and adjust operations accordingly.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the school may consider closing for a short time (1-2 days) for cleaning and disinfection. Beaverhead County High School will collaborate with Public Health and the County Health Officer to determine if closure will be necessary.

#### **Human Resources Considerations:**

- Provide additional accommodations for staff in documented at-risk category such as utilizing a larger classroom where social distancing can be maintained or teaching classes remotely, etc. Refer to Administrative Procedures for Employee Telework Policy for further clarification.
- Procedures for staffing during high staff absences due to illness.
- We may consider the ability to build in teacher/school work days to provide respite for both teachers and families.

- Consider other duties for paras/classified staff and repurpose for cleaning, lunch and recess duty, supervising smaller classes, helping to deliver instruction, prepare packets, etc.
- Additional custodial staff may be needed (may assign paraprofessionals to custodial duties).
- Staff members that are not considered at-risk and are considered essential will continue to attend school each day to deliver instruction during levels 3 and 4. They will practice all social distancing guidelines and will remain in their own classroom to the greatest extent possible.
- During school dismissals (after cleaning and disinfecting), schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.
- Consider providing daycare for Beaverhead County High School employees that are considered essential. Daycare may be provided for children of school age (5-12) and would be supervised and staffed by employees that have been repurposed and trained.
- Subs are a question mark; paras may be reassigned more than normal.
- Consideration of work outside of contract hours.

## **Instruction:**

### **Overall –**

- We need to ensure readiness for what could happen next. There is no guarantee we won't see future closure orders, quarantines and shelter in place directives. These orders may require future use of offsite instruction and other requirements. We need to retain as much flexibility as possible to allow for temporary closures without running the risk of losing funding.
- Off-site instruction must become more rigorous and relevant so school closure orders are irrelevant and/or do not require waivers of any laws by the Governor.
- A blended model ensures student learning continues and gives us the flexibility to fully open or close, depending on the situation with COVID-19 in the fall and early winter.
- Determine if a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding.
- Meaningful instruction must take place if we are required to deliver off-site instruction.

### **Distance Learning –**

- All students will be asked about device availability and connectivity at home at the beginning of the school year.
- Consider ways of providing technical support in remote off-site learning contexts.
- Teachers will provide parents remote off-site learning education during Level 1 if needed.
- Teachers need to promote best practices around security with our minor students in a virtual environment. Make sure a password is required for Zoom meetings and others like it.
- 

### **Instruction Guidelines –**

- Teachers will establish an “on-line” presence at the start of the school year with students.
- Teachers will use “Google Classroom” as the main platform for instruction in the event of long-term or short-term ‘school shut down’ due to health outbreaks.
- Assess student academic levels and place accordingly.

- Differentiate instructional strategies to meet students at their academic level.
- One to one Chromebook policy – no sharing of devices.

### **Instruction Modifications –**

- Teacher will create a social distancing plan for each class for students during in-person instruction.
- Restrict mixing between groups and ensure that student groupings are as static as possible by having the same group of students stay with the same group as much as possible, especially in Level 3.
- In Level 3 encourage all students in a cohort to mix outside of school. This would aid families by allowing parents to share childcare responsibilities and return to work sooner. It will also promote social connections on the days that students aren't in the building.
- Consider canceling classes or activities that occur during the school day with a high rate of mixing/contact
- Weight Room Classes modifications:
  1. Work in groups of only three
  2. Work in homogenous groups daily
  3. Sanitize and wipe off equipment after each use, prior to moving to next piece of equipment
- Follow MHSА guidelines for school activities.
- Consider reduced schedules.
- Consider reducing class size in half - students will alternate between on-site, in person learning and at home off-site, on-line learning. Level 3
- Consider suspending use of common areas that promote gatherings.
- Consider reducing density/load in common areas through altered scheduling.
- Consider Block scheduling to accommodate students with less movement.
- Consider Creative Scheduling – Schedule Staff to teach using off-site digital learning and/or traditional classroom instruction in building. It is important to note that many parents may insist on off-site digital learning to continue when schools are reopened. (Refer to Policy 1908F Parent Opt Out Form)
- Consider allowing students who are high risk or who have high risk family member(s) to continue to use off-site digital learning and receive remote support.
- Consider allowing students who are required to quarantine due to exposure or potential exposure, to continue receiving off-site instruction and appropriate accommodations.
- Consider implementing an alternative educational delivery model that includes a mix of in-person and off-site remote learning.
- Commons Area Modifications:
  1. No more than 40 students in the commons area at any one time
  2. Arrange tables so they are social distanced
  3. No more students at a table than seats provided
  4. Reduce number of seats at window counter to social distance
  5. Standing and congregating in the commons area will not be allowed

## **Possible 9-12 Instructional Plan – Every Other Day Model:**

**Levels 3, Possibly Level 2** – Develop plans to blend classroom and distance learning as an alternative to school closures:

- Option 1: Limit the number of students on campus to 50% of normal.
  - Divide all classes into two equal groups: one would come to school on Monday, Wednesday and every other Friday, the other on Tuesday, Thursday and every other Friday.
  - All teachers would provide each group with two to three days of direct instruction and support, and two to three days of assignments to complete at home each week.
- Option 2: Limit the number of students on campus to 20% of normal.
  - All classes are divided into five equal groups: one for each day of the week.
  - All teachers provide each group with one day of direct instruction and support, and four days of assignments to complete at home.

### **Instructional Considerations – in Levels 2 and 3**

- 10-20 students to a class or smallest group possible.
- Monday/Wednesday (Group A) or Tuesday/Thursday (Group B); Friday could be used for remote learning and planning/preparation.
- Fridays could be used for intervention, science, special projects, or to provide individual or small group support by appointment.
- Off-site learning days could be used for authentic content applications and skill reinforcement through online platforms.
- Off-site digital remote learning is held in conjunction with in person instruction.
- Consider reduced Schedules.
- Consider stagger start of the school day for bussing kids and in town kids.
- Consider rolling start; e.g. begin with core and then lead into a full schedule.
- Perhaps some classes are better suited for online learning. Could we keep these classes online, which would free up other in-seat options?
- Could we/should we create dedicated online sections for courses?
- Remote learning is the default/base instructional model. In-person instruction supplements remote learning.
- Classrooms disinfected at the end of the day. Para-professionals could also help with disinfecting when not working with students.
- One to one devices and no sharing of Chromebooks.
- No sharing of common items/materials to the greatest extent possible.
- Only certain doors would be used for arrival and dismissal.
- Teachers that are required, or allowed, to teach remotely will have set office hours.

## 9-12 Instructional Plan: Levels

### Level I Plan

- Instruction delivered in traditional in-person format.
- Common Items/Materials will not be shared among students.
- Classrooms will be disinfected at the end of each day. Paraprofessionals may be used to help disinfect classrooms and other common areas throughout the day.
- All staff will be integral to the sanitization of our school.

### Level II Plan (Masks/Face Coverings will be required for all staff and Students)

- In addition to provisions listed in Level I, Level II on campus instruction will also include:
  - All students/staff to be screened daily for signs/symptoms of illness.
  - Temp. checks by 1<sup>st</sup> period teachers daily, if thermometers are not available for purchase then daily checks verbally and student initialing that they are symptom free will be used
  - Limited entry points for arrival to school.
  - Enhanced social distancing plan for students in the classroom, hallways, Commons area, and other areas where students may congregate.
  - Flex time for sanitization may be factored in for more enhanced cleaning of common areas. (i.e., lunchroom, gymnasium, art room, library, etc.)
  - Lockers will not be used.
  - Hand sanitizing stations at main doors at all building will be maintained
  - Sneeze guards will be located around main office counter, breakfast & lunch counters, and clerk's office counter
  - Commons area restrictions will be enforced –Max. 40 students
  - Other classrooms will be available at lunch for Commons area over flow
  - Students will be strongly encouraged to report to their 1<sup>st</sup> period classroom once they enter the building
  - Congregating in the hallways will not be allowed
  - Doors to the schools will not open until 8:00 am – teachers arrive not later than 8:00
  - During the first couple weeks of school students will be taught the guidelines and protocols to be used in our Level III Plan.
  - During the first couple weeks of school students will be taught the guidelines and protocols to be used in our Level IV Plan and any and all online communication training that the staff deem necessary
  - Students will disinfect desktops at the end of each class period

### Level III Plan (Masks/Face Coverings will be required for all staff and Students)

- In addition to provisions listed in Level I and Level II, Level III provisions will also include:
  - Students attending class on an alternating day format. (Students from the same household will attend school on the same days of the week)
  - Smallest group possible for in class instruction (maximum of 15 students).
  - Students would receive remote instruction via Google Classroom when not physically in the building.
  - Students who do not have access to a device will be allowed to check out a device from the school.
  - Strict scheduling regarding student movement throughout the schedule will be paramount.
  - Establish routine for changing classes

- All Level two guidelines will remain in effect

#### Level IV Plan

- In addition to provisions listed in Level I, Level II and Level III, Level IV provisions will also include:
  - All instruction will be online via Google Classroom, etc.
  - Staff members will be assigned a group of students to contact frequently. There needs to be intentional outreach to build connections.
  - All staff who are not considered at-risk will deliver instruction remotely from their classrooms and will adhere to the normal contracted time. Strict social distancing guidelines will be followed.

#### **Special Education –**

- For more “self-contained” special education settings, they could maintain online learning supports with alternating options for manageable small-group in-person sessions. For collaboratively taught classes, students with disabilities may be able to access special education teacher support on alternate in-person days, so they may receive in-person instruction 2 or 3 days a week.
- Students with special needs and English Language Learners will need accommodations and additional support. Making plans now helps to ensure every student can be served in the event of additional closures.
- What does a free and appropriate education look like for students who are immunosuppressed or have significant health challenges?
- What special procedures will be necessary to protect students in classrooms that serve severely handicapped students?

#### **Professional Development –**

- Google Classroom training and remote learning PD will be provided and will be a priority.
- Devise strategies to dramatically improve the quantity and quality of online teaching.
- Tailored to the tools, services, and contents our district uses.
- Teacher evaluations and improvement strategies (including observation, feedback, and coaching) should consider the need to deliver online instruction and be modified accordingly.

#### **Technology –**

- Ensure Chromebook access for all students.

#### **Policy 1900’s –**

- See District Policies 1900 – 1912

#### **Mental Health Considerations:**

- Our collective response to COVID-19 requires much more than limiting the spread of the virus. Prolonged physical distancing, death and illness in our families and communities, and economic dislocations, will leave many students and faculty with ongoing trauma and mental health issues, and it is incumbent on us to meet their needs now more than ever. The isolation brought about

by social distancing can exacerbate children's depression and anxiety. We know from brain science that lack of psychological safety and the impact of adverse childhood experiences (ACES) impede and even prevent learning. This may require additional staff with expertise in mental health, to provide trauma and sensitivity training for all staff, students and parents.

- All staff should be trained on how to identify students struggling with trauma and refer them to mental health professionals for additional support.
- Consider screening students to assess their social, emotional, and mental health after a prolonged period of isolation.
- In levels 3 and 4, Ms. Perisho, our school counselors, are available to talk to students during this time. Their office hours are 8:00 a.m. to 3:45 p.m. Monday -Thursday and 8:00 a.m. to 2:45 p.m. on Friday. Call the school for more information.
- Assess and monitor At-Risk students and students who may show signs of Mental Health concerns. Find ways to support student and families. All staff should be trained on how to identify students struggling with trauma and refer them to mental health professionals for additional support.
- Counselor will implement social-emotional learning lessons to develop strong coping skills.
- Counselor will develop plans to support the mental health of identified students and families.

### **Office – Measures to Protect Office Staff:**

- Provide protective barriers (sneeze guards) in front of Administrative staff.
- Staff evaluating students will use appropriate PPE.
- Limit visitors and parents from within the office/lobby area. Limit, or restrict, any visitors or parents inside the building. *Only necessary visitors will be allowed entrance*
- Restrict vendor access to school. Limit vendors and notify them of a designated entry point. (1. Wear mask, 2. Announce at main door, 3. Unload at handicap hallway)
- Stock the main office to the extent possible with masks, Non-contact Digital Medical Forehead /ear infrared Temporal Thermometer, disinfectant wipes, sanitizers, safety face Shields, gloves, etc.

### **Privacy Protection:**

- We will work diligently to review the privacy policies of our online learning providers. Apps and digital services used for remote learning will be reviewed to ensure they are consistent with privacy protections required under state and federal laws.

### **Signage:**

To help promote the daily preventative actions at all times.

- Signage at each public entrance of the facility to inform all faculty, staff and students that they should: avoid entering the facility if they have a respiratory symptom such as cough, shortness of breath, sore throat and/or a fever; maintain a minimum six-foot distance from one another; and not to shake hands or engage in any unnecessary physical contact.

- Post a copy of the Social Distancing Protocols at all public entrances to all buildings and restrooms. (Distance guidelines will be issued according to Public Health, the Governor's Office and the CDC.)
- Progressive usage of school buildings. Opening should be limited to school day only. With time, buildings can be opened after hours, keeping copious sign-in documentation of individuals who have been in the buildings.
- Signage that drinking fountains will not be used.
- Signage that no visitors are allowed. See Office bullet for dealing with vendors.

## **Social Distancing:**

### **Measures to Keep Social Distancing according to CDC Considerations –**

- All faculty, staff, and students have been instructed to maintain at least six feet distance from one another, except employees who may momentarily come closer when necessary to treat an illness. Staff required to wear PPE when treating a student with illness or exhibiting signs of COVID-19.
- Place signs around the campus reminding people to be at least six feet apart, including when occupying a classroom. On occasion have someone share a friendly reminder of remaining six feet apart and washing hands well over the intercom.
- Have all staff help monitor student movement during passing time between classes.
- Possibly stagger class schedules to limit the number of students in the halls between classes.
- 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).
  - Restrict mixing between groups to the greatest extent possible.
- Place tape or other markings at least six feet apart in key areas with signs directing faculty, staff and students to use the markings to maintain distance, especially in student lines such as before school opens, lunch lines, bus lines, etc.
- Hold outdoor classes when possible.
- Separate student areas from one another to prevent gatherings. Create schedules where students have minimum movement in unsupervised areas.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Close communal use spaces such as commons area if possible; otherwise stagger use and disinfect in between use.
- Create protocols to limit direct contact with parents as much as possible.
- Create social distance between children on school buses where possible.
- Consider staggering arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible. Continue to stagger arrival and drop-off times and plan to continue limiting direct contact with parents as much as possible
- Ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible (art supplies, equipment, etc. assigned to a single individual). Limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- Avoid sharing electronic devices, books, and other learning aids.

- Consider other measures such as the closure/monitored use of library, band, choir, the commons area, auditorium, or other “assembly-type” spaces.

### **Measures to Protect Faculty, Staff and Student Health: Safety Actions –**

- Promote healthy hygiene practices.
- Teach and reinforce washing hands and covering coughs and sneezes among students and staff.
- Teach and reinforce use of cloth face coverings among staff and possibly students. Face coverings are most essential in times when physical distancing is not possible. Staff and students should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
  - Disinfectant and related supplies are available to all employees close to their work location.
  - Hand sanitizer effective against COVID-19 is readily available to all faculty, staff, students and visitors. The preferred method is to wash hands and that will be strongly encouraged.
  - Soap and water are available to all staff and students.
  - Require staff and students to wash hands in regular intervals.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- All vulnerable and at-risk individuals should continue to shelter in place. Everyone who can carry out their work duties from home have been directed to do so.
- **Designate a sick room** (Commons Area Conference room) where students who have been identified as presenting with illness symptoms can be held until a parent or guardian can pick them up.
  - 1.Students will be given masks to wear until they exit the building.
  - 2.Students will be taught how to safely wear and remove their masks.
  3. Access to this area will be extremely limited and closely monitored.
  - 4.Staff who present with symptoms will be sent home immediately.
  - 5.All employees and students will be told NOT to come to campus if sick.
  - 6.Staff will be educated on the symptoms of COVID-19 and CDC guidelines.
  7. Staff evaluating potential sick students will be required to wear appropriate PPE(Mask, gloves, face shield, etc)
- All desks or individual workstations are separated to allow for social distancing. Student movement in the classroom will be limited. (Best for students not to sit face to face, unless social distanced)
- Break rooms, bathrooms, and other common areas are being disinfected frequently with a strong preference to put them on a schedule with “sign off” date and time posted.
- Consider keeping libraries, gyms, off limits unless they can be sanitized between groups.
- Copies of Coronavirus Protocol have been added to website for reference.

- Encourage students to disinfect personal belongings such as backpacks on a daily basis. (Procedures to be given to staff, students, and parents upon return to school)
- Turn off drinking fountains and encourage students to use appropriate water bottles.

#### **Measures to Prevent Crowds from Gathering –**

- Limit the number of people on campus, or in one area of campus, at any one time which allows for faculty, staff and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Ensure a staff member is at the door to monitor that the maximum number of people in the area set forth is not exceeded and that social distancing guidelines and practices are being followed.
- Place COVID-19 occupancy limits on doors.
- Describe other measures taken by the school such as cancellation of Physical Education, etc.

#### **Measures to Protect Other Staff –**

- Consider social distancing measures for teachers and other staff. Reduce the number of seating arrangements in the teacher's room to limit staff gathering or close it altogether.
- Provide portable protective barriers (sneeze guards) to place between teacher and student when working one-on-one if requested.
- Stock the custodial rooms to the extent possible with masks, Non-contact Digital Medical Forehead /ear infrared Temporal Thermometer, portable protective barriers (sneeze guards), disinfectant wipes, sanitizers, safety face shields, gloves, etc.
- Conduct faculty meetings either virtually or in a space that allows for 6-foot social distancing.
- Reduce class sizes, to the greatest extent possible, to accommodate space to allow for a 6-foot physical distance.

#### **Sports and Afterschool Activities Issues:**

- Consider no sports or afterschool activities upon schools re-opening. (Follow MHSA guidelines)
- Consider modified sports and/or afterschool activities based on CDC and public health guidelines, keeping in mind social distancing. ( Follow MHSA Guidelines)
- Guidelines for progressive sports and afterschool activities. ( Follow MHSA Guidelines)

#### **Transportation Issues/Recommendations: High School**

- Ensure bus staff have masks, non-contact Digital Medical Forehead /ear infrared temporal thermometer, portable protective barriers (sneeze guards), disinfectant wipes, sanitizers, safety face shields, gloves, etc.
- Assign seats spaced according to the CDC distancing guidelines.
- Consider reducing bus loads to allow for one student per seat or with siblings. (Transportation Plan)
- Busses are sanitized after every trip with students, AM, PM and field trips.
- Consider painted lines at bus drop-off areas to monitor traffic and social distancing.
- Review parent pick-up areas outside of schools to encourage social distancing.
- Create a release form allowing students to go home with another parent instead of riding the bus.
- Busing to and from schools to sites for before/after school programs (child care).

## **2020-2021 BCHS Transportation Plan Regarding Covid-19**

The following is a drafted plan by the BCHS transportation department to provide school bus transportation for students for BCHS and School District 10 in regards to Covid-19 prevention. The intent of this plan is to provide safe transportation for students as school begins and adapt for future possibilities as the effects of Covid-19 continue to change. This will be broken down into 4 phases that will be evaluated before progressing to the next phase.

### **LEVEL 1: ALL STUDENTS**

If regulations and guidelines are completely lifted or circumstances allow we will return to transportation of students Home to School and School to Home routes.

1. Buses will transport all students along their route that are eligible to ride
2. Disinfecting of buses will continue as normal daily procedure
3. After School programs and events will be allowed on a limited basis.
  - a. These programs and events will need to be pre-approved by the transportation dept.
  - b. Limitations will be set based on bus capacity, regular School to Home students taking precedent

### **LEVEL 2 : STUDENTS FURTHER THAN 3 MILES**

1. As the school year begins transportation will only be provided to students that live further than 3 miles away from the school and will only be Home to School and School to Home
  - a. Students will be required to sit every other seat starting on the passenger side 1<sup>st</sup> seat. The seat directly behind the driver will be open. Seating will alternate every other seat from this point to the back of the bus.
  - b. Siblings or students that live in the same household will sit together 2 per seat in this same order
  - c. An 84 passenger bus will be limited to 14 – 24 students depending on the number of multi-sibling/student families
2. Buses will continue picking up BCHS Students to be taken to School District 10 to get on their buses to go home, due to occupancy limits. Students will be again limited to 14 – 24 students depending on sibling/student living status.
3. Drivers will be provided with appropriate Personal Protective Equipment (PPE) this will include but not limited to washable masks and non-latex gloves. Drivers will not be required to wear masks but will be encouraged to do so.
4. Students that exhibit signs of COVID-19 will not be allowed to ride and must return home and report to their school and follow any required guidelines to return to school
5. Students will need to remain a row apart when moving down the aisle, entering and exiting the bus
6. After school programs and events (Dance, Tutoring, Y Program, birthdays, etc.) will be suspended and parents of students will need to find alternative forms of transportation for these programs and events
7. School to Home route will follow the same guidelines
8. Driver will sweep buses after each AM route and bus will be disinfected by staff members qualified to use electrostatic disinfecting equipment

### **LEVEL 3: STUDENTS CITY LIMITS AND OUT**

As circumstances change and routes allow for it, transportation for students outside the city limits will be provided. Given that some routes are shorter than others and have fewer students that live further than 3 miles out some routes surpass Phase 1 and go to Phase 2 when school starts. This will be determined on a case by case basis limited to students with special requirements or limited transportation due to their circumstances. Families that have special requirements or are unable to provide transportation for students will take precedent over families that can provide transportation.

All guidelines listed above from 2 – 7 will remain in place

### **LEVEL 4: ALL STUDENTS IN TOWN AND OUT WITH 2 PICKUPS AND DROPOFFS**

As circumstances change and regulations or guidelines are lifted transportation will be provided to students in town with limitations. This alternative route will include a 2<sup>nd</sup> pick up and drop off for students in town.

1. Buses will continue with guidelines of Phase 2 and pick up students outside the city limits 1<sup>st</sup>
2. After dropping these students off at school some routes will return to the in town portion of the route and pick up students.
3. In town students will need to adhere to the same limitations (alternating/assigned seating, distancing etc.)
4. These students will then be dropped off at the school and driver will return to the bus yard for disinfection
5. At the end of the school day in town students will load first and be taken home. Buses will then return to school and pick up out of town students to be taken home.
6. Buses will continue to provide BCHS students transportation to School District 10 to load their buses home. The in town BCHS Students will be picked up first to get on buses that will deliver in town students early. Those buses will drop off students at School District 10 and return to BCHS to pick up BCHS students transported outside the city limits and transport them to School District 10 to load their bus home.
7. After school programs and events will still suspended

# **BEAVERHEAD COUNTY HIGH SCHOOL**

## **SANITIZING PLAN & OCCUPYING**

### **SCHOOL FACILITIES - 2020-2021 SCHOOL YEAR**

**Teachers and staff use swipe cards where card readers are available**

**Parent and Student responsibility before arriving at the school:**

- Signed off that they have read and understand procedures and expectations while attending school facilities, as well as to and from, if riding the bus.

Entry and Exit designated doors only:

- Main Building: Main entry, ADA, Commons,
- VoAg: West Entry
- BWL: Thompson St, push bar exits, West Entry, Breezeway, (Weight room and Wrestling Room Entry)

**NOTES:** Water fountains, Lockers, and will not be used. Occupancy will be limited to social distancing and the current health department and school board requirements.

**Morning before start of school:**

**Verify:**

- Signage is posted, current, and easy to read
- Hand sanitizer stations are filled and ready for service
- Required PPE is restocked and available
- Thermometers are ready for service
- All commonly touched surfaces have been cleaned and wiped down, (check list)
- (Spray mist sanitizer has been dispensed to all commonly touched items; door handles, counter tops, hand rails, etc...

**Morning Student check in: entering the building**

- Doors will open up @ 8:00 am for students to enter
- Everyone is wearing the required PPE – Face Mask/Face Covering Required
- Students will go to their 1<sup>st</sup> period class or the Commons area
- Commons Area limited to a maximum of 40 students at any one time
- 1<sup>st</sup> Period Teachers will perform the following
  - a. Students sign or initial a “signs and symptoms free sheet”
  - b. Touchless Scan forehead of every student to assure temperature is below the required 100 degree max temp.

**After start of school, and between periods:**

- Office; wipe down counter top, desk top, keyboard, mouse, phones,
- Restroom; toilets, faucets, sinks, dispenser’s, door handles
- Commons: Sanitize spray; (end of first period, and before and after lunch); countertop, tables, chairs, vending machines, entry / exit door handle and push bar
- All Designated Entries, sanitize spray; door handles and push bars
- Sanitize spray; Stair case, hand rails
- Class rooms; teachers to wipe down class room door handle, both sides, after each class period and all commonly used surfaces
- If Isolation room if used: Sanitize spray room, wipe down table top, chairs, door handles

- Students wipe down their desk at the end of each period, prior to exiting the classroom. (Students will wear gloves and use sanitizing wipes or germicidal spray then discard in trash, remove gloves, sanitize their hands, then leave the classroom)

**End of day:**

**Custodians**

- Spray and wipe down all surfaces for all occupied or accessed rooms and areas
- Normal custodial cleaning, with heavy emphasis on sanitizing
- Restock PPE, cleaning materials, sanitizing materials.

**Teachers and office staff:**

- Wipe down commonly used items, surfaces, thermometers, and other items used in their area during the day.
- 7<sup>th</sup> Period teachers will have students wipe down their desk at the end of 7<sup>th</sup> period, prior to exiting the classroom. (Students will wear gloves and use sanitizing wipes, then discard in trash, remove gloves, sanitize their hands, then leave the classroom)

**Examples of Items and areas that need to be wiped down on a routine schedule during the day**

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- phones
- keyboard, mouse
- keypad
- toilets
- faucets and sinks
- touch screens
- Rest rooms
- Conference rooms and lounges
- Gym bleachers, waiting areas
- Business office
- Snack bar

## **Supply List:**

### **Order supplies for the 2020-2021 School Year:**

Masks  
Gloves  
Non-Contact Thermometers  
Portable protective barriers (sneeze guards)  
Safety face shields  
Disinfectant wipes  
Sanitizers  
Chromebooks - enough for students to deliver on-line instruction.

## **Conclusion:**

We will support our school community by sharing resources with students (if resources are age-appropriate), their families, and staff. We will also coordinate with local health officials to determine what type of information might be best to share with the school community. There is a myriad of resources, fact sheets and information sources that are invaluable such as:

- *[What you need to know about coronavirus disease 2019 \(COVID-19\)](#)*pdf icon
- *[What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)*
- *[Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)*pdf icon
- CDC Information on [COVID-19 and children](#)
- CDC Information:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-Important-information-cloth-face-covering.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>  
<https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>

Finally, for questions about students or staff who plan to travel, or have recently traveled, to areas with community spread of COVID-19, refer to CDC's [FAQ for travelers](#). Students and staff returning from travel to areas with community spread of COVID-19 must follow guidance they have received from health officials. COVID-19 information for travel is updated regularly on the CDC [website](#).

This Safe School COVID-19 Guidelines booklet will help lead Beaverhead County High School throughout the COVID-19 Pandemic and give us direction regarding communication, the cleaning of our facilities, the health guidelines of our staff, students and community, human resource considerations, instructional delivery, mental health considerations, and other important issues regarding how we will operate in the 2020-2021 school year. Included in Addendum A, at the end of this document are all of 1900 series of policies adopted by Beaverhead County High School to deal and address the issues with the COVID-19 pandemic, which have been recommended by the Montana School Boards Association.

**ADDENDUM A**

**1900 POLICY SERIES**

**COVID-19**

**EMERGENCY**

**POLICIES**