

HAMILTON COMMUNITY SCHOOLS

2020 -2021 REENTRY PROTOCOL **updated 6/2022

Addressing Community Spread in Hamilton Community School Corporation
(As determined by local Health Departments and State Health Department)

Low to No Spread	Minimal or Moderate Spread	Substantial Spread
<ul style="list-style-type: none">• Establish and maintain communication with Local Health Department Officials• Low to few known active exposure cases <u>at school buildings</u>	<ul style="list-style-type: none">• Establish and maintain communication with Local Health Department Officials• Minimal or moderate <u>active exposure cases at school buildings</u>	<ul style="list-style-type: none">• COVID spread is such that rolling closures are needed (could be short term or long term)• Substantial <u>active exposure cases or absences impacting school building attendance, and staffing</u>

Risk Mitigation Approach

- **Conduct self-screening** (prevent sick people from attending school)
- **Provide options** (take care of all who cannot attend, until they can)
- **Promote Hygiene** (handwashing, sanitizer)
- **Increase cleaning** (disinfect surfaces, high touch areas)
- **Keep kids in cohort groups as much as possible** (support tracing)
- **Maximize distance** (as feasible)
- **Avoid large groups** (where possible)
- **Allow mask** (support those who do)

Decisions based on 1) medical advice, 2) what is feasible, 3) what parents will support

Should my student come to school today?

Current Statistics for Steuben and Dekalb County	Source: https://www.coronavirus.in.gov/2393.htm
Parent Screening Measures before a child leaves home (keep a child home if one or more symptoms not otherwise explained):	<p>A fever of 100.4 F or greater * Cough * Shortness of breath or difficulty breathing * Chills * Repeated shaking with chills * Muscle pain * Headache * Sore throat * New loss of taste or smell</p> <p>A child (or employee) should stay home from school if they test positive for COVID-19 or exhibit <u>one or more of the symptoms</u> of COVID-19 listed above based on CDC Guidance that is not otherwise explained. Parents call and report absences if remaining home for this reason.</p>
Return to school after having on symptom above and NO COVID – 19 test:	No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fever); and *Other symptoms have improved (for example, when your cough or shortness of breath have improved); and *At least 10 calendar days have passed since your symptoms first appeared. * Any student, teacher, administrator, or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website www.coronavirus.in.gov has a list of over 200 testing facilities, their locations, and hours of operation. This list is updated frequently.
Return to school after having one symptom above and testing negative for COVID – 19:	Return when the fever has been gone for 72 hours without the use of medicine that reduces fevers or upon feeling better.
Return to school after having on symptom above and testing POSITIVE for COVID – 19 with symptoms:	<p>First: Notify your school immediately of any positive test. Also call 260-668-1000 (Steuben County Health Department) or 260-925-2220 (DeKalb County Health Department) immediately to report.</p> <p>Persons who experienced symptoms and have been tested for COVID – 19 may return to school if the following conditions are met:</p> <ul style="list-style-type: none"> • The individual no longer has a fever (without the use of medicine that reduces fevers); and • Other symptoms have improved (for example, when your cough or shortness of breath have improved); and • At least 10 calendar days since their test without symptoms; or • The individual has received two negative test at least 24 hours apart.
Return to school after having one symptom above and testing POSITIVE for COVID – 19 asymptomatic:	Persons who have not had symptoms but test positive for COVID-19 may return when they have gone <u>ten (10) calendar days without symptoms</u> and <u>have been released by a healthcare provider</u> . Students may also return if they are approved to do so in writing by the student's health care provider.
If someone in your home has symptoms or is being tested for COVID - 19:	Students and employees should remain home for 72 hours if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Parents and employees should notify the school if someone in the house has tested positive for COVID-19.
If someone in your home has tested positive for COVID - 19:	If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home a minimum of two weeks. This could be longer if the student becomes symptomatic. Return to school after documented infection of COVID-19 should be directed by the individual's health care provider. Parents and employees notify the school if someone in your home has tested positive for COVID-19.

TRANSPORTING STUDENTS

Low to No Spread	Minimal or Moderate Spread	Substantial Spread
<ul style="list-style-type: none">• Parents/Guardians are encouraged to transport children to and from school if they can do so• Bus drivers and students must wear masks (County Health mandate)• Assigned seats on buses, siblings sit together, fill the bus from back to front, No switching buses, No switching seats. Changes to drop off/Pick up can only be changed from assigned bus to parent pick up or walking (if available)• All staff self-screen each day before starting routes• Hand sanitizer available on bus• Parents are to conduct health screening before placing students on bus and have students wash hands before getting on the bus. DO NOT send children to school if they have any symptoms• The bus is cleaned and disinfected between each route• Students only dropped off/picked up at home address or licensed daycare provider.	<ul style="list-style-type: none">• Same as transporting students in low to no spread if school is in session	<ul style="list-style-type: none">• School Building are closed

PROTECTIVE MEASURE

Low to No Spread	Minimal or Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> • All staff self-screen for symptoms each day before starting the day. Students/families screen before coming to school. • Mask are strongly encouraged, but not required, for all students and staff when social distancing is not an option. (working in small groups, passing periods grades 6 – 12, restrooms, etc.) Mask are required for school bus drivers and students on the school bus (unless the driver has concerns regarding safety while driving) • Teach and reinforce good hygiene practices like hand washing, covering coughs, etc. • Signs posted throughout the school about how to minimize the spread, how to wash hands, appropriate social distancing, and staying home when you are sick. • Hands washed/sanitized at the start of school, before eating, after restroom breaks, after blowing nose, coughing, or sneezing, and after using shared equipment (art class, etc.) • Playground – recess times are staggered, hand sanitization before and after recess, equipment is cleaned daily with antibacterial/antiviral wipes, spray, etc. • Desk are spread as far apart as possible in the classroom. Seating charts are maintained. All desks face the same direction. Extra furniture is removed to allow for more space. • Students are kept in cohort groups PK – 5 (No buddy classes, etc.) • If desks are shared, they are cleaned between periods with antibacterial/antiviral wipes, sprays, as feasible. • Minimize the use of shared supplies and materials. Sanitize between each use if shared as feasible with antibacterial/antiviral wipes, sprays, etc. • Protocols established for students who begin to feel sick at school, including isolation room in the building. • Water fountains are closed. Students may bring water bottles from home to be filled at stations. Bottled water provided if filling stations are not an option. • Reporting process in place to track symptoms, absence, COVID cases, and communicate with the health departments. • Shared equipment in hands-on classes will be limited. Any shared equipment will be sanitized between uses. 	<ul style="list-style-type: none"> • Same as low to no spread • Re-evaluate mask use policy • Facilities and buses re-evaluate to allow for even more social distancing 	<ul style="list-style-type: none"> • No students of staff in buildings

CLEANING AND SANITIZING

Low to No Spread	Minimal or Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> • Cleaning budget increased to support more equipment, supplies, and services if needed. • All staff self-screen each day before starting shift. • Soap and hand sanitizer are available throughout the building and in each classroom. • Routine cleaning is performed on a regularly scheduled basis by district contracted custodial services. • Supplemental cleaning is performed by custodial staff above what is considered routine. Supplemental cleaning is focused on high touch areas/surfaces, specifically to prevent the spread of disease. This includes disinfecting cafeteria tables, playground equipment, desk, etc. Door knobs, handles, countertops in common areas will be disinfected with wipes or spray on a regular basis through the day. Common area/shared restrooms will be cleaned every 2-4 hours as directed by the health department, or more often as time allows. 	<ul style="list-style-type: none"> • Same as cleaning in low to no spread • Possible deep cleaning of some areas/buildings 	<ul style="list-style-type: none"> • Deep cleaning procedures conducted by custodial staff (Mid American) at the direction of the Facilities Director.

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Based on changing data on the spread of COVID-19 in our area, the entire district, an individual building, or specific grade level may move to different instructional models as necessary to keep students and staff safe.

Level of Spread	Low to No Spread	Minimal or Moderate Spread	Substantial Spread
Instructional Model	<p>Traditional Learning where 100% of students attend traditional school every day. Mitigation strategies in place to prevent the spread of COVID-19.</p> <p style="text-align: center;">Or</p> <p>100 eLearning option available for students/families that do not feel safe or comfortable returning to the traditional learning or for students who are high risk. Families who choose this options commit for the nine-week grading period and re-evaluated for the new grading period.</p>	<p>Traditional Learning with intensive mitigation strategies and enhanced social distancing</p> <p style="text-align: center;">and/or</p> <p>Targeted, short term eLearning for school building/grade levels/district wide eLearning as necessary for cleaning/self-quarantine due to increased spread.</p> <p style="text-align: center;">and</p> <p>100% eLearning option maintained for students/families that have requested that option for the nine weeks grading period.</p>	<p>eLearning until Community Spread decreases and then transition back to traditional learning with 100% eLearning option maintained for families who have selected it for the current nine-week grading period. All grading and deadlines apply to in school and eLearning environments.</p>
Level of Response	<p>School buildings are open with additional cleaning, safety, and protective measures in place. Teachers will provide instruction based on a traditional schedule.</p> <p>100% eLearning options will provide instruction from the teacher just as if the student was in the classroom. Students will be expected to attend all sessions and complete all work. Counselors are available for students, and special education services are provided.</p>	<p>School buildings are open with additional cleaning, safety, and protective measures in place. Teachers will provide instruction based on a traditional schedule.</p> <p>Short term eLearning from a specific building, grade, or the entire district will provide instruction from the teacher just as if the student was in the classroom, covering new, grade level content. Students will be expected to attend all sessions and complete all work. Counselors are available for students and special education services are provided.</p> <p>100% eLearning Option Maintained</p>	<p>eLearning will provide instruction from the teacher just as if the student was in the classroom. Students will be expected to attend all sessions and complete all work. Counselors are available for students and special education services will be provided.</p> <p>Extended closures for community spread.</p> <p>100% eLearning Option Maintained</p>

Low to No Spread	Minimal or Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> • School buildings are closed to visitors and volunteers. No parents or guardians in to eat lunch or walk children to class. PK and K drop off to be modified for start of school. No guest speakers (virtual speakers are approved), No Junior Achievement presentation, etc. at this time. The only exception is the BASE program and workers. 	<ul style="list-style-type: none"> • School buildings are closed to visitors and volunteers. See Low to No Spread. 	<ul style="list-style-type: none"> • School buildings are closed. The exception will be personnel needed to maintain the operating status of the school corporation.

Cafeteria Protocol

- All workers will wear masks/gloves
- Protective barriers between students and food service area
- 6 students per 12 seat table with 1 seat between students
- Elementary students will be seated and lunch trays brought to them to avoid serving lines
- Grades 6 – 12 will observe 3 feet distance in line and will indicate choices to cafeteria staff who will prepare their tray for them to prevent multiple people touching serving utensils
- Students will give name to cashier who will enter their name/number to avoid all students using the touch keypad.