KCSC's Path to Recovery for K-12 Schools

Considerations and Recommendations for KCSC's Schools

The Indiana Department of Education, in partnership with the Indiana Department of Public Health, has developed guidance to support districts and communities in determining their plans and strategies for reopening schools. *KCSC's Path to Recovery for K-12 Schools* provides a tiered approach with clear, actionable steps that are advisable before students and employees return to school buildings, along with guidance that is applicable throughout the 2020-2021 school year.

This approach is built upon the guidance and recommendations of health officials; it is strongly aligned to the reopening guidelines that have been provided by our state and federal leaders; and it's designed to help districts prioritize the health and safety of students and teachers as they open school buildings and deliver instruction for the 2020-2021 school year.

KCSC's Path to Recovery for K-12 Schools focuses heavily on the health and physical requirements necessary for reopening school buildings. The Indiana Department of Education will continue to provide guidance and recommendations to districts and schools on navigating the academic, social, and emotional effects of the COVID-19 pandemic on students and employees.

KCSC's Path to Recovery for K-12 Schools provides considerations, recommendations, and best practices to ensure a safe and successful 2020-2021 school year. This guidance is not mandated, or state required. KCSC will have the authority and flexibility to meet their individual needs and be responsive to their communities.

Addressing Community Spread in K-12 Schools

Substantial Spread

- Building level nurses will coordinate with local and state health officials
- Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)
- Schools that are closed, remain closed. Implement distance/remote learning (see *Serving School Meals* and *Supporting Teaching and Learning*).
- Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.
- We will consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)

For additional guidance on addressing community spread, see the CDC's Considerations for Schools

Minimal/Moderate Spread

- Building level nurses will coordinate with local and state health officials
- Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)
- Implement **enhanced** social distancing measures (see *Transitioning, Large Group Gatherings, and Teaching and Learning*)
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*)
- Isolate and deep clean impacted classrooms and spaces
- We will consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see *Protecting Vulnerable Populations* for considerations)

KCSC has the authority and flexibility to close school buildings and utilize distance/remote learning as needed.

Low/No Spread

- Building level nurses will coordinate with local and state health officials
- Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*)
- We will consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)

Definitions

Face Coverings

Face coverings are highly recommended and the responsibility of the parent/ guardian.

> CDC Guidance

Hand Sanitizer

Hand sanitizers should contain at least 60% alcohol and only used with staff and older children who can safely use hand sanitizer. Hand soap should be used for younger children.

> CDC Guidance

Clean/Disinfect

Ensure safe and correct application of disinfectants and keep out of reach of children. Our staff have been trained on the necessary protocols.

> CDC Guidance

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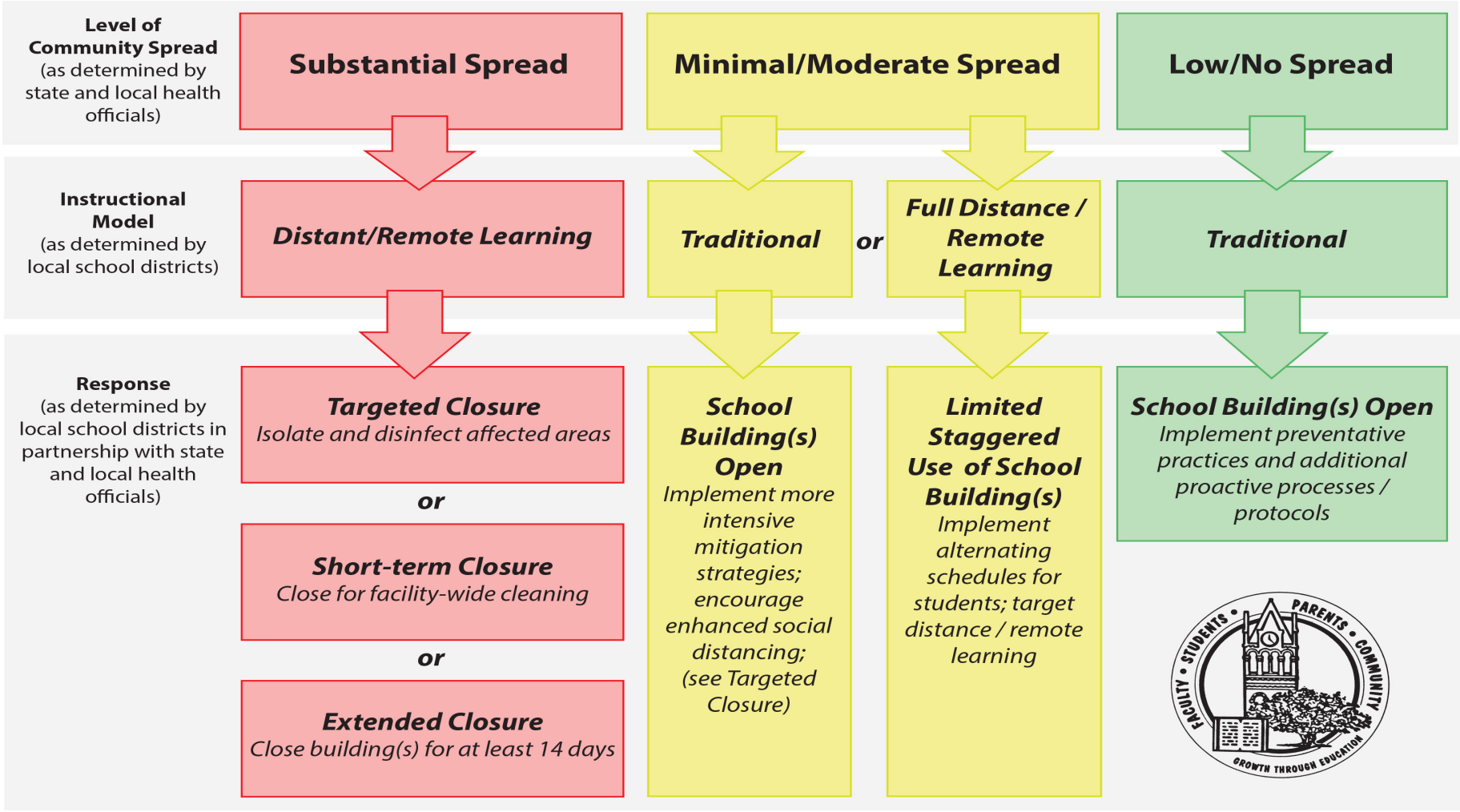
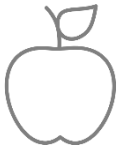


KCSC's Path to Recovery for K-12 Schools

Level of Community Spread (as determined by state and local health officials)	**Substantial Spread**	**Minimal/Moderate Spread**	**Low/No Spread**
Practicing Prevention 	**We will:** • Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols • Encourage COVID-19 CDC Guidance • How to Protect Yourself and Others • COVID-19 Symptoms • COVID-19 and Children • Communication Tools Indiana Department of Health • https://www.coronavirus.in.gov/ • CDC COVID-19 Self-Checker Indiana's COVID-19 Hotline **877-826-0011** Return to School • Launching a Return to Committee	**We will:** • Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings • Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Clean/disinfect frequently touched surfaces at least daily and shared objects after each use • Allow students and staff to bring hand sanitizer and face coverings to use from home • Take steps to ensure all water systems and features are safe Turn off water fountains and provide bottled water or allow students and staff to bring water bottles from home • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff • Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks • Students shall not share any supplies or personal CDC Guidance • Reopening Guidance for Cleaning and Schools • Guidance for Reopening Buildings After Shutdown	**We will:** • Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings • Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Clean/disinfect frequently touched surfaces at least daily and shared objects after each use • Allow students and staff to bring hand sanitizer and face coverings to use from home • Allow staff to wear face covering, and other appropriate PPE as desired • Take steps to ensure all water systems and features are safe • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff • Conduct deep cleaning of schools prior to students/staff returning; schedule periodic cleanings during weekends or school holidays/breaks (to the extent practicable) • Reopening Guidance for Cleaning and Disinfecting Schools • Guidance for Reopening Buildings Return to School • Roadmap for Facilities

Transporting Students 	**School buildings are closed**; buses used to deliver meals to students and families **We will:** • Reduce contact by delivering a week's worth of meals during a designated time (ex: delivering a week's work of meals every Monday)[2] *[2]Subject to future USDA meal waiver approval*	**We will:** • Provide hand sanitizer for students and bus drivers • Allow face coverings for bus drivers; allow students to wear face coverings • Eliminate field trips • Clean and disinfect frequently touched surfaces on the bus at least daily • Establish protocols for loading/unloading students to minimize congregation of children from different households • Assign seats CDC Guidance • What Bus Operators Need to Know	**We will:** • Implement standard operating procedures while taking preventative measures such as: ○ Providing hand sanitizer for students and bus drivers ○ Allowing bus drivers and students to wear face coverings ○ Limiting field trips (to areas of limited/ low transmission) ○ Inspecting buses prior to students returning and as part of a regular rotation ○ Cleaning and disinfecting frequently touched surfaces on the bus at least daily ○ Airing out buses when not in use
Entering School Buildings[3] *[3]**School Calendars:** KCSC has authority over school calendars – meaning they have full authority to set start and end dates, holidays/breaks, and school hours, provided instructional requirements are met.*	**School buildings are closed**; districts should require only that *essential staff* report in-person to carry out functions that are *absolutely necessary*. **We will:** • District/school leaders will remain vigilant and purposeful as they determine roles, responsibilities, and reporting requirements for staff, refraining from blanket reporting requirements • District/school leaders will leverage virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures	**We will:** • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • See KCSC protocol for students/staff who feel ill/ experience symptoms when they come to school • Mark spaced lines to enter the building and designate entrance and exit flow paths • Screen students and staff (to the extent practicable): ○ Isolate and send home if internal temperature over 100.4˚F (38˚C) ○ Consider safety and privacy concerns (confidentiality should be maintained) • Establish a protocol for visitors: enter at front office, screening visitors, face coverings are recommended but not required, etc. Restrict nonessential visitors and volunteers. • Each school has a specific protocol for student pick/ drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup.	**We will:** • Implement standard operating procedures while taking preventative measures such as: ○ Provide hand sanitizer for students and staff ○ Limit unnecessary congregations of students and staff ○ Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols ○ Establish a protocol for students/staff who feel ill/experience symptoms when they come to school ○ Each school has a specific protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup. American Health Care Association • COVID-19 Screening Checklist for Visitors Society for Human Resources Management (SHRM) • Coronavirus Warning Poster for Entrances

Serving Meals 	**School buildings are closed.** **We will:** • Practice established social distancing protocols to the greatest extent practicable • Establish a plan to deliver meals during a designated time (ex: delivering a week's worth of meals every Monday)[2] *[2] Subject to future USDA meal waiver approval*	**We will:** • Allow student hand washing before and after meal • Provide hand sanitizer for students and staff • Use disposable plates, utensils, etc. • Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use • Conduct cleaning of cafeterias and high-touch surfaces throughout the school day • All Food Services employees will wear face coverings when serving or preparing food. Alternative Serving Models: • Serving meals in classrooms • Serving meals in cafeterias with: o Spaced serving lines (marked on floors) o Spaced seating (utilize outdoor space as practicable and appropriate) o Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods) o Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils.	**We will:** • Implement standard operating procedures while taking preventative measures such as: o Providing hand sanitizer for students and staff o Allowing students and staff to wear face coverings while in large group gatherings o Conducting cleaning of cafeterias and high-touch surfaces throughout the school day o All Food Services employees will wear face coverings when serving or preparing food.
Transitioning 	**School buildings are closed.**	**We will:** • Limit mixing between groups (to the extent practicable) • For class changes and other transitions throughout the school day, will use the following where appropriate: o Adjust time for transitions o Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated students to minimize congregation of students o Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time o Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children) o Students will be required to have a bookbag with them throughout the day at KHS and KMS	**We will:** • Implement standard operating procedures while taking preventative measures such as: o Allowing students and staff to wear face masks/coverings while in large group gatherings o Conducting cleaning of hallways and high-touch surfaces throughout the school day o Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable) o Students will be required to have a bookbag with them through out the day at KHS and KMS

Conducting Large Group Gatherings 	**School building are closed.** Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order	**We will:** • Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order • Discourage the congregation of students in parking lots and common areas • Stagger the schedule for large group gatherings (i.e. recess and school meals) • Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing • Follow *Indana High School Association* guidelines for sporting events and practices	**We will:** • Implement standard operating procedures while taking preventative measures such as: o Providing hand sanitizer for students and staff o Allowing students and staff to wear face masks/coverings o Limiting unnecessary congregations of students and staff o Follow *IHSAA* guidelines for sporting events and practices
Supporting Teaching and Learning 	**School buildings are closed.** **We will:** • Implement a robust Distance Learning Plan • Distribute printed instructional packets/materials and district/school communications along with meals; designate and communicate collection/drop off points Resources **COVID-19 Resources for Indiana Schools**	**We will:** • Survey families to gauge which students may want to conduct their schooling virtually for the 2020-2021 school year; schools can offer their own online courses. Traditional Instructional Model • *Schools can deliver traditional instruction Minimal/ Moderate Spread by implementing accommodations outlined in this guidance.* • *District or school-wide distance/remote learning is allowable and a local decision.* • *Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable).* • *Limit physical interaction through partner and group work.* • *Establish distance between the teacher's desk/board and students' desks.* • *Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits for social distancing.* Hybrid Instructional Models • *Hybrid models should only be implemented if absolutely necessary and after factoring in additional logistical requirements/costs as well as day care requirements placed on working families and unnecessary burden on staff. Consider allowing special education students to continue in person instruction as these students often rely on*	**We will:** • Implement standard operating procedures while taking preventative measures such as: o Providing hand sanitizer for students and staff o Conducting cleaning of classrooms and high-touch surfaces each day o Limiting physical interaction through partner or group work o Surveying families' interest in continuing online learning to reduce number of students requiring face-to-face, traditional instruction • Establish an academic baseline: o Administer formative assessments toward the start of the school year o Conduct meetings with teachers to identify where students are academically • Discuss the shared experience:

Supporting Teaching and Learning *(cont.)*	**Professional Learning for Teachers** • Making the Shift to Online Teaching and Learning • ~~Supporting Students with~~ Disabilities Online **American School Counselor Association** • School Counseling During COVID-19: Online Lessons and Resourc **School Library Media Specialists** • School Media Specialists Can Help During Crisis (School Library Journal) **Counseling available** • **pK - 8 - Porter Starke** • **9 - 12 - Bowen Center**	*daily routines and social interactions to address their individual learning needs.*	**Target interventions and supports:** o **Provide additional instructional supports to:** ▪ **students at-risk of not graduating on time** ▪ **students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.)** ▪ **other students identified as being behind academically by teachers and parents.** o **Identify essential concepts/skills grade levels and provide access to enrichment (fine arts, music, world language, CTAE, computer science, AP/IB, dual enrollment, physical education/play, STEM/STEAM, etc.** • **The following options may be available to address learning loss:** o **Edmentum/APEX as needed** o **Provide extended learning opportunities through before/after school programs, Saturday school, etc.** • **Prepare for potential future distance/remote learning by increasing current blended learning:** o **Develop a digital learning plan** o **Integrate virtual learning practices:** ▪ **digitizing lessons** ▪ **requiring a certain number of online assignments for each grading period** o **Provide virtual learning-specific professional learning for educators** o **May schedule specific planned district-/school-wide digital learning days as part of the school calendar**

Protecting Vulnerable Populations[1] [1] ***Vulnerable Populations*** *-- Elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.*	**School buildings are closed.** See *Entering School Buildings* for district/school staff guidance.	**We will:** • Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials • Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations • Adhere to FERPA and HIPPA requirements • Adhere to state and federal employment law and extended leave allowances • Offer an Employee Assistance Program to all staff members (Families First Coronavirus Response Act: Employer Paid Leave Requirements)	**We will:** • Implement standard operating procedures while taking preventative measures such as: o Establish a point-of-contact with the local health department o Identify local COVID-19 testing sites o Provide hand sanitizer for students and staff o Allow vulnerable students to complete their coursework virtually o Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable) o Allow an early transition for vulnerable students to go to classes o Allow to opt out of large group gatherings/Interactions for vulnerable students and staff o Offer an Employee Assistance Program to all staff members (Families First Coronavirus Response Act: Employer Paid Leave Requirements)

When a Child, Staff Member, or Visitor Becomes Sick at School

We will:

- Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Students will be escorted from building. Parents should call the school office upon arrival.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait no longer than 24 hours before you clean and disinfect. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met state criteria to discontinue home isolation
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state guidance if symptoms develop. If a person does not have symptoms, follow appropriate state guidance for home quarantine.

CDC Guidance

- Symptoms of Coronavirus
- What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection
- Standard Precautions
- Transmission-based Precautions