

Federal Hocking Local Schools

2020-2021 Return to School Plan

Introduction

The health and well-being of the students and staff of Federal Hocking Local Schools has always been and will always be the primary factor in any decisions about how to educate our community's children. The staff of Federal Hocking Local Schools understands that the education, socialization, and therapies that take place in our schools are all parts of that health and well-being. The goal of all staff members is a safe and healthy return to classroom instruction that prepares all students for excellence in whatever paths they choose. The following information describes the conditions in which students from Pre-school through High School will return to school in August 2020.

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families are safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

The Federal Hocking Local School District is eager to return to full-time instruction as soon as it is safe to do so. At this time, however, it is in the best interest of students and staff members to minimize the number of individuals in school buildings.

The overall plan is to bring students back to school **safely when appropriate** with instruction occurring 5 days a week in the classroom. This year Federal Hocking Local Schools will be prepared to use one of the following format of instruction:

1. Traditional Model – In person instruction 5 days a week.
2. Hybrid Model – 50% of students 2 days a week.
3. Remote Model – Remote delivery of content and engagement. In person services for students with disabilities and other vulnerable students as determined by principal and teachers.

Remote learning will be used for the first nine weeks of the 2020-2021 school year. An evaluation and official communication of the district's plan moving forward for the second grading period will be made by October 9. Local COVID-19 data and consultation with the Athens City-County Health Department will be used to determine the change in modality. **It is possible that a surge in cases or several weeks of a significant decrease or in cases may accelerate the change in format.**

Families who are interested in committing to remote learning for the entire first semester, regardless of the format used to begin the year, are asked to complete the FHLS Remote Instruction Registration Form (available at www.fedhock.com).

STUDENT AND EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID19 and reduce the potential risk of exposure to our employees, we will be requiring employees and students to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

HEALTH PROTOCOLS

- If an employee/student becomes ill at school or if another person is exhibiting symptoms of COVID19 at school, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact their building administrator and the superintendent's office. You may be asked to submit a healthcare provider's note before returning to work.
- Staff and students with a fever of 100.0 degrees Fahrenheit or higher should stay home until they are fever-free without the use of fever reducing medication for 24 hours.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have no respiratory symptoms; and
3. At least 10 days have passed since symptoms first occurred

OFFICE / LANCER CARE CLINIC

Staff and students should stay home when displaying symptoms of COVID, such as: cough, shortness of breath or difficulty breathing, extreme fatigue, unusual muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Staff and students who become sick at school will be isolated until they can be safely removed from the school environment.

Sick students whose families cannot be reached will remain in isolation until a parent arrives. If a parent cannot be reached, the district will exhaust all resources listed on the student's Emergency Medical Form. Parents must provide a reliable alternative emergency contact to the school. **A sick student will not be sent home on a bus.**

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Federal Hocking Local School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – One-way hallways will be established whenever possible.
- Transitions will be staggered to allow for fewer people in the hallways.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID19, PPE is needed to prevent certain exposures. PPE can include:

Face coverings/masks: All staff members and students will be required to wear a face covering/mask when in contact with others and maintain 6 feet social distancing (i.e. class change, arrival, dismissal, class activities, etc.). Staff and students will be provided face covering/mask and additional disposable masks will be available for those in need. Masks may not be appropriate for students in Pre-school through 2nd Grade, but students will not be discouraged from wearing them.

Face shields: As needed, Staff members will be issued face shields which may be worn when conducting classroom activities at a distance. These activities may include lecturing or monitoring independent work from the front of the room. (Face shields do not replace the use of a mask when activities require less than 6ft distance.)

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

Employees are **encouraged** to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Students will be asked to wipe down their workspaces at the end of each class session. Social distancing should be practiced at all times.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Federal Hocking Local Schools has alcohol-based hand sanitizer stations throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Federal Hocking Local Schools custodial team will clean all workspaces several times per day.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity – Federal Hocking Local Schools will be monitoring the number of employees in the offices in order to maintain social distancing.

Copier/printers – There will be limited access to the copiers. Machines will be wiped down after each use. Only employees will be permitted to use copiers and must maintain social distancing when doing so.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Location	Frequency	Person Responsible
Bus Seats	Following every trip	Driver
Classroom work surfaces (desks, tables, chairs)	Hourly for individual workspaces, immediately following use for shared workspaces	Teacher/Students
Restrooms - high contact surfaces	Hourly	Custodial staff
Restrooms - entire restroom	Before school, noon after students leave	Custodial staff
Door knobs	Before school, noon after students leave	Custodial staff
Handrails	Before school, noon after students leave	Custodial staff
Common Areas (offices, staff workrooms, conference rooms)	Before school, noon after students leave	Custodial staff
Common Areas - high contact surfaces	Immediately following use	Staff member

SIGNAGE

Signage will be placed throughout the offices and school indicating important reminders and information regarding COVID-19 and good hygiene practices.

PREVENTIVE MATERIAL INVENTORY

Federal Hocking Local Schools has an adequate supply of soap, hand sanitizer, paper towels, and tissues. There is also a supply of gloves, disposable masks, and other protective gear. Thermometers are on-site for employee and student screening.

TRANSPORTATION

Parents should screen students before they get on the school bus. Any child with a temperature of 100.0 degrees or higher will not be permitted to get on the bus.

Bus drivers must disinfect the buses at a minimum:

- Immediately before starting a route to pick up students
- Immediately following the morning and afternoon routes

Students will sit one per seat unless students are from the same family. **All students will wear face coverings while on the bus**, and all students will have access to hand sanitizer before taking a seat on the bus. Bus drivers will wear appropriate PPE that has been approved by the local health department.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed exposure to COVID-19.

ARRIVAL AND DISMISSAL

Students will stagger themselves upon entry and report directly to their classrooms. Additional points of entry may be considered by the building principal depending on congestion. Students will be released by classroom and staggered to provide for distancing. Following dismissal, all classrooms will be sanitized, and all surfaces wiped down thoroughly.

VISITOR RESTRICTIONS

Generally, parents and visitors will not be permitted on campus. Whenever possible, visits must be scheduled in advance.

Generally, the following procedures will be used:

- Parents and visitors will be asked to call the front office to discuss their needs with the secretaries
- Parents and visitors who ring the bell will be asked the nature of their business through the intercom
- Parents requesting the release of students will wait outside or in their car for the child to be brought to them
- Volunteers will be permitted entry and screened just as employees
- Visitors who enter the building will be asked to self-assess their health and possibly have a temperature screening
- **Visitors will be required to wear a mask** in the building

COVID19 SYMPTOMS

If an employee or student becomes ill on campus/district, he/she will immediately report to the Office or Lancer Care Clinic (MS) for assessment.

Once the employee or student arrives at the clinic, they will immediately be provided with a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The **Suspected COVID19 Case Form** must be completed and the local health department must be contacted to seek advice regarding transportation and location.
- The person attending the suspected infected person will wear a protective mask and gloves while working with the suspected infected person.
- The Nurse/Wellness Coordinator will direct an ill employee to leave work or call the parent of the student to be picked up and go home.
- The Administrator/Supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health department, the name of the employee should not be provided.*
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

Please do the following:

- Quarantine yourself in a specific room away from others in your home
- Contact the following (in order of priority), let them know you have been exposed to COVID19, and follow their instructions.
 - Your healthcare provider
 - Federal Hocking Local Schools Administrative Office
 - Your supervisor
- Your supervisor will work with our administrative office and local health authorities to determine appropriate next steps.

CLASSROOM INSTRUCTION AND LEARNING ACTIVITIES

The following guidelines will be in effect:

- Students will stay in one room whenever possible.
- Students and staff will wear face coverings and remain 6 feet apart.
- Teachers will be provided face coverings and/or face shields for use when conducting lessons or activities and remain 6 feet from their students when identified as appropriate by the teacher and administration.
- Community supplies will not be made available.
- Students will be asked to remain in their seats as much as possible.
- Meeting with parents will be held remotely or by phone whenever possible.
- No field trips will be approved at this time.
- Prior to any class changes, students will be asked to wipe down their desk and chair surfaces. Students entering the class will be given hand sanitizer and an option to wipe down the surfaces as well.
- During class changes, students will be staggered by classroom and required to walk one way down the halls.
- Students will not be permitted to congregate at their lockers or in the halls.
- Transparent screens will be used when needed for one-on-one services.

RESTROOM USAGE DURING THE WORK-DAY

The maximum capacity of each restroom will be posted outside the area. If capacity is reached, students must wait outside the restroom until someone exits. Every other stall will be available; others will be closed. Hand washing signs will be posted. **Restrooms will be wiped down at least once an hour by custodial staff. A clipboard will be placed in each restroom and initialed by custodial staff as cleaning is completed.**

LOCKER ROOMS

While in locker rooms, students are to stay 6 feet from others as a normal practice. Contact with others, such as handshakes, will be prohibited. Athletes will be advised to avoid touching common surfaces to the extent feasible.

BREAKFAST AND LUNCH

When in the cafeteria, students will sit approximately 6 feet apart. Students will remain 6 feet apart in the lunch line when obtaining their food. All students will remain seated during the lunch period as the lunch will be provide for the students at their table. **The decision to eat in the cafeteria or classroom will be made on a building level by the principal.** The cafeteria will be cleaned and sanitized between lunches and at the end of the day.

CLASSROOM ARRANGEMENTS

Classrooms will face students in one direction and space student desks 6 feet apart when possible. Students will stay in one room whenever possible. Teachers are asked to remove all material which are not used on a daily basis from their classrooms to allow for greater space for social distancing.

MAIN OFFICE VISITS

Chairs will be removed from the office area to prevent students/parents/visitors/staff from congregating. Office phones used by students will be sanitized before and after use. Any meetings or conferences will be held by appointment only, and meeting spaces will be wiped down before and after each use.

STAFF TRAINING

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content which may be covered:

- School/District checklists
- Response Teams
- Disinfection Measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Protocols

COMMUNICATION METHODS

COVID 19 information and any updates will be relayed through email and posted on our social media pages.

Beginning of the year information, including new protocols and procedures, will be shared in August.

All-calls will be made to district families as is necessary to convey important information.

To stay updated on the most up-to-date information:

- Teachers, students, and parents need to check their email often.
- Visit our district website.
- Follow our social media platforms.
- Maintain consistent access to your Google Classroom.
- Provide the district with up-to-date and accurate phone, address, and email information

TRAVEL RESTRICTIONS

Federal Hocking Local Schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved the Superintendent.

ACADEMICS AND REMOTE LEARNING

REMOTE LEARNING

We will follow the guidelines below for receiving and returning student work in a remote learning format :

PLATFORM - CHROMEBOOKS/DEVICES

Federal Hocking Local Schools will provide all students (K-12) a Chromebook or similar device for home use. All instruction will be planned and provided by Federal Hocking Local teachers. All students participating in remote learning will be expected to interact with their teachers daily. All students will have daily assignments that must be completed and submitted using Google Classroom or email. The district is developing the use of Google Classroom for grades K-12. Google Classroom will provide a means of communication for parents to be able to contact the classroom teachers as well as provide assignments and enrichment activities that can be completed at home. While Google Classroom will be used during the hybrid educational model, it can also be accessed full-time should the district use the remote learning format. Google Meet and/or Zoom will also be utilized for group meetings and classroom enrichment and lecture. Parents of Pre-school students will be able to access Google Classroom as the primary learning management system in order to view developmentally appropriate activities and practice to continue the instruction they receive at school.

FREQUENCY

Students will participate in instruction and submit assignments daily, whether in-person, live online, or as time permits during the day.

GRADING

Student work and progress will be assessed using the same standards, rubrics, and grading systems that are used for traditional assessment. High School grades will be reported and will impact student grade point averages. Students will not earn Pass/Fail credit as they did in Spring 2020.

ATTENDANCE

The attendance of students participating in remote learning will be determined by the students' daily interactions with the teacher. Students will be considered absent when they do not submit the day's assignment. Absences will be excused using the same criteria and procedures that are used when traditional instruction takes place. Total student engagement - which includes time to complete assignments, accessing content, and interacting with teachers – should total at least 27.5 hours per week.

COMMUNICATION

Teachers will be communicating with families/students every day. Parents and students need to regularly check their email and Google Classroom portals.

WHAT IF I DON'T HAVE INTERNET ACCESS?

The district will offer support to families who do not have access to the internet at home. This support may be in the form of free internet service, wireless hotspots, or transportation to a school for access. The district reserves the right to determine how to assist on a case by case basis. Parents should communicate with the building principal their specific situation.

To support our students without internet access, we are offering to transport students to a school for access or assist in purchasing internet access if it is available to the student's home. If none of these options work the student can be provided paper packets. This system will involve distributing paperwork packets for the students to complete while at home and includes phone access to teachers during certain days/times of the week.

PACKET PREPARATION

- No school personnel who have symptoms consistent with COVID-19 will prepare packets. Each day that a staff member is involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
- No school personnel will be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic.
- Any location in our school used for packet preparation will be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

PACKET RETURN

- In the event the district does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.
- From this point forward, any additional packet distributions will now include a self-addressed, stamped envelope for return. In the packets going home to students, Federal Hocking Local Schools will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school.

- In the event the parent needs to drop off the packet, Federal Hocking Local Schools will establish a drop-off location at the front entrances of each school. A clearly marked bin will be used for parents to drop off assignments.
- Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc.) or via photo sharing.

FUTURE DECISIONS

Federal Hocking Local Schools will refer to Ohio's Public Health Advisory System and Athens City-County Health Department data in order to make determinations about the format of instruction that will be provided to students for the second quarter and beyond. Barring local outbreaks that may force an immediate change in format, decisions will be made for each quarter in order to allow families and staff members to plan effectively for upcoming instruction. The decision about the second quarter will be made by October 9. Likewise, the Superintendent reserves the right to adjust the format used based on data that suggests students may safely return to school for in person instruction.