

Switzerland County School Corporation

2020-2021 School Year



SCSC return to school guidance

[RETURN TO SCHOOL ACTION PLAN](#)

IDOE INFORMATION

[IDOE IN-CLASS COVID 19 HANDBOOK](#)

[IDOE COVID-19 FAQs](#)

Topic	Guidelines
Arrival/Dismissal Procedures	<ul style="list-style-type: none"> ● <u>Arrival Procedures:</u> <ul style="list-style-type: none"> ○ If your child is experiencing any of the following symptoms you must keep them home and notify the school of their absence. <ul style="list-style-type: none"> ■ A fever of 100.4 ° F or greater ■ Cough ■ Shortness of breath or difficulty breathing ■ Chills ■ Repeated shaking with chills ■ Body aches and fatigue ■ Headache ■ Sore throat ■ New loss of taste or smell ■ GI symptoms- abdominal Cramping & diarrhea ○ If a student comes to school and has a temperature higher than 100.4 they will be required to be picked up and not put on a bus with other students to go home. ○ Common areas and hallways will be opened to students when arriving. This will allow students to use larger areas in the building to spread out as much as possible. Supervision will be in each hallway. ○ As teachers arrive their classrooms will be open to allow students the ability to move from the halls for greater distancing.

	<ul style="list-style-type: none"> ○ Please see SCSC return to school action plan page 4 for health protocols. ○ <u>Self Screening at home is vital for the success of in person learning. We are here to work with parents but parents must keep their children home if they are sick or experiencing any of the above symptoms.</u> ○ There will be no parents allowed in the hallways. All students will be met at the doors by a staff member who will send the student to class without a parent escort.
<p>Student Transportation/ Arrival/Dismissal Procedures</p>	<ul style="list-style-type: none"> ● <u>Busing Procedures:</u> <ul style="list-style-type: none"> ○ All buses will be cleaned and disinfected for both the morning and afternoon route. ○ <u>Students are highly encouraged to wear masks at all times</u> due to inability to social distance. ○ Assigned Seats (family members must sit together). ○ Students will be loaded every other seat at loading and then reverse during unloading. This will create the greatest distance possible during the route. ● <u>Arrival Procedures:</u> <ul style="list-style-type: none"> ○ Car riders should expect changes to drop off and pick up procedures at SCES. ○ Parents of car riders should remain in their cars while staff unload. ○ This is to eliminate the gathering spots and help socially distance when possible. ○ Breakfast will include grab and go items to reduce the number of students in the cafeteria during breakfast. ○ Students are encouraged to wear masks. ● <u>Dismissal Procedures:</u> <ul style="list-style-type: none"> ○ Students will dismiss on a staggered schedule based on car rider or bus rider at the elementary level. ○ Bus riders will be loaded into their same assigned seats during dismissal.
<p>Early Dismissal (student specific)</p>	<ul style="list-style-type: none"> ● Early pick up <ul style="list-style-type: none"> ○ Parents/Guardians who need to pick up students early from school will need to buzz in at the front door and request the student. Parents must remain outside the building or in the secured entrance areas. The student will be escorted to their parent/guardian by a school staff member to be signed out.

<p>Social Distancing Protocols for Staff and Students</p>	<ul style="list-style-type: none"> ● Masks <ul style="list-style-type: none"> ○ Masks are encouraged for all students while at school facilities and functions. ○ Staff will have masks and face shields on when working directly with students less than six feet. ○ <u>Students are encouraged to wear masks</u> but not required unless in the nursing areas.
<p>Health Protocols</p>	<ul style="list-style-type: none"> ● Switzerland County Local Health Guidance <ul style="list-style-type: none"> ○ <u>Check temp everyday</u> <ul style="list-style-type: none"> ■ Parents check students everyday. If your student has a temperature you must keep them home for 72 hours AFTER they have been fever free without medication. ■ Please refer to page 4 of the SCSC return to school action plan for additional symptoms. ○ Absences <ul style="list-style-type: none"> ■ Student and staff absences are expected this year. There will be no perfect attendance awards, because we need staff and students to stay home if they are ill. ■ Students should stay home if sick. This will require communication with your teacher(s) and the school office. ■ Please see SCSC return to school action plan page 4 for more information. ○ Required to ask questions to everyone in building: <ul style="list-style-type: none"> ■ Have you had any COVID-19 related symptoms in the last 24 hours? ■ Have you been around anyone with COVID-19 related symptoms? ○ Parents will communicate for non-verbal and primary students when necessary. ○ Sanitation <ul style="list-style-type: none"> ■ Custodians have been trained on ways to create cleaning zone areas within the building. This is in an effort to reduce any cross contamination in the event of a positive case. ○ Visitors in the building will be limited.

- Guests to a classroom must be curriculum related and must be preapproved by the principal after a series of checks are made.
- Common areas will be cleaned several times a day (including restrooms).
- Hand Sanitizer will be placed at points of entry for the building and in classrooms.
- Students will be provided an opportunity at least once per hour to wash hands or use sanitizer.
- **Sanitizing & Disinfecting**
 - SCSC will follow CDC and County Health officer guidelines for approved cleaning materials.
- **Water**
 - Water stations are being added to each fountain area. Access for bottle refills will be provided, NO water fountains this year.
- **PUI (People under investigation)**
 - School Nurse will follow Switzerland County Health Department Guidance.
 - The school nurse will be required to report to the Health Department anyone notifying the school they are positive or a family member who is positive.
 - If you live in the home of someone testing positive you will not be allowed to attend school during a quarantine period.
 - If someone tests positive the health department will conduct all contact tracing steps. The school will assist with any seating charts or team attendance for those needing notified by the Health Department.
 - See SCSC return to school action plan page 6 for more information.
- **Field Trip**
 - There will be no field trips during the first nine weeks.
 - There will be no overnight or out of state field trips without school board approval after the first nine weeks.
 - All field trips must be pre approved.
 - No student will be required to attend.
- **Textbooks**
 - Recommended students do not share personal copies of books or supplies
- **Hallway & Traffic Flow**

	<ul style="list-style-type: none"> ○ Students will be unable to socially distance at all times. We encourage students to wear a mask during this time. ○ SCSC will utilize staggered arrival and dismissal procedures to reduce hall traffic in the mornings. ○ Restroom breaks will be scheduled and staggered at the elementary level. ○ All staff will be required to wear a mask in hallways while students are present. ● Exclusion <ul style="list-style-type: none"> ○ If a student or student’s family member tests positive for COVID-19 the student must remain home for a minimum of 14 days and be released by their health care provider before returning to school. ○ Any student with direct exposure may be required to remain home for 14 days or be released by their health care provider or have a negative COVID-19 test to return. ○ See the SCSC return to school action plan page 5 for further guidance.
Extra-curricular and Co-curricular activities	<ul style="list-style-type: none"> ● See SCSC return to school action plan page 13 for guidance.
Recess	<ul style="list-style-type: none"> ● Playground areas will be used by grade level or class groupings to lower the number of students on the playground at one time. ● All playground equipment will be sprayed with a disinfectant after each class recess. ● Students will be provided hand sanitizer or a restroom break for handwashing at both the beginning and end of the session.
Classroom Setup	<ul style="list-style-type: none"> ● Social Distancing guidance will be applied when possible. ● <u>Masks are encouraged when social distancing cannot be achieved.</u> ● Students will have assigned seats and designated locker or cubby areas for personal materials. ● Limit personal items that would be transported to and from school. ● All desks will be facing one direction. ● Teachers will wear a mask when they are unable to social distance from students. (Under six feet, in hallways, or during supervision) ● Special Education details can be found on pg 26 of the SCSC return to school action plan.
Means of Communication Guidance	<ul style="list-style-type: none"> ● Families - Website, Social Media, School Messenger, Class Dojo ● Gather emails during registration for mass email communication

	<ul style="list-style-type: none"> ○ Please ensure we have the correct phone number and email in Skyward.
Breakfast/ Lunch	<ul style="list-style-type: none"> ● Additional lunch periods have been added to reduce cafeteria student use at one time. <ul style="list-style-type: none"> ○ No more than 150 students per lunch period at any location. ○ Assigned seats will be created for all cafeteria students. ○ Trays and silverware will be disposable. (No reusable items) ○ Packed bagged or boxed lunches brought from home should include all necessary utensils, condiments, napkins, etc. Lunches supervised by additional school staff. ○ Students will be seated no closer than every other seat. ○ Medically fragile students will be served separately from other students. School principal should be contacted if accommodated meal or meal time is needed. ○ Servers will wear face shields and sneeze guards will be extended. ○ Students will deposit money in a cafe box or deposit money in their account online. No cash will be taken at the register. ○ All students will receive a lanyard and ID card. These will be scanned for student lunch accounts. (no touch transaction, no keypad needed) ○ Any parent supplied items for students should come individually wrapped in pre-package unopened boxes.
Electives/Specials	<ul style="list-style-type: none"> ● Equipment will be cleaned after each class. ● Elective courses will limit the sharing of materials when possible.
Technology & Materials	<ul style="list-style-type: none"> ● Students will have individual, assigned devices. ● There will be no computer labs. (No commonly used computers) ● All daily classroom assignments will be posted in Google Classroom. ● Devices should be taken home daily.
Positive/Negative Test Results	<ul style="list-style-type: none"> ● School Nurse will consult with the county health department and IDOE guidance in regards to test results. ● School Closure will be based on local health guidance if a positive result is found. ● Time of closure may vary based on the needs to clean and sanitize possible impacted areas. ● There will be no school extra-curricular or co-curricular activities on the days requiring non scheduled closure of schools. ● Please see SCSC return to school action plan starting on page 5 for more information.