

# ADAMS CENTRAL COMMUNITY SCHOOLS

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## RE-ENTRY INFORMATION COVID-19 HEALTH & SAFETY



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*\*Legacy \*Growth \*Faith \*Vision*

## *Adams Central Community Schools* Strategic Plan Document

Updated Oct. 1, 2020\*



Inspiring and Empowering Students to Succeed

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*“I firmly believe that the best thing for our students is to get them back into a classroom.”*

-Dr. Kristina Box, Indiana State Health Commissioner (June 16<sup>th</sup>, 2020)



## **Introduction**

Adams Central Community Schools (ACCS) reopened school for students on Friday, August 14<sup>th</sup>, 2020. ACCS also resumed summer athletic activities in accordance with the IHSAA and the Indiana Department of Education IN-C.L.A.S.S. guidance documents. Adams Central teachers returned in full capacity on Tuesday, August 11, 2020.

Additionally, school-level procedures to mitigate/prevent the spread of COVID-19 have been developed by building level strategic planning teams. Each school team developed a plan for social distancing during lunch periods, passing periods, student arrival/dismissal, and other times of student congregation.

In keeping with guidance from the DOE, school drinking fountains may not be used; however, the water bottle refill stations are accessible to students and staff. Students are encouraged to bring their own water bottles to school. Installation arrangements were made to make sure water refill stations were installed at each school. School staff will continue to monitor the use of water bottle fillers and clean and sanitize these areas frequently.

School bus seating charts are required to minimize exposure and to assist with contact tracing, if needed. Bus drivers and other transportation staff are responsible for sanitizing buses between and after each route as recommended by official guidance. Please see the face masks/covering section for bus transportation requirements.

**In the event of a closure due to a local outbreak of COVID-19, school will move to same-day virtual education for students (eLearning) for the duration of the closure.**

ACCS has a dedicated team of mental health experts who have created a Social/Emotional Learning plan to support the mental, emotional, and social needs of our students. Please visit our school website to view this plan.

Adams Central Community Schools will continue to make every effort to implement safety protocols that are sensible and realistic to our school setting, while also ensuring that all official directives are followed. It is always the objective of the Adams Central Community School Board of Trustees and ACCS administration to put the needs of our local community first and foremost.



# Adams Central's Back on Track Plan!

## **Considerations and Recommendations for Adams Central Community Schools:**

The AC Strategic Planning Committee (ACSPC), in partnership with the Indiana Department of Education and Adams County Department of Public Health, have worked hard to develop guidance to support our school district in determining the plans and strategies for our schools to continue to remain open throughout the fall semester.

This approach was built upon the guidance and recommendations of health officials; it is strongly aligned to the back on track guidelines that have been provided by our state and federal leaders; and its designed to help districts prioritize the health and safety of students and teachers as school remains open for the 2020-2021 school year.

*This document* focuses heavily on the health and physical requirements necessary for Adams Central Community Schools to remain open. The AC Strategic Planning Committee will continue to provide guidance and recommendations to the board of trustees, school employees, students and families on navigating the academic, social, and emotional effects of the COVID-19 pandemic on stakeholders.

## **MISSION:**

Continue to provide multiple opportunities for learning that will...

- a) meet or exceed the present and future goals and aspirations of our students,
- b) support the continued growth for school staff, teachers, and administrators,
- c) allow students to grow academically, socially, emotionally, and mentally in a safe and secure learning environment,
- d) maximize the amount of time students are in school while balancing local health official recommendations.
- e) provide options for families who choose to enroll their child in Adams Central for the coming fall semester (if deemed necessary as a result of Covid-19 trends/data).
- f) prepare flexible plans based on local conditions.

## **RETURN to School Strategic Planning Committee:**

Joel Mahaffey – Superintendent  
Mary McCullough – ES Principal  
Dawn Cook – Corp. Treasurer  
Gregg Snyder – Tech Director  
Debbie Acord – Corp. Media Specialist  
Sarah Linthicum – MS Counselor  
Jeremi Schortgen – Board Member

Jeff McCullough – HS Principal  
Abby DeRoo – T1 Director  
Todd McDonald – Maintenance Director  
Michele Barger – Food Service Director  
Graham McAlister – Athletic Director  
Megan Workinger – HS Counselor  
Heather Frank – Board Member

Katie Isch – MS Principal  
Arnita Heyerly – HR Director  
Dan Weber – Transportation Director  
Donna Barger, RN – Corporation Nurse  
Sarah Rhymer – ES Counselor  
Ben Liechty – School Board President  
Megan Ross-Espinosa – Social Worker



# ADAMS CENTRAL COMMUNITY SCHOOLS

## 2020-21 Back of Track Safety Plan \*

ACCS’s reopening document serves to outline the precautionary measures and adjustments to be implemented as students and staff return to school. The following pages are organized into sections related to the various aspects of school operations.

### **Framework for Remaining Open:**

To date, Adams County has been identified as being a “Blue” spread area which presents minimal community spread.

## PRE-K-12 RECOMMENDATIONS BASED ON LEVEL OF COMMUNITY SPREAD

This information is designed to help local officials make decisions about school operations based on the level of COVID-19 in their counties.

PRE K-12 RECOMMENDATIONS	<b>BLUE</b> (minimal community spread)	<b>YELLOW</b> (moderate community spread)	<b>ORANGE</b> (moderate to high community spread)	<b>RED</b> (high community spread)
<b>SCHOOL RECOMMENDATIONS</b>	<ul style="list-style-type: none"> <li>• Schools may operate all grades in-person school taking all proper precautions including maximizing social distancing, focus on hand hygiene, and masks. *</li> <li>• Limit activities where social distancing is not feasible.</li> </ul>	<ul style="list-style-type: none"> <li>• Schools may continue all grades in-person school but should be vigilant in taking all proper precautions including maximizing social distancing, focus on hand hygiene, and masks. *</li> <li>• No assemblies or activities where social distancing is not feasible.</li> </ul>	<ul style="list-style-type: none"> <li>• Grade schools may remain in-person.</li> <li>• Strong recommendation for hybrid learning for middle and high school students to allow for more social distancing in school. Continue to focus on hand hygiene and masks. *, **</li> <li>• No assemblies or large group activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Grade schools may remain in-person or consider hybrid learning to allow for more social distancing.</li> <li>• Middle and high schools should consider virtual learning or continue with hybrid with strict social distancing and mask guidelines. *, **</li> <li>• No assemblies or large group activities.</li> </ul>
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Extracurricular activities to follow state and local event gathering guidelines with social distancing and masks except when doing strenuous activity.</li> <li>• Limit spectators in accordance with state and local guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Be vigilant about precautions for extra-curricular activities and postpone or cancel activities as warranted.</li> <li>• Athletic and extra-curricular activities should consider permitting parents/ guardians and close family only.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong recommendation to limit extra-curricular activities and consider events with competitors/participants only, no in-person attendees.</li> </ul>	<ul style="list-style-type: none"> <li>• Extracurricular activities should be canceled.</li> </ul>
<b>COMMUNITY ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>• Engage community to actively participate in continued precautions.</li> <li>• Discussion with parents and guardians about limiting social events outside of school.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with parents and guardians about limiting social events outside of school.</li> <li>• Local education leaders work with county health officials to determine if increased precautions and community engagement activities are necessary to prevent escalation of disease</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with parents and guardians about limiting social events outside of school.</li> <li>• Local county education leaders will work collaboratively with local health departments to consider implementation of aggressive precaution measures both in schools and communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Discourage social events.</li> <li>• Local county education leaders will work collaboratively with local health departments to consider implementation of aggressive precaution measures both in schools and communities.</li> </ul>



# 2020-2021 CALENDAR

## Adams Central Community Schools

Board Approved 1/8/19

	S	M	T	W	R	F	S		
	2	3	4	5	6	7	8	1	
AUG	9	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25	26
	27	28	29	30	31	1	2	3	4
	5	6	7	8	9	10	11	12	13
SEP	14	15	16	17	18	19	20	21	22
	23	24	25	26	27	28	29	30	31
	1	2	3	4	5	6	7	8	9
OCT	10	11	12	13	14	15	16	17	18
	19	20	21	22	23	24	25	26	27
	28	29	30	31	1	2	3	4	5
	6	7	8	9	10	11	12	13	14
NOV	15	16	17	18	19	20	21	22	23
	24	25	26	27	28	29	30	31	1
	2	3	4	5	6	7	8	9	10
DEC	11	12	13	14	15	16	17	18	19
	20	21	22	23	24	25	26	27	28
	29	30	31	1	2	3	4	5	6
	7	8	9	10	11	12	13	14	15
JAN	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31	1	2
	3	4	5	6	7	8	9	10	11
FEB	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29
	30	31	1	2	3	4	5	6	7
	8	9	10	11	12	13	14	15	16
MAR	17	18	19	20	21	22	23	24	25
	26	27	28	29	30	31	1	2	3
	4	5	6	7	8	9	10	11	12
APR	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	29	30
	31	1	2	3	4	5	6	7	8
MAY	9	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25	26
	27	28	29	30	31	1	2	3	4
JUNE	5	6	7	8	9	10	11	12	13

Staff Only  
 End of Quarter  
 No School  
 First/Last Student Day

Days may be added to the end of the school year to make-up for lost days due to inclement weather.  
Calendar is subject to change by the School Board.



# Health Protocols







It is our goal to work in conjunction with all appropriate stakeholders and health care professional to prevent the spread of COVID-19 in the school environment and in the community of Monroe, while at the same time providing a high-quality education to our students. Indiana Code 20-34-9 gives public schools the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure.

## Screening


Students and employees are required to self-screen before coming to school each day. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

## COVID-19 Screening for Parents

Every morning before you send your child to school please check for signs of illness:

<input type="checkbox"/>	 FEVER 100.4* OR CHILLS <small>*for school board policy if threshold is lower</small>	<input type="checkbox"/>	 SORE THROAT	<input type="checkbox"/>	 COUGH* OR SHORTNESS OF BREATH <small>*especially new onset, uncontrolled cough</small>
<input type="checkbox"/>	 DIARRHEA, NAUSEA OR VOMITING, ABDOMINAL PAIN	<input type="checkbox"/>	 HEADACHE* <small>*particularly new onset of severe headache, especially with fever</small>	<input type="checkbox"/>	 NEW LOSS OF TASTE OR SMELL

*\*May present with more than one symptom. This list does not include all possible symptoms.*

- 1 Does your child have any sign of illness above?
  - 2 Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19?
  - 3 If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Have you been tested for COVID-19? Only a positive test or provider diagnosis can confirm if someone has a current infection.
  - 4 Please keep your student home until they meet the criteria on the chart on back of the page.
-  If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face **CALL 911!**



**Individual is NOT a known close contact to a COVID-19 case:**



Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>If diagnosed with another condition that explains the symptoms, such as ear or bladder infection, individual does not need to isolate, doctor's note required to return to school.</li> <li>Consider quarantine for siblings and household members if you have significant concern for COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must be fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms, unless otherwise advised by a healthcare provider.</li> <li>If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease.</li> <li>Please provide proof of negative COVID-19 test (not antibody).</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>

**Individual IS a known close contact to a COVID-19 case:**

Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>Because the individual is a close contact of a COVID-19 case, the individual must <b>quarantine</b> for at least 14 days after the last contact with the COVID-19-positive person.</li> <li>Because the individual has developed symptoms and has not been tested or have an alternate diagnosis, the individual is likely a case and must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>The criteria in both of the above bullets must be met before returning to school whichever is longer.</li> <li>If the individual cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>Since the individual is a close contact who is now symptomatic, siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care. Siblings do not need to <b>quarantine</b>.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>quarantine</b> for 14 days after contact with the COVID-19-positive person, even if the student has an alternate diagnosis for symptoms.</li> <li>If still symptomatic after the 14 days, individual must wait to return to school until fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> <li>If the close contact tests positive, <b>isolation</b> starts on the day of symptom onset and <b>isolation</b> may end prior to the last day of <b>quarantine</b> or after the 14 days of quarantine.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow this chart.</li> </ul>

Updated: 9/3/20





## **Medical Inquiries**

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to districts in this circumstance to make additional medical inquiries of staff and students that otherwise would not be allowed. The following are examples of inquiries:

- If a parent reports that a student is ill, school personnel will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, school personnel will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, school personnel will make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, ACCS may exclude the student or employee from the school building and recommend that the student or employee self-quarantine for 10 calendar days.

## **Symptoms Impacting Considerations for Exclusion from School:**

\* Students and employees will complete training to recognize the following COVID-19 related symptoms:

- A fever of 100 degrees or greater;
- Sore Throat
- Shortness of breath or difficulty breathing;
- Cough;
- Diarrhea, Nausea, vomiting, abdominal pain;
- Headache;
- New loss of taste or smell



## **Prevention/Mitigation Strategies to Support a Healthy School Environment:**

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

- a) Promote self-screening (prevent sick people from attending school)
- b) Provide options (online/distanced & traditional)
- c) Promote proper hygiene practices
- d) Implement effective corporation and bus cleaning systems
- e) Make every effort to comply with social distancing recommendations
- f) Avoid large groups of students
- g) Require masks
- h) Teach and reinforce good hygiene measures such as handwashing, covering coughs, and allowing students to wear face coverings
- i) Provide hand soap, sanitizer (approved for COVID-19), paper towel, and no touch trash cans in all bathrooms, classrooms, and frequently trafficked areas
- j) Post signage throughout the corporation of COVID-19 symptoms, preventable measures, and good hygiene practices
- k) Clean/disinfect frequently touched surfaces multiple times throughout the school day and/or after each use
- l) Allow students and staff to bring sanitizer and face masks/coverings to use from home
- m) Ensure ventilation systems operate properly
- n) Sanitize schools prior to the return of students and staff each day to prevent and/or mitigate the spread of COVID-19



## COVID-19 School Attendance Quick Reference:

Close Contact	Symptoms	Test status*	GUIDANCE
YES	YES	POSITIVE**	10 days isolation + 24 hours fever free without without fever-reducing medication and symptoms improved. Quarantine siblings, household members and close contacts
YES	YES	NEGATIVE*	Quarantine for 14 days from last date of exposure to + person AND 24 hours fever free with symptoms improved. If new symptoms, need reevaluation. Consider quarantine for siblings and household members if there is suspicion for COVID-19.
YES	YES	PENDING	Isolate at home until results back AND Quarantine for 14 days from last date of exposure to + person.^ Consider quarantine for siblings and household members if there is suspicion for COVID-19.
YES	YES	NOT TESTING†	Quarantine for 14 days from last date of exposure to + person or isolate for 10 days until fever free with symptoms improved, whichever is longer.
YES	YES	ALT DX w/note***	Quarantine for 14 days from last date of exposure to + person^^ AND 24 hours fever free with symptoms improved AND any additional criteria by healthcare provider.
YES	NO	POSITIVE**	10 days isolation from date test was collected + 24 hours fever free without fever-reducing medication and symptoms improved. Quarantine siblings, household members and close contacts.
YES	NO	NEGATIVE*	Quarantine for 14 days from last date of exposure to + person^^
YES	NO	PENDING	Quarantine for 14 days from last date of exposure to + person^^
YES	NO	NOT TESTING†	Quarantine for 14 days from last date of exposure to + person^^
NO	NO	PENDING	No exclusion unless test becomes positive
NO	NO	NEGATIVE	No exclusion
NO	NO	POSITIVE**	10 days Isolation from date test was collected + 24 hours fever free without fever-reducing medication and symptoms improved. Quarantine siblings, household members and close contacts.
NO	YES	ALT DX w/note***	May return after 24 hours fever free and symptoms improved AND any additional criteria by health care provider in note.
NO	YES	NOT TESTING†	10 days Isolation + 24 hours fever free without meds and symptoms improved.
NO	YES	PENDING	Isolate at home until results back Once have results, refer to appropriate guidance.
NO	YES	NEGATIVE*	May return after 24 hours fever free and symptoms improved AND any additional criteria by healthcare provider. <i>Provide test results before entry to school</i>
NO	YES	POSITIVE	10 days isolation + 24 hours fever free without meds and symptoms improved. Quarantine siblings, household members and close contacts.

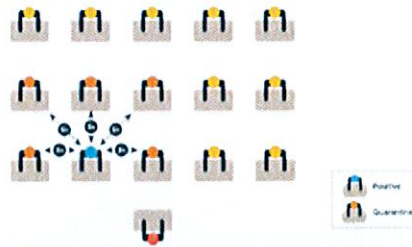


## **Best Practices Regarding Quarantine:**

### **Best practices for notifying students during the school day who need to quarantine.**



COVID-19 Positive Student Scenario:



**Step 1:** Identify students who will need to quarantine due to a positive case (see visual above).

**Step 2:** Notify students and parents of quarantine.

**Best practices:**

- Make parent/guardian contact.
- Email students to notify them, and request that they come to the office as soon as possible.
- Send an "appointment" pass to students' class to ensure privacy of students.
- During class-wide transitions (e.g., passing periods, transition to specials or lunch) ask students that will need to be quarantined to stay back in the classroom and then send them to the nurse/office (if timing is appropriate).
- Call down to the classroom for student to come to the office for an appointment.

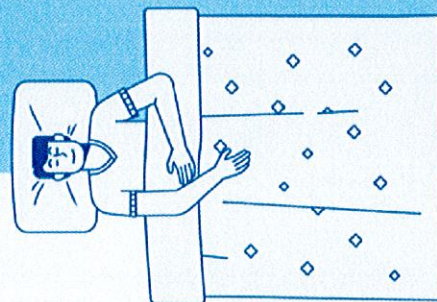
**Practices to avoid:**

- Announcing students' names via loudspeaker of morning announcements.
- Sending an office team to the classroom to remove students from class.
- COVID-19 shaming of students.

**Step 3:** Things to remember

1. Student privacy (FERPA/HIPAA)
2. Be sensitive to students feelings and emotions
3. Reassure students of their safety
4. Local and state [health department guidelines](#)

**Step 4:** Identify designated staff member to check in with the student during and after quarantine to provide support.



## Student Expectations

Adams Central students are expected to adhere to all student handbook rules and expectations. Students are expected to follow all social distancing requirements and guidelines while in school attendance.

In the event of a quarantine period or school closure, students are expected to continue the educational process through efforts of teachers. Adams Central will utilize virtual learning during any quarantine period or school closure.

## Maintaining A Healthy Environment

Adams Central Community Schools will begin implementing several strategies to maintain healthy environments.

### Cleaning and Disinfection

- [Clean and disinfect](#) frequently touched surfaces (playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible or cleaned between use.
- If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure [safe and correct use](#) of all disinfectants.

### Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student his/her own art supplies,



equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

- Avoid sharing electronic devices, toys, books, and other games or learning aids.

### **Ventilation**

- Ensure ventilation systems operate properly and increase circulation of outdoor air.

### **Water Systems**

- To minimize the risk of [Legionnaire's disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
- Drinking fountains will be off limits; however, we will encourage staff and students to bring their own water to minimize use and touching of water fountains. The bottle refill stations will be open for student and staff use.

### **Modified Layouts**

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses when possible (ECA trips).

### **Physical Barriers and Guides**

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.



# **SOCIAL DISTANCING AND SAFETY PROTOCOLS**

## **Student & Employee Face Masks/Covering Protocols**

Face masks/coverings will be required for all students, staff, and faculty to decrease the chance of a transmission of COVID-19.

## **School Bus/Transportation**

All students will be required to wear a mask/face covering during the regular school day bus routes. Bus drivers will be required to wear face masks/coverings while loading and unloading student bus riders. While buses are in transit, drivers will be encouraged to wear face masks/coverings as long as the face mask/covering does not pose a safety concern by either reducing the driver's view and/or creating an unnecessary distraction for the driver.

## **Special/Vulnerable Population of People**

Staff and students who perform duties in close contact with special populations of people considered to be "vulnerable" to COVID-19 will be required to wear face masks/coverings throughout the duration of exposure/contact.

## **Food Service/Lunch Times**

Food service personnel will be required to wear face masks/coverings during times of providing direct food service to students and staff.

## **Times of Instruction/Interactions**

If students can be separated in classrooms (desk facing forward) and maintain at least three ft apart students may lower their face mask at the discretion of the classroom teacher.

## **School Clinic/Nurse**

School health professionals will be required to wear face masks/coverings when providing health services and health evaluations to staff and students.



### **Times of Transitions**

All faculty, staff, and students will be required to wear face masks/coverings during times of travel/transition throughout the school corporation when in high trafficked areas.

### **Maintenance/Custodial Personnel**

School maintenance and custodial staff will be required to wear face masks/coverings when working in and around locations where staff and students are present.

### **Recess/Free Play Times**

Students will be required to wear face masks/coverings during recess times when students are not engaged in active play and are staying in place with limited movement when socializing with other students.

### **Recess and Times of Free Play**

Face masks/coverings will be allowed but not required during recess times when students are supervised and actively engaged in play.

### **Classroom Setting and Times of Instruction**

Face masks/coverings will be allowed but not required for students, staff, and faculty when seated in the classroom in a socially distanced manner (seating is separated, facing forward, teacher is speaking more than three feet away).

### **Lunch Period and Snack Times**

Face masks/coverings will be allowed but not required during times of food and drink consumption (lunch & snack times).

### **Times of Transition**

Face masks/coverings will be allowed but not required during times of transition where an individual is not in close contact with another individual or group of individuals.

### **Alone/Personal Time**

Face masks/coverings will be allowed but not required in times an individual is alone and/or in need of private/personal time.





## **Face mask/coverings requirements for physical education courses/classes**

\* As recommended by the Adams County Health Official, Dr. Michael Ainsworth, Adams Central Community Schools will implement the face mask/covering requirement as outlined in the IN-C.L.A.S.S. DOE document and IHSAA guidelines for ECA activities.

## **School Bus/Transportation Protocols**

Due to the student need for school provided bus transportation, it is not realistic to apply social distancing protocols on the school bus (as recommended by the CDC). Therefore, Adams Central will operate under the following guidelines/requirements:

- a) Assigned seating will be applied to regular, daily bus routes
- b) Hand sanitizer will be provided for students and drivers
- c) Buses will be “aired” out as much as possible
- d) Buses will be cleaned/disinfected daily
- e) Masks/face coverings will be required for students on all regular, day routes
- f) Transportation change requests will only be granted under emergency situations
- g) Seating charts will be maintained to assist with contact tracing efforts for all routes/trips
- h) Drivers will be provided with masks
- i) Drivers who park buses at residential locations will be provided with a disinfectant and application equipment to clean buses

## **Precautions in The Classroom**

Adams Central will take the following measures to increase social distancing while still maintaining a level of face-to-face instruction. Parents and community members should note these protocols may evolve as they are implemented and more information is obtained about COVID-19.

- Eliminate non-essential trips and student gatherings outside of the classrooms during the school day.
- Increase space between students during in-person instruction.



- Move classes outdoors whenever possible.
- Rearrange desks to increase space between students.
- Face desks in the same direction.
- Eliminate activities that combine classes or grade levels.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.

### **School Lunch Safety Protocols and Guidelines**

Students will eat lunch primarily in the school cafeteria and connecting elementary gym. Five (5) students will be seated at each twelve (12) foot table to support social distancing. In addition, prior to any meal service, all children should utilize hand washing or sanitizing to ensure safe eating practices.

- Eliminate self-serve food items.
- Distribute napkins and silverware (disposable if possible) by staff rather than allow students to grab
- Install engineering controls such as sneeze guards in cafeteria serving lines.
- Plan to serve medically fragile students separately from other students.
- Place tape marks on the floor to promote social distancing while waiting in line.
- Prohibit food-sharing.
- Implement an electronic card system for students to access/utilize their lunch accounts.
- Cash payments will be allowed however, the electronic card system is preferred.
- Provide hand sanitizer throughout the lunchroom.
- Provide PPE to all food service staff preparing and serving food.
- Work with local health department officials to comply with all requirements for Adams county.



# CONTACT LIST

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