



Milan C-2 Schools: Better Together 2020

Entry plan to learn safely at Milan C-2 Schools for our students, staff, and Wildcat family.

General Guidelines

The following guidelines will be in place for Milan C-2 Public Schools during the 2020-2021 school year, or until the COVID-19 pandemic subsides and normal guidelines can be reinstated. These measures will be updated or changed as new information becomes available. These guidelines will be followed to the extent possible given the unique circumstances of each school facility and guidelines might look different across school sites. Decisions will be made in coordination with the Sullivan County Health Department.

Goal

Our goal is to keep students and staff healthy and provide a safe learning environment to the best of our ability. This will be a synergistic effort among our students, staff, and families.

Resources

Better Together Safety Flyer

Milan C-2 Website

Student handbook

Milan C-2 Public Schools is committed to returning to fully seated in-person learning on September 8th. Students will report to their schools full-time to receive in-person instruction and support. Students will be attending in-person unless parents specifically opt for a remote learning path by **August 14th**. Parents will need to contact the High School Office (660.265.1406) or Elementary office at (660.265.1404) to opt-in to the remote option. Students who choose the remote option, will remain in the remote learning environment for the entire SEMESTER.

PHASES OF OPERATION

GREEN: Face to Face Learning (current planned status for September 8, 2020 start)

- School operations will be as normal as possible
- Social distancing will be encouraged at all times
- Visitors to buildings will be limited and require pre-approval
- Hand washing/hand sanitizer will be available and frequently encouraged
- If students exhibit cough, shortness of breath, or at least two of the following symptoms:
 - Fever (100.4 or greater) or chills
 - Cough
 - Headache
 - Muscle aches
 - Shortness of breath or difficulty breathing
 - Sore throat
 - New runny nose or congestion



- Nausea/Vomiting/Diarrhea
- New loss of taste or smell
- Close contact with a person with COVID-19 in the last 14 days

Students will be sent to the nurses' office for evaluation. If a student's symptoms are determined to possibly be COVID-19 related, the student will be sent to the Isolation Room and a parent or guardian will be contacted. Students may be allowed back at school with one of the following: symptom free for 72 hours with a doctor's note to return to school, a negative COVID-19 test, or after 14 days of quarantine.

- Staff will be trained on healthy hygiene practices so they can teach these to students.
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds. Strongly encourage hand washing during all the following:

- o After going to the bathroom.
- o After playing outside.
- o Before eating.
- o After blowing your nose, coughing, or sneezing.

- If soap and water are not available, use an alcohol-based hand sanitizer.
- Remind students to not touch their eyes, nose or mouth.
- Remind students to not share cups, eating utensils, food or drinks with others.
- Personal water bottles are encouraged as drinking fountains will have limited accessibility.
- All areas where students will be active including work and play areas/equipment will be sanitized regularly throughout the day.

Green-G#2-Self Contained

Elementary-

- Students will stay in their homeroom for all instruction.
- Teachers will move from one room to the next providing specific instruction.
- Specials and small group instruction will be push-in from the teacher.
- Students will have both breakfast and lunch in the classroom.
- Recess will be given on a rotation with a limited number of students on the playground.
- No outside visitors.

High School-

- Students will be placed in a classroom with a reduced number, by grade level, and be in that room for all classes throughout the day.
- Assignments/lessons will be pushed out to students from the content teacher daily/hourly via the students' chromebook. Communication between student and teacher will be by Zoom, pre-recorded and live video, and email.
- Grab and Go breakfast and lunch in the room will continue.
- No outside visitors.

Staff Health

- Facial coverings will be recommended when social distancing is not possible. Mask or face shields will be provided upon request.



- Staff members are to take their temperature and monitor for symptoms prior to starting to work daily.
- If staff exhibit cough, shortness of breath, or at least two of the following symptoms:
 - Fever (100.4 or greater) or chills
 - Cough
 - Headache
 - Muscle aches
 - Shortness of breath or difficulty breathing
 - Sore throat
 - New runny nose or congestion
 - Nausea/Vomiting/Diarrhea
 - New loss of taste or smell
 - Close contact with a person with COVID-19 in the last 14 days

Staff members will be sent to the nurses' office for evaluation. If a staff member's symptoms are determined to possibly be COVID-19 related, the staff member **could** be sent home.

Staff may be allowed back to work with **one** of the following: symptom free for 72 hours, with a valid doctor's note allowing a return to work, a negative COVID-19 test or after 14 days of quarantine.

- The workspace will be disinfected.
- Assure employees are routinely washing their hands for at least 20 seconds.

Action Plan if Confirmed Case

- If a student or staff member tests positive for COVID-19, the Sullivan County Health department will be notified.
- Monitor exposure, absenteeism, and symptoms within classroom/building to determine further action, based on the guidance from the Sullivan County Health Department
- Identify student exposure in relation to direct contact with others and facility exposure for targeted cleaning.
- Perform targeted cleaning and disinfection of frequently touched hard, non-porous surfaces, such as counters, appliance surfaces, tabletops, doorknobs, bathroom fixtures, toilets, drinking fountains, phones, technology, and any other surfaces that are visibly necessary.
- Inspect areas to determine readiness for re-entry.

What to Do When Experiencing Symptoms: Students and staff experiencing symptoms should stay home until the following criteria is met:

- Must be fever-free without the use of medication for 72 hours
- AND
- They have experienced improvement of other symptoms
- AND
- 10 days have passed since symptoms first appeared



What to Do When Testing Positive: Students or staff testing positive for COVID-19 should follow the advice of their healthcare provider and stay home until:

- Must be fever-free without the use of medication for 72 hours

AND

- They have experienced improvement of other symptoms

AND

- 10 days have passed since symptoms first appeared

- A student or teacher can also return after receiving two negative results when tested 24 hours apart or when presenting a doctor's note for return to school.

Building Operations

- Custodial Department to ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices throughout each facility.
- Individuals encouraged to sanitize hands upon entry and exit of all buildings. Hand sanitizing stations will be available to do so.
- Routinely clean and disinfect surfaces and objects that are frequently touched periodically throughout the day. Items to consider:
 - o Door Knobs
 - o Light switches
 - o Classroom sink handles
 - o Countertops
 - o Lockers
- Clean with effective cleaners that are typically used for those cleaning surfaces. Use all cleaning products according to the directions on the label.
 - Provide disinfectant wipes to teachers, staff, or students (grades PK-12) so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
 - Increase airflow and ventilation as weather allows. (Open windows, use air conditioning where available, etc.)
 - Post signs encouraging good hand and respiratory hygiene practices.
 - Students should keep their own supplies to limit sharing supplies when possible.

Transportation

- Parents are encouraged to provide their own transportation to/from school when possible to decrease the number of students per bus.
- Students will be separated on the bus where feasible, but social distancing cannot be guaranteed.
- Students on buses will be encouraged to wear facial covering when social distancing cannot occur.
- Buses will be appropriately disinfected after each use.



Social Distancing Best Practices

- Parents are expected to drop off their child in the Drop-Off Line. Parents/guardians will not be able to walk their child to their classroom/inside building. Please call ahead if an appointment is necessary.
- Modify activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings, or spirit nights.
- Modify classes where students are likely to be in very close contact, if feasible. For example, consider having teachers come to classrooms to prevent classes mixing with others.
- Increase the space between desks when possible. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

Attendance

- Attendance will be reviewed to monitor absenteeism patterns among both students and staff to assess and determine what level of absenteeism will disrupt continuity of teaching and learning.

FRAMEWORK FOR ON-SITE LEARNING

1. As of this time, school will be on-site starting TUESDAY September 8th, with the following risk mitigation strategies in place. Please note this list is fluid and is not all-inclusive as guidance from local and state officials'

Coming Back:

- A. We will be making every effort to spread students out inside of classrooms to promote distancing to the best of our ability.
- B. Masks will be encouraged but will not be mandatory for students. If your child will be wearing a mask, we ask that he/she bring their own mask each day. The school does have a small supply of masks if needed.
- C. Staff members will have the option to wear masks when working in close proximity of students.
- D. Water fountains will only have the water bottle fill option available. We are encouraging students and staff to consider bringing their own water bottle each day if they would like to have one.
- E. Sharing of items will be discouraged
- F. Extra hand sanitizing stations will be placed throughout the building.
- G. Continuous reminders and signage of proper handwashing, coughing and sneezing into sleeves, and making every effort to maintain social distance to avoid getting within someone else's personal space.
- H. We have invested in high quality sprayers to more deeply disinfect in the building on a daily basis



- I. Students will be eating breakfast and lunch in the classroom.
- J. As new information about risk mitigation strategies comes out during this time of fluid changes; the district will certainly respond appropriately as needed.

Communication: It is imperative that families have current contact information on file with the district allowing for school to home communication. Please ensure you have contacted your child's school to update any recent changes to your phone number(s), physical address, and/or email address. Again, please be sure to have a back-up plan for child care in the event your child needs to be picked up from school due to illness. The district requests families and staff to communicate any of the following situations to the school nurse or office.

1. You or someone in your immediate family is diagnosed or knowingly exposed to a positive case of COVID-19
2. You or someone in your immediate family is experiencing symptoms consistent with COVID-19.

The district will protect confidentiality so as to not identify individuals or their families. However, we need to know information will be shared with other families and staff so that everyone has an opportunity to reassess their individual situation, and make a decision that is right for them. IF A STUDENT OR STAFF HAS SYMPTOMS THAT ARE NOT CONSISTENT WITH COVID-19, THE DISTRICT WILL FOLLOW COMMUNICABLE DISEASE GUIDELINES AS STATED IN BOARD POLICY 2860.

Visitors: Please know that we highly value parents visiting the school. We ask that parents check in at the appropriate office, sign in, and then get a temperature check done. We will be promoting the use of virtual platforms to conduct meetings, if at all possible, for all parties involved. Classroom party and field trip procedures will be addressed by the building administrators at a later date, but please understand class parties will more than likely look different this year.

Recess: Students and teachers will be asked to be mindful of social distancing during recess. Equipment will be disinfected prior to returning and students will use hand sanitizer when exiting and entering the building.

Large Events: School assemblies, sporting events and social gatherings, IF allowed, will promote social distancing, will have limited nonessential visitors, and be held in areas with sufficient space, preferably outside.

YELLOW: Hybrid Learning

- Half the students in session on Monday/Thursday and the other half attend Tuesday/Friday and Wednesday as a possible fully remote day. Students will attend based on their name in the alphabet. (A-L attend M/Thur; M-Z attend Tues./Fri.) **we will also check on familial alignment and transportation when planning for the hybrid option.**
- Restrictions on school activities will be in place
- Capacity and attendance limits may be established for events or school activities
- No visitors in buildings (includes parents)



FRAMEWORK FOR REMOTE LEARNING FOR STUDENTS NOT RETURNING TO SCHOOL PER PARENT REQUEST:

The district recognizes and values the decision of any parent(s) concerned about sending their child back to school due to concerns related to Covid- 19. If a parent wishes to keep their child at home AT BEGINNING OF THE 20-21 SCHOOL YEAR on September 8th, the district will work with that family to provide support. We ask that you contact your building administrator by August 14th. If your intent is to not send your child back to school this fall. Please note that this decision will be semester based. If you choose to keep your child home this fall, it is expected that the student will follow through with the remote learning platform for the first semester. If the parent decides to send their child back to school, again this can be done at **the end of the semester.** The district will not allow students to flex in and out of the building unless extenuating circumstances arise. Administrative discretion will be used on a case by case basis when considering extenuating circumstances.

GOOGLE CLASSROOM: The district has implemented the expectation that all teachers utilize Google Classroom as their “home base” to post, monitor, and provide feedback for all learning goals. This unification of a standard platform will hopefully provide for better continuity across the district in regards to learning expectations during a virtual learning time frame. Staff members have had the opportunity to attend a training session to better understand the capacity of how Google Classroom can assist in providing quality learning experiences. The district will also be providing training options for parents, so that you may also better understand how Google Classroom works and how you can track your child’s progress on learning goals.

INSTRUCTIONAL DELIVERY: The goal of the district will be to engage students in learning opportunities that include live teacher instructional lessons, recorded lessons by district teachers, interactive videos connected to learning goals, and independent practice for students.

ACCOUNTABILITY: It is the district’s intent to maintain high expectations for student learning and engagement in the event we must transition to distance learning at any point during the school year. Our plan will include providing students with a daily schedule that attempts to engage them on a consistent basis that somewhat reflects what their schedule would look like at school. Grading will be focused on priority learning goals that align to state expectations. Please know that at no time will we waive or freeze grades as was done back in the spring. Our expectations will be high for the students, so we ask parents to also place high expectations that their child(ren) engage on a daily basis according to the virtual schedule that pertains to him/her.

This option will focus primarily on engaging your child virtually each day with live instruction by their classroom teachers. The student could be expected to attend Google meets during their regularly scheduled class time and watch the live instruction each day. Once the teacher would finish direct instruction, the student would then have the ability to stay logged in to ask questions or to log off to begin working on independent work. Our goal for students, engaged with this option, is to create a consistent schedule that closely mirrors being on-site.

RED: Remote Learning



- All classes are online and will follow the district's Emergency Alternative Methods of Instruction plan
- Classwork done independently
- School buildings will be closed and only designated staff can enter
- All activities will be canceled or rescheduled

****Additional information for parameters involving remote learning can be found in the student handbook under remote learning information.***

DISCLAIMER: We ask that all students, parents, and local patrons be flexible with the district as we continue to navigate the constant changes of the Covid-19 pandemic. All of the information provided in this communication is subject to change as continued guidance and health data are released on a local, state, and national level. We greatly appreciate your patience as we are truly doing our best to ensure the most impactful learning experience for all students in the Milan C-2 School District.

**MORE INFORMATION TO FOLLOW AS WE GET CLOSER TO THE START OF SCHOOL.
PLEASE DON'T BE ALARMED IF THERE ARE CHANGES AS WE MOVE FORWARD.**