



**2021 - 2022**

**District-wide Services Reopening  
Plan**

***REVISED August 3, 2021***

## **EFFECTIVE AUGUST 4, 2021**

*In response to CDC and Indiana Department of Health guidelines, as well as Jefferson County's **Orange status** as of August 4, 2021, the following changes to our approved reopening plan are necessary:*

- *Effective immediately, mask wearing inside of our facilities will be **REQUIRED REGARDLESS** of vaccination status. This includes both vaccinated and unvaccinated individuals.*
- *Students will be **REQUIRED** to wear masks until the county numbers get back under control. This includes students on campus for classes at Ivy Tech.*
- *ALL open houses will be **POSTPONED**.*
- *Registration of students will continue, but all parents and students have to wear a mask while in the building*
- *No visitors will be permitted in our buildings until further notice. This includes community use of any of our facilities.*
- *Revised athletic events guidelines will be coming.*
- *Masks are **REQUIRED** on bus transportation per federal transportation law.*



July 14, 2021

At the end of May 2021, the District leadership team met to discuss what was learned from the implementation of the previous reopening plan. The previous district-wide systems and processes implemented allowed the District to complete the school year safely with minimal disruptions. In fact, two buildings, Deputy Elementary and Rykers' Ridge Elementary Schools were never closed due to Covid-19 issues. Our goal is to move toward as much normalcy as possible for the coming school year while continuing to follow and adhere to the recommendations and guidelines outlined by our local and state health officials.

Our team discussed in detail the successes and opportunities, as well as, and what procedures would be beneficial to keep in place in order to maintain safe learning environments for students. The following is our proposed safety plan for the upcoming 2021 - 2022 school year.

Last summer, a district-wide, cross functional team was formed to address the necessary aspects of safely reopening our schools for face-to-face instruction for the 2020 - 2021 school year. On June 2, 2020 our task force team convened to formulate a plan to begin exploring the many options available in a continuously changing environment around continued health concerns related to the COVID-19 virus.

After a largely successful academic year, the district-wide team was reconvened to adopt revisions to the original plan in order to safely open schools again in the fall of 2021. This document represents the Reopening Plan for the 2021-2022 school year.

#### **District-wide Task Force Team Members:**

Dr. Jeff Studebaker, Superintendent  
Kevin Yancey, Chairperson / Maintenance, Custodial & Facilities  
Michael Gasaway, Secondary Academic Plan  
Jill Mires, Elementary Academic Plan  
Shelli Reetz, SEL Plan  
Kirstie Stivers, RN, Health Services Plan  
Jill Deputy, Transportation Plan  
Judy Brooks, Food Service Plan  
Joe Bronkella, Athletics Plan  
Jacob McVey and Tim Armstrong, School Safety  
Janet McCreary and Tracy Ahlbrand, Elementary  
Tara McKay, PreK/Elementary

Each task force member convened additional departmental or building level teams/committees to discuss the specific systems and processes necessary within their areas for a safe return to school. The guidelines and expectations outlined in this detailed plan are based on those recommendations and are in place to create a safe environment for students and staff to return to face-to-face instruction.

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## **Section I - DISTRICT LEVEL PLANS**

### **Health Plan - Updated by Kirstie Stivers, RN**

At the center of the Health Plan is the protection of the health and safety of students and staff. The overarching goal is to assure the ability to meet directives from the Indiana State Department of Health and the local Department of Health for mitigation of transmission in order for students and staff to return to education in buildings.

*Special Education Services and Individual Health Plans will be developed on an individualized basis through a committee conference. Families impacted will be contacted by school personnel or can contact their current healthcare contact at their school to schedule an appointment.*

#### **Preventive Measures**

- No visitors will be allowed in our buildings beyond the front desk/clerk area until further notice.
- Face Masks- Staff and Volunteers:
  - Masks are mandatory for volunteers within the building unless they can provide proof of full vaccination.
  - Masks will be recommended to be worn for unvaccinated faculty and staff.
    - Additional accommodations may need to be made for staff based on their individual health plan.
    - If individuals are outside, and can maintain 6 feet of physical distance from anyone not in their immediate household, masks would not be necessary.
    - Nurses, special education staff, and transportation staff may additionally need face shield/goggles based on individual health plans.
- Face Masks- Students:
  - Mask use will be implemented per current Indiana Department of Health and Governor's directives.
    - Masks will be recommended to be worn for unvaccinated students.
    - If conditions warrant a change, that will be communicated to families.
  - If individuals are outside, and can maintain 6 feet of physical distance from anyone not in their immediate household, masks would not be necessary.
  - Masks are mandatory during bus transportation.
- Hand Hygiene:
  - Staff and students will wash their hands often with soap and water. If soap and water are not readily available, a hand sanitizer will be used that contains at least 60 percent alcohol.
  - Hand sanitizing will occur at key times as follows:
    - Upon entry
    - Before eating
    - After restroom use
    - After blowing nose, coughing, or sneezing
    - After using shared equipment
    - Before boarding the bus at end of day
- Social Distancing will be implemented as defined by individual building plans.

#### **Health Protocols**

##### **Screening:**

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

- Students will not be permitted to participate in any athletic, extracurricular, or co-curricular activities if they have been sent home.
- Symptoms Impacting Consideration for Exclusion from School:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Temperature of students, employees and visitors on school property will be taken in situations where there is reason to believe that the person may be ill.

#### Clinical Space COVID -19 Symptomatic:

- A room or space separate from the nurse's clinic will be designated where students or employees who are feeling ill are evaluated or wait for pick up.
- All waiting staff and students will wear a mask.
- Only essential staff assigned to the room may enter.
- A record will be kept of all persons who entered the room 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 their parents.

#### Clinic Space Non-COVID-19 Related:

- Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic.
- These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions, those requiring medical treatments, and those with individual health plans.

#### **Exclusion from School:**

- Students and employees will be excluded from school if they test positive for COVID-19 or exhibit symptoms of COVID-19.
- Fully vaccinated individuals do not have to quarantine if identified as a close contact. Proof of vaccination must be provided to the school nurse, and the individual must quarantine if symptoms develop after exposure.
- For individuals who have been identified as a close contact, quarantine can end after day 10 without testing and if no symptoms have been reported during daily monitoring. \*\*They are to continue daily monitoring until day 14.
- IF symptoms develop between days 11-14, individuals MUST return to self-isolation and contact their supervisor or school, if a student, immediately.
- Upon return at any time, all individuals will wear a mask at all times while on the school campus, maintain 6 feet of social distancing, wash hands frequently, and avoid crowds.

- At the recommendation of Gov. Holcomb, Dr. Box, and ISDH classroom (only) contact tracing can move from a 6 ft. radius to a 3 ft. radius PROVIDED THAT all students are masked, have been seated the entire class time, and have been facing forward. This does NOT apply to lunch, athletics, band, or choir classes. In addition, some classroom configurations will not create the “face-forward” conditions, so it is urged that unvaccinated students wear masks.
- Based on recommendations received on enhanced precautions from ISDH regarding return to school between days 11-14 students will be isolated at lunch in order to prevent any chance of spread.

### **Confirmed Case of COVID-19 on School Property:**

- When there is confirmation that a person infected with COVID-19 was on school property, the principal or designee will contact the Director of Special Services or Nurse Coordinator immediately.
- School will conduct contact tracing.
- The custodial staff will be informed of the confirmed case, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. In order to sanitize the area most effectively, custodians will work around student and staff presence to maintain a freshly sanitized environment.

### **Return to School After Exclusion:**

#### **Untested/Unevaluated**

- Persons with symptoms but who have not received a test proving or disproving the presence of COVID-19 may return if the following three conditions are met:
  - They have not had a fever for at least 24 hours (no 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 have passed since your symptoms first appeared.
- Anyone with symptoms who is not tested must isolate, and anyone in the household (including siblings) are considered close contacts and must quarantine.

OR

- Students may also return if they are approved to do so in writing by the student’s health care provider.

#### **Tested Positive - Symptomatic**

- Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
  - 24 hours fever free without fever-reducing medication and symptoms improve
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - At least 10 calendar days have passed since symptoms first appeared; or
- If someone who has symptoms of COVID-19 tests positive or does NOT get tested for COVID-19, then siblings and household members should be considered close contacts and are advised to quarantine.
  - If the symptomatic person without a positive test is diagnosed with another condition that explains the symptoms, or tests negative, then no quarantine for close contacts is necessary.
  - If not tested, a provider’s note with alternate diagnosis will be needed to return to school.
- A symptomatic person and anyone living in their household should quarantine while waiting for test results.

#### **Tested Positive - Asymptomatic**

- Persons who have not had symptoms but test positive for COVID-19 may return when:

- 10 day isolation from date test was collected
- 24 hours fever free without fever-reducing medication and symptoms improve
- Quarantine siblings, household members and close contacts.

Individuals who have tested positive in the last 90 days do not need to quarantine unless new symptoms appear.

People who receive positive results on an antibody test and who are currently or recently sick or have been around someone with COVID-19 should follow CDC recommendations to isolate/quarantine.

### **Tested Negative**

- Anyone with a negative test who is not a close contact may return to school if:
  - Fever free for 24 hours without the use of fever-reducing medications
  - Symptoms resolved
  - No doctor's note required
- Anyone with symptoms of COVID-19 who had a negative test and is not a close contact of someone with confirmed COVID-19 may return to school:
  - Fever free for 24 hours without the use of fever-reducing medications
  - Symptoms resolved
  - No doctor's note required
  - If also a close contact, must complete 10-day quarantine

### **COVID-19 Tracking and Reporting**

- It is REQUIRED that parents report a diagnosis to school or district.
- The school will perform contact tracing.
- The district will follow CDC/ISDH/Local Health Department guidance for system based, test-based and time based re-entry.
- Staff will use an internal Google form process to record a notification of an infected person that has been on school campus; the responses will immediately notify key personnel when it is submitted.

### **Medication Administration**

- Physical distancing procedures in place to mitigate transmission:
  - We will stagger medication administration times.
  - We will limit the volume of students to one at a time in the health office.
  - Routine procedures should be performed in the well area of the health office (sick children should be in a separate space).

### **High Risk Students and Staff Information**

- Procedures that aerosolize the virus will require a specific, isolated space for the procedure followed by a specific, disinfection protocol. These few, select situations will be addressed with families per the individual health plan:
  - Nebulizers
  - Suctioning- oral and tracheal
- PPE is required for procedures that require less than 6 foot distance for > 15 min e.g.
  - School Nurse assessment of ill and injured students
  - Hand over hand instruction
  - Diapering and toileting
  - Medical procedure- catheterizations, tube feed, ostomy care, diabetes care



- PT/OT/Speech
- Vulnerable student populations include foster care, homeless, mental illness, Special Education, medically complex and medically fragile, and/or chronic disease.
- Vulnerable staff populations include those with chronic illness or age- contributing health factors.

### **Training and Education**

Staff training will be completed online using the Safe Schools platform, through the nursing staff, and administrative personnel before students return to school. Some of the topics covered in the modules are:

- Symptoms of COVID-19
- Proper hand washing techniques
- Preventing cross contamination
- When to stay home
- Social distancing
- PPE use:
  - Cloth masks (how to use/clean and care /minimize cross contamination)
  - Glove use
  - Other
- Safety protocols
- Procedures for reporting illness
- Building-specific mitigation processes
- Social Emotional Health for self and for students: assistance and resources

### **Student training will occur on campus by staff**

- Symptoms of COVID-19
- Proper hand washing techniques
- Preventing cross contamination
- When to stay home
- Social distancing
- PPE use
  - Cloth masks (how to use/clean and care /minimize cross contamination)
  - Disposable masks
- Safety protocols
- Building-specific mitigation processes
- Social Emotional Health for self: assistance and resources

### **Parent training will occur through online and telephone communications**

- Symptoms of COVID-19
- Proper hand washing techniques
- School Processes and Procedures
- When to keep your child home
  - Fever
  - COVID-19 symptoms
- What to do when your child is sick at school
- Reporting illnesses
- Mask use, cleaning and care

## **Cleaning & Disinfection Plan** - Updated by Kevin Yancey

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory system droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with the virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

A number of elements in this policy overlap with those in the Health Plan, in this section we will address custodial areas of interest. Routine cleaning and disinfecting are key to maintaining a safe environment for staff and students.

### **Guidance for cleaning and disinfecting:**

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.
- It is highly recommended that gloves will be worn by anyone when cleaning and hands washed after removing gloves.
- Hand sanitizer and sanitizing stations will be located throughout the buildings, near entrances, and in common areas and it is highly recommended that it be used frequently.
- All teachers will be provided with a spray bottle and paper towels for additional spot cleaning as necessary.

### **Routine cleaning and disinfecting:**

Teachers should keep their classrooms organized and free from clutter. This will allow custodians to clean areas quickly and efficiently.

Daily cleaning and disinfection of frequently touched surfaces will take place in all facilities. Examples include, but are not limited to:

- PreK and Kindergarten rooms (fogged daily)
- Common use areas and entry points (fogged daily)
- High-touch playground equipment
- Door knobs and handles
- Stair rails and handrails
- Lunchroom tables and chairs
- Countertops
- Light switches
- Equipment (e.g., weight room)
- Push-buttons on vending machines and elevators
- Bus seats and handrails

Note: Computer keyboards are difficult to clean. Shared computers (if used) should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission.

### **In the event of an illness or exposure:**

- The space used for isolation will be closed off after the ill person leaves. Proper cleaning and disinfecting will take place before it is reopened.
- The high-touch areas identified as places of potential infection by the ill person will be cleaned and disinfected (e.g., individual desk, cot, recently used toys, shared equipment).

## **Academic Instruction Plan**

- Students will return to face-to-face instructions following the health, safety, and transportation guidelines outlined in this plan.
- There will be **no optional virtual instruction** offered for students at any grade level.
  - In the event a student is excluded from school as a result of close contact quarantine or COVID related illness, individual arrangements will be made for temporary, virtual instruction.
- Schools will follow the previously approved calendar for the 2021-2022 school year
  - First teacher day is August 9, 2021
  - First student day is August 11, 2021
- Mask use will be implemented per current Indiana Department of Health and Governor's directives.

### **Elementary** - Updated by Jill Mires

Given the availability of the vaccine and dependent upon the age band approved (if/when below age 12):

- Masks will be optional for all elementary grade levels.
- Proof of immunization omits the student from close contact quarantine situations and that data will be used if contact tracing protocols become necessary.

### **Secondary (HS, JH)** - Updated by Michael Gasaway

Given the availability of the vaccine and dependent upon the age band approved (currently above age 12):

- Masks will be optional.
- Proof of immunization omits the student from close contact quarantine situations and that data will be used if contact tracing protocols become necessary.

## **Bus Transportation - Updated by Jill Deputy**

### **Cleaning & Disinfection** - see Cleaning & Disinfection Plan

- Each bus will be disinfected following the exit of each group of students

### **Seating & Transfer**

The following expectations will be for anyone using MCS bus transportation to or from school, and/or while traveling with athletics, extra or co-curricular activities:

- Masks are REQUIRED, as social distancing cannot be achieved.
  - If a student does not have a mask or will not wear a mask, they may not be permitted to ride the bus, and the family will be responsible for transportation to and from school.
  - A limited supply of disposable masks will be available from the bus driver if the student has forgotten/misplaced their mask. It is the responsibility of the student to keep this (or a) mask readily available for transportation purposes at all times.
  - Masks are to be worn over the mouth and nose at all times.
- Students will be grouped by family, when possible.
- Students will have assigned seats and a seating chart will be kept for contact tracing purposes.
- Students are required to sit in their assigned seat.
- Attendance will be taken as students enter and leave the bus, and the attendance log will be turned in to transportation officials on a regular basis.
- When the weather is cooperative, the bus windows will be open to facilitate clean air flow.
- Transportation Considerations clarification received from ISDH vis JCHD June 24, 2021
  - Close contact tracing for bus transportation remains within 6 ft radius
  - Current guidance from CDC and National Association for Pupil Transportation (NAPT):
    - Requirement for face masks on public transportation includes school buses except for those:
      - Under the age of 2 years
      - Those with a disability who cannot wear a mask safely because of the disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.)
      - A person for whom wearing a mas would create significant risk

## **Food Service - Prepared by Judy Brooks**

The Food Services team has approached their plan with a focus on food safety, service, and recommended social distancing protocols. In addition, they have tried to balance this with great effort to provide students choices for the daily menu options, as well as, a safe and social environment.

The following will be in place:

- Floors will be marked to indicate social distancing spacing and direction of lines.
- Whenever a service line is used, students may select items which will be served by cafe staff.
  - This may include limited, packaged ala carte items or a pre-packaged salad, if available at the cafe location.
- Breakfast will be served on disposable trays or plates, or in some cases, grab and go disposables.
- Disposable utensils, straws, and napkins will be provided by cafe staff.
- Cafe staff will enter all student PIN numbers.
- Students are free to bring their own lunch to school.

## **Athletic/Extra & Co-Curricular** - Updated by Joe Bronkella

We appreciate your ongoing patience, diligence, and understanding during these challenging times. We want you to know that we are doing our very best to continue to provide a safe environment.

Using recommendations from our local/state government, health department, CDC, and the IHSAA, we are changing some of our approaches and procedures for the upcoming spring sports seasons in order to keep everyone safe. We are committed to the safety and well-being of our athletes, staff, and patrons as colder weather and conditions change.

### **Changes will include but are not limited to:**

**MASKS:** We are asking that anyone who is unvaccinated and who enters our facility wear a mask or face covering and continue to wear one if you cannot properly social distance at our event. We also understand that this isn't possible when eating/drinking concessions at your seat, but when moving throughout the facility, or when you get up to go to the restroom or visit the concession stand, we ask unvaccinated individuals to wear a mask.

**SOCIAL DISTANCING:** We ask that everyone please maintain a safe social distance when moving throughout the facilities, in the ticket line, in line for concessions, and in our restrooms. We will have signs throughout our facilities to help with this.

**CAPACITY:** We will observe the recommendations based on our color distinction.

**Red & Orange Status – 25% Capacity**

**Yellow Status – 50% Capacity**

**Blue Status – 100% Capacity**

**TICKETS:** When attending events, we will be using our online ticketing service for all transactions to eliminate exchanging of money. We will continue to offer online tickets through TicketSpicket to provide a paperless, pre-purchasing option. We will continue to offer our annual "All Sports Pass" which will be available through the main office.

### **HEALTH & SAFETY:**

- There will be hand sanitizer available at each facility.
- All staff/athletes will continue to self-assess prior to working/playing.
- We will utilize recommendations from the IHSAA return to play guidelines whenever possible as it pertains to our facilities.