

## **Randolph Southern School Corporation**

### **2020-21 Return to School Plan**

Board Approved 7-21-20

Modified 7-29-20

#### **2020-2021 School Calendar**

- Randolph Southern School Corporation students will return to school on August 11. Teachers and Non-Certified staff will report to school on August 10.
- The school corporation plans to follow the calendar that was approved by the school board on February 2, 2019.
- It is impossible to know when a potential spike in COVID-19 may occur. Adjustments will be made as recommended by the Governor and Randolph County Health Department.

#### **Delivery of Instruction with a Stay-At-Home Order**

- eLearning days, a modified daily schedule, and longer breaks will all be taken into consideration as information is presented to the school corporation. The school corporation plans to host live daily lessons utilizing Chromebooks on our Google platform. Students without internet will be provided taped sessions and instruction preloaded onto Chromebooks in lieu of instructional packets.
- Certified and Non-Certified staff will report to school on eLearning days unless another Stay-At-Home order is issued by the Governor or the Randolph County Health Department.

#### **Virtual Education Option**

- The school corporation will be offering a virtual education option for students not returning in person due to COVID-19 concerns. Randolph Southern teachers will be providing instruction in live daily sessions and recorded sessions.
- The virtual option is available while registering your child for school. Registration links are located at [www.rssc.k12.in.us](http://www.rssc.k12.in.us).
- If you have questions regarding the virtual education option, please contact the Elementary Principal or High School Principal.

#### **Day to day Operations:**

- The CDC recommends wearing masks to prevent the spread of COVID-19.
- Per Executive Order #20-37 issued by Governor Holcomb on July 22, 2020, all students, in grades 3-12, staff, vendors, contractors, volunteers, and visitors will be required to wear masks or a face shield while present in the building or on grounds at all times who do not otherwise fall within the exemptions listed below.
- Definition of Face Coverings: a cloth which covers the nose and mouth and is secured to the head in ties, straps, or loops over the ears or is simply wrapped around the lower face.

- Definition of Face Shields: a mask typically made of clear plastic which covers the nose and mouth.
- Mask material and design must be school appropriate. Administration will have discretion in determining appropriate attire.
- Exemptions:
  - Although children are strongly encouraged to wear face coverings or a face shield, children between preschool through 2<sup>nd</sup> grade are not required to wear face coverings or face shields. Certain circumstances may require masks to be worn. All students are required to wear face coverings or face shields on school buses or on other school-sponsored modes of transportation. Children under the age of two (2) years should not wear a face covering because of the risk of suffocation;
  - any person with a medical condition, mental health condition or disability which prevents wearing a face covering;
  - any person who is deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
  - any person for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines;
  - any person while exercising or engaging in sports activity and who can maintain six feet of social distancing from other people not in the same household;
  - face coverings or face shields are not required while eating or drinking;
  - faculty/staff areas: while working, other than to prepare food or meals, along with other individuals who are in a room, office, or place, where all persons not of the same household can maintain six feet of social distancing;
  - in a classroom or place of instruction whereby six feet of social distancing can be maintained;
  - Classroom Settings:
    - where a classroom or place of instruction can be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, masks or face shields do not need to be worn during in-person educational instruction; or
    - where a classroom or place of instruction cannot be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, masks or face shields must be worn during in-person educational instruction, however, where an instructor can maintain six feet of social distancing from students, the instructor may remove a face cover or face shield.
  - Recess: Masks and face shields may be removed provided social distancing can be maintained. Teachers will take their cohort class to the playground individually at separate scheduled times;

- Extracurricular & Co-Curricular Activities: Students, teachers, instructors, directors, coaches, trainers, volunteers, and other personal, when not engaging in strenuous physical activity or subject to an exemption specified above, shall wear masks or face shields unless six feet of social distancing can be achieved or maintained.
- Masks should be brought from home. Cloth masks should be washed daily. Mask material and design must be school appropriate. Randolph Southern will have a limited supply for students that do not have their own masks. Masks cannot be shared.
- The school corporation will strive to attain social distancing of 6 feet throughout the building.
- Desks should all face the same direction and attempt a social distance of 6 feet.
- Hand sanitizer will be available in classrooms and should be utilized by students and staff. Students should bring 2 bottles of hand sanitizer and 2 containers of disinfectant wipes.
- Classroom doors will remain open during the day. Door handles will be wiped down frequently.
- Lunches
  - Hot lunches will be served in disposable containers and sacks.
  - Silverware will be prepackaged and must be returned to the wash area.
  - Cafeteria staff will wear masks during serving periods.
  - Cafeteria staff will be serving food on carts (no lines).
  - Cafeteria tables will be spread out and alternate classes in the cafeteria at elementary.
  - RSHS will utilize Homeroom and reduced passing periods to make up for extended cafeteria lunch periods.
  - Tables will be wiped down and sprayed after each lunch period utilizing an approved sanitizing agent.
  - No keypad will be utilized. Cafeteria staff will manually enter student identification numbers.
  - Microwaves will be unavailable during lunch serving periods.
  - No visitors will be allowed to eat lunch with students.
  - Students and staff must pack lunch or eat school lunch. No deliveries will be allowed. This policy may change as CDC guidelines change.
- Breakfast
  - Elementary students will pick up breakfast as they enter the building and eat in classrooms.
  - High school students will continue eating breakfast in the cafeteria and practice social distancing at tables.
  - Cafeteria staff and janitors will clean tables after students report to class.
- Restroom breaks will be provided to high school students utilizing passes. K-6 students will go to the restroom in cohort groups and practice social distancing in designated areas. Students must wash their hands.
- Drinking water and fountains

- Water fountains will be shut off until further notice.
- Elementary classrooms have sinks. Paper or Styrofoam cups will be provided to students for drinking purposes.
- Water jugs and paper cups will be issued to high school classrooms.
- Elementary and high school students are encouraged to bring bottled water in clear containers from home.
- Passing periods and the locker bays
  - Students must wear masks during passing periods.
  - Students will utilize the right side of hallways in one-way direction.
  - Locker bays: Junior high students will be located on the south side of the building to allow students to have one locker bay between each other.
  - Students will not be allowed to congregate. No students may share lockers.
  - Washing hands with soap and water is recommended frequently as well as hand sanitizer.
  - Students will be dismissed in an orderly fashion after the bell rings.
  - RSE teachers will dismiss 5th and 6th grades by alternating release of students.
- Parent-teacher conferences
  - A Google Hangout will be conducted by teachers with an assigned time.
  - Teachers will also conduct phone conferences.

### **Transportation:**

- Students must wear masks on buses.
- It is encouraged for parents to bring students to school.
- Bus drivers must wear a mask. Bus drivers should wear gloves or use hand sanitizer.
- Seating charts will be utilized on school buses in cohorts. Siblings will sit together.
- Buses will be fogged or spritz after each route with an approved sanitizing agent.
- Students at bus stops should social distance.
- Mini-buses will be cleaned by drivers utilizing sanitizing spritz after extra-curricular events.
- Morning Drop Off
  - Elementary students riding a bus will be dropped off at door 19.
  - High school students riding a bus will be dropped off at door 1 and 2.
  - Elementary parents bringing students to school will drop off students at door 15.
  - High school parents bringing students to school will drop off students at doors 3 and 4.
- Dismissal
  - Flexibility and extra time will be required for dismissal of students to allow for social distancing.
  - Elementary students riding a bus will be dismissed by the bus number and will exit door 19.
  - Buses will drive from door 19 to doors 1 and 2 to pick up high school students.
  - High school students will be dismissed by bus numbers and will exit door 1 or 2.
  - Student drivers, walkers, and parents picking up students will be dismissed after school buses have exited.

- Elementary parents picking up students will need to utilize door 15.
- High school parents picking up students will need to utilize the south parking lot. Students will exit doors 4 and 6.
- Parents please do not block doors 1 and 2.

**Plan for students identified or suspected with COVID-19:**

- **Close Contact** is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.
- Parent screening measures before a child leaves home (keep child home if one or more symptoms not otherwise explained):
 

○ Fever 100.4° F or greater	Cough	Chills
○ Difficulty breathing	Muscle ache	Headache
○ Sore throat	Loss of taste or smell	
- Students that are not feeling well will be sent to the nurse’s clinic by the teacher.
  - The school nurse will evaluate students for the COVID-19 symptoms.
  - Students with potential COVID-19 symptoms will be isolated in a separate office area and the parent will be notified. The student will be sent home. The student will need to go to a doctor for COVID-19 testing.
  - There is a list of two-hundred (200) COVID-19 test sites listed on the Indiana State Department of Health located at <https://www.coronavirus.in.gov/2524.htm>. The tests are presently free.
  - If a student is diagnosed by the doctor with COVID-19, the parent **MUST** contact the school corporation and school nurse **ASAP** by phone or email.
  - A student must have a Return to School Form completed by their physician in order to come back to school after the COVID-19 quarantine protocols have been met.
  - The school corporation will complete a Close Contact Form for tracking individuals.
  - Foggers and spritzing canisters will be utilized to sanitize the entire building within 2 to 3 hours.
  - Students will not be transported if he/she has been diagnosed with COVID-19.
  - Lessons will be provided to students with COVID-19 in an alternative fashion.

## COVID-19: When a student, faculty or staff member can return to school






Individual	Symptomatic	No Symptoms
Not Tested <b>with</b> Alternate Explanation (strep, influenza, etc. as determined by a provider)	May return to school after 24 hours resolution of fever <b>AND</b> note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.	N/A
Not Tested <b>Without</b> Alternate Explanation	Must remain home for at least 10 days from the first day symptoms appeared <b>AND</b> 24 hours fever-free without fever-reducing medicine and with improvement of symptoms.	N/A
Tested and Negative	1) If no alternative explanation, <i>isolate</i> for at least 10 days from the first day symptoms appeared <b>AND</b> 24 hours fever-free without fever-reducing medications and with improvement of symptoms. <b>OR</b> 2) The individual can return to school if tested negative <b>AND</b> with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school.	May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day <i>quarantine</i> , even if test results are negative for COVID-19.
Tested and Positive	Must remain home in <i>isolation</i> for at least 10 days from the date symptoms began <b>AND</b> individual is 24-hours fever free, symptoms have improved. (CDC does not recommend test-based strategy except in certain circumstances, including provider's advice and test availability.)	<i>Isolate</i> at home for 10 days from the day the test was taken. (CDC does not recommend test-based strategy except in certain circumstances, including provider's advice and test availability.) <b>*If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</b>
Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19)	N/A If an individual becomes symptomatic, refer to the symptomatic scenarios. The individual must <i>quarantine</i> for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.	<i>Quarantine</i> for 14 days before returning to school. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios.


Note: QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.  
ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



Updated:7/21/20





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• Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when he got the test. The test comes back positive. The student must *isolate* and stay symptom-free for 10 days after the date he took the test.
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• Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when she got the test. The test comes back positive. The student starts *isolating* for 10 days after the date she took the test. Four days into her *isolation*, she develops a fever and cough. She must now *isolate* at home for at least 10 days and 72 hours fever-free without fever-reducing medicine and with improvement in respiratory symptoms. The student ends up *isolating* at home for 14 days.
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• Student tests positive and has three siblings in the home or as close contacts who attend other schools. If the siblings have symptoms, they should be tested and report to that school if results are positive. Otherwise, siblings should *quarantine* for 14 days before returning to school. Contacts of the siblings are not considered a close contact unless the siblings test positive themselves.
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• Student has a fever, cough, headache and loss of taste and smell. The student goes to get tested and the test is negative. There is at least a 30% chance of having a false negative test. Therefore, it would still be required that this student *isolate* at home for at least 10 days and 72 hours fever-free without medication and with reduction in respiratory symptoms.
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• Student has a fever and sore throat and history of getting strep throat. Student sees her provider, who does a strep test and exam and believes the patient has strep throat and does not have COVID-19. The student may return to school after 24 hours fever-free with a note from her provider stating she may return to school.
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• Student has fever, cough, shortness or breath, and loss of taste and smell. His parents do not want to get him tested for COVID-19. Highly recommend that the student get tested so that the proper contact tracing can be done. The student will need to *isolate* at home for at least 10 days and go 72 hours fever-free without use of medication and have a reduction in respiratory symptoms. Additionally, if the school is suspicious that the student has COVID-19, the school could do contact tracing and monitoring for others with symptoms..

Updated:6/26/20



### **Plan for Shutdown and Stay-At-Home Order**

- Staff will report to school and utilize PPE.
- Lessons will be presented in a live format and videotaped to allow students to stay on a routine throughout the school day. Flexibility will need to be provided for primary students who may need to wait until parents get home in the evening.
- Staggered mini lessons.
- A Chromebook exchange program will be utilized for students without the internet. Lessons downloaded for student use. Bus drivers and aids will exchange Chromebooks.
- The janitorial staff will deep clean the buildings during the shutdown.

### **Certified and Non-Certified Staff**

The Non-Certified Handbook, and Master Contract will be followed for the utilization of sick, vacation, and personal days. Employees that are quarantined due to COVID-19 will be required to provide the school corporation with a doctor's note and return to duty date.