

**USD 330 MISSION VALLEY**  
**Back to School Playbook (2020-2021)**

(BOE originally adopted 7.27.20)  
(\* (BOE modified & adopted 8.10.20)  
(\*\*) (BOE modified & adopted 10.12.20)

<b>USD 330 MISSION VALLEY</b>
<b>*MISSION VALLEY ELEMENTARY    *MISSION VALLEY JR-SR HIGH SCHOOL</b>



	<b>GUIDELINES FOR USD 330 MISSION VALLEY</b>
	<p>USD 330 Mission Valley in partnership with the Wabaunsee County Health Department has developed a plan to support the Mission Valley Schools and the communities for reopening schools. The USD 330 Mission Valley Return-to-School Plan provides a tiered approach with clear, actionable steps that are advisable before students and employees return to the school buildings. This plan will be applicable throughout the 2020-2021 school year.</p> <p>This approach is built upon guidance and recommendations of local and state health officials, as well as, aligned to the reopening guidelines that have been provided by our state and federal leaders; and it is designed to prioritize the health and safety of students and staff to allow USD 330 Mission Valley to reopen schools and deliver instruction and support to students for the 2020-2021 school year. The USD 330 Mission Valley Return-to-School Plan focuses heavily on the health and physical requirements necessary for reopening school buildings. The USD 330 Mission Valley school district will continuously provide support on navigating the academic, social &amp; emotional effects on the COVID-19 pandemic on students and employees.</p>

	<p>Guidance from the Center for Disease Control, State &amp; Local Health Officials change as circumstances change. This document has been developed using the current circumstances and guidelines with the intent to minimize the spread of COVID-19 through the USD 330 Mission Valley school and communities. Should circumstances change, this document and its guidelines are open to change by USD 330 Mission Valley. The goal of USD 330 Mission Valley is to continue to provide a healthy and safe education environment in as normal a routine as possible, while working with district stakeholders in meeting individual needs using the resources available.</p> <p>In the best interest, health, safety, and security of students, staff, and visitors to the school, USD 330 Mission Valley administration reserve the right to make decisions for the health, safety, and security of students, staff and visitors to the schools</p>
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	<b>Commonly Used Acronyms</b>								
	<table style="width: 100%;"><tr><td style="width: 50%;">KSDE---Kansas State Board of Education</td><td style="width: 50%;">KSBOE---Kansas State Board of Education</td></tr><tr><td>KDHE---Kansas Department of Health and Environment</td><td>PPE---Personal Protective Equipment</td></tr><tr><td>CDC---Center for Disease Control</td><td>IEP---Individualized Education Plan</td></tr><tr><td>KSHSAA---Kansas State High School Activities Association</td><td>ADA--Americans with Disabilities Act</td></tr></table>	KSDE---Kansas State Board of Education	KSBOE---Kansas State Board of Education	KDHE---Kansas Department of Health and Environment	PPE---Personal Protective Equipment	CDC---Center for Disease Control	IEP---Individualized Education Plan	KSHSAA---Kansas State High School Activities Association	ADA--Americans with Disabilities Act
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<b>USD 330 MISSION VALLEY COMMUNITY SPREAD</b>		
<b>LOW COMMUNITY TRANSMISSION</b>	<b>MODERATE COMMUNITY TRANSMISSION</b>	<b>HIGH COMMUNITY TRANSMISSION</b>
<ul style="list-style-type: none"> <li>Establish and maintain communication with local and state health officials</li> <li>Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to limit the spread. COVID-19 symptoms, preventative measures (including staying home when sick), practicing good hygiene, and specific school district protocols</li> <li>Establish a protocol for students and staff who feel ill or are experiencing symptoms when they come to school</li> <li>Consider ways to accommodate the needs of children, staff, and families at higher risk for severe illness.</li> </ul>	<p>In addition to the low community transmission strategies, USD 330 Mission Valley will:</p> <ul style="list-style-type: none"> <li>Isolate and deep clean impacted classrooms and spaces</li> <li>Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>Implement enhances social distancing measures Reference</li> </ul>	<p>In addition to the low and moderate community transition strategies, USD 330 Mission Valley will:</p> <ul style="list-style-type: none"> <li>Participate in contact-tracing efforts as directed by local health official (to the extent feasible)</li> <li>Buildings that are closed, remain closed. Implement distant/remote learning.</li> <li>Close off and clean affected areas and reopen with clearance of local health officials.</li> <li>Accommodate needs of students, staff and families at higher risk for severe illness.</li> </ul>

<b>DEFINITIONS</b>				
<b>FACE MASKS</b>	<p>Face covering information can be found throughout this document. Information will be provided to students, staff and families on facemask recommendations. Any policy regarding facemask should be sensitives to the needs of students and staff with medical issues that make wearing a face covering inadvisable.</p>	<b>HAND SANITIZING</b>	<p>Hand sanitizers should contain at least 60% alcohol should be used frequently for all who it is safe to use it for. Frequent hand washing with hand soap following hand washing guidelines should be used for all.</p>	<b>CLEAN &amp; DISINFECT</b>
				<p>Ensure safe and correct application of disinfectants and keep out of reach of children.</p>

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<b>Level of Community Transmission</b> (Determined by state and local health officials)	<b>Low Transmission</b>	<b>Moderate Transmission</b>		<b>High Transmission</b>
<b>Instructional Model</b>	<b>On-Site Model (Traditional)</b>	<b>On-Site Model (Traditional)</b>	<b>Hybrid</b>	<b>Remote Learning</b>
<b>Response</b>	<b>School Buildings Open</b> *Implement preventative practices and work to minimize the risk of transmission of the virus	<b>School Buildings Open</b> *Implement more intensive transmission reduction strategies; enhanced social distancing, additional face covering requirements	<b>Limited and/or Staggered Use of School Buildings</b> *Implement alternating schedules for students; priority groups may utilize remote learning	<b>Short Term Remote Learning</b> *Close facility for students and patrons for deep & wide cleaning (2-5 days)  <b>Extended Remote Learning</b> *Close facility for students and patrons deep & wide deep cleaning (10-14 days)

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### Instructional Model Decisions

The above information provides guidance and expectations to leadership to implement plans based on a flexible framework to address challenges that may develop throughout the 2020-2021 school year and beyond. Instead of a one-size-fits-all approach, the information above provides a menu of instructional models and responses school leaders can adopt to ensure the continued success and safety of students and staff members.

### Parents Choice to the Start of the School Year

USD 330 Mission Valley is offering a choice to parents that are not comfortable sending their child(ren) to school for in-person learning this Fall. Parents may choose a remote learning option for their child(ren) to begin the school year. Parents who choose the remote learning option will have additional requirements for logging instructional time and submitting requirements.

### In-Person Learning Model

- Students will attend in-person classes at the school with health & safety guidelines in place to help minimize the transmission of the COVID-19 virus.
- Students attending the in-person learning model are expected to follow all health & safety guidelines per the Governor's Executive Order 20-59. (\*)
  - Students choosing not to follow EO 20-59 are subject to disciplinary actions (\*)
  - In the event that a student chooses not to follow the health & safety guidelines of EO 20-59, and the student does not have one of the exemptions listed in EO 20-59 then administrators have the authority to place the student in the Remote Learning Model to receive their education. Administration will work with the student and parents to avoid placing the students in the Remote Learning Model, however, all students are expected to follow EO 20-59 as issued by the Governor of Kansas. (\*)

### Hybrid Learning Model

- Hybrid models will be implemented only when absolutely necessary and after in-depth consideration of additional logistical requirements/costs as well as childcare requirements placed on families and increased duties to staff. Utilizing a hybrid model will also include considerations of allowing special population students to continue in-person instruction as these students often need structured daily routines and social interactions to address their individual learning needs.

#### Hybrid Learning Examples

- A/B Schedules

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- **Alternating Days:** Students would be divided into (2) groups. Groups would alternate face-to-face and virtual instruction during the week. Examples include:
  - Group A would attend Monday & Tuesday face-to-face and virtually the remainder of the week. Group B would attend Thursday & Friday face-to-face and work virtually the remainder of the week. Wednesday would be a virtual day to allow for cleaning & sanitization of facilities. Also could be used as a professional learning and/or planning day.
  - Group A would attend Monday & Wednesday, Group B would attend Tuesday & Thursday. Friday would be a virtual day to allow for cleaning & sanitization of facilities. Also used as professional learning and/or planning day.
- **Alternating Weeks:** Group A would attend Week 1 and Group B would attend Week 2.

### Remote Learning Model

- The remote learning requirements shall meet requirements provided by the Kansas State Department of Education.
- Remote learners may be required to join the in-person classroom remotely through zoom or another tool to engage in the lesson with peers and their teacher.
- Remote learners will be required to participate in a certain number of hours per day and log activities. Parents will be required to sign-off on logged times and activities to meet KSDE guidelines.
- Families/students choosing remote learning will be allowed to return to the traditional model within the first 20 school days of initially starting remote learning. At the end of each 9-weeks families/students may choose to return to the traditional model. (\*)
- Students that do not meet remote learning standards for participation may be removed from this model and risk the possibility of not earning credit or being retained.
- Attendance will be taken per state guidelines and grades will be given for assignments when applicable. Students participating in remote learning still fall under state truancy guidelines.
- K-12 students receiving direct instruction as a remote learner are not permitted to participate in extracurricular activities including all KSHSAA sponsored athletics and activities; as well as school groups, organizations and events. (\*)

### HEALTH & SAFETY

#### Communication

- **Communication & Education**
  - USD 330 Mission Valley will communicate with students, staff & community about changes in facility operations

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- USD 330 Mission Valley will communicate frequently with the Wabaunsee County Health Department regarding COVID-19 information, as well as other items which may impact the health of students, staff and visitors.
- USD 330 Mission Valley will provide information and training about hygiene measures
  - Proper hand washing and use of hand sanitizer
    - Use of hand sanitizer when entering the facilities
    - Use of hand sanitizer and washing of hands frequently during the school day
  - Social Distancing--Students, staff & visitors will be encouraged to practice social distancing (6ft of physical separation) when feasible
  - Students & staff encourage to routinely sanitize personal belongings and not share items
  - Shared educational items/equipment will be routinely sanitized
  - Students will not share lockers (hallways and/or locker rooms)
- USD 330 Mission Valley will communicate with parents requiring students' immunizations to meet the requirements set forth by KDHE.
- USD 330 Mission Valley will contact parents of students on health plans or with health concerns to determine if they need to be revised to address minimizing infections.
  - Example
    - Review and monitor students who are ADA Section 504 plans due to health concerns
    - Review and monitor students who receive health services as part of their IEP plan
    - Other students who have been identified high risk
- USD 330 Mission Valley will post signage
  - Displayed at entrances and other areas located at the facilities that inform those who enter the following:
    - Not enter if they are exhibiting signs or symptoms of COVID-19
    - To avoid unnecessary physical contact with others
    - Maintain a minimum 6-ft distance from one another
    - Hand sanitizing required when entering facility
  - Display signs in highly visible locations that promote everyday protective measures such as:
    - How to stop the spread of germs
    - How to effectively wash hands
    - Mask requirements
    - Recognition of signs & symptoms of COVID-19

## HEALTH & SAFETY

### Personal Protective Equipment

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### ● **Masks**

- USD 330 Mission Valley will follow the requirements set forth by local & state governing bodies.
  - **Current Requirements per (Executive Order 20-59) \*Effective August 10, 2020**
    - **All students, faculty, staff, vendors and other visitors to K-12 attendance centers to cover their mouth and nose with a mask or other face covering at all times except:**
      - **While eating**
      - **While working (other than to prepare food or meals) in a room or office that is**
        - **Not open to students or visitors, and In which all individuals present can maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity**
      - **While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering**
      - **Children who are not students and are 5 years of age or under.**
        - **Children age two years and under in particular should not wear a face covering because of risk of suffocation**
      - **Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering.**
        - **Persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance**
      - **Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication.**
      - **Persons for whom wearing a face covering would create a risk to the person related in their work. \*As determined by local, state, or federal regulators or workplace safety guidelines.**
      - **Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law**
    - **Definition per Executive Order 20-29**
      - **“Mask or other face covering” means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face covering has two or more layers. A mask or other face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.**
    - **Students attending the in-person learning model are expected to follow all health & safety guidelines per the Governor's Executive Order 20-59. (added 8.10.20)**
      - **Students choosing not to follow EO 20-59 are subject to disciplinary actions**
      - **In the event that a student chooses not to follow the health & safety guidelines of EO 20-59, and the student does not have one of the exemptions listed in EO 20-59 then administrators have the authority to place the student in the Remote Learning Model to receive their education. Administration will work with the student and parents to avoid placing the students in the Remote Learning Model, however, all students are expected to follow EO 20-59 as issued by the Governor of Kansas.**
- **Other Personal Protective Equipment**
  - **Gloves, Gowns/Smocks, Eye Protections**

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- USD 330 Mission Valley may require some staff to wear PPE when directed to do so by school protocol or the employees supervisor.
- At any time or location people who are coughing or sneezing due to reasons other than potential COVID-19 infections (example--allergies) may be asked to wear a cloth face covering, a mask, or other PPE while on duty to minimize dissemination of bodily fluids and may be asked to leave.
- **Temperature Checks**
  - Individuals entering USD 330 Mission Valley school buildings shall have their temperature checked before entering the building for the first time each day.
  - Temperature checks may be conducted using:
    - Handheld thermal “touchless” thermometers
    - Handheld temporal scan thermometers
    - Facial thermal imaging and recognition cameras
    - Hand/wrist scanning thermal “touchless” thermometer
  - All students will have their temperatures checked when getting on the bus each morning. (\*)
    - Students with a temperature of 100.4 or higher will not be permitted to board the bus. (\*)
      - Parents will be notified (\*)

## HEALTH & SAFETY (Hygiene Measures)

- **Hygiene Measures**
  - **Hand Washing/Hand Sanitizing**
    - All people are required to wash/sanitize hands when they enter the facility
      - Hand sanitizing stations will be available at main entrances
      - Hand sanitizing supplies will be available in each classroom and office area
    - Students and staff shall wash and/or sanitize their hands at regular intervals during the school day and no less than 1-hour.
    - Unnecessary physical contact shall be avoided whenever possible.
      - Avoid shaking hands, high-fives, etc...
      - Classes and employees can create their own “hand signals” to replace the above examples
      - When feasible, classroom doors should remain open to decrease hand/door contact
        - Doors left open need to be in the locked position
    - Hands should be washed immediately if exposed to persons own cough/sneeze
      - Staff & students should cover coughs and sneezes with a tissue



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- Tissue should be thrown away immediately and not placed on any surface
- Social Distancing
  - Staff, students, and visitors will be encouraged to practice distancing whenever possible.
    - Social distancing is defined as physical separation of a minimum of 6 feet.
- Personal Items
  - Staff and students will be encouraged to frequently sanitize their personal items.
    - Personal items include such things but not limited to: backpacks, personal bags, etc...
    - Emphasis will be placed on sanitizing at the beginning and end of the school day.
  - Personal items need to be placed into individual cubbies, baskets, etc... that are not shared with others.
  - Staff and students will not share lockers.
  - When feasible, classroom doors should remain open to decrease hand/door contact
    - Doors left open need to be in the locked position
- Disinfectant and related supplies will be made readily available to all employees close to their work stations.
- Staff and students will be encouraged to bring their own supplies for as needed personal use if needed.
  - Personal water bottles
  - Hand Sanitizer for personal use
  - Sanitizing wipes for personal use
  - Masks (masks are not to be shared with others)
    - Personal masks need to be taken home on daily basis
    - New and/or sanitized should be used at school as directed by health & safety measures

## HEALTH & SAFETY

### Students & Staff Exclusion from school/work

- **Cautionary Exclusion from School/Work**
  - Staff and students exhibiting symptoms of COVID-19 without other health explanations are prohibited from attending work or school.
    - Staff are expected to not report to work if they are sick and/or showing symptoms related to COVID-19.
    - Parents are expected to not send children to school if they are sick and/or showing symptoms related to COVID-19.
      - Parents should be observant of their children's health closely by:
        - Checking their child(ren) temperature on a daily basis
        - Monitoring their child(ren) for symptoms of COVID-19
    - Staff and students exhibiting symptoms related to COVID-19 at school without other health explanations will be sent home

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- immediately.
- **Current known common symptoms of COVID-19 include:**
  - Fever (100.4 or higher)
  - Chills
  - Rigor
  - Muscle or body aches/am
  - New rash that is undiagnosed and/or untreated
  - Excessive nasal drainage without other health explanations
  - Fatigue
  - Headache
  - Sore Throat
  - Lower respiratory illness (cough, shortness of breath or difficulty breathing)
  - New loss of taste or smell
  - Diarrhea
- **Students exhibiting symptoms at school and who are determined to need to be excluded from school will:**
  - wait in isolation until parent/guardian arrives to pick them up
  - wear a mask while in the school building until picked up
- **Staff and students who are excluded from work/school because they are exhibiting signs and/or symptoms of COVID-19 may return to work/school after 24 hours of being symptom and fever free (without the use of fever reducing medicine) if it has been determined that they have not been exposed to a COVID-19 case, been identified as close contacts of a COVID-19 case, and/or traveled from a location on the KDHE Travel-related Quarantine List. (\*)**
- **Exclusion from School/Work**
  - **COVID-19 Case**
    - **An employee or student is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus by a diagnostic test.**
      - **Staff and students who are considered a case of Covid-19 will not be permitted to return to school/work until they have met the criteria for release from isolation set by KDHE or the local health department.**
  - **Close Contact of a Case**
    - **An employee or students is considered a close contact of a case if they were within 6 ft, of a person who has tested positive for COVID-19, for 10 minutes or more; or if they had exposure to secretions (examples include but not limited to being coughed or sneezed on).**
      - **Staff and students who are considered a close contact of a case will not be permitted to return to school/work until they have met the criteria for release from isolation set by KDHE or the local health department.**
- **Returning to School/Work after exclusion due to COVID-19 Case or Close Contact of a Case**
  - **Staff and/or students may return to work/school if they satisfy the recommendations of KDHE or the local health department following the current guidelines:**
    - **Untested--persons who have not received a test proving or disproving the presence of SARS CoV-2 but experienced symptoms may return when:**

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- ten (10) calendar days have passed since symptoms first appeared, AND they are fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved.
- Note--the minimum number of days excluded is ten (10).
- Tested & awaiting results--persons who are suspected of having COVID-19 disease and are awaiting test results will be excluded from work/school until test results are received. Continued exclusion may occur depending on the test results.
- Positive result (Symptomatic)--symptomatic cases may return if the following conditions are met:
  - Ten (10) calendar days have passed since symptoms first appeared, AND they are fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved.
  - Note--the minimum number of days excluded is ten (10)
- Positive result (Asymptomatic)--asymptomatic cases may return if the following conditions are met:
  - Ten (10) calendar days have passed since the date sample was collected, AND symptoms have not developed.
  - If symptoms develop during the ten (10) day exclusion period, then follow the criteria for symptomatic cases with a new exclusion period starting from day symptoms started.
- Negative results---staff and students who have had known exposure to a COVID-19 case, identified as close contacts of a COVID-19 case, and/or traveled from a location on the KDHE Travel-related Quarantine List:
  - Must be excluded for 14 days
  - Note--a negative test result within the 14-day exclusion period does not affect the exclusion period and the person must finish their 14-day exclusion.
- Negative results---staff and students who have no known exposure to COVID-19 case, no known travel-related exposure, and/or not been identified as a close contact to a COVID-19 case:
  - may return to work/school.
- **Staff and Students Exclusion due to Household Exposure Risk**
  - If a student or staff member is excluded from school/work because of a positive COVID-19 test, other students and employees living in the same household are considered close contacts and will be excluded from school.
    - 14-day exclusion period
    - 14-day exclusion period begins after their last exposure to the case
    - If a student or staff member continues to reside in the same household as the positive COVID-19 case, then the 14-day exclusion period does not begin until the COVID-19 case is released from isolation.
    - Note--if a student or staff member is excluded from school on a 14-day mandatory exclusion period because they have been identified as a close contact of a case, then other students and employees living in the same household are considered contacts of a contact and do not need to be excluded from school/work unless they were identified as a close contact of a case.

## HEALTH & SAFETY

### School Response

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- **Response to student or staff member in Isolation or Quarantine**
  - When the school becomes aware of a student or employee that has been diagnosed with COVID-19 the:
    - Custodial staff will be informed so that desks, lockers, and workspaces of the person can be disinfected immediately, unless if school is not open when notification occurs, then custodial staff will block/seal off the area and wait as long as possible prior to disinfecting.
    - Designated school staff will
      - Immediately begin compiling a list of close contacts and contact information
      - Identify anyone who would have been within 6 feet for 10 minutes or more, and/or would have had direct contact with secretions.
        - Two (2) days prior to when the case started having symptoms, or if the case was asymptomatic the two (2) days prior to the date the sample was collected
      - Notify the parents of students who have been identified as close contacts
      - Notify any staff members identified as close contacts
      - Provide the list of close contacts to the local health department
- **Response to Confirmed Case of COVID-19 in the School Building**
  - When the school receives a confirmation that a person infected with COVID-19 was in the school building:
    - School administration or designee will immediately contact the local health department
    - School administration will assess the situation with guidance from the local health department to determine if:
      - School closure is required, or if school can remain open while blocking off areas where the person with COVID-19 was at while in the building. Area will remain closed until the area has been cleaned thoroughly.
      - Determination to close the school will be based off of factors such as:
        - Likelihood of exposure to employees and students in the building
        - Number of cases in the local communities
      - If building is closed
        - All school activities will be cancelled or rescheduled during time of closure. Examples include but not limited to:
          - Athletic events (home & away)
          - Athletic practices
          - After school/evening programs
          - Evening classes
        - Students and staff will be encouraged to stay home until more information is provided by the school or the health department.
    - School administration or designee will:
      - contact parents, students, and staff to notify them that a person who tested positive for COVID-19 was in the building
      - encourage cooperation with the school and local health department to trace contacts with the person.
    - The individual who tested positive WILL NOT be identified in communications.

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**HEALTH & SAFETY**  
**Instructional Programming**

- **General guidance for classrooms and educational settings**
  - **Staff shall practice and model proper hygiene practices**
    - **Hand washing, hand sanitizing, social distancing, etc..**
    - **Wearing and disposal of personal PPP, including masks**
    - **Post signage in classrooms**
      - **Promote proper hygiene practices**
      - **Recommendations on how to reduce spread of COVID-19**
      - **Signs & symptoms of COVID-19**
  - **Maintaining of social distancing in the classroom**
    - **Classrooms**
      - **Adjust class sizes to have proper distancing between desks and/or students**
      - **If needed, remove extra furniture from classroom**
      - **When possible, arrange furniture to have all student face in the same direction**
      - **When possible, assign seats, and require students to remain seated in the classroom and/or limited interaction between students where social distancing can not be maintained and is not needed for educational purposes**
      - **Utilize outdoor spaces when feasible and it does not interfere with learning**
    - **There may be times where it is necessary for staff to have individual close contact with students that is less than social distancing guidelines**
      - **Provide physical care for students**
      - **Demonstration needed for instruction**
      - **Personal instruction**
      - **Private discipline**
        - **Emergency Safety Interventions (Restraint)**
          - **Restraint should be the very last resort to help a student manage their behavior. If a restraint is deemed necessary, if feasible for the situation, staff should utilize a restraint that does not put the student and adults face-to-face to reduce the risk of exposure. Staff will follow ESI regulations when using restraint.**
  - **Needs of Students (In the classroom or educational environment)**
    - **Review needs of students who receive IEP or Section 504 services to make sure that accommodations are being properly met**
    - **Ensure all students are Safe from Harm**
      - **Review needs of students who may be medically fragile, non-verbal, or who have a condition which places them at**

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- a higher risk category
  - Students who have underlying conditions or risk factors identified by the CDC should be provided with opportunities to continue learning while prioritizing their health and safety
- Support equitable access to continuous instruction
  - Ensure students have the required hardware, software, and connectivity to be successful
- Needs of Staff Members
  - Staff members who have underlying conditions or risk factors identified by the CDC should communicate with their supervisor about appropriate protective measures and accommodations.
  - FFCRA--The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date through December 31, 2020
- Educational Setting
  - USD 330 Mission Valley will continuously monitor COVID-19 spread in the communities to determine the most appropriate educational setting for students.
  - USD 330 Mission Valley families/students may participate utilizing the In-Person model when schools are open for face-to-face instruction or the Remote Learning Model.
    - Families/students choosing the Remote Learning Model may participate on a semester-by-semester basis. Students participating in the Remote Learning Model may return to the In-Person model at the conclusion of each semester, unless given permission by building administration to return early.

## HEALTH & SAFETY

### School Operations

- Daily Operations
  - Visitors
    - Visitors are required to adhere to all safety & health guidelines of USD 330 Mission Valley. This includes but not limited to:
      - Wearing of face masks or face covering
      - COVID-19 Symptom Assessment
      - Having temperature checked

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- Sanitizing of hands when entering the facility
  - Limited and restricted movement in facilities
  - USD 330 Mission Valley will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible.
  - Visitors must check in at the administrative office before being permitted to move through the facilities. Administrative staff have authority to restrict and/or limit movement in the facilities.
- Parents
  - When possible, parents should not enter the building when dropping off or picking up students. Offices shall be notified when parents are dropping off students (after the start of the school day) or picking up students (before the end of the school day). Students arriving late or leaving early are required to follow the check in/out building policies.
  - Parents dropping off student materials should do so with minimal interactions with non-family members.
  - Parents must check-in at the administrative office before being permitted to move through the facilities. Administrative staff have the authority to restrict and/or limit movement in the facilities.
- Facility Usage
  - USD 330 Mission Valley facilities shall be only used by school associated teams, groups, etc... until authorized otherwise by board of education approval to reopen facilities to outside teams, groups, etc..
- Delivery and Vendors
  - No deliveries other than food service when buildings are closed
  - Delivery drivers and Vendors are required to adhere to all safety & health guidelines
    - When feasible, delivery drivers can contact “ring” the office to notify them that they have a delivery. Delivery may be left inside the doors.
- Special Events/Class Parties
  - Treats brought into the classroom must be prepackaged and distributed individually by school staff.
  - Students shall not bring treats to school without prior permission from administration.
  - Parents eating breakfast/lunch with their child will be seated at an alternate table with only their child.
- Food Service
  - Students will be provided time prior to meals to wash and/or sanitize their hands
  - Students will be monitored in lunch lines to promote social distancing and to avoid multiple touching of objects (milk cartons, silverware, etc...)
  - Service lines will be cleaned and sanitized between lunch groups
  - Food service staff wear wear gloves and masks while serving food
    - Non-food service staff (classified & certified) may be asked to aid in meal service and/or distribution with meals.
      - All negotiated agreement conditions will be followed
  - Sneeze guards will installed to avoid contamination to food products, staff, and students
  - Tables will be sanitized between each lunch group
    - Separate tables/locations will be available for high risk students upon request
  - Schedules and seating may be adjusted when needed to avoid crowding.
    - Social distancing will be practiced when eating lunch.

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- Additional seating may be needed to avoid overcrowding at tables
- Single serve condiments will be utilized when possible
- Silverware and napkins will be placed on the tray by staff (\*)
- Breakfast
  - K-6 (served in the classrooms)
  - 7-12 (grab-n-go meals)
- Lunch
  - No self-serve food
  - Students will not manually enter meal codes
- Sack Lunches
  - Meal containers need to be taken home and sanitized each day

## Health & Safety Transportation

- **Vehicle Sanitization**
  - Frequently touched surfaces including handrailing, student bus seats and surfaces in the driver cockpit commonly touched by the operator will be sanitized at the conclusion of the route or prior to the next route.
  - After each use, staff using school owned vehicles will sanitize high touch areas within the vehicle.
- **Transporting Students**



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- **When transporting students, all staff and students must wear a mask/face covering, unless exempt due to underlying conditions.**
  - **All students will have their temperatures checked when getting on the bus each morning. (\*)**
    - **Students with a temperature of 100.4 or higher will not be permitted to board the bus. (\*)**
      - **Parents will be notified (\*)**
  - **Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering.**
    - **Persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance**
  - **Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication.**
  - **Persons for whom wearing a face covering would create a risk to the person related in their work. \*As determined by local, state, or federal regulators or workplace safety guidelines.**
  - **Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law**
- **Students attending the in-person learning model are expected to follow all health & safety guidelines per the Governor's Executive Order 20-59 while riding school transportation. (\*)**
  - **Students choosing not to follow EO 20-59 are subject to disciplinary actions**
  - **In the event that a student chooses not to follow the health & safety guidelines of EO 20-59, and the student does not have one of the exemptions listed in EO 20-59 then administrators have the authority to place the student in the Remote Learning Model to receive their education. Administration will work with the student and parents to avoid placing the students in the Remote Learning Model, however, all students are expected to follow EO 20-59 as issued by the Governor of Kansas.**
- **Seating for students will be assigned on all routes & activities**
  - **Consideration will be given when creating assigned seats to keep students of similar age groups seated together to support bus behavior management.**
  - **When possible, bus drivers may alter seating to spread students out as much as possible when the bus is not full.**
- **Students from the same household should be seated together if feasible.**
- **Effort should be made to:**
  - **Fill the bus seats at the back of the bus first, and then load to the front to avoid students walking past each other in the aisle.**
  - **Unload students from the front of the bus first to avoid students walking past each other in the aisle**
  - **Schedule loading times will be staged to prevent students from loading all at one time and to minimize the time students are on the bus**
  - **Minimize the amount of time students are on the bus by having students exit the bus as soon as possible to enter the school.**
- **Drivers**
  - **Will participate in health pre-screener before each shift including temperature check**
  - **Will wear masks while students are on the bus**

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### HEALTH & SAFETY

#### Extracurricular Activities & Athletics

- **General Guidance**

- K-12 students receiving direct instruction as a remote learner are not permitted to participate in extracurricular activities including all KSHSAA sponsored athletics and activities; as well as school groups, organizations and events. (\*)
- USD 330 Mission Valley will monitor and evaluate current COVID-19 conditions and determine what is feasible for our district to host and participate in extracurricular activities & athletics.
- USD 330 Mission Valley will use information, guidance, and policies provided by local health departments, KDHE, CDC, KSHSAA, and NFHS to determine the extent of extracurricular activities & athletic participation.
- **Practices & Procedures**
  - Coaches/sponsors will follow the guidance given to them by administration, local health departments, KDHE, etc on safety and health plans and procedures for activities and athletics.
  - Signage will be posted in visible areas regarding prevention, safety, and signs/symptoms of COVID-19.
  - Coaches/sponsors will maintain an attendance roster at all activities (meetings, practices, contests, etc..) for contact tracing purposes.
  - Coaches/sponsors, and participants exhibiting symptoms of COVID-19 or have indicated contact with COVID-19 will be excluded from activities until they are able to return following district procedures.
  - Coaches/sponsors shall keep necessary PPE, and disinfecting/sanitizing supplies readily available for use. Items may include but not limited to (hand sanitizer, face masks/coverings, gloves, etc..).
  - Coaches/sponsors shall frequently remind participants to practice prevention measures during times that are feasible for the activity. Example---when not actively participating, participants should maintain social distancing. Participants should wash/sanitize hands frequently during activities when feasible for the activity.
  - Each head coach/sponsor shall develop health & safety plans for their activity to:
    - Eliminate and/or limit the sharing of equipment and supplies as feasible. This would include such things but not limited to:
      - Sharing equipment for hydration purposes
      - Towels
      - Practice uniforms/target jerseys
      - Manage physical proximity of participants to each other in the locker room
      - Seating charts during transportation
    - Health & safety plans need to reviewed and be approved by the Athletic Director
  - Activities and events hosted by USD 330 Mission Valley will follow all local and state guidelines.
  - Health and safety plans will be created for each event hosted by USD 330 Mission Valley. Health and safety plans may be modified by administration to stay in compliance with local & state guidelines.

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- **Transportation**
  - Assigned seating for all students on all trips
  - Staff and students on the bus will wear masks/face coverings
  - Buses will be loaded back to front and unloaded front to back to minimize students walking past each other in the aisle.
  - When feasible, riders should be spread out as much as possible.
  - Consideration should be transporting students who are competing to lower the total number of students on the bus to promote social distancing. Coaches & sponsors will coordinate safety plans with the Athletic Director.
- **KSHSAA (Pillars of Coronavirus Transmission Risk Mitigation) Recommendations & Guidance**
  - **Universal Guidelines/Personal Hygiene**
    - ANYONE feeling sick should stay home and contact their healthcare provider. Participating while symptomatic could potentially jeopardize the entire activities program in their school and other schools for an extended period of time.
    - Maintain social distancing (6') when possible.
    - Masks/face coverings should be worn at all times by all personnel, including students, except when students are directly participating in the activity. Wearing a mask should never be discouraged unless it poses a safety risk.
    - Cover your mouth and nose when coughing or sneezing with a tissue or cough/sneeze into your elbow.
    - Frequent hand washing for 20 seconds with soap and water or using a hand sanitizer with a minimum of 60% alcohol.
    - Keep your hands away from your face.
    - Participants should shower, change, and launder workout clothing as soon as possible after an activity.
  - **Education and Communication**
    - Establish a communication network with your county health department or local public health authority.
    - Schools should create a team that oversees risk mitigation policy and implementation for their school's co-curricular activity program. Team members may include the athletic director, other building administrators, school nurse, athletic trainer, select coaches (head and assistant), local physicians/medical professionals and a representative from the county health department.
    - All school personnel and students should be educated on the signs and symptoms of COVID-19. Posters are available through the CDC website and should be posted throughout the school.
    - Prominently display standard daily precautions throughout school facilities and promote healthy habits.
    - Students and staff must be encouraged to report symptoms immediately. Participating while symptomatic could potentially jeopardize the entire activities program in their school and other schools for an extended period of time.
    - Understand and identify the high-risk population. High risk individuals should evaluate their level of participation in school activities. This group includes those 65 years of age or older and people of any age with underlying medical conditions, including chronic lung disease, moderate to severe asthma, serious heart conditions, severe obesity, diabetes, chronic kidney disease, liver disease or are otherwise immunocompromised.
    - Establish a communication plan within your school to address necessary information updates for coaches, staff and students.
    - Establish a communication plan in which you contact opposing schools one week in advance of competition to share health concerns and geographically proximate restrictions and expectations. This communication should be initiated by the host school and may be facilitated by use of KSHSAA Form D.

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- **Screening and Exposure Protocol**
  - Prior to athletic participation, student-athletes and their parents should fill out the KSHSAA COVID-19 Questionnaire and submit it to their school. The student should obtain written clearance by a medical provider prior to participating in sports ONLY IF they answer yes to any of the questions. This questionnaire should be distributed to students in advance of the season, providing enough time to obtain the additional medical clearance if necessary. If necessary, this written clearance is in addition to the annual preparticipation physical exam.
  - Anyone involved in a school activity should be screened daily for COVID-19 signs and symptoms, including a daily temperature check.
  - A daily record should be kept of all team members present including adult personnel. Responses to screening questions for each person should be documented and retained on file (see sample daily monitoring form at the end of this document).
  - Screening documentation should be maintained in a confidential manner and not shared with all staff, parents or teammates unless necessary due to a confirmed exposure.
  - Any person reporting or exhibiting COVID-19 signs or symptoms without other obvious explanations should not be allowed to take part in any school activity and should be immediately sent home and instructed to contact their healthcare provider.
  - Anyone who tests positive for COVID-19 must be isolated until they meet the criteria for release set by the KDHE or the local health department. They must also obtain written clearance by a medical provider before returning to participation.
  - Any individual who has had close contact exposure (defined by the KDHE as less than 6' of physical distance for 10 minutes or longer, or if there was exposure to respiratory secretions such as being coughed or sneezed on) with a person who has tested positive for COVID-19 should immediately self-quarantine and contact their primary care physician or local public health officials for guidance. While in self-quarantine, the person should be alert for symptoms including fever, cough or shortness of breath and contact their healthcare provider if these symptoms appear. An exposure is considered close contact with a COVID-19 positive person up to two days before their symptom onset (or if asymptomatic, up to two days before their specimen collection) until the time they are no longer required to self-isolate.
  - Those not identified as a close contact may continue to participate. Contacts of a close contact do not need to be excluded from activities unless they are also considered a close contact.
  - Any student who has traveled to a KDHE identified restricted area should self-quarantine and not participate in school activities for 14 days upon return to their home.
- **Illness Protocol**
  - Students and staff must be completely honest with symptom reporting and appropriate follow through, or risk jeopardizing the entire activities program in their school and other schools for an extended period of time.
  - Identify and maintain an isolation area for anyone who reports COVID-19 signs or symptoms.
  - Identify a communication plan with parents/guardians for a student who reports COVID-19 signs/symptoms.
  - Identify a communication plan with your county health department if anyone associated with your school's activity program tests positive for COVID-19.
- **Activity Considerations**
  - **Practice/Team Activities**
    - Maintain common groups as much as possible; practice outside whenever possible; spread out for team meetings; minimize full team interactions with teammates in close proximity.

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- Practice and workout groups should remain static throughout a season insofar as possible.
- Masks/face coverings should be worn at all times by all personnel, including students, except when students are directly participating in the activity.
- Competitions
  - Masks/face coverings should be worn at all times by all personnel, including students, except when students are directly participating in the activity.
  - Scheduling: If needed we will consider a reduced schedule for all activities
  - Contracts for games: While every effort should be made to play contests with contracts in place; if a team is unable to play due to health concerns, see sport specific guidance on impact of win/loss records.
  - Sportsmanship
    - Prior to competition: demonstrate respect to officials and opposing team/coach with appropriate gestures other than physical contact.
    - During competition: Support and recognize good play with clapping, thumbs up, etc. \* Conclusion of competition: in lieu of handshakes, develop and utilize an appropriate sign of respect and sportsmanship that does not include handshake or other physical contact; suggestions include head nod, chest thump, salute, etc.
  - Officials
    - Provide a clean locker room with space for them to spread out; provide hand sanitizer and/or appropriate personal hygiene items (soap, towels, etc.).
    - Provide a place for officials to meet outside of the locker room away from the teams/crowds for pregame, halftime, and postgame discussions.
    - Provide appropriate security while in “open” areas. \* Provide “sign-in” and/or payment with minimal invasion of personal space yet providing protection of confidential information.
    - Contracts for officials: Officials should be paid for any game that is scheduled at the beginning of a “reduced” season even if it is canceled due to COVID impact on the game.
    - Event Staff: Initiate efficient protocols with essential staff only; should wear face covering whenever possible.
    - Admission: Consider cashless admission utilizing digital tickets or home-site season pass; provide plexiglass or other barriers for ticket staff.
  - Concessions
    - Follow food service guidelines and provide a limited menu with pre-packaged foods and bottled drinks.
    - Fan attendance: Policies should be made in consultation with your local health authorities. If crowd size is limited, consideration should allow for appropriate representation of fans from both/all schools participating.
    - Ensure crowds do not have access to competition areas or competitors before/during/following competition.
  - Transportation
    - Adhere to BOE policies and KSDE considerations for transportation to/from practices and contests.

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- Clean vehicles before and after each usage; suggestions include single individual per bus seat; staggered bus seating as available; parent support for transporting own child (if within BOE policy).
- Masks should be worn during transport to and from events if social distancing cannot be maintained. Make every reasonable effort to follow KSHSAA activity specific risk mitigation considerations.
- Facility and Equipment Management
  - Set up each facility to allow for appropriate social distancing; utilize breadth of available facility space for each event.
  - Follow CDC recommendations for cleaning and disinfecting community facilities. – Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
    - Hygiene stations containing hand sanitizer, facial tissues, gloves and surface disinfectants should be available throughout facilities.
    - Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
    - Commonly touched areas should be cleaned multiple times throughout the day.
    - Adhere to local school policy for locker room usage.
      - If locker rooms are used, precautions should be taken to ensure large groups do not congregate. Keep different teams within your school from being in the locker room at the same time.
      - Locker assignments should be established to maintain as much social distancing as possible and to ensure participants from different sports are not coming into contact with each other; maintain consistent bubbles/groupings of students in the locker room together.
      - Establish a locker room cleaning schedule with your custodial staff which ensures appropriate cleaning is taking place each time a group leaves the locker room.
      - Practice and competition attire should be cleaned after use; equipment cleaned before storing.
      - Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered by a non-porous material that can be effectively cleaned.
      - Shared equipment should be cleaned thoroughly before use, between users and at the end of the session.
      - Students should use individualized hydration containers (e.g., water bottles, jugs, disposable cups).
        - Group hydration devices (water cows, water fountains, hoses, etc.) should not be used other than to refill personal water containers.
        - During refilling, appropriate social distancing should be maintained and the equipment should be regularly cleaned.

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- There should be no shared athletic towels, clothing or shoes between students.
- All athletic equipment, including balls, should be cleaned intermittently during practices and competitions per the manufacturer's guidelines.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use and not shared if possible.
- Participation and Events
  - Refer to KSHSAA Activity Specific Risk Mitigation Considerations

### **\*\*1st Semester Finals Exemption Policy**

- Finals Exemption Policy (1st Semester)
  - For the 1st Semester of the 2020-2021 school year students in grades 9-12 will be exempt from taking the final in a class where:
    - The student has an (A) in the class, and
    - The student has not been issued an In-School Suspension (ISS) or Out-of-School Suspension (OSS)
      - ISS/OSS received for reasons related to attendance & tardies do count as ISS & OSS
  - This policy was approved at the 10.12.20 BOE meeting and is effective for only the 1st Semester of the 2020-2021 school year

### **RESOURCES & REFERENCES**

- [KSDE Navigating Change--Kansas Guide to Learning and School Safety Operations](#)
- [CDC---Considerations for Schools](#)
- [KDHE---Corona Virus](#)
- [KDHE--COVID-19 Response](#)

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- USD 330 Mission Valley will follow all requirements and regulations issued by local, county, and state governing agencies.