

**Important Note:** This plan was established as a guideline for returning to face-to-face instruction at the beginning of the 2020-21 school year. As the pandemic evolves, parts of the plan will be updated and communicated directly to

# Return to Learning

Olathe Public Schools



Students prepared for *their* future

**2020 - 2021**



Revised February 25, 2021

# Return to Learning

## Olathe Public Schools Learning Guidelines

In-Person Learning  
Remote Learning

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## Introduction

We remain committed to doing everything we can to protect the health of our students and staff for the safe return to on-site instruction and learning. Our team worked to develop a comprehensive framework that incorporates the most current guidance from health experts, educational leaders, as well as feedback from parents and students. The protocols outlined in our plan will help us deploy risk-reduction strategies to help mitigate the spread of COVID-19.

Because there is the possibility of a COVID-19 outbreak within our school community, we must all be prepared to adapt to any number of actions to increase preventative measures in response to changing circumstances throughout the school year. There is no doubt that in-person learning and support is best for most students and is beneficial to not only their academic success, but also especially their social-emotional health. However, until a vaccine is developed there may be changes to community health requirements that would require school districts to shift strategies, which could include limiting the number of students at school or shifting to a remote learning where few or no students attend school on-site.

We will continue to rely on the recommendations of public health experts. We remain in a pandemic and must continue to depend on the expertise of our public health partners. This is a time to be careful, deliberate and prudent.

On the following page, you will find a summary of the In-Person and Remote Learning environments. This summary also highlights key characteristics of a Hybrid learning environment, which, if instituted, would operationally mirror the In-Person learning environment. The remainder of the document is divided into two sections: In-Person Learning and Remote Learning. The In-Person Learning section contains guidelines for Public Health and Safety, Classrooms, Common Spaces, Transitions, Extra & Co-Curricular Activities, Health Office, Facilities, Food Service, Transportation, and Specials and Electives. The Public Health and Safety section contains information that is important for every aspect of school operations whereas the other topics provide specific guidance for certain areas of school operations.

The Remote Learning section contains a link Remote Learning environment general guidelines for all grade levels, as well as specific learning guidelines for elementary, middle school, and high school in the event our schools need to cease or modify on-site instruction.

# In-Person Learning

## Health

The following information is the result of collaboration with and guidance from many health experts from the Kansas Department of Health and Environment (KDHE), Johnson County Department of Health and Environment (JCDHE), The Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, and others. As we look ahead to the 2020-21 school year, it is possible that COVID-19 will continue to spread. A public health approach is key to addressing the impacts of COVID-19 as well as in charting our way forward.

Schools are an essential part of the communities where they are located and have a significant impact on the health and well-being not only of the students but also school staff, parents, and the broader community. There are many simple actions (e.g. social distancing, hand washing, staying home when sick, disinfecting frequently touched surfaces and wearing barrier masks) that can reduce the risk of COVID-19 exposure and spread during the school day as well as at school-sponsored activities. This section provides a framework from a public health perspective, considerations for nurses and other school health personnel, recommendations for when to exclude students and staff because of symptoms and strategies for symptom detection.

This section includes the latest guidance from CDC and KDHE/JCDHE regarding the management of positive COVID cases and exposed individuals. In the event of a school-related case of COVID-19, school administrators and school nurses will collaborate with district Health Services and JCHDE to ensure that all necessary measures are taken and that appropriate communication to families occurs.

Protecting the health of the school community is a responsibility shared by all stakeholders including administrators, school nurses, staff, students, and families. The combined actions of all will enhance the effectiveness of each. The efforts of our families in support of a healthy school community is greatly appreciated.

It is anticipated there will be frequent updates to this section as the situation with COVID-19 is constantly evolving.

This guidance also includes important additional information that is included as appendices.

**Appendix A**-- As we all know, children experience a multitude of conditions including colds, influenza and allergies. Many of the symptoms of these conditions mimic the symptoms often experienced with COVID-19; many are different. It is important for school personnel to be aware of the symptoms and know how to respond. Appendix A provides a comparison of three common conditions with COVID-19 so school personnel can be more informed and recognize signs of COVID-19 as early as possible.

**Appendix B**—"Releasing Cases and Contacts from Isolation and Quarantine" provides a graphic representation of isolation and quarantine requirements for COVID cases and COVID exposures (contacts).

**Appendix C** – Effective utilization of healthcare professionals and healthcare offices/areas is particularly important during times of pandemic or high spread of communicable diseases. “Guidelines for Health Room Utilization” provides guidance for best practice usage of the nurse office and Health Services personnel.

### **Personal Protective Equipment (PPE)**

Governor Kelly’s executive order requires visitors, staff and students wear masks or face coverings while inside school facilities, with the few exceptions (e.g. persons who are deaf or hard of hearing).

### **Hygiene Measures**

To increase the likelihood of consistent and continued on-site learning schools must adopt and adhere to sound public health hygiene measures. Based on current information from public health experts, COVID-19 primarily spreads through respiratory droplets and the most important preventive measures are those that limit contact with respiratory droplets from others. Therefore, hygiene measures will include, but not be limited to:

- Staff and students are to practice social distancing whenever possible. Social distancing is defined as physical separation of a minimum of 6 feet.
- All persons are encouraged to wash hands frequently throughout the day.
  - Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or disinfect with hand sanitizer.
- Make hand sanitizer readily available throughout the building.
- Encourage students and employees to sanitize their backpacks and personal items before and after school. Separate personal items into cubbies or baskets that are not shared with other students and employees. Do not allow students to share lockers and storage spaces.
- Make sure that disinfectant and related supplies are available to all employees.
- Post district approved signs throughout buildings informing individuals of hygiene best practices.

### **Temperature Checks**

- All staff, students and visitors should check their temperatures before entering any building. If you have a temperature, do not enter the building.

## Considerations for Nurse Office Operations

- Inventory and request necessary supplies for the health room and other building use. Examples: Personal Protective Equipment (PPE) - gloves, masks, face shields, gowns; touch-free thermometers; and approved disinfectant.
- Provide medical-grade masks for health room staff members and any employee working with a medically fragile child.
- Provide cloth, procedure mask, or face covering for any person exhibiting symptoms.
- N95 masks should only be used by personnel who have been fit tested and as part of an established respiratory health program.
- Some procedures commonly available through Health Services in the past involve increased risk from the aerosolized respiratory particles. For this reason, it is important to collaborate with parents to substitute lower risk options whenever possible, e.g. convert nebulizer treatments to inhaler with spacer. If not possible, collaborate with parents to develop a safe treatment delivery plan.
- Review health office/facility to minimize infection. Examples:
  - Provide a separate room for students/staff who might have COVID-19 and are waiting for pickup. The room needs to be disinfected frequently and restricted to authorized staff and students.
  - Determine if an area separate from the nurse's office is needed for administering aerosol-producing procedures such as, ventilator management, suctioning, and nebulizer treatments to minimize contact with potentially ill children.
  - Ensure furniture and other surfaces can be easily disinfected.
  - Ensure trashcans and other receptacles are no-touch.
- Explore telehealth options for district, staff members and family use.
- Contact all parents with students on health plans and determine if they need to be revised to address minimizing infection. Examples:
- Review the care plans of students with respiratory illnesses and aerosol-particle producing procedures (nebulizer and suctioning). Some procedures commonly available through Health Services in the past involve increased risk due to COVID-19. For this reason, it is important to collaborate with parents to substitute lower risk options whenever possible, e.g. convert nebulizer treatments to inhaler with spacer. If not possible, parents, nurses, and HCP should collaborate to develop a safe treatment delivery plan.
- Revise medication schedules to minimize the number of students in the nurse's office at one time.
- Limit nurse office utilization to the provision of essential health services for students, as much as possible, to avoid unnecessary exposure to potentially sick students for non-essential visits, e.g., naps, lost baby teeth, paper cuts. This is particularly important during times of increased community spread of COVID-19.
- Establish a communication system to indicate high traffic or maximum capacity in the nurse's office, e.g., E-hall pass, to prevent excess traffic/back-ups into the office and/or hallway.
- Report cases of COVID-19 to the Director of Health Services.

- Communicate with state and local health departments.
- Verify where staff and students can be tested for COVID-19.
- Provide information to assist students, families, and staff with self- health checks for COVID symptoms and appropriate mechanism for reporting.
- Notify the health department when student or staff absences exceed predetermined threshold.

### **Care Considerations for Students with Specialized Health Needs**

- Determine if an area separate from the nurse’s office is needed to care for medically fragile students with special procedures to minimize their contact with potentially ill children.
- Collaborate with parents whose students have procedures that create aerosolized particles to substitute lower risk options whenever possible, e.g. convert nebulizer treatments to inhaler with spacer. If not possible, parents, nurses, and health care provider should collaborate to develop a safe treatment delivery plan.

### **Case Identification Measures**

**Parents and guardians are asked to take students’ temperatures each morning and watch for the other COVID-19 symptoms. Students that have a fever or exhibit other symptoms should not come to school.**

The current known symptoms are:

- Fever (100.4 or higher)
- Chills
- Rigors
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- Lower respiratory illness (cough, shortness of breath or difficulty breathing)
- New loss of taste or smell
- Diarrhea

### **Temperature and Symptom Screening**

- School staff will make a visual inspection of their students for signs of illness.
- Trained staff will take students’ temperature, as needed.

## Medical Inquiries

- Given the nature of the pandemic, the school district will make additional medical inquiries of staff and students than they otherwise would have. Please note that federal law typically limits the type of medical inquiries that can be made but given the nature of the pandemic more leeway has been given by federal agencies in this circumstance.
- If a parent tells the school that a student is ill, the school will ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee thinks that their symptoms are COVID-related, they are required to report this to their administrator or supervisor. Only designated school staff may take the temperature of students and employees, with district approved equipment, where there is reason to believe that the person may be ill. If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

## Definitions

- **COVID-19 Disease and the Infectious Period:** A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen). Based on what we currently know, a case is considered infectious 2 days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as 2 days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or JCDHE (See Appendix B: Releasing Cases and Contacts from Isolation and Quarantine Graphic).
- **Close Contact:** A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes or more, or if they had direct exposure to secretions into their nose, eyes, or mouth (for example, 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 JCDHE (See Appendix B: Releasing Cases and Contacts from Isolation and Quarantine Graphic).
- **Incubation Period:** The incubation period of COVID-19 is from 2-14 days after the date of exposure.

## Management of Cases

### Exclusion from School

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home. Parents and school staff should be familiar with the symptoms of COVID-19 based on KDHE guidance (See Appendix A: Coronavirus vs. Cold vs. Flu vs. Allergies). **Parents and guardians are asked to take students' temperatures each morning and watch for the other COVID-19 symptoms. Students that have a fever or exhibit other symptoms should not come to school.**



### **Exclusion of Household Contacts of Cases**

- If a student or employee is excluded from school because of a positive COVID-19 test, other students and employees living in the same household are considered close contacts and will be excluded from school for a mandatory 14-day quarantine period, which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, continuous exposure is assumed. Therefore, quarantine of the contact must continue for 14 days after the case is released from isolation (See Appendix B: Releasing Cases and Contacts from Isolation and Quarantine Graphic).
- Students and employees who are close contacts of a person who has been EXPOSED but is not sick with COVID-19 do not need to quarantine. Only those in close contact with a person sick with COVID-19 are exposed and require quarantine.

### **Exclusion for Travel-Related Quarantine**

- If a student or employee has recently traveled from a location on the KDHE Travel-related Quarantine List the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas.
- Travel outside of the Kansas City Metropolitan area for district related athletics, activities and/or professional development by students or staff is prohibited.

### **School Response to Positive Cases and Exposures: Isolation and Quarantine**

- When a student or employee is diagnosed with COVID-19, custodial staff will disinfect the desks, lockers, and workspaces of the individual. The custodial staff will delay cleaning as long as possible (24 hours is preferred) and will block off the area to prevent contact by others. If delay is not possible, clean immediately.
- School staff will compile a list of close contacts, including names and contact information. Consider the 2 days prior to when the case started having symptoms, or if the case was asymptomatic the 2 days prior to the date the sample was collected. Identify anyone who would have been within 6 feet for 10 minutes or more or would have had direct exposure to secretions into their nose, eyes, or mouth (for example, being coughed or sneezed on)
- In collaboration with JCDHE, guardians of students who have been identified as close contacts and any staff identified as close contacts should be informed immediately. Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case (Appendix B). The list of close contacts should be shared with the JCDHE for follow-up during the quarantine period.
- OPS will collaborate with JCDHE to assess building and community factors to determine appropriate actions and communication. If the school building is closed in collaboration with JCDHE, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs, and field trips.

- The individual who tested positive will not be identified in communications to the school community.

### **Management of Sick Students and Staff Identified at School: Separation While in School**

- Each school must have a room or space separate from the nurse's office where students or employees who may have COVID-19 will wait to be evaluated or for pickup. Only essential staff (nurses and trained staff) and ill persons assigned to the room may enter, a record of all persons who entered the room will be maintained, and the room will be disinfected after each use. Strict social distancing is required, and essential staff must wear appropriate PPE.

### **Resolution of Case and Safe Return to School**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or JCDHE. Currently those guidelines are:

- *Untested.* Those 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:
  - Ten (10) calendar days have passed since symptoms first appeared AND
  - Fever-free and feeling better for at least 72 hours without the use of fever-reducing medicine. (Cough should be improved but may linger for weeks.)
  - Whichever criteria is longer. Meaning, a minimum of ten (10) calendar days.
- *Tested and Awaiting Results.* Those persons who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.
- *Positive Result*
  - **Symptomatic** cases may return if the following conditions are met:
    - Ten (10) calendar days have passed since symptoms first appeared AND
    - Fever-free and feeling better for at least 72 hours without the use of fever-reducing medicine. (Cough should be improved but may linger for weeks.)
    - Whichever criteria is longer. Meaning, a minimum of ten (10) calendar days.
  - **Asymptomatic** cases may return if the following conditions are met:
    - Ten (10) calendar days have passed since the date sample was collected AND
    - Symptoms have not developed.
      - If symptoms develop during the ten-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.
- *Negative Result*
  - **Known exposure to a COVID-19 case or travel from a location on the [KDHE Travel-related Quarantine List](#).** People who are identified as close contacts of a COVID-19 case or have travelled from a location on the KDHE Travel-related

Quarantine List must be quarantined for 14 days. 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.

- **No known exposure to a COVID-19 case or travel-related exposure.** People who have not been identified as a close contact to a COVID-19 case and have not travelled from a location on the KDHE Travel-related Quarantine List may return to work/school unless other disease exclusion criteria apply.

## Classroom Spaces

In the previous section entitled Health, guidance is provided for protecting the overall health of the not only the school community but community at large through optimizing education regarding COVID-19, promoting health and safety and mitigating risk. This guidance was developed by the State of Kansas based upon suggestions and/or best practices from reputable sources including the Kansas Department of Health and Environment (KDHE) and Centers for Disease Control and Prevention (CDC). After further review of the State of Kansas recommendations and input from the Johnson County Department of Health and Environment (JCDHE), the following guidance for our schools have been developed. This guidance is meant to ensure that ongoing, face-to-face instruction may continue into the future by not only limiting the spread of COVID-19, but also limiting disruption to the educational process.

### Instructional Programming

- In order to social distance to the maximum extent possible:
  - Increase spacing between students and student desks/tables.
  - Arrange furniture to have all students face in the same direction.
  - Assign seats and require students to remain seated in the classroom.
- Practice and prepare to model proper hygiene practices such as handwashing, using hand sanitizer, and social distancing techniques, including alternatives to handshakes.
- Practice and prepare to model the proper wearing and disposal of PPE, including masks.
- Post district approved signage in classrooms, hallways, and entrances to communicate how to reduce the spread of COVID-19.
- Utilize outdoor spaces as appropriate.
- Field Trips will not be allowed.
  - Utilize virtual options to supplement learning activities.
  - Programs with off-site learning requirements will be considered separately.
- While essential visitors may be allowed into school buildings, no visitors, guest speakers or volunteers will be allowed in classrooms.
- Minimize sharing of materials, including instruments, supplies and tools that are difficult to clean and disinfect sanitizing shared items frequently.

### Group Stability

1. To the maximum extent possible:
  - Establish stable groups. Stable groups are groups of students/staff who consistently stay together.
  - Many students, such as high school students, may be part of multiple stable groups.
  - Students should travel in stable groupings.
  - Consider teachers rotating with the stable group staying in one location.

- Minimize the movement of specialized staff, ensuring proper hygiene and cleaning routines.

### **Considerations for Early Childhood and Classrooms with Specialized Instruction**

- The use of face coverings may not be feasible for staff and students in early childhood programs and for classrooms with medically fragile students and students with special needs, e.g. deaf and hard-of-hearing students who will struggle with muffling by masks and loss of ability to see face and lips.
- Alternative face coverings, such as face shields, which allows visibility of face, will be utilized where feasible.
- Reinforce other healthy practices, including [frequent handwashing](#), avoiding touching mouth, nose, and eyes as much as possible and as much social/physical distancing as is practicable.

## Hands-On and Lab Environments

**NOTE: The following practices will add to the cleanup time at the end of the hour. Teacher may consider having students perform some of the tasks, stressing the importance of following proper cleanup procedures correctly and completely.**

### **Lab areas (including Science, Tech Ed, FCS, Computer, etc.)**

- Assign workstations/areas as much as possible.
- Assess the flow of traffic to reduce the number of students moving at any one time. Consider “one-way” flow.
- Consider alternating lab times to eliminate overcrowding.
- Display COVID-19 and safety guidelines in each workstation/area.
- Students should always remain properly masked while still maintaining social distancing to the maximum extent possible.
- Ensure clean surfaces and equipment for students. Wipe down all high touch areas in lab spaces frequently, such as: knobs and handles, counters and surfaces, tables, chairs, desks, computer keyboards, workstations, etc.
- Require students to wash hands/use hand sanitizer upon arrival and departure of lab areas.
- Gloves may be necessary when conducting dissection labs.

### **Equipment & Supplies**

- To prevent cross contamination each student should have their own supplies when possible.
- When equipment is used, it will be minimally shared and cleaned after each use.
- Avoid small equipment with wood handles which can remain damp between uses, opting for plastic or metal.
- Consider removing excess equipment from lab spaces to decrease moving/touching and therefore decreasing sanitation needs.
- Safety glasses/goggles are to be placed in the goggle sanitizer cabinet to be cleaned. Safety glasses/goggles are never to be used by another student without first being sanitized.

### **Food Labs**

Currently, there is no evidence to suggest that handling food or consuming food is associated with COVID-19. ([FDA FAQ](#))

- Students should wash their hands before, during and after lab.
- Use barriers such as tongs, gloves, tissues, or other utensils to prevent direct hand contact with ready-to-eat foods.
- Gloves may be necessary when handling food product (teacher guidance).
- Demonstrate proper technique to put on, take off and dispose of gloves. Dispose of gloves once student is done using.

- Separate food into individual portions before preparation and eating.

### **Towels, Aprons**

- Wash aprons between every use.
- Launder towels in hot water after each lab.
- Store towels where minimal handling by students will occur

### **Fashion, Textiles & Apparel**

- Assign separate bin for storing all student personal lab items used by each student. Lidded bins are recommended.
- Assign textile samples to individual students.
- Launder any student contact sample after each lab.
- Launder in recommended water temperature.
- Store textiles where minimal handling by students will occur.
- Limit students to only handle textiles they individually worked on.
- All donations should be held in quarantine for 72 hours before processing. Date & log all donations upon receipt and be kept separate from other donations. Gloves are required to process donations, and hand washing must be done before beginning and after completing logging.

## Specials and Electives (Elementary)

### Physical Education

#### Elementary PE

- Students are expected to wash hands or use hand sanitizer before and after entering a public space like the gym.
- Current guidance regarding masks and social distancing guidelines will be followed. As a general rule, masks will be required to be worn at all times, as in any other class. Teachers will work with students for appropriate times to get a break from masks.
- Students will meet for PE class in the gym with their teacher.
- PE will move outside when possible.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Teachers will focus on physical exercise and games with fewer students competing and minimal or no equipment.
- When equipment is used, it will be minimally shared and cleaned prior to each use.
- Gymnasium will be disinfected nightly after last use by Facility Rental.

### Fine Arts

#### Elementary Visual Art

- Students are expected to wash hands or use hand sanitizer before and after class.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Students will come to the visual art classroom for instruction.
- Teachers will develop entry and exit plans that will allow students to maintain safe social distancing. This plan will include procedures for accessing art supplies and other instructional materials
- Measure and mark distances for workstations or placement of student seats at tables. If lunch tables are used in the classroom, X out seats to allow for appropriate distances. Students should be facing the same direction during instruction and work time. Consider using student desks and chairs instead of tables if that would help to maximize classroom space. Student work surfaces should be cleaned before they are used by another student.
- Sharing of art tools should be avoided when possible. When tools must be shared, they should be returned to a designated location in the room for cleaning before they can be used by another student.

#### Elementary Performing Arts



**Recommended Mitigations for Safety in Performing Arts Classes** – “Performing arts activities have been found to create aerosol that is less than coughing, but more than talking. The following considerations are effective for music activities.” - Based upon findings from the Performing Arts Aerosol Study, sponsored by NFHS.

- **Masks** -Masks help to limit the aerosol emission from playing wind instruments or singing. Students will always wear masks during music classes.
- **Distance** – CDC guidelines of 6’ x 6’ (front to back/side to side) will be followed to the maximum extent possible for both indoor and outdoor classes and rehearsal.
- **Time** – Limit active rehearsal (singing or playing wind instruments) time to no more than 30 minutes.
- **Air Flow** – Outdoor rehearsals are best. For indoor rehearsals, follow rehearsal time limits and clear the room for a minimum of 1 air change (5-8 minutes) before next rehearsal period.
- **Hygiene** – Students will wash hands or use hand sanitizer before and after class. Clean common areas/surfaces after touching and between classes. Students will have their own music equipment (instruments, bows, stands, sticks, etc.) when possible. Items shared will be cleaned between uses.

### **General Music**

- Students are expected to wash hands or use hand sanitizer before and after class.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Students will come to the General Music room for instruction.
- Teachers will develop entry and exit plans that will allow students to maintain safe social distancing. This plan will include procedures for accessing classroom instrument, supplies, and other instructional materials.
- Measure and mark distances on the floor for student seating. Students should sit in straight lines, facing forward. Carpet is a high touch area, so chairs are recommended over seating students on the floor or on risers.
- Teachers may engage students in singing activities and/or playing the recorder during class if the following mitigations are in place: students must always wear masks (modified masks with a small slit to allow access to the mouthpiece should be used for recorder), maintain 6’ of social distancing between all students, 30-minute time limit for active singing or playing followed by vacating the room for one air change (5 – 8 minutes). Students must have their own recorder and bring it to class with them each time.
- If General Music class is moved outdoors, students may sing and move to music if wearing masks and maintaining a safe social distance. Movement can be larger, full-body gestures but students should remain in one place.
- Sharing of instruments or classroom equipment should be avoided when possible.

When these items must be shared, they should be returned to a designated location in the room for cleaning before they can be used by another student.

- Special Chorus will continue to be on hold during 2<sup>nd</sup> semester and we will look forward to bringing these groups back together for the 21-22 school year.
- Performance is very important part of every student's experience in all music classes and we will continue to provide opportunities for students to celebrate their learning and achievements through performances. These performances will be non-traditional at least during first semester and possibly later in the year as well. Examples of non-traditional performances include streaming live performances, recording and sharing classroom performances, virtual performances, etc. (following all copyright restrictions).

### **5<sup>th</sup> Grade Band and Orchestra**

- 5<sup>th</sup> grade students will have the opportunity to view and hear demonstrations of band and orchestra instruments that they can select from if they choose to join band or orchestra. No hands-on trying of instruments is planned and the high school area instrument try-it nights will not occur this year. After the instrument demonstrations, enrollment forms will be sent home for interested students and in person band and orchestra classes will begin following established safety guidelines.
- Students are expected to wash hands or use hand sanitizer before and after class.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Wind players (brass and woodwind) will wear modified masks (horizontal slit cut in the mask to allow room for mouthpiece. These students should have a designated "band mask" and switch to traditional masks for all other classes. Percussion and string players should be able to wear their regular masks during band or orchestra class.
- All wind instruments will use fitted bell covers to help limit aerosol emission.
- Active rehearsal (band only) should last no more than 30 minutes. Go outdoors or utilize large spaces for rehearsals when possible.
- Measure and mark distances on the floor for chair placement. Chairs will be set in straight lines, facing forward. Remove extra chairs, metal stands, storage carts, music folio cabinets, and other non-essential equipment to maximize space for social distancing.
- Teachers will develop entry and exit plans that will allow students to maintain social distancing when accessing their lockers and setting up equipment. The plan will also include procedures for cleaning instruments or other equipment if necessary. The class instructional plan will need to be adjusted to allow extra time for setting up and end of class cleaning.
- Students should bring their own instrument to class. If using a school instrument, assign a separate instrument to each individual student. Large percussion instruments used by multiple students should be cleaned after each use. Students should provide their own music. Classroom metal stands can be used but should not be shared.

- Brass players will use a disposable paper mat (puppy pad) to empty their spit valve. Students will discard these after class.
- Performance is very important part of every student’s experience in all music classes and we will continue to provide opportunities for students to celebrate their learning and achievements through performances. These performances will be non-traditional at least during first semester and possibly later in the year as well. Examples of non-traditional performances include streaming live performances, recording and sharing classroom performances, virtual performances, etc. (following all copyright restrictions).

## **Library (Media Center)**

### **Elementary**

- Students are expected to wash hands or use hand sanitizer before and after entering a public space like the library.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Students travel to a library class with their pencil cases with any required materials (pencils, markers, scissors, etc.). This helps to avoid having to sanitize common library materials between classes.
- Students are expected to bring iPads to the library, as a portion of the library instructional time can be devoted to accessing Destiny to request materials.
- Homeroom teachers will work with librarians to stagger class arrivals in order to have a five-minute window for LMS/Clerk to sanitize surfaces and wash their own hands.
- Some libraries are large enough to support spacing students six feet apart. Others are not. Each school needs to decide what works on a case-by-case basis. Some have suggested using carpet squares to denote the spacing.
- Class instruction time may be adjusted to restock instructional cart with materials and to sanitize.
- Books will still be checked out to students, but librarians will need to have a system to safely check out books and to quarantine returned books.
- Recommended that Makerspaces are NOT utilized during 1<sup>st</sup> quarter in order to monitor COVID activity.
- Librarian may push into classes, like Fine Art, if appropriate and safe.
- It is recommended that a collection return box for all items being returned. Leave in the box for 72 hours before replacing them on the shelves. This will require a 3-day rotation of collection return boxes.

## Computer Lab

### Elementary

- Students are expected to wash hands/use hand sanitizer before and after entering a public space like the computer lab.
- Students will wear masks when working in the computer lab (exceptions will be communicated with CLAs)
- It is recommended that students have personal earbuds or headphones. Students should not use lab headphones – please store.
- Students may use the computers, keyboards and mice or iPads.
- Students should only touch equipment associated with their work stations.
- Keyboards, mice and surfaces must be wiped down using a paper towel and district-provided disinfecting cleaner or cleaning wipes (never spray disinfecting cleaner directly on keyboards or mice).
  - CLAs will clean surfaces after grade K-1 classes.
  - Students are expected to clean surfaces after grade 2-5 classes.
- CLAs should work with their administrator to decide how to socially distance students in labs. When possible, use every other work station.
- Desktop computers (monitors, hard drive, keyboard, and mice) will not be removed this year. They will stay in place in computer labs.
- Students should report to their assigned seat to begin class instead of meeting as a group on the floor. This will be revisited for second semester.
- Classroom teachers will print QuickCards for students to log into ClassLink using QR codes and tape to pencil boxes.
- It is recommended that manipulative materials are NOT utilized during 1<sup>st</sup> quarter in order to monitor COVID activity.

## Electives (Secondary)

### Physical Education (PE) and Health

#### Secondary PE and Health (Middle and High School)

- Students are expected to wash hands or use hand sanitizer before and after entering a public space like the gym or weight room.
- Current guidance regarding masks and social distancing guidelines will be followed. As a general rule, masks will be required to be worn at all times, as in any other class. Teachers will work with students for appropriate times to get a break from masks.
- Building administrators should work with the PE department to address the use of locker rooms. PE lockers may be used and students may dress out at the discretion of building. If student lockers are assigned, they should be assigned so that students are socially distant by design. PE departments will work together to assign lockers. Buildings will also develop a plan for student backpacks and valuables to be secure during class if lockers are not used.
- Teachers with PE classes the same hour will rotate teaching Health lessons on different days to reduce the number of students in the locker room each period.
- Teachers will stagger the timing of when students are released to the locker room at the end of class to reduce congestion.
- PE will move outside when possible.
- Teachers will focus on physical exercise and games with fewer students competing and utilizing little to no equipment:
  - Short-field games
  - Smaller teams
  - Maintain same opponents for entire period (contact tracing)
- When equipment is used:
  - It should be easy to clean
  - Cleaned regularly (prior to the next use; spray)
  - Assigned to a single student each period
  - Preferred the equipment lends itself to foot-games
- Classes will not combine with other classes in order to maintain lower numbers. In hybrid learning, very small classes may be combines.
- Increased lessons on wellness (physical and emotional).
- Weight Rooms must be disinfected prior to every class, including the first period of the day.

#### Secondary Weights (High School)

- Weight Rooms must be disinfected prior to every class, including the first period of the day.
- Social/physical distancing should be followed, as in any classroom, as is practicable. Concerning the Fitness Room, treadmills, ellipticals and weight machines should be used

with social distancing guidelines in mind (space and/or a machine between each user)

- Wipe down machines after every use for every machine. Do not use the spray bottle and towels as in the past. When possible, use disposable wipes. One wipe one machine  
When disposable wipes are not available, use spray cleaner and a paper towel.

## **Fine Arts**

### **Secondary Performing Arts (Middle and High School)**

**Recommended Mitigations for Safety in Performing Arts Classes** – “Performing arts activities have been found to create aerosol that is less than coughing, but more than talking. The following considerations are effective for music, speech, theatre, and debate activities.” - Based upon findings from the Performing Arts Aerosol Study, sponsored by NFHS.

- **Masks** -Masks help to limit the aerosol emission from playing wind instruments or singing. Students will always wear masks during music classes.
- **Distance** – CDC guidelines of 6’ x 6’ (front to back/side to side) will be followed to the maximum extent possible for both indoor and outdoor classes and rehearsal.
- **Time** – Limit active rehearsal (singing or playing wind instruments) time to no more than 30 minutes.
- **Air Flow** – Outdoor rehearsals are best. For indoor rehearsals, follow rehearsal time limits and clear the room for a minimum of 1 air change (6-8 minutes) before next rehearsal period.
- **Hygiene** – Students will wash hands or use hand sanitizer before and after class. Clean common areas/surfaces after touching and between classes. Students will have their own music equipment (instruments, bows, stands, sticks, etc.) when possible. Items shared will be cleaned between uses.

### **Choir**

- Students are expected to wash hands or use hand sanitizer before and after entering a public space.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Students may sing if wearing well fitted masks and appropriately distanced from one another – 6’ x 6’ (shoulder to shoulder/ front to back). Well-fitted masks fit the following criteria: no gaps, nose covered, tight around the edges, should leave a mask outline once removed.
- Active rehearsal should last no more than 30 minutes. Following rehearsal, the room should be cleared for a minimum of 6 – 8 minutes (1 air change) before the next rehearsal begins.
- Go outdoors or utilize large spaces (gym, auditorium, etc.) for rehearsals when possible.

- Remove seated risers, extra chairs, music folio cabinets, robes and uniform racks, and other non-essential equipment to maximize space for social distancing.
- Students stand, sit on chairs or stools in a straight line (vs traditional curved formation), facing forward during rehearsal. Refrain from sitting on the floor if possible – carpet is considered a high touch surface and chairs, or stools are easier to clean in between classes. Measure and mark distances on the floor for student reference.
- Each student will have their own music, either digital on laptop or personal folder (following copyright restrictions). Hard copies of music or folders will not be stored in the choir room – students must bring their music to class each time.
- Teachers will develop entry and exit plans and procedures that will allow students to get in their place without grouping together.
- Piano/keyboard and accompanist (if used) should be at an appropriate distance from students and director. Only the choral director and accompanist should play or touch the piano/keyboard.
- When singing is not possible or needs to be limited, utilize other strategies like auditing or non-singing activities. Consider having students perform and record their part at home and submit to teacher. Class time could then consist of analysis and or self-assessments. Focus instruction on the creating, responding, and connecting music standards.
- Performance is very important part of every student’s experience in all music classes and we will continue to provide opportunities for students to celebrate their learning and achievements through performances. Many of these performances will be virtual, however limited in-person performances can be held if current district guidance permits.

### ***Band and Orchestra***

- Students are expected to wash hands or use hand sanitizer before and after entering a public space.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Students should wear masks and maintain a safe social distance (6’ x 6’ shoulder to shoulder/front to back, trombone is 9’ front to back) to the maximum extent possible.
- Wind players (brass and woodwind) will wear modified masks (horizontal slit cut in the mask to allow room for mouthpiece). These students should have a designated “band mask” and switch to traditional masks for all other classes. Percussion, string, and keyboard players should be able to wear their regular masks during band or orchestra rehearsal.
- All wind instruments will use fitted bell covers to limit aerosol emissions.
- Active rehearsal should last no more than 30 minutes. Go outdoors or utilize large spaces (gym, auditorium, etc.) for rehearsals when possible.

- Measure and mark distances on the floor for chair placement. Chairs will be set in straight lines, facing forward (vs traditional curved formation).
- Remove extra chairs, metal stands, storage carts, music folio cabinets, and other non-essential equipment to maximize space for social distancing.
- Students should bring their own instrument to class. If using a school instrument, assign a separate instrument to each individual student.
- Teachers will develop entry and exit plans that will allow students to maintain social distancing when accessing their lockers and setting up equipment. The plan will also include procedures for cleaning instruments or other equipment if necessary. The class instructional plan will need to be adjusted to allow extra time for setting up and end of class cleaning.
- Each student will have their own music, either digital on laptop or personal folder (within copyright guidelines). Hard copies of music or folders will not be stored in the band room – students must bring their music to class each time or store it in their assigned instrument locker.
- Each student should have their own stand during rehearsal. Classroom metal stands can be used if the director is able to clean/disinfect these between uses. If that is not feasible, students can bring their own wire stand and store that in their instrument locker. Students should not use instruments or equipment belonging to or used by any other student.
- Percussion instruments used by multiple classes will be cleaned after use. Percussionists should provide their own stick bag that can be brought to class each time or stored in an instrument locker.
- Brass players will use a disposable paper mat (puppy pad) to empty their spit valve. The student will discard of the pad at the end of class.
- When playing as a group is not possible or needs to be limited, focus classroom instruction on creating, responding and connecting standards or other non-performing activities. Consider having students record performances at home and submit for analysis or assessment purposes.
- Performance is very important part of every student’s experience in all music classes and we will continue to provide opportunities for students to celebrate their learning and achievements through performances. Many of these performances will be virtual, however limited in-person performances can be held if current district guidance permits.

### ***Marching Band***

- Marching Band will follow the same mitigations and protocols that will be used in concert band and indoor rehearsals.
- Masks will be required for students at all times. Students should have a designated mask that is used only for band class/rehearsals and should plan to wear a different mask for all other classes or activities.



- Wind players will modify masks with a small horizontal slit to allow space for the mouthpiece and will use fitted bell covers to limit aerosol emissions.
- Students will stand in a formation on the field that allows for 6' x 6' distance between individuals (9' x 6' for trombones) and is staggered so that students are not standing/playing directly behind other students.
- Students should remain facing forward and may do movements in place while playing but should not move out of the original formation.
- After playing, students should move out of the area.
- Have students rehearse in smaller groups or sections when possible.
- Live performances should be limited, and virtual performances are encouraged. If bands are asked to perform during half time at football games, this could be done in a virtual format (recorded or streamed) and then viewed on the scoreboard screens and/or shared with parents in other ways.
- Directors may hold rehearsals before or after school so that remote learning students can be involved in marching band.

### ***Theatre Classes***

- Students are expected to wash hands or use hand sanitizer before and after entering a public space.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Measure and mark distances on the floor for desk/chair placement. Desks/chairs will be in straight lines facing forward. If tables are used, students should be spaced appropriately at tables.
- Remove extra furniture or other non-essential equipment to maximize space for social distancing.
- Teachers will develop entry and exit plans that will allow students to maintain social distancing when accessing their seats and required classroom materials. The class instructional plan will need to be adjusted to allow extra time for setting up and end of class cleaning.

### ***Theatre Performances***

- Virtual rehearsals and performances should be used when possible. Limited in-person performances can be held if current district guidance permits. In-person rehearsals or performances will follow all safety guidelines based upon current research and established by national theatre associations. Guidelines include:
  - All actors, technicians and directors will wear masks and maintain 6 feet of social distancing in all rehearsal/performance spaces, green rooms, and dressing rooms.
  - Avoid sharing costumes, makeup, microphones, wigs and props. Any equipment that must be shared or touched by multiple people will be cleaned and disinfected between uses.

- All students will have their own copy of the script and work on backstage sets, costumes, lights, sound, etc. will be done on a staggered schedule to ensure social distancing in all spaces.

### **Visual Art Classes**

- Students are expected to wash hands or use hand sanitizer before and after class.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Teachers will develop entry and exit plans that will allow students to maintain safe social distancing. This plan will include procedures for accessing art supplies and other instructional materials
- Measure and mark distances for workstations or placement of student seats at tables. If tables are used in the classroom, X out seats to allow for appropriate distances. Students should be facing the same direction during instruction and work time. Consider using student desks and chairs instead of tables if that would help to maximize classroom space. Student work surfaces should be cleaned before they are used by another student.
- Sharing of art tools should be avoided when possible. When tools must be shared, they should be returned to a designated location in the room for cleaning before they can be used by another student.

### **Library (Media Center)**

#### **Secondary (Middle and High School)**

- Students are expected to wash hands or use hand sanitizer before and after entering a public space like the library.
- Current guidance regarding masks and social distancing guidelines will be followed.
- Teachers should work with librarians to stagger class arrivals in order to avoid large groups converging in the library at the same time.
- Librarians will also need time between classes to sanitize surfaces and wash hands.
- Some libraries are large enough to support spacing students six feet apart. Others are not. Each school needs to decide what works on a case-by-case basis.
- For Push-In Instruction:
  - A cart is necessary if LMSs are providing students with books they have previously requested. LMS should consider placing the book on the matching student's desk.

- LMS will need to use dongle to hook up Surface Pro laptop for presentation needs.
- Books will still be checked out to students, but librarians will need to have a system to safely check out books and to quarantine returned books. Consider allowing browsers a limited amount of time like the public library does.
- Recommended that Makerspaces are NOT utilized during 1<sup>st</sup> quarter in order to monitor COVID activity.
- For classroom libraries, follow checkout and return guidance above.
- Orientation may have more to do with digital access than mapping or touring specific spaces in LMC. Or it could look like smaller groups.
- Desktops in libraries will need to be cleaned often during the day.
- Barrier tape system may not work (people don't respect the tape barrier) but possibly furniture could work (placed around desk). This will be an individual school decision to keep librarians safe.

## Common Spaces

### Promoting Behaviors that Reduce Spread in Common Spaces

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19 for students and staff specific to Common Spaces. This can include closing or restricting the use of common spaces. Common Spaces may include but are not limited to Library, Hallways, Cafeteria, Front Office, Gymnasiums, Health Room, Front Entry, Auditorium, Bathrooms, Locker Rooms, Sports Venues, Parking Lots, Breakrooms, Workrooms, Conference Rooms, and Multi-purpose rooms.

### Maintaining Healthy Environments in Common Spaces

#### Cleaning and Disinfection

- [Clean and disinfect](#) frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) within common spaces at least daily or more frequently, to the maximum extent possible.

#### Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Utilize the Raptor visitor management system to log in visitors.
- To the maximum extent possible, keep each student's belongings separated from others and in individually labeled containers, cubbies, or areas.
- Minimize sharing of high touch materials to the extent possible.
- Workspaces for students and staff should be cleaned and disinfected frequently.

#### Physical Guides

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways).
- To the maximum extent possible, designate single entrance points and exit points.
- Have essential visitors schedule appointments in advance and remain outside facility until appointment time/contact via phone. All visitors should answer no to the following questions prior to entering:
  - Do you have a temperature over 100.4?
  - Do you have symptoms of fever and cough, shortness of breath?
  - Have you visited any of the restricted travel advisory locations listed on the KDHE within 14 days?
  - Have you had close contact with anyone in the past 14 days who has been diagnosed with COVID-19?
- Limit the number of visitors to the front offices to maintain social distancing standards.

**Gatherings of staff and students**

- Limit the use of common spaces by multiple groups at one time. If students and staff are in stable groups in classrooms, they should not come together in common spaces.
- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people or groups if events are held. Limit group size to the extent possible.
- Pursue virtual activities and events in lieu of student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

**Parents**

- Establish procedures to allow parents to drop off or pick up students without entering the building.
- Establish practices for parents to drop off student materials with minimal interaction with non-family members.
- Use virtual options for parent meetings and conferences whenever possible.

**Staff Training**

- Train staff on all safety protocols regarding safe use of common spaces.
- Include safe and appropriate use of common cleaning supplies.
- To the maximum extent possible, conduct training virtually or ensure that [social distancing](#) is maintained during training.

## Transitions

Transitions within schools include arrival, dismissal, movement in the hallways between classes, to and from lunch, and specials, restroom breaks, and any other collective movement within the school. The recommendations below will help schools decide the best way to maintain health and safety for students and staff during transitions.

Some of the best ways to prevent the spread of viruses are through social distancing and hygiene practices including handwashing, use of hand sanitizer, and masks where appropriate.

Effective social distancing during transitions will mean fewer people in the same spaces. Limiting the numbers of people and the numbers of transitions may help. These recommendations are based on current knowledge and understanding about COVID-19 and are subject to change or modification based on scientific evidence and the incidence of disease in each specific community.

### **Arrival and Dismissal**

- Each building will develop plans for arrival and dismissal that minimize students congregating in non-stable groups.
- Plans will be building specific due to the differences in building layouts and student population.
- Considerations will be the use of multiple entrances and pre-staging by class or bus stable groups.
- As always, student safety and security will be a priority.
- All staff, students and visitors should check their temperatures before entering any building. If you have a temperature, do not enter the building.

### **Adhere to Social Distancing**

- Visual cues in hallways may be necessary to assist students with proper social distancing: decals on the floor, tape, etc.
- Students should face forward during transitions to prevent face-to-face interaction.

### **Lockers**

- To decrease the number of students in hallways, hallway lockers at the secondary level will not be available for use.
- If a special accommodation is required, please follow building process.

## Extra & Co-Curricular Activities

The following criteria for extra and co-curricular activities are suggested and/or best practices from reputable sources including the Centers for Disease Control and Prevention (CDC), National Federation of State High School Associations (NFHS), Kansas Department of Health and Environment (KDHE), and the Kansas High School Activities Association (KSHSAA). Each building will need to adjust accordingly for its activities.

### Administrative Recommendations

- Provide COVID-19 education for coaches/sponsors, students, and parents.
- Post signage regarding COVID-19 prevention and safety.
- Post signs and symptoms of COVID-19 throughout all facilities.
- Take attendance daily at all activities for contact tracing purposes.
- Document positive COVID cases and quarantines.
- Individuals who exhibit any symptoms of COVID-19 or indicate contact with someone with COVID-19 will be excluded from activities and reported to the Health Services Coordinator following district JCDHE procedures.
- Student(s) and/or Coaches will not be allowed to attend activities if exposed to COVID-19 per JCDHE guidance.
- When transportation is required:
  - Assigned seating.
  - Wear cloth masks or face coverings when 6 feet of personal distance is not feasible.
- Practice and workout groups should be as small as possible and remain stable throughout the season.
- Outdoor workouts where students can spread out should be prioritized over indoor workouts whenever reasonable.
- Increase physical distancing in pre and post-practice/event team meetings/huddle.
- To the maximum extent possible, masks or face coverings are to be worn in team meetings whenever possible.
- Masks or face coverings are to be worn during transport to and from events if social distancing cannot be maintained.
- Make every reasonable effort to follow KSHSAA activity specific risk mitigation considerations.

### Personal Hygiene Recommendations

- Personal hygiene protocols for extracurricular activities should be consistent with protocols used in all other school settings.
- Use hand sanitizer/wash hands upon arrival, frequently during play/practice, after activities.

- Maintain prescribed social distance and wear a mask or face covering, to the maximum extent possible.

### **Equipment/Facilities Recommendations**

- Follow all KSHSAA guidelines regarding equipment and facility sanitization, storage, etc.
- If locker rooms are used, precautions should be taken to ensure large groups do not congregate.
- Locker assignments should be established to maintain as much social distancing as possible and to ensure participants from different sports are not coming into close contact with each other.

### **Recommendations for Athletics**

- Follow all safety and prevention protocols practiced in school.
- Engage in individual work as much as possible.
- Maintain at least 6 feet of distancing when not engaged in activities.
- Non-participants should wear a mask or face covering when indoors and outdoors.
- Limit number of times athletes are face to face as much as possible.
- Limit length of time athletes are face to face as much as possible.
- Consider staggered start times.
- Encourage athletes to arrive/depart in individual cars.
- Avoid/limit shared equipment/gear.
- Consider staggering locker room schedule to avoid overcrowding.
- Activities present greater opportunities for spread of disease. Therefore, consideration should be made for increased precautions.

### **Recommendations for Fine Arts Performances**

*Performance is very important part of every student’s experience in music and theatre and we will continue to provide opportunities for students to celebrate their learning and achievements through performances. Performances can be virtual or in-person as current district guidance permits.*

### **Marching Band, Orchestra/Concert Band, and Choir Performances**

- Follow all safety and prevention protocols in place for marching band, concert band, orchestra, and choir classes.
- When transportation is required:
  - Assigned seating.
  - To the maximum extent possible, wear masks or face coverings when social distancing is not possible. Refer to KSHSAA/NFHS guidance.



## ***Theatre Rehearsals and Performances***

- Follow all safety and prevention protocols practiced in school.
- When transportation is required:
  - Assigned seating.
  - Wear masks or face coverings when 6 feet of personal distance is not feasible.
- Hold rehearsals virtually whenever possible.
- If you hold in-person rehearsals:
  - Wear masks covering mouth and nose throughout the rehearsal.
  - Maximum cast sizes based on size of stages to allow for social distancing of at least 6 feet.
  - Venue size/spacing requirements in rehearsals should allow for personal distancing of at least 6 feet.
  - Size/spacing requirements for staging/choreography should allow for social distancing of at least 6 feet or 10 feet when singing.
- Technical theatre considerations:
  - Backstage work on sets, costumes, lights, sound, etc. should be done on a staggered schedule to ensure social distancing in all workspaces.
  - Masks covering nose and mouth should be worn by everyone working backstage. Maintain 6 feet of social distancing backstage.
  - Shared tools should be cleaned as frequently as possible and not shared if possible.
  - Develop plans for individual microphone usage, storage, cleaning/disinfecting.
  - Avoid sharing costumes, props, makeup, microphones, and wigs.
  - Develop plans for cleaning costumes and/or use of rental costumes.
  - Develop plans for cleaning/disinfecting items handled by multiple students.
  - Develop plans for cleaning common spaces (dressing rooms, green rooms, etc.)
- Spacing for orchestra pits in musicals should allow for at least 6 feet of social distancing or prerecord music.
- Eliminate special on-stage moments or effects not compliant with 6 feet of social distancing.
  - Prohibition of stage kissing or staged intimacy.
  - Omit flying rigs and other action requiring close physical contact between technician and actor.
  - Omit or mitigate staged combat.
- Whenever possible, offer virtual performances, whether that is a streaming of a live performance in front of an empty house or performed through a service such as Zoom (following all copyright restrictions).

## ***Spectator/Audience Recommendations if In-Person Audiences are Permitted***

### ***Audience Considerations***

- Encourage participants to use hand sanitizer prior to entry at events.
- Venue size/spacing for maximum audience size should allow for social distancing.
- Consider streaming rights/licensing for allowing online audiences.
- Audience members are to wear masks/face coverings.
- Address audience traffic management (Arrival, Entrance, Intermission, Exit) to maintain social distancing to the maximum extent possible.
- Consider box office management/online sales
- No food/drink at performances.
- Develop a plan for safety measures for souvenir or other sales
- Prevent audiences from gathering in large groups to greet students after performances.

## Facilities

Custodial and maintenance practices are important parts of maintaining a healthy school environment. USD 233 has always had clean, well-maintained facilities. The following guidelines are in addition to the normal USD 233 practices.

### **Cleaning, Sanitizing, and Custodial Protocols**

Established cleaning and disinfecting protocols for custodial staff at each individual building are essential. Protocols may be modified based on occupancy level and hours of use. Additional protocols for non-custodial staff are included in other sections.

Follow established cleaning procedures regarding the frequency, equipment, materials, and products to be used for each of the following.

- Each day, after staff and students arrive, all touch points in the building such as doorknobs, push plates, crash bars, light switches, handrails, elevator buttons, and water fountains to be disinfected with microfiber towels and disinfectant.
- Each day, at 10:00 am all restroom touch points such as doors, handles, dispensing units be disinfected with microfiber towels and disinfectant.
- Each day at 2 pm disinfect all touch points in both step one and step two with microfiber towels and disinfectant.
- Evening custodians to clean and disinfect their area of responsibility each night. Making sure that all touch points in building are disinfected.
- Once a week, each Wednesday using backpack sprayers, disinfect all surfaces in classrooms, halls, offices, gym, cafeteria, and entry ways.
- If for some reason we cannot use backpack sprayers due to activities in building on Wednesday, we will schedule the backpack spraying to be completed on another day of the week or on the weekends.
- Prioritize high touch areas such as door handles, handrails, counters and surfaces, tables, chairs, desks, drinking fountains, computer keyboards, workstations, etc.
- Prioritize common spaces used by different stable groups such as main office, health offices, isolation rooms, cafeteria, bathrooms, etc.
- Use cleaning products that are listed as effective for the Novel Coronavirus (COVID-19).
- Define what cleaning and disinfecting is to be performed by custodial staff, and what cleaning and disinfecting will be the responsibility of non-custodial staff.

## **Training**

Although cleaning procedures for touch points and sanitizing may be considered routine by the custodial staff it is important to ensure that any staff member responsible for cleaning is properly and routinely trained.

- Review training procedure for newly hired custodial staff.
- Train all staff on new procedures and protocols.
- Any non-custodial staff that has responsibility for cleaning and disinfecting should be properly trained before performing new duties.

## **Storage**

The increased emphasis on cleaning and sanitation will require greater access to cleaning chemicals and supplies.

- Students should not have access to chemical supply storage.
- Cleaning products, materials, and equipment should be stored in lockable rooms or areas.
- Ensure all cleaning products are properly labeled, and that Safety Data Sheets are readily available for reference and identification of hazards.
- Establish protocols for any school district staff (other than custodial or maintenance staff) that may have access to product.
- If non-custodial staff is granted access to and use of cleaning and disinfecting products, ensure that they have been trained on its use and possible hazards.

## **Building Recommendations and Considerations**

### **Hand sanitizer**

Hand sanitizer and/or hand sanitizer stations will be made available in multiple locations throughout the school/building to encourage frequent use.

- Typical areas may include building entryways, classrooms, cafeterias, gymnasiums, and offices.
- Consider placing signage at these locations to encourage use.
- At a minimum, hand sanitizer stations should be available at strategically identified locations that represent high traffic areas.

### **Ventilation**

The CDC and ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers) recommend that the introduction of outside air be increased in air handling operations for COVID-19 considerations. They also recommend using air filters with a

MERV (Minimum Efficiency Rating Value) of 13 or higher. In addition, they recommend that ventilation be performed on a 24hour/7 day/week basis.

- Adjust HVAC units to increase outside air ventilation.
- Check and change HVAC unit filters frequently.

### **Building Water Systems**

- While drinking fountains will remain on, students and staff are encouraged to utilize them only to fill personal water bottles.
- Where possible, extend automatic flow times for hand washing stations.

## **Grounds & Exterior Building Recommendations and Considerations**

### **Playground equipment**

- The CDC suggests that “it is impractical and an inefficient use of resources to spray disinfectants on outdoor areas”.
- Alternate recess times to minimize the number of students from different groups using the same spaces at the same time.
- To minimize the use of playground equipment, encourage the use of other outdoor and natural spaces.
- Students should wash hands or use hand sanitizer immediately following the use of the equipment.

## **Building Access to Outside Groups or Individuals**

### **School Facility Rentals**

In order to have the time needed to thoroughly clean and sanitize school facilities of student and staff use, the following modifications are being made to the Olathe Public Schools (OPS) Facility Use guidelines.

- At this time, only Middle School and Elementary School indoor Gymnasiums will be permitted to be rented. Decision to expand indoor facility rental spaces are being made on a month by month basis by District Administration. Exterior field rentals will be allowed at this time.
- Johnson County Parks and Recreation will be permitted to continue use of school facilities in order to provide before and after school programming.

### **Outside Contractors and Vendors**

In many cases, having outside contractors and vendors come into school buildings is unavoidable.

- Review expectations for preventive measures being required before a contractor or vendor comes on site. Building staff will enforce and report any violations of preventative measures by contractors and vendors.
- Maintain a log of the persons that enter the building with time and date as well as the locations in the building.
- Establish protocols for post work cleaning and sanitizing.

### **Construction Sites**

Most construction projects that occur while school is in session are typically separated from students even if they are occurring in the same building.

- Interaction between students and staff and construction workers should be minimized.
- Specific expectations for behaviors and preventive measures should be addressed with on-site supervisors before students are in the building.
- Contractors should be expected to abide by current CDC and/or OSHA recommendations for the construction site.

## Food Service

It is important to ensure all children have access to school meals, regardless of the learning environment. For the health and wellbeing of students, continuation and adaptation of meal service in some form will remain a priority.

### **On-Site Meal Service**

With many students in and out of the lunchroom throughout the day, and students historically sitting close to each other, eating and talking, adjustments will need to be made.

When at all possible, students will come to the cafeteria to get meals. This allows for the continuations of Offer vs. Serve meal service (where students choose what they would like) and provide a variety of options.

Food service staff will wear masks and gloves while serving and preparing food.

### **Meal Service Considerations**

- Require students to wash their hands prior to coming to the serving line. At a minimum, hand sanitizer will be available prior to the serving line.
- Students come to the cafeteria at staggered times to allow for appropriate social distancing.
- An adult (i.e., whomever is covering lunch duty/non-Student Nutrition employee) should be at the doorway of the serving area to control traffic, ensure distancing and monitor students.
  - Consider social distancing stickers or marks on the floor to help students maintain 6 feet.
  - Signage posted to encourage social distancing in line and serving area.
- Menu items will be limited at each level. Emphasis on grab-and-go packaged meals at the secondary level, when feasible. Utilize shorter menu cycle with higher participation meals. Plan to reevaluate cycle frequently dependent on food supply, staffing, and guidance from local health department.
- Adults will hand students their tray and prepackaged silverware kit.
- Food Services employees will put hot entrée items (not packaged) on the tray except for pre-packaged, hot sandwiches or pizza that will be placed in a warmer for self-service.
  - If students are using self-service, an adult must supervise to ensure:
    - Student takes the first item they touch (example: milk cartons).
    - Leave doors open on self-service coolers to minimize touch points.
- Implement Offer vs. Serve meal service (where students are allowed to make food choices) with the following considerations:
  - Secondary schools will have multiple lines available to choose meals.

- Clean and sanitize service line as frequently as possible.

### **Point of Sale Considerations**

All meals will be charged based upon student eligibility status. Cashiers will wear face shields and utilize no-touch laser scanners.

- At the elementary level, procedures will be developed to minimize the handling of meal cards and allow for the sanitization after each use. Secondary students will be given a student ID card at enrollment that contains their specific barcode. Each student will be responsible for his or her own lunch card.
- Staff will purchase meals using their meal account and barcoded ID card.
- Encourage use of online payments versus use of cash.
- Limit hand-to-hand contact by having student place the cash on the counter.

### **Cleaning & Sanitizing Considerations**

- Sanitize cookware, plates, cups, cutlery and food preparation service areas frequently and plan for distribution that minimizes handling.
- Sanitize table surfaces frequently.
- Sanitize all high touch point services frequently.

### **Other Considerations**

- Ensure each lunchroom has hand sanitizer available before entering the serving area to get meals.
  - Consider adding additional hand sanitizer throughout common areas (especially high schools).
- Limit unnecessary staff and visitors in food service areas.
- Microwaves at secondary level should be sanitized frequently.
- Use of disposable/compostable trays and prepackaged cutlery kit (contains milk, straw, & napkin).
- Use of condiment packets; no condiment pumps or bottles.
- Limited prepackaged ala carte items will be available for purchase.
- Assign seating for contract tracing.
- Provide a separate location for high-risk students upon request.

### **Remote Learning Environments**

- In this type of learning environment, schools would continue to claim and be reimbursed for meals based on the eligibility status of the student.
- Students will need to “opt-in” in order to receive meals.
  - If a student “opts-in”, they will receive a “carryout meal” to be picked up at the Food Production Center on the day it is served.
  - An online form will be used to sign-up for meals on a weekly basis.



### **Food and Personnel Safety**

Follow all county health department guidance, the Kansas Food Code and Hazard Analysis Critical Control Points (HACCP) Plan

- Limit co-mingling of food service staff between buildings and departments and maintain social distancing.
- All employees required to clock in and out to track when they were in each building.
- All employees will wear a mask or face covering while at work.
- Employees will work to maintain 6 feet social distancing to the maximum extent possible, throughout food production, service, and clean up.

### **Food Vendor Considerations**

Protocols for food vendors delivering product to schools.

- All vendors will adhere to OPS staff protocols. Vendors may have more restrictive protocols as is feasible
- Director of Food Services will discuss company safety protocols regarding health of vendor employees (ex: health screenings) with the vendor.
- When signing invoices, the Food Services employee should use their own pen.
- Technology will be used to communicate with vendors instead of in-person visits.
- Vendor delivery drivers required to sign in and out when delivering to kitchens.
- Director of Food Services will communicate guidelines to all vendors.

## Transportation

Due to the inability to maintain social distancing on school district vehicles, several changes will be required for both bus operations and student riders. The following are regulations and protocols necessary for transporting students in school buses, activity buses and school passenger vehicles. If group size restrictions are mandated for school buses, these regulations will be further modified.

### Sanitation

Frequently touched surfaces, including hand railings, student bus seats, and surfaces in the driver cockpit commonly touched by the operator should be sanitized frequently. High touch areas including the door entrance railings should be cleaned between bus routes.

- It is recommended that bus doors and windows are open during cleaning to improve air circulation.
- Hand washing or sanitization by students before boarding the bus is recommended.

### Students

- Masks or face coverings are required for all students. Students not wearing a mask may lose transportation privileges.
- Assigned seating for students on all routes.
- Maximum space between students should be maintained based on the number of riders and capacity. Individuals from the same household should be seated together.
- Seats will be assigned such that the bus will fill from the back of the bus to the front to avoid students walking past each other in the aisle.
- Students will unload from the front of the bus first to avoid students walking past each other in the aisle.
- When possible, open the windows while transporting students to improve air circulation.
- Minimize Loading times by prestaging students for bus transportation home.

### Bus Stops

- Social distancing between students is recommended at all bus stop areas.

### Drivers

- Drivers will wear masks while students are loading and unloading.
- Drivers will participate in a health pre-screener before each work shift.

### Activities and Athletics

- Assigned seating for students on all trips.
- Fill the bus seats at the back of the bus first, and then load to the front to avoid students walking past each other in the aisle.
- Unload students from the front of the bus first to avoid students walking past each other in the aisle.
- If the bus is not full, spread students out as much as possible.

- Focus on transporting students who are competing. Work to lower the total number of students on a bus so that social distancing can occur, especially on long trips to competition.

**Bus Modifications**

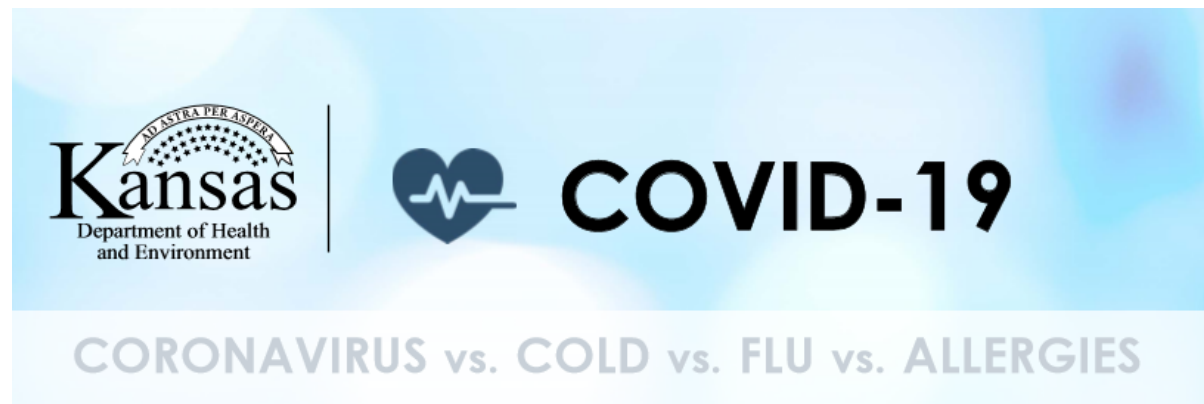
- Bus modification of any kind is not allowed. This includes putting in Plexiglas partitions between the driver and students and individual student seats.

## Section 2: Remote Learning

Details regarding the Remoting Learning environment plan can be found via the following link:

<https://www.olatheschools.org/Page/10433>

## Appendix A: COVID-19 Symptoms



SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
<b>Fever</b>	<b>Common</b> (measured at 100 F or higher)	<b>Rare</b>	<b>High (100-102 F), can last 3-4 days</b>	<b>No</b>
<b>Headache</b>	<b>Sometimes</b>	<b>Rare</b>	<b>Intense</b>	<b>Sometimes</b>
<b>General aches, pains</b>	<b>Sometimes</b>	<b>Slight</b>	<b>Common, often severe</b>	<b>No</b>
<b>Fatigue, weakness</b>	<b>Sometimes</b>	<b>Slight</b>	<b>Common, often severe</b>	<b>Sometimes</b>
<b>Extreme exhaustion</b>	<b>Sometimes</b> (progresses slowly)	<b>Never</b>	<b>Common (starts early)</b>	<b>No</b>
<b>Stuffy nose</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
<b>Sneezing</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
<b>Sore throat</b>	<b>Rare</b>	<b>Common</b>	<b>Common</b>	<b>No</b>
<b>Cough</b>	<b>Common</b>	<b>Mild to moderate</b>	<b>Common, can become severe</b>	<b>Sometimes</b>
<b>Shortness of breath</b>	<b>In more serious infections</b>	<b>Rare</b>	<b>Rare</b>	<b>Common</b>
<b>Runny nose</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
<b>Diarrhea</b>	<b>Sometimes</b>	<b>No</b>	<b>Sometimes**</b>	<b>No</b>

For more information: [www.kdheks.gov/coronavirus](http://www.kdheks.gov/coronavirus)

\* Information is still evolving.  
 \*\* Sometimes for children.

Sources: KDHE, CDC, WHO, National Institute of Allergy and Infectious Diseases, American College of Allergy, Asthma and Immunology.

# Appendix B: Isolation and Quarantine



**RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE**

*\*Adapted from TN Dept of Health*

## CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.



*Note: Lingering cough should not prevent a case from being released from isolation.*

### Examples:

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.

## HOUSEHOLD CONTACTS

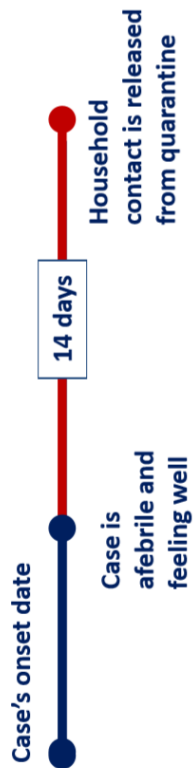
Must be quarantined for 14 days after the case has been afebrile and feeling well (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.

*This means that household contacts may need to remain at home longer than the initial case.*

### Examples:

- A case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31.



## NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case.



5/27/20

## Appendix C: Guidelines for Health Room Utilization

**Background:** The school nurse serves in a pivotal role that bridges health care and education. Grounded by standards of practice, services provided by the school nurse include leadership, community/public health, care coordination, and quality improvement (NASN, 2016a).

Students who are medically fragile or who deal with chronic health issues come to school in increasing numbers and with increasingly complex medical problems that require complicated treatments commonly provided by the school nurse (Lineberry & Ikes, 2015). Chronic conditions such as asthma, anaphylaxis, type 1 and type 2 diabetes, epilepsy, obesity, and mental health concerns may affect the student's ability to be in school and ready to learn (NASN, 2018).

According to the Kansas Department of Health & Environment, School Nursing and Integrated Child Health Services, resource guide,

Registered nurses are the only professional in the school setting prepared to assess and address the health issues and needs that students bring with them to school, and to evaluate health care outcomes and their impact on educational outcomes.

In addition to serving as a coordinator and provider of Health Services, school nurses assist with the seven other recognized components of a Coordinated School Health Program: Health Education, Healthy Environment, Nutritional Services, Physical Education, Counseling/Mental Health, Parent/Community Involvement, and Staff Wellness.

In summary, the school nurse is a health care provider practicing in an educational setting and the nurse's office is the clinic in which the delivery of that care occurs. To meet the varied needs of the students, the nurse's office must be an area that is dedicated to the following priorities:

- Coordination and provision of care for the physical and mental health needs of students,
- Provision of nursing practice and procedures that support the attendance and success of all students (school screenings and general medical care) and the medically fragile students with chronic health conditions, (coordination and management of diabetes care, medication administration, catheterizations, etc.),
- Collaborative planning with parents, healthcare providers, and educational staff.
- Protection of confidentiality of student health information, including the current care provided when a student is present in the nurse's office. Each student in the nurse's office has a right to privacy for communication shared and care provided by the nurse.
- Communicable disease management and containment.

- Counseling of students in matters of health, hygiene, health education, growth and development, and a variety of mental/emotional concerns requiring sensitivity and privacy.

It is the position of the Department of Health Services that the utilization of district nurse offices should be in support of the departmental goals to provide nursing services grounded in school nurse scope of practice and standards of care. Activities not in support of the delivery of confidential, safe student health care should be avoided. Utilization unrelated to accessing healthcare services poses several risks to students, e.g., breaches in confidentiality, risk of contagion, reduced instructional time, and also increased risk of nursing errors due to redirection of nursing attention from critical tasks with potential grave consequences.

Examples of nonessential health room utilization include but are not limited to use of nurse office for routine naps and breaks; use of nurse's bathroom as common-use bathroom for staff, classes, parents, and visitors; daily dental hygiene; and use as convenient passageway or shortcut.

#### **Additional Considerations During Infectious Disease Outbreaks:**

During times of increase incidence of communicable disease, special attention must be paid to the utilization of the nurse's office and traffic through the area due to two considerations:

- Overwhelming the school healthcare system with both regular duties and high illness numbers,
- Increased spread of infectious diseases by crowding in the nurse's office and by extraneous traffic through the nurse's office resulting in exposure and cross contamination.

When deemed necessary through communication with the Johnson County Health Department, modifications to health room utilization will be implemented, as needed, for containment and safety.

Procedures that can lead to increased risk to students, nurses, and other staff will be restricted, e.g., aerosolized-particle producing procedures during COVID. Parents will be encouraged to provide inhalers instead of nebulized medication. In rare instances where alternative treatments are not possible, the school nurse and parents will develop a plan for safe care, including a safe location and PPE.

Building administration and nurses will collaborate to address any physical configuration changes that are needed to support safety and containment of spread, e.g., Plexiglas barriers. Risk mitigation for students and staff is the priority and should include consideration of the following:



- The number of students in the health room at one time will be limited by prescribed distancing,
- Where additional students will wait for the health room and how will flow be managed,
- Intake process: utilize hall passes, phone, E-Hall Pass, etc. for student safety and limit waiting.
- Isolation plan for suspected contagious students, e.g., isolate from routine health room utilization and still monitored by staff.
- Prompt pick-up by parents or emergency contacts.
- When a suspected infectious student is in the care of the nurse, the health room utilization may need further restriction on a temporary basis. Considerations for this “essential-only” designation should include what constitutes “essential,” and the method of communicating “essential-only” status to staff.
- To the extent possible, students provide self-care with staff direction and distancing within the classroom for minor concerns. Examples of possible classroom-based services:
  - Minor toothache/loose or lost primary tooth,
  - Small paper cuts, abrasions, picked scabs;
  - Minor cuts with slight bleeding requiring a band aide
  - Ice pack for small bumps/bruises (call nurse/office for ice pack)
  - Localized bug bites
  - Readily controlled nosebleeds, where the student can deliver self-care
  - Anxiety/emotional distress- try calming techniques and/or contact counselor

