



This document has been prepared as a framework for how the district will handle operations during the 2020-2021 school year.

One factor that districts need to consider in conjunction with the local health department is the degree of community spread of COVID-19. If there is very little community spread, schools may operate close to normal with some preventive measures in place, and an On-Site Learning Environment would be appropriate. If the prevalence of COVID-19 in the community increases, a USD 417 will need to increase preventive measures, which could include limiting the number of students at school, a Hybrid Learning Environment or shifting to a Remote Learning Environment where few or no students attend school on-site.

While COVID-19 is active within the state, schools will need to focus on student, staff and community health and safety, while providing the best educational opportunities possible. To accomplish this task, schools must maintain open communications with all parts of the school community; offer transparency by publicizing guidelines for conditions under which school operating statuses are determined; and ensure the community has easy access to updates and information about school reopening and possible facility closure.

Throughout this document there will be three learning environments that are referenced:

- **On-site Learning Environment:** students and teachers will be in school with or without social distancing practices put into place.
- **Hybrid Learning Environment:** students would be spending part of their time in the classroom and part of their time learning virtually from home.
- **Remote Learning Environment:** students would be doing all of their learning from home and not entering the school building at all.

Table of Contents

Health	3
Classrooms	11
Common Spaces	14
Transitions	17
Extra and Cocurricular	19
Facilities	25
Food Service	28
Transportation	29

HEALTH

Objectives throughout this pandemic are to optimize education, promote health and safety and mitigate risk for everyone who is part of the school community.

In the event a school does indeed have one case of COVID, school administrators will work closely with the local health department to ensure that isolation and quarantine procedures are initiated and followed and that appropriate public information is shared. You will notice throughout this section that protecting the health of the students, school staff members and anyone in the community who interacts with the school is not just the responsibility of the school administrator or school nurse - it is everyone's responsibility, including the students! It is anticipated there will be frequent updates to this section as the situation with COVID-19 is constantly evolving.

Wearing Cloth Face Coverings, Masks and other

- Students will wear masks at all times as feasible as requested by the Morris County Health Officer but will be allowed monitored "mask breaks" when specific guidelines allow.
- Students or staff with a medical condition, mental health condition, or disability that prevents wearing a face covering must provide a physician's note to the School Health Officer.
- Visitors and staff will wear masks or face coverings while inside school facilities unless it inhibits the person's ability to perform his or her job, inhibits a person's ability to participate in the educational process or is disruptive to the educational environment.
- Masks or face coverings are also recommended outside when social distancing is not possible.

Adopt Hygiene Measures

- All people are encouraged to wash hands or use hand sanitizer when they come to school and every hour.
- Hand sanitizer stations will be placed at the entrances of the building.
- Staff and students will practice social distancing whenever possible. Social distancing is defined as physical separation of a minimum of 6 feet.
- Staff and students will separate personal items into cubbies or baskets that are not shared with other students. Do not allow students to share lockers.
- Staff and students should cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash, and hands should be washed immediately with soap and water for at least 20 seconds.

- Staff and students are encouraged to create their own hand signals to replace shaking hands, hugging or giving high-fives.
- Disinfectants and related supplies are available to all employees close to their workstations.
- Signs will be posted at entrances, and high visible locations informing all who enter that they must:
 - a) Not enter if they have a cough or fever; b) maintain a minimum of 6-foot distance from one another; c) not shake hands or engage in any unnecessary physical contact.
- Signs will be posted that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Signs will be posted in bathrooms with directions on how to effectively wash hands.

Exclusion from School

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately. Anyone experiencing a fever or vomiting should not enter the building. Anyone experiencing two or more of the following symptoms, should also stay home. Symptoms of COVID-19 are: (Also see Appendix A: Coronavirus vs. Cold vs. Flu vs. Allergies).

- Fever (100 or higher)
- Chills
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- Lower respiratory illness (cough, shortness of breath or difficulty breathing)
- New loss of taste or smell
- Nausea, diarrhea, vomiting
- Congestion or runny nose

-
- If a student or employee has recently traveled from a location on the KDHE Travel-related Quarantine List, the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas.

Temperature and Symptom Screening

- Staff and students will complete a symptom self-screening daily prior to entry to a school facility. Temperature screenings will be completed upon entry into the building.

Medical Inquiries

- Given the nature of the pandemic, USD 417 will make additional medical inquiries of staff members and students than they otherwise would have. Please note that 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 by federal agencies in this circumstance. Staff members will be asked to enter their symptoms with a sick leave request for the school health officer to review.
- If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms. The school may take the temperature of students, employees and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

Personal Protective Equipment (PPE)

- Some employees may be required to wear PPE when directed to do so by the school's protocol or the employee's supervisor. In addition, people who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) may be asked to wear a cloth face covering, a mask or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave.

Defining a Case of COVID-19 Disease and the Infectious Period

- A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen). Based on what we currently know, a case is considered infectious two days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as two days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or the local health department (See Appendix C: Isolation and Quarantine Release graphic).

Defining a Close Contact

- A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes or more or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or the local health department (See Appendix B: Isolation and Quarantine Release graphic).

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or the local health department.

Currently those guidelines are:

- Untested
 - Persons who have not received a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, but experience symptoms may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND
 - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved).
 - Whichever criteria is longer. Meaning, a minimum of 10 days.
- Tested and awaiting results
 - Persons who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.
- Positive result
 - Symptomatic cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND
 - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved).
 - Whichever criteria is longer. Meaning, a minimum of 10 days.
 - 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 10-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.
- Negative result
 - Known exposure to a COVID-19 case or travel from a location on the KDHE Travel-related Quarantine List People who are identified as close contacts of a COVID-19 case or have travelled from a location on the KDHE Travel-related Quarantine List must be quarantined for 14 days. A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine.
 - No known exposure to a COVID-19 case or travel-related exposure. People who have not been identified as a close contact to a COVID-19 case and have not travelled from a location on the KDHE Travel-related Quarantine List may return to work/school.

Other Students and Employees in the Household

- If a student or employee is excluded from school 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 for a mandatory 14-day quarantine period, which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, the 14-day quarantine period for household contacts begins once the case is released from isolation by Public Health (See Appendix C: Isolation and Quarantine Release Graphic).
- If a student or employee is excluded from school on a 14-day mandatory quarantine 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 unless they were also identified as a close contact of a case.

Travel-Related Quarantine

- If a student or employee has recently traveled from a location on the KDHE Travel-related Quarantine List, the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas.
- Parents are asked to provide travel information to the school health office in the event that the student would travel to any areas on the KDHE Travel-related Quarantine List. Be advised that there may be a county within the state that has higher community transmission even if not listed currently. Please take this into consideration when making travel plans. The school health team will be asking for travel information to ensure that quarantine is initiated if needed.

School Response to Student or Employee in Isolation or Quarantine

- As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19 disease, the custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.
- The district health officer or designee will work with staff to immediately begin compiling a list of close contacts, including names, email addresses and phone numbers. Consider the two days prior to when the case started having symptoms or if the case was asymptomatic the two days prior to the date the sample was collected. Identify anyone who would have been within 6 feet for 10 minutes or more or would have had direct contact with secretions. Guardians of students who have been identified as close contacts and any staff identified as close contacts should be informed immediately. Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case. The list of close contacts should be shared with the local health department for follow-up during the quarantine period.
- KDHE may be providing modified quarantine guidelines for schools in the near future. These will be taken into consideration when provided.

Separation While in School

- Each school has a room or space separate from the nurse's office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pick-up. Students will be given a mask to wear. Only essential staff and students assigned to the room may enter. Records of the persons who entered the room will be kept, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff must wear appropriate PPE. Students who are ill will be walked out of the building to a vehicle.

Confirmed Case of COVID-19 In the School Building

- When there is confirmation that a person infected with COVID-19 was in a school building, the school will contact the local health department immediately.
- The school will remain open but block off areas where the person infected with COVID-19 was in the school building until the area has been cleaned thoroughly. The school will work with the local health department to assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period.
- It is possible the school will close while working with the local health department to assess factors, such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen. While the school building is closed, all school activities will be cancelled or rescheduled,

regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs and field trips. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the health department.

- The school will use the district parent notification system to contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large. It is extremely important for families to ensure their contact information is updated with the school office. This includes email address and phone numbers.

Individuals with Underlying Health Conditions

As of July 17, 2020, the CDC (Center for Disease Control) states that people of any age with the following conditions **are at increased risk** of severe illness from COVID-19:

- Cancer
- Chronic Kidney Disease
- Chronic Obstructive Pulmonary Disease (COPD)
- Immunocompromised state (weakened immune from solid organ transplant)
- Obesity (Body mass index of 30 or higher)
- Serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle Cell Disease
- Type 2 Diabetes Mellitus

The CDC also states that people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular Disease
- Cystic Fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease

- Pregnancy
- Pulmonary fibrosis
- Smoking
- Thalassemia
- Type 1 Diabetes Mellitus

Children who have medical complexity, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease might be at increased risk for severe illness from COVID-19 compared to other children.

Consideration and additional planning will take place for those staff and students with underlying health conditions to ensure the health and safety of the individual. Consultation with healthcare providers will be imperative when determining the risk vs. benefit. Changes may be made to student Individual Healthcare Plans, 504's and IEP's to reflect the additional precautions that are suggested by the healthcare professional if able to attend on-site education. USD #417 encourages parents of medically fragile children to speak with their doctor to discuss what is best for the child. A remote option will be made available to those students if unable to attend in person. If any staff member or parent has concerns or questions in regards to underlying health conditions, please speak to the school health officer as well.

On-site Testing

The Morris County Health Department will soon have rapid, portable testing capabilities for COVID-19. This may be an option for staff and students displaying COVID-like symptoms. **No** student testing will be completed without proper consent being obtained from a parent.

CLASSROOMS

Instructional Programing

To increase the safety of students and staff USD 417 will:

- Practice and prepare to model proper hygiene practices, such as handwashing, using hand sanitizer and social distancing techniques, including alternatives to handshakes.
- Post signage in classrooms, hallways and entrances to communicate how to reduce the spread of COVID-19.
- Practice and prepare to model the proper wearing and disposal of personal PPE, including masks.
- Utilize trauma-informed practices to improve the culture for students. Communicate effectively and empathetically with students about the pandemic and about the necessary changes to school life.
- Social distance as possible by increasing space between students during in-person instruction. Understand there may be times that it will be necessary to provide close individual contact to provide comfort, private discipline or personal instruction. When in close contact for long periods of time, staff should wear PPE, as feasible.
- Remove extra furniture from the classroom to increase the space available to provide distance between students.
- As much as possible, furnishings with fabric and other hard-to-clean coverings should be removed from the classroom.
- Arrange student furniture to have all students face in the same direction, unless approved by an administrator or health officer.
- Assign seats and require students to remain seated in the classroom.
- Utilizing outdoor spaces is encouraged, when possible.
- Students who have underlying conditions or risk factors identified by the Centers for Disease Control (CDC) should be provided with opportunities to continue learning while prioritizing their health and safety.
- Staff members who have underlying conditions or risk factors identified by the CDC should communicate with their supervisor about appropriate protective measures and accommodations.
- Start school with a focus on social and emotional learning activities. Socio-emotional supports should then be continued throughout the school year and be integrated into students' regular learning opportunities.
- Prepare students to fluidly move from one learning environment (Onsite, Hybrid, Remote) to another in response to local transmission. Example – using email, google classroom, class dojo, zoom, google hangout, etc.

Group Stability

To be proactive in helping reduce the potential transmission of COVID-19, USD 417 will establish stable student groups, maintain stable groups in a single educational environment while rotating staff members when possible, limit mixing of stable groups, and abide by the max number of people allowed to congregate as determined by the administration, state, local governments and CDC guidelines, as feasible.

Social Distancing

To be proactive in helping reduce the potential transmission of COVID-19, USD 417 will follow CDC recommendations by limiting student interactions between stable groups and maintaining 6 feet social distancing, when feasible.

Instructional Materials

To be proactive in helping reduce the potential transmission of COVID-19, USD 417, all students will have their own supplies and will avoid sharing of materials. When sharing is unavoidable, materials will be sanitized daily or between use, as much as possible. This includes instructional materials for specialized classes (PE, Music, Art, Computer Lab) and support/intervention groups.

Considerations for Early Childhood and Classrooms with Specialized Instruction

- The use of face coverings may not be feasible for staff members and students in early childhood programs and for classrooms with medically fragile students and students with special needs, e.g. deaf and hard-of-hearing students who will struggle with muffling by masks and loss of ability to see face and lips.
- Consult with local health officials/medical experts and staff members regarding appropriate alternative face coverings, such as face shields, which allows visibility of face.
- Reinforce other healthy practices, including frequent hand-washing, avoiding touching mouth, nose and eyes as much as possible, and as much social/physical distancing as is practicable.

Classroom Visitors

- Visitors will have limited access to buildings beyond the front office.
- Hand sanitizer stations at building entrances will be available.
- Visitors will be required to wear masks upon entering the building.
- Clear signage on doors regarding fever, illness symptoms and mask.

Attendance Standards

Due to the uncertainty of the COVID-19 pandemic, schools will be suspending any awards that are tied to attendance.

On-Site

- Attendance is required according to Kansas law. (See Student Handbook)
- Parents will provide medical documentation for an illness that results in absences in excess of 3 days.
- Parents will consult with the District Health Officer in regards to absences due to COVID-19 related circumstances.

Hybrid

- Attendance is required according to Kansas law. (See Student Handbook)
- There will be a combination of on-site and remote attendance.
- Parents will provide medical documentation for an illness that results in absences in excess of 3 days.
- Parents will consult with the District Health Officer in regards to absences due to COVID-19 related circumstances.

Remote

- Attendance is required according to Kansas law. (See Student Handbook)
- Students will be contacted daily by a teacher.
- Attendance is based on daily participation through an online platform and will be documented by a daily log sheet that is signed by both the student and parent.
- Student's must be engaged in learning activities for a minimum of 30 hours a week.
- Parents will provide medical documentation for an illness that results in absences in excess of 3 days.
- Parents will consult with the District Health Officer in regards to absences due to COVID-19 related circumstances.

Discipline

For the health and safety of all, students who exhibit high-levels of aggressive or violent behavior may be asked to continue their education through remote learning.

COMMON SPACES

Promoting Behaviors that Reduce Spread in Common Spaces

USD 417 will implement several strategies to encourage behaviors that reduce the spread of COVID-19 for students and staff specific to common spaces. Common spaces may include but are not limited to: library, hallways, cafeteria, offices, gymnasiums, health room, front entry, auditorium, bathrooms, locker rooms, sports venues, parking lots, teacher lounges, break rooms, work rooms, conference rooms and multipurpose rooms.

Maintaining Healthy Environments in Common Spaces

USD 417 will implement several strategies to maintain healthy environments in Common Spaces. This can include closing or restricting the use of common spaces.

- **Cleaning and Disinfection**
 - Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, bottle filling station) within common spaces at least daily or between use as much as possible.
- **Shared Objects**
 - Discourage sharing of items that are difficult to clean or disinfect.
 - To reduce touch points, office staff will record visitors to the building as opposed to using sign-in/out forms.
 - 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 their 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, games or learning aids.
 - Workspaces for students and staff members will be cleaned and disinfected between uses by different individuals.
- **Modified Layouts**
 - Space seating areas at least 6 feet apart when feasible.
 - Students will sit on only one side of tables, spaced apart, when feasible.

- **Physical Barriers and Guides**
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff members and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating one-way routes in hallways).
 - All visitors will be asked to schedule appointments in advance, when possible. Visitors will remain outside the facility until appointment time.
 - All visitors will be asked to complete a self-symptom screener and should answer “no” to the following questions prior to entering: Do you have symptoms of fever (100 or higher), lower respiratory illness (cough, shortness of breath or difficulty breathing), runny nose or congestion, chills, muscle or body aches, fatigue, headache, sore throat, new loss of taste or smell, vomiting or diarrhea? Have you visited any of the restricted travel advisory locations on the KDHE list within 14 days? Have you had close contact with anyone in the past 14 days who has been diagnosed with COVID-19?
- **Multi-use Spaces**
 - Multi-use spaces, such as cafeteria, multi-purpose rooms, library and auditorium areas will need to be reserved to stagger use and will be sanitized daily or between use, as much as possible.

Maintaining Healthy Operation

USD 417 will consider implementing several strategies to maintain healthy operations in common spaces.

- **For gatherings of staff and students, schools will:**
 - Limit the use of common spaces by multiple groups at one time. If students and staff members are in stable groups in classrooms, they should not come together in common spaces.
 - Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least 6 feet between people or groups if events are held. Limit group size to the extent possible.
 - Pursue virtual activities and events in lieu of student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- **For visitors, schools will:**
 - Limit any nonessential visitors, volunteers and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
 - Use virtual options for guest speakers.
 - Not allow lunch guests

- **For parents, schools will:**
 - Limit parents coming into the building.
 - Parents will drop off or pick up students without entering the building at the beginning and end of school days.
 - Parents will drop off student materials with office staff.
 - Use virtual options for parent meetings and conferences whenever possible.
- **For scheduling purposes, schools may:**
 - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
 - Alter bell schedules and release times between class periods to assist in minimizing foot traffic.
- **For staff training, schools will:**
 - Train staff on all safety protocols regarding safe use of common spaces.
 - Include proper use of cleaning supplies if cleaning and disinfection will be required of noncustodial staff.
 - Conduct training virtually or ensure that social distancing is maintained during training.
- **For sharing facilities, schools will:**
 - Require organizations that share or use the school facilities to also follow safe operations and social distancing.
 - Revise assemblies and performances to allow for social distancing.
 - Plan alternative activities for graduation and other milestone events.
- **For Libraries, schools will:**
 - Have hand sanitizer available for student use when they enter and exit the library.
 - Consider checking out classroom sets of books to limit traffic in the library and handling of books.
 - Have a collection-return box for all items being returned. Leave items in the box for 72 hours before replacing them on the shelves. This will require a three-day rotation of collection-return boxes.

TRANSITIONS

Transitions within schools include arrival, dismissal, movement in the hallways between classes, to and from lunch, specials, restroom breaks, and any other collective movement within the school.

- **One- Way Traffic**
 - If hallways are not wide enough for proper social distancing of students, one-way traffic will be considered, as well as possible staggered release times.
- **Adhere to Social Distancing**
 - Visual cues in hallways will be considered to assist students with proper social distancing: decals on the floor, tape, paint, carpet squares.
- **Front Facing**
 - Students will be expected to face forward during transitions to prevent face- to-face interaction.
- **Alternate Days and Staggered Times**
 - In the event the school must transition to a Hybrid learning environment in order to adhere to smaller groups of students, schools may look at alternating schedules when attending on-site classes.
 - Schools may stagger arrivals, departures and transitions within the school to avoid larger gatherings.
- **Open Interior Doors as Possible to Reduce Spread of Germs**
 - To reduce the number of interactions with door handles, some interior doors may be left open to reduce the shared common surface of door knobs and handles.
- **Lockers**
 - If lockers are in use, student transition time will be staggered to allow for social distancing.
- **Use Outside Spaces as Possible**
 - If possible, transitions could take place outside of the building as well as cohort learning. Student safety and school security should be considered at all times.

- **Restrooms**
 - Students will be encouraged to use restrooms during instructional time to reduce the number of interactions in the hallway during passing periods.
- **Movement Between Buildings**
 - Minimize staff members traveling between buildings to provide student services.
 - Record dates and times when itinerant staff members work with specific students.
 - Staff members working in multiple buildings will be responsible for keeping track of movement among district facilities (dates, times and locations).

EXTRA AND COCURRICULAR

USD 417 will:

- Follow all Kansas State High School Activities Association (KSHSAA) guidelines.
- Provide COVID-19 education for coaches/sponsors, students, and parents.
- Collaborate with athletic trainers, school nurses, and/ or local health officials.
- Post signage regarding COVID-19 prevention and safety.
- Post signs and symptoms of COVID-19 throughout all facilities.
- Maintain an attendance roster at all activities for contact tracing purposes.
- Maintain documentation of the following:
 - Date/time
 - Participant name
 - Temperature
 - Report of cough
 - Report of sore throat
 - Report of congestion or runny nose
 - Report of headache
 - Report of chills
 - Report of fatigue
 - Report of new loss of taste/smell
 - Report of muscle weakness
 - Report of shortness of breath
 - Report of nausea, vomiting, diarrhea
- Report of close contact with someone diagnosed with COVID-19. Individuals that exhibit any symptoms of COVID-19 or indicate contact with someone with COVID-19 will be excluded from activities and reported to the health office following district procedures.

- Provide coaches/sponsors with hand sanitizer, tissues, gloves, face shields and face coverings/masks as appropriate.
- Communicate support for high-risk individuals to avoid participation in extra and co-curricular activities. High-risk individuals include 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, immunocompromised (i.e., cancer treatments, smoking, HIV, organ transplant), severe obesity, diabetes, chronic kidney disease/dialysis and liver disease.
- Develop a plan to deal with activities or events that are not able to occur or be completed, as scheduled.

Communication Recommendations

- Regular communication will occur through typical USD 417 media outlets.

Personal Hygiene

- Personal hygiene protocols for extracurricular activities will be the same as used in all other school settings.

USD 417 will:

- Require hand sanitizing/washing hands upon arrival, frequently during play/ practice, after activities.
- Maintain at least 6 feet of personal distance as much as possible.
- Strongly encourage cloth face coverings/masks.
 - Especially when at least 6 feet of personal distance is not feasible.
 - Not advised during high intensity workouts, playing instruments.
 - Students/staff members should always be allowed to wear a cloth face covering/mask if they prefer.
- Encourage alternatives to high fives and celebrations to minimize contact.
- Expect participants to cough/sneeze into your elbow.
- Expect participants to not spit near others or onto surfaces used by others.
- Expect participants to cover open wounds.
- Clean/disinfect highly touched surfaces frequently.
- Expect participants to shower, wash clothing, and clean gear immediately after play/ practice.

Equipment/Facilities

USD 417 will:

- Limit sharing of equipment and gear. Students will be provided with their own uniform/gear and water bottles. If gear is shared, clean/disinfect between individual use.
- Require students to bring their own towel, if they desire one.
- Have water stations available for bottle refilling only.
- When possible, wash all clothes after play.
- Wipe balls/equipment and clean between practice sessions and during sessions, as feasible.
- Store equipment and gear separately in order to avoid cross contamination and/or clean/disinfect equipment/gear pre/post use.
- Follow CDC recommendations for cleaning of community facilities.
- Encourage students to not touch eyes, nose or mouth, and use hand sanitizer frequently when sharing implements (balls, equipment).

Recommendations for Athletics

- Follow all of the safety and prevention protocols practiced in school.
- Engage in individual work as much as possible.
- Encourage small group work as much as possible.
- Maintain at least 6 feet of distancing when not engaged in activities.
- Limit number of times athletes are face to face as much as possible.
- Limit length of time athletes are face to face as much as possible.
- Consider staggered start times.
- Encourage athletes to arrive/depart in individual cars.
- Avoid/limit shared equipment/gear.
- Stagger locker room schedule to avoid overcrowding.
- Considerations for safety regarding transportation when required.
- Consider live streaming as allowed.
- Higher risk activities present greater opportunities for spread of disease therefore consideration should be made for increased precautions as the risk increases.
 - Per NFHS:

- Higher Risk Activities: Wrestling, Football, Lacrosse, Cheer (stunting)
- Moderate Risk Activities: Basketball, Volleyball, Baseball/Softball, Soccer, Gymnastics, Swim Relays, Pole Vault, High Jump, Long Jump
- Lower Risk Activities: Individual Running Events, Sideline Cheer/ Dance, Cross Country
- Note: Some activities listed above could move categories depending on mitigating measures (staggered start times, cleaning implements between use, spacing, etc.)

Recommendations for Performing Arts

General considerations

- Follow all of the safety and prevention protocols practiced in school.
- Refer to NFHS Performing Arts resources.
- Develop a plan for safety regarding transportation if required.
- Assigned seating.
- Wear cloth face coverings/masks when 6 feet of personal distance isn't feasible.
- Be aware of increased risk as participation moves from school, regional, state, and national levels.
- Consider live streaming as allowed with appropriate licensing.
- **Marching Band**
 - Refer to KSHSAA guidelines.
- **Orchestra/Concert Bands**
 - Venue size/spacing in rehearsal should allow for at least 6 feet or greater of personal distance.
 - Venue size/spacing in performances should allow for at least 6 feet or greater of personal distance.
 - Develop procedures for cleaning/disinfecting of school owned and rental instruments.
- **Choir/Music Education**
 - Refer to NFHS guidelines
 - Cloth face coverings/mask usage as feasible.

- When masks are not feasible, utilize outdoor locations and/or large indoor locations allowing for increased personal distance of greater than 6 feet. Develop a plan for 10 feet of distance or more.
- Venue size/spacing during rehearsals should allow for increased personal distance. Develop a plan for 10 feet of distance or more.
- Venue size/spacing for performances should allow for increased personal distance. Develop a plan for 10 feet of distance or more.
- **Theatre**
 - Maximum cast sizes based on size of stages to allow for personal distance of at least 6 feet.
 - Venue size/spacing requirements in rehearsals should allow for personal distance of at least 6 feet.
 - Size/spacing requirements for staging/choreography should allow for personal distance of at least 6 feet or 10 feet when singing.
 - Technical theatre considerations:
 - Develop plans for shared tools (drills, saws, etc.).
 - Use cloth face coverings/masks when safety guidelines are in conflict with social distancing (e.g. ladders, lighting rigs, etc.).
 - Develop plans for individual microphone usage, storage, cleaning/disinfecting.
 - Develop plans for cleaning costumes and/or use of rental costumes.
 - Develop plans for cleaning/disinfecting items handled by multiple students.
 - Spacing for orchestra pits in musicals should allow for at least 6 feet of personal distance.
 - Eliminate special on-stage moments or effects not compliant with 6 feet of personal distancing.
 - Prohibit stage kissing or staged intimacy.
 - Omit flying rigs and other action requiring close physical contact between technician and actor.
 - Omit or mitigate staged combat.
- **Audience Considerations**
 - Refer to COVID-19 Pillars of Safety
 - Refer to CDC guidance
 - Provide hand sanitizer stations upon entry and exit at events.

- Consult with local health department to determine the allowable number of spectators/guests.
- Venue size/spacing for maximum audience size should allow for at least 6 feet of personal distance.
- Consider streaming rights for allowing online audiences.
- Strongly encourage audience members to wear cloth face coverings/masks.
- Address audience traffic management (Arrival, Entrance, Intermission, Exit) to avoid crowding.
- Consider box office management/online sales
- Address restroom safety issues, limit numbers
- Develop a plan for safety measures for concession services
- Develop a plan for safety measures for souvenir or other sales
- Prevent audiences from gathering in large groups to greet students after performances.

FACILITIES

Building Related Recommendations and Considerations for the 2020-2021 school year.

Hand sanitizer

Hand sanitizer and/or hand sanitizer stations will be available in multiple locations throughout the school/building to encourage frequent use.

Social Distancing Markers

Social distance markers such as floor decals or signage may be used to encourage 6 feet separation between occupants.

Trash Receptacles

Trash receptacles inside of USD 417 facilities are touchless in order to minimize exposure.

Drinking Water

Drinking fountains represent a potential frequent-use and high-touch point item for students. Students will bring a bottle of water or a bottle to refill at a bottle filling station.

Lockers

- Protocols will be in place for both academic and athletic lockers.
- Lockers will be cleaned and sanitized frequently.
- Lockers will not be shared.

Cleaning, Sanitizing and Housekeeping Recommendations and Considerations

Cleaning Protocols

Schools will define and establish specific cleaning and disinfecting protocols for custodial staff at each individual building based on occupancy level and hours of use. In addition, if maintenance or other staff members are going to be responsible for cleaning and disinfecting, their protocols should be included.

- Prioritize high-touch areas, such as door handles, handrails, counters and surfaces, tables, chairs, desks, drinking fountains, computer key- boards, work stations, etc.

- Prioritize common spaces used by different cohort groups, such as main office, health offices, isolation rooms, cafeteria, bathrooms, etc
- Eliminate or limit soft surfaces that are hard to clean.
- Cleaning products that are listed as Novel Coronavirus (COVID-19) Fighting Products will be used.
- Cleaning and sanitizing responsibilities and protocols are reviewed and clearly defined for athletic facilities, such as weight rooms, and wrestling rooms; and especially for the equipment that is contained and used in these facilities.
- Cleaning and disinfecting to be performed by custodial staff and non-custodial staff, will be defined and shared with staff.

Training

Although cleaning procedures for touch points and sanitizing may be considered routine all staff that are responsible for this will be properly and routinely trained.

Storage

The increased emphasis on cleaning and sanitation will require greater access to cleaning chemicals and supplies. Students should not have access to chemical supply storage. Noncustodial staff granted access to and use of cleaning and disinfecting products, will be trained on its use and possible hazards.

Disinfectant Sprayers or Foggers

Electrostatic disinfectant sprayers or foggers will be used to enhance effectiveness and coverage for disinfection procedures.

Grounds and Exterior Building Recommendations and Considerations

Playground equipment

- Schools will alternate recess times to minimize the number of students from different groups using the same spaces at the same time.
- To minimize the use of playground equipment, students will be directed to use other outdoor and natural spaces.
- Students will wash hands or use hand sanitizer immediately following the use of the equipment.

Building Access to Outside Groups or Individuals

School Facility Rentals

Districts will review facility rental policies and determine if facilities will be available to outside groups.

- School spaces used by outside groups should be cleaned before and after any use.
- Properly trained individuals, preferably school district staff, should perform the cleaning of school spaces.

Outside Contractors and Vendors

In many cases, having outside contractors and vendors come into school buildings is unavoidable.

- Before a contractor or vendor comes on-site, review expectations for preventive measures will be required.
- Records of the persons that enter the building with time and date as well as the locations in the building will be kept.
- Post work cleaning and sanitizing will be done.

Construction Sites

Most construction projects that occur while school is in session are typically separated from students even if they are occurring in the same building.

- Interaction between students and staff members and construction workers should be minimized.
- Specific expectations for behaviors and preventive measures should be addressed with on-site supervisors before students are in the building.
- Contractors are expected to abide by current CDC and/or OSHA recommendations for the construction site.

Reference: "What Construction Workers Need to Know about COVID-19"

FOOD SERVICE

USD 417 will work to ensure all children have access to school meals, regardless of the learning environment. For the health and wellbeing of students, continuation and adaptation of meal service in some form will remain a priority.

Remote and Hybrid Learning Environments

When students are in remote or hybrid learning environments, schools would continue to serve grab-and-go meals.

- Students may be charged for meals based on their Free and Reduced eligibility status. (Paid, Reduced, Free)

Free and Reduced Meal Applications

Feeding America estimates that Kansas will see a 47.6% increase in child food insecurity statewide due to COVID-19. Many Kansas counties have a much higher projected percent increase in child food insecurity.

- All families are encouraged to complete the Free and Reduced Meal application. This process is confidential.
- Districts should utilize all methods of receiving free and reduced applications. Examples: online, in person drop off, secure email or fax.

On-Site Dining

- Students will be required to wash their hands prior to coming to the serving line. At a minimum, make hand sanitizer available prior to the serving line.
- An adult may be at the doorway of the serving area to control traffic.
- Meal service periods may be adjusted to allow for fewer students in the serving area at one time.
- Schools will utilize all lunchroom space and social distance, as feasible.
- Students will have assigned seats to help keep cohorts groupings consistent.
- A variety of spaces around the school may be utilized to allow students more space while consuming meals/snacks (ex: cafeteria, auditorium, gym, classrooms, and outdoors as weather permits)
- If spaces other than the cafeteria are used for dining, proper cleaning and disinfection as well as refuse collection will occur.
- Delivery and return of meal and cafeteria supplies such as trays and utensils will occur.
- Disinfect tables/seating areas between serving periods.
- Provide separate location for high risk students upon request.

TRANSPORTATION

Sanitation

- Frequently touched surfaces, including hand railing, student bus seats and surfaces in the driver cockpit commonly touched by the operator will be sanitized daily.
- High-touch areas, including the door entrance railings, will be cleaned between bus routes.
- Bus doors and windows will be open during cleaning to improve air circulation.
- Student hand washing or sanitizing before boarding (at home and at the school building) the bus is recommended.

Students

- Students will have assigned seats on all routes.
- Individuals from the same household will sit together.
- As much as possible, seats at the back of the bus will be filled first, and then load to the front to avoid students walking past each other in the aisle.
- Students will be unloaded from the front of the bus first to avoid students walking past each other in the aisle.
- If the bus is not full, students will be spread out as much as possible.
- Windows will be open as much as possible, while transporting students to improve air circulation.
- Students will be pre-staged to minimize loading times for bus transportation home.
- Masks are required for all students by the health department and KDHE due to the lack of ability to social distance.

Bus Stops

- Social distancing between students is expected at all bus stop areas.

Drivers

- Drivers will participate in a symptom self-screener before each work shift.
- Drivers will be required to wear masks, while students are present on the bus.

Activities and Athletics

- Students will have assigned seats on all routes.
- As much as possible, seats at the back of the bus will be filled first, and then load to the front to avoid students walking past each other in the aisle.
- Students will be unloaded from the front of the bus first to avoid students walking past each other in the aisle.
- If the bus is not full, students will be spread out as much as possible.
- Windows will be open as much as possible, while transporting students to improve air circulation.
- Only students who are essential to the activity will be transported.