



Riverton Unified School District No. 404
COVID-19 Exposure Mitigation & Reopening Guidelines
2020-2021 School Year - Version 1.0

General Operations Statement

We are asking all school district personnel and students to help with our prevention efforts while at work/school. In order to minimize the spread of COVID-19 at our schools, we all must play our part. As set forth below, the school district has instituted various housekeeping, social distancing, and other best practices at our schools. Employees, students, parents, and visitors are asked to follow these guidelines.

Safely operating in our communities and in our schools requires an accumulation of small, individual choices that we all make to responsibly address the physical, social, and emotional wellness of ourselves and our community.

Habits of healthy choices include, but are not limited to the following:

- Self-monitoring physical indicators of wellness
- Social distancing when possible
- Wearing a mask or other face covering when necessary
- Responsible hygiene practices such as coughing or sneezing into the elbow, frequent handwashing, and the use of hand sanitizer.

Employees are expected to report to their principals or direct supervisor if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific questions about these guidelines or COVID-19, please ask your principal or direct supervisor.

Riverton USD 404 Learning Options:

In order to meet individual learning needs, Riverton USD 404 will be offering two learning options as follows: In-Person Learning or Remote Learning.

In-Person Learning (Grades PK-12)

- Teachers will provide face-to-face instruction
- Students will attend class in-person five days a week
- Schools will be open during regular instructional hours
- Specific safety measures will be taken to ensure the safest environment possible for students and staff
- PK-2 students will use SeeSaw as the learning platform, 3-12 students will use Google Classroom as the learning platform.
- If a classroom, building or district is required to close, students will shift to remote learning.
- If a student's situation calls for a change from in-person learning to remote or virtual learning, consultation and administrative approval is required.

Remote Learning (Grades PK-12)

- Learning will take place at home.
- Remote students are assessed on the same standards and competencies as on-site students.
- Students in grades PK-2 will utilize SeeSaw as the learning platform. Students in grades 3-12 will use Google Classroom as the learning platform.
- A daily log of minutes worked must be maintained and signed by the parent/guardian. Each student is required to log 396 minutes per day.
- Students must have daily contact with a teacher. Daily connections with teachers may be through telephone and/or video conferencing. Note that contact is required with at least one teacher.
- Students choosing the remote learning option understand that they are making a semester long commitment. Likewise, students choosing this learning option are not eligible for participation in extracurricular activities.

In the event of unscheduled school/grade level closings, students who have chosen In-Person Learning will be transitioned to a **Hybrid Learning** concept. Hybrid learning will comprise a mix of both in-person and remote learning, with the percentage of in-person instruction dependent upon the circumstances surrounding the need to shut down the school district, a specific building(s), or individual grade level(s).

Overview

The following guidelines will be in place for onsite In-Person Learning beginning on August 19, 2020. The health and wellness of our students, staff, and patrons will remain the priority as we begin the 2020-2021 school year. Knowing that 100% risk-elimination under the current situation of the pandemic is not possible, several protocols will be put in place to reduce the risk of virus transmission so schools can open for students and parents. However, any human interaction during a pandemic situation carries with it some degree of risk of virus transmission.

Information provided by the Cherokee County Health Department, the Kansas State Department of Education, the Kansas Department of Health, and the Centers for Disease Control will guide the decisions of district and building leaders throughout the 2020-2021 school year. With this in mind, the **practices outlined in this document may be updated or changed as new information becomes available.**

School Calendar

The 2020-2021 school calendar has been amended to push the start of school one week later. The first day of student attendance will be Wednesday, August 19, 2020. At this time, the ending date of school remains the same as adopted by the Board of Education. Likewise, school hours will remain the same. These items could change if the school district experiences an outbreak of illness or a high number of school closures due to weather.

Student/Staff Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees or Students who have symptoms (i.e., fever, cough, or shortness of breath) should notify their school and stay home—DO NOT GO TO SCHOOL.

Visitors

- The number of visitors to the schools, including the offices, will be limited to only those necessary for school business.
- All visitors will be screened in advance of arriving in the offices, if possible. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the buildings:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has tested positive for COVID-19?

Cleaning & Disinfecting

The District has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used supplies, devices and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Classrooms and break/lunchroom areas will be cleaned at least once per day.
- While building level custodial staff, will assist in cleaning, it is the responsibility of everyone to help disinfect between classes and activities.
- Vehicles, Buses and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- The District will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant
 - Alcohol solution with at least 60% alcohol

Wearing Cloth Face Coverings, Masks and Other PPE

Best practice suggests that visitors, staff, and students should wear masks or face coverings while inside school facilities unless it inhibits a person's ability to perform his or her job, inhibits a student's ability to participate in the educational process or is disruptive to the educational environment.

At this time, the district will follow **Executive Order No. 20-59** requiring all students, faculty, staff, vendors and other visitors to public or private PK-12 school attendance centers to cover their mouth and nose with a mask or other face covering at all times except as described below:

- While eating
- While working-other than to prepare food or meals-in a room or office that is not open to students or visitors and in which all individuals present can maintain 6 ft distance from other individuals with only infrequent or incidental moments of closer proximity;
- While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering;
- Children who are not students and are 5 years of age or under-children age 2 years and under in particular should not wear a face covering because of the risk of suffocation;
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering-this includes persons with a medical condition for whom a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
- Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines; and
- Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law

Should Executive Order 20-59 expire, or be ruled by the Cherokee County Commission to not apply, USD 404 will follow the recommended guidelines set forth in the “Navigating Change” document released and approved by the Kansas State Board of Education.

- It is recommended that all visitors, USD 404 staff, and students in grades 7-12 wear masks or face coverings while inside school facilities unless it inhibits the person’s ability to perform his or her job, inhibits a student’s ability to participate in the educational process or is disruptive to the educational environment. The recommendation to wear face coverings would not apply to PreK-6th grade students.
- Masks or face coverings are also recommended outside when social distancing is not possible.
- Face coverings will be recommended anytime social distancing and cohorting cannot be maintained.
- All students will be provided, free-of-charge, one reusable face covering. Students may wear the mask of their own choosing that meets acceptable guidelines.
- The Superintendent, in coordination with the Cherokee County Health Department and the school nurse, may amend the requirement to wear masks and alter safety protocols if conditions in the community warrant.

Social Distancing

School districts are encouraged to practice social distancing to the extent possible and when feasible following CDC guidelines. There are locations where this is not possible. In these circumstances, individual school buildings will implement strategies to limit close contact to the extent practicable. Examples might include limited locker use, desks facing the same direction, dividers, etc.

Arrival

- Parents/guardians should remain in their car for student drop-off.
- Upon arrival to school, students will report immediately to their assigned areas as designated by the building principal.
- Students and staff will be screened for symptoms of illness.
- To the extent possible, staff will ensure students socially distance themselves from one another.
- The school nurse/teachers/designee will check the temperature of each student upon arrival.

Dismissal

- Parents/guardians should remain in their car for student pick-up. In-person parent pick-up after school is not allowed to avoid parent gatherings in school lobby or in front of school.

Points of Entry to School Buildings

- Access to the school buildings will be limited to entrances as designated by the building principal.
- Access points will be sanitized frequently throughout each attendance day.

Transportation

- Parents are encouraged to transport their children
- Bus drivers and monitors are required to wear face coverings while students are loading and unloading.
- Students are strongly encouraged to utilize face coverings while on the bus.
- Efforts will be made to limit students to two to a seat. Family members will be seated together while riding the bus.
- Buses will be appropriately cleaned and disinfected after each route.
- Buses will have hand sanitizer available on each route.

Classrooms

- Students will be assigned seats that maintain social/physical distancing standards to the extent possible.
- Student and staff face coverings are expected when adequate physical distancing cannot be achieved.
- Outdoor space will be utilized for class when possible.
- Students should not share supplies of any kind.
- Students will use hand sanitizer or wash hands when entering and exiting the classroom.
- Use of lockers will be determined by building level principals.

Technology / Instructional Equipment

- When devices must be shared, staff will limit the number of students using each device.
- Staff will ensure devices are sanitized between uses.
- In classrooms where devices/equipment are located in fixed locations such as a lab setting, students should sanitize both before and after use.

Transitions

- Transitions between classes, lunch, recess, etc. will be modified to minimize and avoid mixing of groups of students
- Face coverings are encouraged and may be required during transitions.

Recess

- Recess times may be staggered to limit the number of classes on the playground.
- All students must wash their hands (soap or hand sanitizer) before and after recess.
- While at recess, staff will monitor for social/physical distancing.
- Commonly touched playground equipment will be disinfected between groups of students when feasible.

Breakfast and Lunch

- Students will wash hands prior to eating
- Disposable packaging and utensils will be utilized.
- Students will select pre-assembled meals from the cafeteria.
- Touchless check-out system for students
- Additional school spaces will be utilized to space the students appropriately during meals.

Use of Water Fountains/Bottle Filling Stations

- Water/drinking fountains use is limited to those that have a bottle filling station to fill a personal water bottle.
- Drinking directly out of the fountain is not permitted.

Crisis Response & Drills

- Intruder, fire, and storm drills will occur with attention paid to social distancing.

Periodic School Closures

- The District will continually monitor COVID 19 cases and will work with the Cherokee County Health Department when reviewing the level of localized virus spread.
- When conditions and/or circumstances related to localized virus spread require quarantine or closures, Riverton USD 404 officials, in cooperation with the county health officials, will quarantine and/or close individuals, classes, or buildings for a specified period of time. Students and families will be informed of the closure and students will access remote learning for the time the site is closed.

Remote/Virtual Education and Eligibility for Activities

- KSHSAA guidelines regarding “bona fide student in good standing” will be followed for all student activities
- Students who choose Remote Learning will NOT be allowed to participate in KSHSAA activities.

Student Illness

- Students who are ill or experiencing COVID-related symptoms should not report to school and should notify the school.
- If students become ill after arriving at school, students will be isolated from others (Masks may be used if needed in efforts to isolate) and sent home immediately. Parents should make arrangements to pick up students from the health office as soon as possible to avoid prolonged exposure.
- Students who exhibit symptoms of COVID 19 should contact their health provider for additional instructions.
- Unless otherwise cleared to return to school by a doctor, the student must remain at home for 10 days AND until he or she is symptom free for 72 hours without the use of fever-reducing or other symptom-altering medicines. Whichever criteria is longer.
- Students who have been tested and are awaiting results should remain isolated at home until the results are received.

Staff Members Health and Safety Precautions

- Prior to reporting to work daily, employees should self-assess their health and not report to work if they have a temperature more than 100.4 degrees, feel sick or have COVID 19 symptoms.
- Staff members who exhibit symptoms of COVID 19 will be asked to leave the attendance center, return home and should contact their health provider for additional instructions.
- Unless otherwise cleared to return to school by a doctor, the employee must remain at home for 10 days AND until he or she is symptom free for 72 hours without the use of fever-reducing or other symptom-altering medicines. Whichever criteria is longer.
- Employees who have been tested and are awaiting results should remain isolated at home until the results are received.
- The district will provide facial coverings or employees may wear their own. Employees may wear gloves, however, handwashing or use of hand sanitizer is strongly advised.

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Symptoms of COVID-19

- Persistent Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 degrees or higher
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Runny nose or congestion
- Other flu-like symptoms, such as nausea, vomiting, or diarrhea.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

Protocol for Students or Staff Who Test Positive

- The Cherokee County Health Department (CCHD) will provide official notification to the district of any positive COVID-19 case.
- The CCHD will provide guidance on the level of concern, potential for classroom or school closure, and length of closure.
- The CCHD will be responsible for and conduct contact tracing of individuals who may be at-risk of exposure to the virus, and will be in contact with those individuals regarding recommended next steps.
- The district will work closely with the CCHD investigating and enforcing cases requiring isolation for individuals who have or are believed to be high risk for testing positive for COVID-19.
- The district will work closely with the CCHD investigating and enforcing cases requiring quarantine of those individuals considered a “contact” of someone who has or is believed to be high risk for testing positive for COVID-19.

Communication Protocol for Students or Staff Who Tests Positive

- School officials will send information to parents and staff within 24 hours of the district’s notification regarding known positive cases of students and staff. The CCHD will conduct contact tracing and follow-up with impacted individuals.
- Except for circumstances in which the District is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee’s condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The District reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

The Families First Coronavirus Response Act (FFCRA)

Does the Act cover public schools?

Yes. Under the terms of the Act, “Covered Employer” includes any public agency that employs at least 1 person. Private businesses are exempt if they employ more than 500 people, but that rule does not apply to public school districts, who are considered “covered employers” and are bound by the Act.

For additional information or questions regarding the FFCRA please see **Mrs. Susie Nowlin**, USD 404 Board Clerk.