

Licking R-VIII School District



Re-Opening Plan
Updated July, 2020

Re-Entry and Reopening

Introduction

Procedures and protocols outlined within this document are intended to provide Licking R-VIII School District administration and staff with information concerning reopening of the district with the world-wide influence of COVID-19. The health and welfare of our students and staff is our priority. Changing conditions will necessitate adaptations to this document over time.

Procedures and protocols outlined within this document are based upon recommendations from federal and state resources along with collaboration with Texas County Department of Health, The Missouri Department of Elementary and Secondary Education, local school leaders, and Licking R-VIII staff and administration. It is not meant to be all-encompassing, but rather, a framework which will be assessed, evaluated, and appropriately changed throughout the reopening process. Licking R-VIII School District will always attempt to adhere to the most recent recommendations from the Centers for Disease Control and Prevention, the Missouri Department of Health, and MO-DESE. This document will be shared with appropriate organizations and/or groups. Communication concerning this plan and pertinent information will be the responsibility of the district superintendent.

Questions and/or concerns should be addressed to the building principals or the superintendent of schools. Knowledge and understanding of the contents of this plan is the responsibility of each staff member.

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CLEANING PROTOCOL

- Hand sanitizing stations and other cleaning supplies will be in each classroom, each common area, offices, and on each school bus.
- All school buses will be sanitized after each route or activity run is completed.
- All restrooms will be cleaned and sanitized three times daily.
- Classrooms will be cleaned and sanitized daily with cleaning materials used on desks, tables, and materials throughout the day by teachers and by students.
- All athletic equipment will be cleaned immediately after student use and before it is used by another student.
- All athletic areas will be cleaned throughout the day and after public use and/or attendance.
- Water fountains will be modified to water bottle filling stations, and students and staff should supply their own refillable container from home.

TEACHER PROCEDURAL EXPECTATIONS

Before Reporting to Assigned Duties

Teachers are Expected to:

*take temperature at home before arrival to assigned building. Temperatures at 100 or above are considered significant.

*complete the following checklist of questions:

Do I have a fever of 100 degrees or higher?

Do I have a cough?

Am I experiencing chills?

Do I have muscle pain?

Am I experiencing shortness of breath or difficulty breathing?

Do I have a sore throat?

Am I experiencing a new loss of taste or smell?

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

*analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a temperature over 100 degrees and/or are experiencing any of the symptoms listed and have no other illness or condition, please do not report to work. Immediately call the appropriate supervisor to notify him/her that you will not be reporting to your assigned duty.

After Reporting to Assigned Duties

Teachers are Expected to:

*decide if wearing a mask is warranted. Masks are **optional**, but the wearing of a mask is highly recommended.

*report symptoms developed during the day to the office of the immediate supervisor immediately. Teacher's temperatures will be taken, symptoms will be analyzed, and decisions will be made together regarding whether or not the employee stays or goes home.

*not allow students to congregate outside of classrooms before or after school is dismissed.

- *establish routine hygiene procedures in the classroom and consistently encourage proper handwashing and/or use of hand sanitizers.
- *develop and communicate clear expectations that all students' personal items will be taken from the room each day so that proper sanitizing can be done.
- *establish and communicate clear expectation that only three students will be allowed in the restrooms at the same time. If more than three students are in the restroom, students should return to class and wait until space becomes available.
- *develop seating charts that are **accurate** and submit them to the building office. These charts are not to be changed without the approval of the building administrator.
- *wipe down all table/desk tops at mid-day (prior to lunch).
- *establish and communicate protocol for use of materials and/or supplies to ensure proper sanitizing to prevent contact transfer.
- *develop and communicate entering and exiting of room protocol.
- *notify building office immediately if signs of illness or symptoms are noticed in students. **DO NOT** send the students to the office; the nurse will come to your classroom.

TEACHER ACADEMIC EXPECTATIONS

Teachers are expected to:

- *provide academic instruction in face-to-face format, virtually, and in combination of both. Teachers will communicate to students the protocol for each format. If you are absent and can teach virtually from home, please do so. Inform the appropriate building principal whether or not this is the case when you notify him/her of your absence.
- *record all lessons and make them available to students when not able to provide face-to-face instruction.
- *incorporate rigor and relevance in all lessons (virtual and face-to-face).
- *provide appropriate daily feedback to students via face-to-face or on the virtual platform.
- *provide grades on all completed work in a timely manner. Grades will be based upon % earned, including assignments.

*report attendance in face-to-face format, virtual format, and completion of assignments after viewed lesson.

*communicate (at a minimum) every three weeks with parents and students regarding academic progress.

*post a tentative schedule of lessons, assignments and assessments on Teams weekly.

*allow parents access to Teams videos, lessons, and correspondence with students.

STUDENT EXPECTATIONS

Before Reporting to School

Students are expected to:

*take temperature at home before arrival to assigned building. Temperatures at 100 degrees or above are considered significant.

*complete the following checklist of questions:

Do I have a fever of 100 degrees or higher?

Do I have a cough?

Am I experiencing chills?

Do I have muscle pain?

Am I experiencing shortness of breath or difficulty breathing?

Do I have a sore throat?

Am I experiencing a new loss of taste or smell?

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

*analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a temperature over 100 degrees and/or are experiencing any of the symptoms listed and have no other illness or condition, please stay home. Have your parent or guardian call the appropriate building office to report that you will not be in school.

*practice proper personal hygiene at all times.

*be aware of the locations of hand sanitizing stations, hand wipes and other cleaning materials throughout the building.

*use proper handwashing techniques and soap regularly.

*use hand sanitizer or other cleaning materials throughout the day, especially if you have physical contact with other individuals.

*bring bottled water to drink throughout the day. The water fountains and/or water bottle filling stations may be unable to be used. DO NOT share water bottles, silverware, or other items.

*bring and wear a mask (if desired). The wearing of a mask is highly recommended for students in grades 5-12.

*avoid exchanging items with others while on the bus or at school. If you need to, please use proper handwashing techniques as soon as possible.

*maintain social distancing (6') as much as possible.

*do not share lockers.

*do not leave personal items in classrooms, halls, gym areas, or locker rooms. These areas will be sprayed regularly which may damage left items.

*clean and/or sanitize band instruments or other equipment daily.

*if you become ill or begin experiencing any of the symptoms listed, notify your teacher and/or nurse immediately.

*if physically absent from school, use a home device or school-issued device to connect to classes via Microsoft Teams. Each class's lesson will also be recorded. If your absence is short (1 or 2 days), you can make up your work when you return. If your continued absence is going to be consecutively more than 2 days, and you have not been issued a district device, please contact your building principal. A device, and hotspot if needed, can be issued to you. Grades will be based upon points earned on assignments and assessments. If an assignment or assessment is not completed, you will receive a zero which will negatively affect your overall grade.

*visit with your building principal, counselor, and/or nurse if you have any questions or concerns.

PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians are Encouraged to:

*ensure that students have their temperatures taken at home. Temperatures at 100 degrees or above are considered significant.

*complete the following checklist of questions:

Does the student have a fever of 100 degrees or higher?

Does the student have a cough?

Is the student experiencing chills?

Does the student have muscle pain?

Is the student experiencing shortness of breath or difficulty breathing?

Does the student have a sore throat?

Is the student experiencing a new loss of taste or smell?

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

*analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If the student has a temperature of 100 degrees or higher and/or is experiencing any of the symptoms listed and has no other illness or condition, please stay home. Please call the appropriate building office to report that he/she will not be in school.

*discuss with your student(s) the need for good hygiene and for the use of good handwashing techniques.

*notify the school of any pre-existing conditions that might have similar symptoms as those listed for COVID-19.

*honor consistent transportation plans and have them on file with the appropriate building office.

*report to the building office when needing to speak with, pick up, or drop off a student. For health concerns, visitors to our building while school is in session will only be allowed in the office areas at this time.

*use appropriate parent portals (Lumen and others). Microsoft Teams will have a parent portal so that parents/guardians can directly see information the student is getting. Progress reports will be shared, at a minimum, every three weeks.

*if physically absent from school, your student can use his/her own device or a school issued device to connect to classes via Microsoft Teams. If your student's absence is short (1 or 2 days), he/she can also make up his/her work when he/she returns. If your student's continued absence is going to be consecutively more than 2 days and you have not been issued a district device, please contact your building principal. A device, and hotspot if needed, can be issued to you. Grades will be based upon points earned on assignments and assessments. If an assignment or assessment is not completed, the student will receive a zero which will negatively affect his/her overall grade.

*contact the building principal, counselor, nurse and/or central office if you have any questions and/or concerns. We are here to help you and your student(s).

BUS DRIVER EXPECTATIONS

Bus Drivers are Expected to:

*take temperature at home before arrival to the bus barn. Temperatures at 100 degrees or above are considered significant.

*Complete the following checklist of questions:

Do I have a fever of 100 degrees or higher?

Do I have a cough?

Am I experiencing chills?

Do I have muscle pain?

Am I experiencing shortness of breath or difficulty breathing?

Do I have a sore throat?

Am I experiencing a new loss of taste or smell?

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

*analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a temperature over 100 degrees and/or are experiencing any of the symptoms listed and have no other illness or condition, please do not report to work. Immediately notify the Transportation Director that you will not be reporting to your assigned duty.

*bring and wear a mask (optional). The wearing of a mask is highly recommended.

*if possible, keep the front two seats of the bus open during route.

*encourage use of hand sanitizing station.

*establish a seating chart and ensure that it is followed.

*allow families to sit together.

*do not allow students to enter the bus who are not assigned to the bus and do not have an alternative schedule filed with the office.

*discourage the passing of items/food throughout the bus.

*encourage social distancing as much as possible.

*immediately alert the appropriate office of any student appearing to exhibit any of the listed symptoms.

*clean and sanitize the bus after each route and/or activity run.

SUBSTITUTE EXPECTATIONS

Substitutes are expected to:

*take temperatures in the office of the assigned building. Temperatures at 100 or above are considered significant.

*complete the following checklist of questions:

Do I have a fever of 100 degrees or higher?

Do I have a cough?

Am I experiencing chills?

Do I have muscle pain?

Am I experiencing shortness of breath or difficulty breathing?

Do I have a sore throat?

Am I experiencing a new loss of taste or smell?

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

*analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a fever and/or are experiencing any of the symptoms and have no other illness or condition, you will not be allowed to report to your assigned duty. Call the appropriate supervisor to notify him/her that you will not be reporting to your assigned duty.

*bring and wear a mask (optional). Wearing a mask is highly recommended.

*maintain seating chart at all times.

*enforce social distancing as much as possible.

*only allow one student at a time to go to the restroom.

*do NOT allow students to go to any other classroom or location other than the restroom unless you have contacted the building office.

*immediately notify the building office if you notice that a student appears ill or is exhibiting any of the listed symptoms.

NURSE EXPECTATIONS

Nurses are Expected to:

*take temperature at home before arrival to assigned building. Temperatures at 100 degrees or above are considered significant.

*complete the following checklist of questions:

Do I have a fever of 100 degrees or higher?

Do I have a cough?

Am I experiencing chills?

Do I have muscle pain?

Am I experiencing shortness of breath or difficulty breathing?

Do I have a sore throat?

Am I experiencing a new loss of taste or smell?

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

*analyze any symptoms to be able to verify they are or are not connected with other illnesses or conditions.

If you have a temperature over 100 degrees and/or are experiencing any of the symptoms listed and have no other illness or condition, please do not report to work. Immediately call the appropriate supervisor to inform him/her that you will not be reporting to your assigned duty.

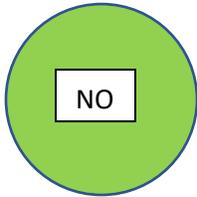
*meet regularly with district and building administration concerning positive diagnosis, concerns, and other health related topics and/or trends.

*collaborate with Texas County Health Department, local health providers, and Licking R-VIII School District staff and administration.

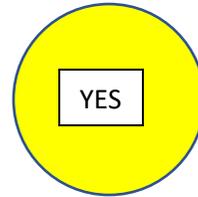
*implement and follow the Action Determination Flowchart (APPENDIX A) & Positive Diagnosis Flowchart (APPENDIX B)

APPENDIX A

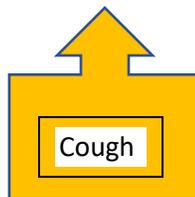
Determine if student/staff present with fever (>100) OR uncontrolled cough.



May return to class if no other concerns.



Any additional symptoms below present?



Student/staff will be dismissed and follow fever guidelines for return to school.

Student/staff will be dismissed, follow current COVID-19 return to school guidelines.

Mask student & move to isolated area, 6' away from others

Notify parents

Assess siblings

Notify principal & custodians for sanitation