



## Fall 2020 Reopening Plan

Last Updated: August 5, 2020

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This plan was developed in collaboration with the Preble County Health District and other Preble County school districts.

**\*\* It should be noted that students who attend ESC classrooms housed in one of our local school districts will be required to follow that district's guidelines and protocols. (District protocols can be found on their websites.)**

**\*\*\* This plan is subject to change at any time based on Ohio Department of Health orders, Governor Dewine's orders, or the recommendations from the Ohio Department of Education or the Preble County Health District.**

**OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS**

**Classrooms**

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100°F or higher should stay home. Other symptoms to check for are listed on page 10 of this document.</li> <li>● Provide a facial covering for your student to wear as it is now required for grades K-12. (There will be exceptions for students who cannot wear them for medical reasons)</li> <li>● When students/teachers are in close contact they should be wearing a facial covering.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Wearing a facial covering is required during the school day when social distancing cannot be maintained.</li> <li>● Maintain maximum physical distance from peers whenever possible.</li> <li>● Participate in cleaning/sanitizing the work area prior to exiting the classroom (when age appropriate).</li> <li>● Leave Chromebook on your desk at the end of the day for staff to put away in charging stations (applicable classrooms).</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Ensure classroom setup of desks provides physical distancing for students.</li> <li>● Wear a facial covering when working one on one with students or when circulating around the room and proper physical distancing cannot be maintained.</li> <li>● Ensure students maintain physical distance whenever possible (remind as needed).</li> <li>● Place student Chromebooks on desks for students prior to arrival (applicable classrooms). Place Chromebooks (from student desks) back in charging stations at the end of the day.</li> <li>● Eliminate shared classroom materials (whenever possible).</li> <li>● Keep the ceiling fans on (applicable classrooms) to maximize airflow.</li> <li>● Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.</li> <li>● Disinfect classrooms after school.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure classrooms are physically distanced.</li> <li>● Ensure classrooms are disinfected throughout the day and after school.</li> <li>● Ensure supplies are readily available for classroom staff.</li> </ul>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Hallways and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Provide a facial covering for your student to wear as it is now required for grades K-12. (There will be exceptions for students who cannot wear them for medical reasons)</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Wearing a facial covering is required when in hallways or common areas and social distancing cannot be maintained.</li> <li>● Follow all signage throughout the building.</li> <li>● When possible, stay to the right when traveling down hallways.</li> <li>● Follow locker use schedules as provided by staff for buildings who issue lockers (TVS and TCN classrooms).</li> </ul> <p><b>Program differences as noted</b></p> <p><b>Preschool Classrooms</b></p> <ul style="list-style-type: none"> <li>● Access assigned cubbies only during scheduled time provided by the classroom teacher.</li> </ul> <p><b>MD Classrooms (located at TVS &amp; TCN)</b></p> <ul style="list-style-type: none"> <li>● Cubby/Locker use will be directed by the classroom teacher.</li> </ul> <p><b>Alternative School</b></p> <ul style="list-style-type: none"> <li>● Closet/Cubby use will be directed by the homeroom teacher.</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.</li> <li>● Wear a facial covering when in the hallways and common areas.</li> </ul> <p><b>Building Custodians</b></p> <ul style="list-style-type: none"> <li>● Disinfect common areas daily. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in hallways and common Areas.</li> <li>● Wear a facial covering when in the hallways and common areas.</li> <li>● Provide bottles of water for students (drinking fountains will not be available for use).</li> <li>● Ensure supplies are readily available for classroom staff/custodians.</li> </ul> <p><b>Building differences as noted</b></p> <p><b>ESC Central Office</b></p> <ul style="list-style-type: none"> <li>● Individual staff are responsible for cleaning area after usage (cleaning supplies provided in each area)</li> </ul>

**OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS**

**Dropoff, Pick Up, and Visitors**

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100°F or higher should stay home. Other symptoms to check for are listed on page 10 of this document.</li> <li>● Provide a facial covering for your student to wear on the bus and while at school as it is now required for grades K-12. (There will be exceptions for students who cannot wear them for medical reasons)</li> <li>● Limit visits to school as much as possible.</li> <li>● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100°F or higher, or showing other symptoms.</li> <li>● All visitors will have temperature taken as they enter the building.</li> <li>● Follow posted guidelines and read all signage whenever entering the building.</li> <li>● Wearing a facial covering is required when entering the building.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Wearing a facial covering is required when entering, exiting, or moving around the building.</li> <li>● Report directly to your assigned classroom/area upon arrival to school.</li> <li>● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Supervise hallways and common areas to ensure students are reporting immediately to assigned area/classroom and not congregating in hallways or common areas.</li> <li>● Ensure designated doors are propped open at arrival and dismissal.</li> <li>● Ensure designated doors are closed after arrival and dismissal.</li> <li>● Wear a facial covering when in the hallways and common areas.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure adequate supervision is available in bus lots, in parking lots, and in common areas of the building.</li> <li>● Ensure proper signage is installed in hallways and common areas.</li> <li>● Ensure supplies are readily available for staff/custodians.</li> <li>● Ensure designated doors are propped open at arrival and dismissal.</li> <li>● Ensure designated doors are closed after arrival and dismissal.</li> <li>● Eliminate parent and community volunteers to ensure safety and health of students and staff.</li> <li>● Wear a facial covering when in the hallways and common areas.</li> </ul>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"><li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100°F or higher should stay home. Other symptoms to check for are listed on page 10 of this document.</li><li>● Provide a facial covering for your student to wear on the bus and while at school as it is now required for grades K-12. (There will be exceptions for students who cannot wear them for medical reasons)</li><li>● It is recommended that an adult be present at pickup in the event a student has a temperature, when taken before boarding the bus, as the student will have to remain at home.</li></ul> <p><b>Students</b></p> <ul style="list-style-type: none"><li>● Maintain appropriate physical distances while entering and leaving the building.</li><li>● Sit in your assigned seat.</li><li>● Wear a facial covering while riding the bus as it is highly recommended.</li><li>● Remain seated, facing forward while riding the bus.</li></ul>	<p><b>Drivers/Assistants</b></p> <ul style="list-style-type: none"><li>● Wear a facial covering while students are on the bus.</li><li>● Provide reminders to students of bus expectations.</li><li>● Provide access to hand sanitizer for student usage upon boarding the bus.</li><li>● Take student temperatures prior to boarding the bus. If the student has a temperature of 100°F or higher, the student cannot board the bus. Log temperatures on chart.</li></ul> <p><b>(Our thermometers will be the final and decisive reading for temperatures)</b></p> <ul style="list-style-type: none"><li>● Ensure the bus is disinfected following bus routes.</li></ul> <p><b>School/District Administration</b></p> <ul style="list-style-type: none"><li>● Monitor drop off and dismissal to ensure students do not congregate in groups.</li><li>● Wear a facial covering when monitoring drop off and dismissal.</li><li>● At morning arrival buses will be dismissed one bus at a time.</li><li>● At end of day departure, classrooms will dismissed one classroom at a time.</li></ul>

**OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS**

**Meetings and Conferences**

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.</li> <li>● In person meetings should follow appropriate physical distancing protocols and it is required facial coverings be worn when entering, exiting, and moving around the building.</li> <li>● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100°F or higher, or showing other symptoms. Other symptoms to check for are listed on page 10 of this document.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Participate in meetings as requested by parents/caregivers or school staff.</li> <li>● Follow physical distancing protocols.</li> <li>● Wearing a facial covering is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting and social distancing cannot be maintained..</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Maintain maximum physical distance from meeting participants whenever possible when meeting in person.</li> <li>● Wear a facial covering in meetings and conferences when in person.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Provide parents/caregivers with options for in-person, phone, or video conferencing.</li> <li>● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.</li> <li>● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.</li> <li>● Wear a facial covering in meetings and conferences when in person.</li> </ul>

**OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS**

**Health Services**

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100°F or higher should stay home. Other symptoms to check for are listed on page 10 of this document.</li> <li>● Provide a facial covering for your student to wear as it is now required for grades K-12. (There will be exceptions for students who cannot wear them for medical reasons)</li> <li>● Ensure contact information is up to date in the event the nurse needs to contact home.</li> <li>● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Use designated entrances and exits to the clinic.</li> <li>● Following physical distancing protocols as much as possible when in clinic/office.</li> <li>● Wearing a facial covering is required when in or moving around the clinic.</li> <li>● Wearing a facial covering is required if a student is determined to have a fever or other symptoms.</li> </ul>	<p><b>Nurse</b></p> <ul style="list-style-type: none"> <li>● Wear a facial covering when working individually with students.</li> <li>● Ensure the workspace is kept clean and sanitized.</li> <li>● Ensure physical distancing protocols are followed whenever possible.</li> <li>● Isolate students who are showing symptoms to a separate area away from other students already in the clinic.</li> <li>● Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.</li> <li>● Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed.</li> <li>● Ensure regular cleaning and disinfecting takes place in the office area.</li> <li>● Ensure seating areas are properly physically distanced.</li> <li>● Ensure the student isolation area is properly supervised when in use.</li> </ul>

**OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS**

**Lunches and Cafeteria**

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Provide a facial covering for your student to wear while at school when needed as it is now required for grades K-12. (There will be exceptions for students who cannot wear them for medical reasons)</li> <li>● Limit visits to school as much as possible including visits to drop off or forgotten items.</li> <li>● Parents/Caregivers will not be permitted to eat lunch with their child.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● When possible, stay to the right when traveling down hallways.</li> <li>● Wearing a facial covering is required when in line or moving around the cafeteria.</li> <li>● Sit in designated seats.</li> <li>● Follow guidelines for restroom use during lunch periods.</li> <li>● If bringing a packed lunch, report immediately to your designated seating area.</li> <li>● Follow physical distancing guidelines as much as possible when in line and in the serving areas.</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Supervise designated eating areas to ensure students are properly physically distanced.</li> <li>● Wear a facial covering when circulating around designated eating areas.</li> <li>● Monitor and issue passes for bathroom use during lunch time.</li> <li>● Use staggered dismissal to ensure physical distancing at the end of lunch.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in designated eating areas.</li> <li>● Ensure enough seating is provided to ensure proper physical distancing and be practiced.</li> <li>● Add additional seating areas (as needed) to ensure proper physical distancing.</li> <li>● Ensure supplies are readily available for cleaning and sanitizing tables and seats.</li> <li>● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.</li> <li>● Wear a facial covering when in the designated eating areas.</li> </ul> <p><b>Program differences as noted</b></p> <p><b>Preschool</b></p> <ul style="list-style-type: none"> <li>● All procedures listed above will apply to snack time as well.</li> </ul>



## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Provide a facial covering for your student to wear when in hallways and in restrooms as it is now required for grades K-12. (There will be exceptions for students who cannot wear them for medical reasons)</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Wearing a facial covering is required when in hallways and in restrooms and social distancing cannot be maintained.</li> <li>● Follow all signage in the hallways, common areas and restrooms.</li> <li>● When possible, stay to the right when traveling down hallways to get to restrooms.</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Assist in supervision of restrooms, hallways, and common areas between classes.</li> </ul> <p><b>Custodians</b></p> <ul style="list-style-type: none"> <li>● Disinfect restrooms, this includes but is not limited to door handles, toilets, stalls, and sinks.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in hallways, common areas and restrooms.</li> <li>● Ensure supplies are readily available for custodians.</li> </ul>

### Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100°F or higher, or showing other symptoms. Other symptoms to check for are listed on page 10 of this document.</li> <li>● Wearing a facial covering is required when entering, exiting, and moving around the office/building.</li> <li>● In-person office visits should follow appropriate physical distancing protocols.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Use designated entrances and exits to the office.</li> <li>● Following physical distancing protocols as much as possible when in office.</li> <li>● Wearing a facial covering is required while in or moving around the office.</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Wearing a facial covering is required when moving around the office area.</li> <li>● Follow physical distancing protocols.</li> </ul> <p><b>Office Staff</b></p> <ul style="list-style-type: none"> <li>● Monitor and control the number of people in the office at any one time.</li> <li>● Ensure physical distancing guidelines are followed as much as possible and wear a facial covering when distancing guidelines cannot be maintained.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Eliminate community and parent volunteers to ensure safety of all students.</li> <li>● Ensure proper signage is installed in the office and leading into the office.</li> <li>● Ensure regular cleaning and disinfecting takes place in the office area.</li> </ul>

- Ensure seating areas are properly physically distanced.

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### STUDENT ILLNESS AND COMMUNICATION

- Any student with a fever of 100°F or higher should stay home.
- Any student that has the following symptoms of COVID-19 should stay home from school, or if they exhibit these symptoms while at school, they should be picked up and should see their primary care provider to be assessed for COVID-19:
  - Fever or chills
  - New Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- **Returning to school after confirmed or probable COVID-19 diagnosis**
  - If a student is diagnosed as having COVID-19, they must meet ALL the following criteria to return to school:
    - Complete isolation or quarantine procedures in coordination with the Preble County Health District (PCHD), **AND**
    - 3 days with no fever (without using fever reducing medication), **AND**
    - Other symptoms improved, **AND**
    - 10 days since symptoms first appeared
- **Returning to school after health issues that are NOT diagnosed as COVID-19**
  - Any other illnesses should be handled in the routine manner according to district policies.
  - Schools shall send home any student or employee who has a temperature of 100°F or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication.
    - If the individual has had contact with someone confirmed or probable to have COVID-19, he/she must complete isolation or quarantine procedures in coordination with the PCHD prior to returning to school. These procedures can be found by visiting the PCHD website at: [www.preblecountyhealth.org](http://www.preblecountyhealth.org)
    - Students that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for 24 hours without using any fever reducing medications.

- The student may return to school only after 24 hours of no fever. To return to school the parent must communicate with the school to confirm that the student has been fever free for 24 hours, without the use of fever reducing medication.

#### **OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS**

##### **Communication for COVID-19 positive cases**

- When a student or staff member has been diagnosed with COVID-19, communication will come from the Preble County Health District (PCHD), not the school district.
- Quarantine requirements will be determined and communicated by the PCHD.

**OPTION 2 - REMOTE LEARNING (If state or local regulations require a school closure, we would shift into full remote learning.)**

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>● Monitor student progress on coursework.</li> <li>● Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to staff.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to teachers.</li> <li>● Participate in virtual sessions with teachers as scheduled.</li> <li>● Watch lessons provided by teachers and complete assignments according to timelines.</li> </ul>	<p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"> <li>● Create lessons that are engaging for students using a variety of strategies.</li> <li>● Regularly communicate with students.</li> <li>● Use Google Classroom/Class Tag as the platform for all assignments, links to resources, etc. (Paper packets may also be a valid option for student work).</li> <li>● Grade work in a timely manner and provide feedback to students on assignments.</li> </ul> <p><b>Technology Department</b></p> <ul style="list-style-type: none"> <li>● Provide help desk assistance when technology issues occur.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure each student has a device at home.</li> <li>● Monitor and assist teachers in the delivery of content for students.</li> <li>● Implement appropriate grading procedures and work from home guidelines for teachers.</li> </ul>

Additional Information
<ul style="list-style-type: none"> <li>● LINK TO: <a href="#">Preble County Schools Common Return to School Agreement</a></li> <li>● LINK TO: <a href="#">Preble County Health District</a></li> <li>● LINK TO: <a href="#">COVID-19 Health and Prevention Guidance for Ohio K-12 Schools</a></li> </ul>