



## **Southeast of Saline Reopening Plan**

### **COVID-19 Exposure Prevention, Preparedness, and Response Plan**

This plan outlines the steps to reopen schools in USD 306 in the safest and most responsible way possible. Southeast of Saline values education and recognizes the impact on youth to miss school, both emotionally and educationally. This plan aims to outline the steps that every USD 306 staff member and student should take to reduce the risk of exposure to COVID-19. The plan describes how to mitigate student and staff exposure to coronavirus, protective measures to be taken in the classroom, use of personal protective equipment, and work practice controls to be used, cleaning and disinfecting procedures, and the protocol should a staff member or student become sick. It also outlines the communications that will follow and who is responsible for the follow up.

USD 306 Southeast of Saline takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in limiting the outbreak. This is particularly true for the educational setting, which is crucial in reopening and keeping schools open during this Declared National Emergency. (COVID-19 Planning Considerations, n.d.) In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the School District and all of our classrooms.

**\*\*Please keep in mind that this is a working document that can be updated as needs arise.**

# HEALTH

**FACE COVERINGS:** Students and staff will be **required** to wear approved face coverings over the nose and mouth. Masks must cover from nose to chin that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face (gaiter).

- Staff will provide mask breaks for students throughout the day.
  - Students do not need to wear their masks at lunch or recess.
  - During mask breaks, students will wear their masks on a lanyard or around their necks if they are wearing a gaiter. Paper sacks will be provided when mask storage is needed.
- Two face coverings (1 mask, 1 gaiter) will be provided to staff and students. Staff and students are responsible for cleaning their personal face covers.
  - According to the CDC, fabric masks are safe to wash in a standard washing machine with other laundry.
  - Face covers should be cleaned/changed on a daily basis.
- Masks/Gaiters should be labeled with the owner's name to avoid confusion.
- Individuals may provide their own school-appropriate masks/gaiters.
- IF the staff member or student has documented a reason to not wear face coverings while at school, that documentation should be provided to the school nurse prior to school starting.

## **SCREENING:**

- Staff are expected to report to their principals if they are experiencing signs or symptoms of COVID-19, as described below.
- Staff and students will be given direction to self screen **each** day on arrival to school.
- Student screenings will occur upon loading the bus or at the designated entry points to the building.
- KSDE, KDHE and the CDC have provided the following control and preventive guidance to all staff and students, regardless of exposure risk:
  - *Parents, students and staff* will complete an at-home screening daily.
    - An at-home screening poster will be made available to each family/staff.
    - Families must familiarize themselves with the symptoms of COVID-19:
      - Coughing
      - Fever (99.6 or above without medication)
      - Shortness of breath, difficulty breathing
      - Loss of taste or smell
      - Other symptoms may include: chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose

- If a student/staff is displaying any of these symptoms due to allergies - please provide documentation to the school nurse.
- If a fever, cough, or combinations of other symptoms, **DO NOT COME TO THE SCHOOL.** *Call your healthcare provider!*
- If you come into *close contact* with someone having these symptoms, *call your healthcare provider!*

**Maintaining a Healthy Environment:**

- Wash your hands with soap and water for at least twenty seconds each hour. When soap and running water are unavailable, use a 70% alcohol-based hand sanitizer. DO NOT touch your face, eyes, nose, or mouth.
- DO NOT touch your mask/face coverings. If you do touch your face, eyes, nose, mouth or face covering, use a hand sanitizer or wash your hands. Cover coughs and sneezes into your elbow or tissue.
- AVOID close contact with people who are sick.
- Teachers with cloth furniture in classrooms must place a plastic cover over the furniture. It is recommended that water fountains only be used to refill reusable water bottles.
- Supplies, ie: pencils, notebooks, markers, snacks, water bottles, etc., should not be shared.
- Hand sanitizer will be placed in classrooms, entryways, lunchrooms, main playground doors and school offices. Two hand washing stations and additional water bottle fillers have been installed. Students and staff are encouraged to sanitize personal items *daily*. Disinfectant and related cleaning supplies are available to all staff.
- PE and athletic clothing/equipment should be washed daily. Locker Room use is controlled.
- Signs will be highly visible locations that promote everyday protective measures and describe how to stop the spread of germs. (such as by properly washing hands and properly wearing a cloth face covering).
- Post signs in bathrooms with directions on how to effectively wash hands.
- Staff will be trained on all safety protocols.

**COVID-19 Case Procedures:**

USD 306 is dedicated to protecting all students and staff to the highest degree possible during infectious outbreaks. Decisions regarding the isolation and quarantine protocol for district staff/students with confirmed or suspected COVID-19 should be made in context of local circumstances based on guidance from the Centers of Disease Control (CDC), KS Department of Health and Environment, and/or the Health Officer of the Saline County Health Department in

order to ensure proper compliance with current isolation and quarantine guidelines.

- Defining a *Positive Case* of COVID-19 Disease and the Infectious Period:
  - A person is considered to have a case of COVID-19 disease if they have tested *positive* for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen).
  - A person is considered infectious *two days prior* to the onset of symptoms through at least 10 days after the onset of symptoms.
  - Persons that *do not* have symptoms, the infectious period is considered as *two days prior* to and a minimum of 10 days from the date the sample was collected.
  - Persons must remain in isolation until they have met the criteria for release from isolation set by KDHE or the local health department.
- Defining a *Close Contact*:
  - A person is considered a *close contact* if they were within 6 feet or less of the person with COVID-19 *for 10 minutes or more* or if they had known exposure to secretions (for example: direct contact, being coughed or sneezed on).
  - *Close contacts* must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or the local health department.
- Staff or Student *exhibiting* COVID-19 Symptoms:
  - Quarantine criteria for *presumed* (symptomatic) or *suspected* (two or more COVID symptoms, but not tested) COVID-19
    - *Untested: Exclude from school until:*
      - At least 10 days have passed since symptom onset AND
      - 72 hours after symptom resolution, WHICHEVER IS LONGER
      - Students/staff may participate in off-site learning/teaching during asymptomatic quarantine, as possible. Quarantine criteria for asymptomatic cases is met.
    - *Tested: Exclude from school after tested until:*
      - Test results have returned negative AND
      - 72 hours after symptom resolution
      - IF additional symptoms develop during the quarantine period, then the required quarantine period starts over from the day that new symptoms began.
      - Students/staff will participate in off-site learning/teaching during quarantine as possible..
  - *Quarantine/Isolation* criteria for *close contact* of a confirmed asymptomatic COVID case:
    - **Exclude** from school until:
      - The end of the mandatory *14-day* quarantine period. This period begins after the person is last exposed to the positive case.
      - Students/staff will participate in off-site learning/teaching during

- quarantine as possible.
      - Testing does not alter this requirement
- *Travel related quarantine* (as defined by the KDHE travel related quarantine list)
  - *Exclude* from school until:
    - The end of the mandatory 14-day quarantine period. This period begins on the day that the person returns to Kansas.
    - Students/staff will participate in off-site learning/teaching during quarantine as possible.
    - Testing does not alter this requirement
- Staff or students with *other* illness:
  - If an individual was never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to school will be based on the specific diagnosis *to include the healthcare provider's orders*.
- Return to School After Exclusion:
  - Once a student or staff member is excluded from the school environment, due to COVID-19, they may return if they satisfy the recommendations of KDHE or the local health department. Currently those guidelines are:
    - **Untested:**
      - Persons who have not received a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, but experience symptoms may return if the following conditions are met:
        - A minimum of 10 calendar days have passed since symptoms first appeared *AND*
        - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have been alleviated.
    - **POSITIVE COVID-19 test result:**
      - *Symptomatic* cases may return to school if the following conditions are met:
        - A minimum of 10 calendar days have passed since symptoms first appeared *AND*
        - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have been alleviated.
      - *Asymptomatic* cases may return if: 10 calendar days have passed since the date of a COVID 19 test *AND*
        - Symptoms have *not* developed.
        - IF symptoms develop during the 10-day isolation period, follow the above criteria for symptomatic cases with a *new isolation period* starting from the day symptoms started.

- NEGATIVE COVID-19 test result:
        - *Known exposure* to a positive case *or* travel from a location on the Quarantine List:
          - A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine resulting from their exposure or travel.
        - No known exposure to a positive case or travel-related exposure:
          - People who have not been identified as a close contact to a COVID-19 case and have not traveled from a location on the Quarantine List may return to work/school upon negative results.
- School Response to Student or Staff Isolation or Quarantine:
  - Immediately on notice of a student/employee positive COVID-19 diagnosis.
    - The custodial staff will be informed. All affected areas will be thoroughly disinfected.
    - School staff will immediately compile a list of close contacts, including names, email addresses and phone numbers.
    - Guardians of students and staff who have been identified as *close contacts* will be informed immediately by administration while protecting the rights of those involved.
    - *Close contacts* must start a 14-day mandatory quarantine period starting from *the day after the last contact with the case*.
    - The list of close contacts will be shared with the *Saline County Health Department* for follow-up during the quarantine period.
- Separation While in School:
  - A designated room/space, separate from the nurse's office, will be available where students/who have symptoms of COVID-19 or other communicable disease will wait to be evaluated and/or for pickup/dismissal.
  - Only essential staff and students assigned to the designated room may enter.
  - Students who are ill will be escorted out of the building. The parent/guardian will meet the student(s) at the North door.
- *Confirmed Case of COVID-19* in the School Building:
  - When there is *confirmation* that a person infected with COVID-19 was in a school building, the school will contact the Salina Saline County Health Department. The individual who tested positive will not be identified to the school community, maintaining 'confidentiality'. Only those who were in

direct contact or other essential persons will be notified.

- *Option 1:*
  - The school will remain open. Specified areas will be blocked off until all can be disinfected thoroughly. The school and the local health department will determine *close contacts*. Those determined to be *exposed* will start a mandatory 14-day quarantine period.
- *Option 2:*
  - The school will close for a *minimum* of two to five days. All school activities will be cancelled/rescheduled. Parents, students and employees will be encouraged to *stay at home*. School administration will communicate with the school community through the school messenger and social media with instructions/information.

# COMMON SPACES

- **Visitors**

- Public access to the building is restricted. **Entrance is through the North doors ONLY.**
- Any adult/student/other wishing to enter the building will be asked to wear a face covering before entering. The individual entering will also be interviewed.
- Visitors should schedule appointments in advance and remain outside the facility until the appointment time/contact.
- Temperatures will be taken by USD306 staff and must be under 100.0 degrees to enter the building.
- **All persons entering** the building after school starts will be asked the following questions. Unless the answer is “no” to all questions, the visitor will not be allowed in.
  - Do you have symptoms of fever and cough? Shortness of breath?
  - Have you visited any of the restricted travel advisory locations on the KDHE list within the last fourteen days?
  - Have you had close contact with anyone in the past fourteen days who has been diagnosed with or tested for COVID-19?
- Field trips and guest speakers will only be done virtually.

- **High-Touch Points**

- The district has instituted increased housekeeping practices, which includes cleaning and disinfecting frequently used supplies, devices and equipment, and other elements of the work environment, where possible.
- Staff and students will regularly do the same in their assigned work areas as it is the shared responsibility of everyone to help disinfect between classes/activities.
- Classrooms and break/lunchroom areas will be disinfected *at least once per day*. Desks will be disinfected between ALL K-12 class transitions. Custodial staff will disinfect each room/area at the end of each school day. .
- Vehicles, buses, and equipment/tools will be disinfected at the end of each use.

- **Floor Markers / Signs**

- Floor markers will encourage one-way traffic flow to limit face-to-face interaction.
- Social distancing and signs will limit the number of people gathered in any one area to promote best hygiene practices.



- Movement throughout the school building will be limited and occur on an as-needed basis.
  - The total enrollment of the building will not allow for congestion free areas throughout certain times of the day. As a result, the wearing of appropriate face coverings will assist with the prevention of transmission of illness.
  - The design of a cohort philosophy at each school level will assist with contact tracing and, therefore, students may travel with their cohort throughout the school day.
  - Elementary Cohort: grade-level (ex: 1st grade, 2nd grade, etc.)
  - Secondary Cohort: block schedule and modified rotations (purple [odd] one week; white [even] one week); *no grey days*
  - Buses and Lunchrooms: assigned seating will be designated.
- **School Arrival**
    - All school entry doors will open at 7:55am, unless individual arrangements have been made with a staff member. Entry doors will be closed at 8:15am. Any student/staff arriving late will need to enter the **North** doors and proceed to the office.
    - Before/after school groups will be monitored by their sponsor with entry through the designated door.
    - **Elementary School**
      - Bus riders
        - Bus riders will already have had their temperature checked and will *enter through the North door*.
        - Upon arrival in the classroom, students will proceed directly to their classrooms, check in with their teacher, stay in the classroom or IF eating breakfast proceed to the service line.
        - Students staying in the room will be provided an activity to complete.
        - Arrival will occur between 7:55 a.m. and 8:15 a.m. daily.
      - Car riders
        - Car riders will enter through the *West* door where their temperature will be taken.
        - Students will proceed directly to their classrooms, check in with their teacher, stay in the classroom or IF eating breakfast proceed to the service line.
        - Students staying in the classroom will be provided an activity to complete.
        - Arrival will occur between 7:55 a.m. and 8:15 a.m. daily.

## Junior High/High School

- Bus riders
  - Bus riders will already have had their temperature checked and enter the building through the **North** doors.
  - Buses will begin dropping students off at school sites by 7:55 a.m.
  - Students will immediately enter the school building and go to their first hour class. They may socialize with their peers in the classroom as they await the start of the school day or attend breakfast.
- Car riders/drivers
  - Car riders/drivers may enter the building at 7:55am through the **East** door where their temperature will be taken.
  - Students will take their supplies to their first hour class. Students may take their gym/athletic bags to the locker room before reporting to their first hour. They may socialize with their peers in the classroom as they await the start of the school day or attend breakfast. Supervision will not be available for students prior to 7:55 a.m. Students are invited to be on school campus only on scheduled school days and during school hours. Students should be present on campus before or after school hours only when scheduled or invited to be present by an administrator, coach, sponsor, or teacher.

# CLASSROOMS

## Instructional Learning Models:

- **On-Site:** The on-site model is face-to-face instruction with students in the building Monday-Friday. Students and staff will follow all safety precautions outlined by the county health officials and/or established by local policy. Students will be cohorted (consistent grouping) to limit exposure. For example, in elementary school, students will be cohorted by grade levels. Secondary will be cohorting based on the purple (odd) and white (even) block schedule. Secondary students will follow a modified rotation schedule alternating purple block one week and white block the next week. Students and staff will be asked to adhere to the following guidelines:
  - Mask requirements
    - Students and staff will be required to wear approved face coverings over the nose and mouth.
    - Face shields will be permissible for staff and students, but must be worn with a mask. Staff will need to be 6 feet from students providing direct instruction from a stationary position when mouth visibility is required.
    - Provide mask breaks for students throughout the day. Students do not need to wear their masks at lunch or recess.
    - During mask breaks, elementary students will wear their masks on a lanyard or around their necks if they are wearing a gaiter. Paper sacks may be provided when mask storage is needed. Secondary will address mask breaks on the first day of school.
    - Students' masks should be labeled with names.
    - Masks should be taken home and washed daily.
    - Elementary: Lanyards will stay at school.
  - Classroom setup
    - Doors will be left propped open to ensure proper ventilation and reduce touch points.
    - Seating will be spread out 3-6 feet.
    - If partitions are not available, students should face the same direction.
    - Seating charts will be used to limit the number of contacts.
      - *Elementary:* Seating charts will be shared with coordinating teachers (specials, lunch, etc.)
      - *Secondary:* There will be separate seating charts at lunch for purple and white days.
  - Classroom materials
    - Sharing of objects is discouraged.
    - Community school supply bins are not allowed.

- Shared student storage space will be limited.
      - 6th Grade lockers can be utilized for coats and backpacks only.
      - Secondary lockers will not be open for use until further notice.
      - Locker room lockers are permitted for sports and PE usage only.
    - Sanitize shared materials between uses.
    - Wash hands before and after using shared materials.
    - Teachers should pass out all papers and materials.
    - Books will be quarantined for 96 hours (4 days). They can be sanitized if immediate use is necessary.
    - Magazines / glossy paged materials will be quarantined for 120 hours (5 days).
    - Each student will provide a personal water bottle each day. Bottles should be labeled with students' names, and taken home regularly to be washed. Water filling stations are available throughout the building. Water fountains will be used to refill bottles only.
  - Cleaning
    - Handwashing
      - Students will sanitize/wash hands each block or at natural transitions during the day.
      - Wash hands with soap and water for at least 20 seconds. When this is not available, hand sanitizer will be provided.
    - Classrooms will be cleaned and disinfected multiple times each day.
      - *Lower Elementary (K-3)*: Students will clean workspaces prior to small group instruction and during transition time.
      - *Upper Elementary (4-6)* and Secondary: Students will clean workspaces before each block begins.
    - iPads and Chromebooks should be sanitized periodically.
      - Sanitizer should be alcohol based, not bleach based.
  - Learning Platforms
    - Google Suite Applications will be used primarily as the learning platform at SES.
      - Training will be available for staff on professional development days.
    - Students should be trained on the necessary learning platforms prior to the October 2 remote learning day.
      - Other learning platforms, such as Seesaw, will be permitted for use.
  - Recess
    - Students will use hand sanitizer before and after recess.

- Students will enter the playground through the south cafeteria doors, and exit the playground through the west doors.
- Students will play within cohort groups (grade levels).
- Each cohort will have their own set of playground supplies (balls, jump ropes, etc.).
- Students should practice social distancing on the playground as much as possible. Contact games are discouraged.
- Masks are not required during recess time.
- Personal play equipment will not be allowed at school during this time.
- Special Classes
  - Southeast of Saline will follow guidelines from KSDE as well as recommendations outlined in the International Coalition Performing Arts Aerosol Study conducted by the University of Colorado Boulder and the University of Maryland regarding the arts (band and vocal). Large groups will be held in the theater and will follow social distancing and rehearsal guidelines mentioned above.
  - Extra PPE will be provided for specific areas, projects, and equipment in the industrial technology and agriculture department.
  - Elementary Art and Computers will be held in the classroom with students staying in their homerooms to reduce hallway classrooms and exposure.
  - Music and PE will receive students within their classrooms and follow KSDE safety protocols.
  - Library will follow protocols suggested by the Kansas Association of School Librarians. See Policy and Procedures Handbook for specific guidelines.
  - Reading services will be provided in the classroom.
- Restroom Procedures
  - If students are leaving the classroom to go to the restroom, they will be dismissed one at a time, and will sign out (record name and time in and out for tracking purposes)
  - Teachers will specify which restroom students should use outside the classroom.
- Other
  - Off-site field trips will not occur during the 2020-2021 school year.
  - Birthdays will be celebrated with prepackaged, store-bought snacks in their original sealed containers. Parents will not be allowed to attend school Birthday celebrations, so treats will need to be sent to school with the student.

- Holiday parties will be modified to accommodate health and safety guidelines.
  - Students eating breakfast will report to the classroom for attendance and go to the cafeteria to eat. They should return to the classroom by 8:15.
  
- **Hybrid:** The hybrid model is a combination of face-to-face instruction and off-site learning. We will use this model in a situation where we need to increase social distancing to prevent further outbreak. Students will be grouped by family and will either attend on-site on Monday/Tuesday or Wednesday/Thursday. On days students are not in the building, they will participate digitally with their regularly scheduled classes. Fridays will be an off-site learning day for all students. In this learning model, students will be provided with technology to participate in real time, off-site learning and attendance will be taken daily by each classroom teacher.
  - Students who are on-site will follow on-site guidelines listed above.
  - Students who are off-site will join class via Google Meet from 8:15-3:20.
    - Attendance will be taken by secondary block teachers and by elementary teachers and in special classes. If an off-site student leaves the class during class time without permission, they are considered absent. Cameras need to be turned on in order to be counted for attendance.
    - Students will be required to participate in 395 minutes of learning each day with their on-site peers.
    - Directions will be given by each teacher on how off-site students should spend their class time.
    - Students with an IEP will be notified of their hybrid schedule on a case-by-case basis.
  - Learning Platforms
    - Google Suite Applications will be used primarily as the learning platform at SES.
      - Training will be available for staff on professional development days.
    - Students should be trained on the necessary learning platforms prior to the October 2 remote learning day.
      - Other learning platforms, such as Seesaw, will be permitted for use.
    - Distribution and submission of materials
      - Whenever possible, documents should be shared electronically.
      - Teachers will work to prepare materials prior to students going to hybrid learning.
      - Teachers will decide when classwork will be submitted.

- Extracurricular activities may be available for both on-site and hybrid learners. Fully remote students will not participate in on-site activities, but can participate remotely if the activity is offered remotely.
- **Off-site:** The off-site model is where all students will participate in learning through a digital platform from home. We will use this model in a situation where COVID case numbers have increased and do not allow for any face-to-face instruction. In this model, students will be provided with technology to participate in real time, off-site learning.
  - Students who are off-site will join class via Google Meet from 8:15-3:20.
    - Attendance will be taken by secondary block teachers and by elementary teachers and in special classes. If an off-site student leaves the class during class time without permission, they are considered absent. Cameras need to be turned on in order to be counted for attendance.
    - Students will be required to participate in 395 minutes of learning each day.
    - Directions will be given by each teacher on how off-site students should spend their class time.
    - Students will receive the same services as if they were on-site.
  - Learning Platforms
    - Google Suite Applications will be used primarily as the learning platform at SES.
      - Training will be available for staff on professional development days.
    - Students should be trained on the necessary learning platforms prior to the October 2 remote learning day.
      - Other learning platforms, such as Seesaw, will be permitted for use.
    - Distribution and submission of materials
      - Whenever possible, documents should be shared electronically.
      - Teachers will decide when classwork will be submitted.
      - Elementary only: Each Friday, families will pick up a bag of supplies for the following week. Grade levels will fill bags for individual students to be picked up in echo hall. Materials need to be prepared and put in echo hall by Thursday evening.
  - During remote learning, students will not participate in on-site activities.
- **Remote Option:** The remote option is for families who choose full time, off-campus learning. In this model, students will be provided with technology to participate in real time learning remotely with their on-site peers. Remote students will be required to

participate in 395 minutes of learning each day. When participating in remote learning, some extracurricular activities and elective classes will not be available.

- Students who are off-campus will join class via Google Meet from 8:15-3:20.
  - Attendance will be taken by secondary block teachers and by elementary teachers and in special's classes. If an off-campus student leaves the class during class time without permission, they are considered absent. Cameras need to be turned on in order to be counted for attendance.
  - Students will be required to participate in 395 minutes of learning each day.
  - Directions will be given by each teacher on how off-campus students should spend their class time.
  - Students will receive the same services as if they were on-site.
- Learning Platforms
  - Google Suite Applications will be used primarily as the learning platform at SES.
    - Training will be available for staff on professional development days.
  - Distribution and submission of materials
    - Whenever possible, documents should be shared electronically.
    - Teachers will decide when classwork will be submitted.
    - Elementary only: Each Friday, families will pick up a bag of supplies for the following week. Grade levels will fill bags for individual students to be picked up in echo hall. Materials need to be prepared and put in echo hall by Thursday evening.
- During remote learning, students will not participate in on-site activities.
- Students electing to change from off-site to on-site learning, or vice-versa, must complete an application and have a student/parent conference with the appropriate principal.



# TRANSPORTATION

## Guidelines:

- Masks/face coverings will be required on buses.
- All bus riders and drivers will properly wear face coverings while on the bus.
- Buses will be sanitized daily and high touch areas will be cleaned between routes.
- Seats will be assigned and students in the same family will sit together where possible.
- Drivers will self-screen before each shift.
- Families should self-screen before arrival at the bus stops.
- Families will be encouraged to social distance at bus stops.
- Windows will be lowered to the first notch to allow for better airflow.

## Temperature Screenings:

- Students will be temperature checked before they are allowed on the bus
  - If a student has a temperature of 100.0 or above they will be denied access to the bus (provided supervision is available).
  - If a student has a temperature of 100.0 or above, and a parent is not readily available, they will sit in the first two rows left open specifically for students who need to be separated from the majority.
    - Bus drivers will radio SES administration and they will call parents.
    - When parents receive the phone call, they will be required to pick their child up from SES as soon as the bus arrives.
  - Children will not be allowed to return to school until they are fever free for 72 hours, without the use of fever reducing medicine.
  - Recommendation: Parents should temperature check their child before allowing them to leave for the bus.

# FOOD SERVICE

## Guidelines:

- Kitchen staff will follow appropriate health guidelines.
- No visitors will be allowed for breakfast or lunch.
- Handwashing/hand-sanitizing will be required before and after a meal period.
- Online meal payment is encouraged.
- Seating will be assigned for lunch period.
- Single-use condiments will be used and sharing of food or utensils will not be allowed.
- Food will be served by kitchen staff.
- Salad bar items are prepackaged.
- Food service will be available in every learning model.

## Breakfast:

- **Breakfast will be served from 7:55 - 8:10am.**
- Upon arrival students will report to their classroom then be dismissed to go to breakfast.
  - Elementary students will go to the elementary cafeteria, get their breakfast and eat, then return to class by 8:15am.
  - Secondary students will go to the commons area, get their breakfast, eat, then return to class by 8:15am.

# ATTENDANCE STANDARDS

- In every learning model, attendance will be recorded by the teacher.
- Daily attendance requirements will be 395 minutes in every model and truancy laws will be followed.
- On-site and hybrid attendance is required for in-person, extracurricular activity participation.
- When participating in remote learning, some extracurricular activities and elective classes will not be available.
- Parents need to call in to excuse their child from both off-campus and on-site learning.
- For students in off-campus learning, cameras must be on to be counted for attendance.
- Students electing to change from off-campus to on-site learning, or vice-versa, must complete an application and have a student/parent conference with the appropriate principal prior to changing the learning model.

\*\*Approved: August 17, 2020