PREFACE

The Shelbyville Central Schools’ Reopening Plan is intended to outline the protocol required for school operations to recommence under the current pandemic environment. Per Governor Holcomb’s executive order, Indiana schools are allowed to reopen on July 1, 2020. In line with the Shelby County Health Department and the Governor’s plan, Shelbyville Central Schools will resume with face-to-face instruction for students beginning on August 5, 2020.

Given the uncertainty of the pandemic environment, the District will continually monitor two factors:

1. the ability to maintain a safe and healthy environment and
2. the prevalence of COVID-19 in our community.

As this plan sets forth the action for the beginning of the school year, it will likely fluctuate based on the reevaluation of the two above factors. District staff will stay in continual contact with the Shelby County Health Department to ascertain the status of COVID-19 in Shelbyville. Changes in the plan will be communicated with staff, students, parents and the school community via principals’ listservs, the instant messaging system and the district’s webpage. https://scs.shelbycs.org/ While there has been much consideration given to the safe reentry of students and staff, parents and the school community need to know that it is impossible for us to eliminate the possibility of COVID-19 spreading in the school environment.

In conjunction with the Shelby County Health Department and Shelbyville Central Schools, we will provide a unified response to confirmed cases of COVID-19. Together, we will keep our school community informed.

We look forward to having students back on the Shelbyville Central Schools’ campus. Thank you for your support as we reopen for the 2020-21 school year.

Sincerely,
Mary Harper
Superintendent
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Acknowledgements

This plan was developed by utilizing the Indiana Department of Education’s [IDOE IN-CLASS COVID-19 Health and Safety Re-Entry Guidance](#). (Appendix A) Shelbyville Central Schools’ Reopening Task Force generated questions and ideas to assist in the framework of the District’s Plan.

Reopening Task Force Members

<table>
<thead>
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<th>Name</th>
<th>Position</th>
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<tr>
<td>Mary Harper, Superintendent</td>
<td>Kathleen Miltz, Assistant Superintendent</td>
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<td>Andy Hensley, Director of Student Services</td>
<td>Michelle Babcock, Business Manager</td>
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<td>Brent Baker, SHS Principal</td>
<td>Ryan Mikus, SMS Principal</td>
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<td>Deryck Ramey, Hendricks Principal</td>
<td>Adam Harpring, Loper Principal</td>
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<td>Patrick Guilfoy, Coulston Principal</td>
<td>Lora Nigh, Golden Bear Preschool Principal</td>
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<td>Michelle Herbert, Corporation Nurse</td>
<td>Earsel Smith, Director of Building/ Grounds</td>
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<td>Andy Snow, Loper Teacher</td>
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<td>Sarah Hartley, Parent</td>
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A special thank you to representatives from the Shelby County Health Department and Major Health Partners for providing input on the District’s plan.

Dr. Chris Loman, MHP and Shelby County Health Officer
Dr. Paula Gustafson, MHP Chief Medical Officer
Ryan Claxton, MHP Vice President of Business Development and Strategy
Heather Ross, MHP Business Development Director
Robert Lewis, Shelby County Health Department Business Manager
Sandra Hall, Shelby County Health Department Local Public Health Coordinator
Marilee Evans, Shelby County Health Department Director of Nursing
Ryan Hansome, Shelby County Emergency Management

The Shelbyville Central Schools’ Board of Trustees approved the SCS Reopening Plan on June 24, 2020.

Gayle Wiley, President 
Anita Johnson, Vice President
Curt Johnson, Secretary 
John DePrez, IV
David M. Finkel 
James Rees
Mike Warble

We would like to thank the Shelbyville Central Foundation for donating masks for all students.
**Health Protocol**

Shelbyville Central Schools (SCS) will follow guidelines and protocols established by the U.S. Center for Disease Control (CDC), the Indiana Department of Health, The Office of the Superintendent of Public Instruction and the Shelby County Health Department along with any other governmental organization that has decision making responsibilities with regard to public health and safety.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit COVID-19 after exposure. In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine. SCS will work closely with the Shelby County Health Department to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education.

**Symptoms Impacting Consideration for Exclusion from School**

All sick employees and students should stay home. Based on the CDC guidelines, employees and students will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 not otherwise explained. **Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms, has been in close contact (within 6 feet for at least 15 minutes) with someone that has tested positive for COVID-19 or is being tested for COVID-19.**

**Screening**

Students and employees are required to screen for COVID-19 symptoms prior to arrival at school. In addition to employees conducting mandatory daily temperature and screening checks, parents/guardians will need to take their student’s temperature and conduct symptom screenings prior to reporting to school. Employees and students exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school and if they do come to school, they will be sent home immediately.

Please see [How Sick is Too Sick](#) (Appendix B) and [COVID-19 Screening Questionnaire for Students/Parents/Visitors](#) (Appendix C), [COVID-19 screening Questionnaire for Employees and Contracted Employees](#) (Appendix D) and [Required of Self Reporting of Suspected and Confirmed COVID-19 Exposure and Testing](#) (Appendix E)
Listed are the symptoms determined by the CDC that parents, students and employees need to be able to recognize as COVID-19 related symptoms.

If a student or employee is excluded from school, an Exclusion Form (Appendix F) will be completed.

**COVID-19 Related Symptoms (this list does not include all possible symptoms as the list is updated periodically):**

- A fever of 100.4°F or greater
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Once a student or employee is excluded from the school environment, he/she may return if they satisfy the recommendations of the CDC and the individual's health care provider. Please see Re-Admission Form (Appendix G)

**Prevention and Preparedness**

- All students and staff entering the school's clinic will have their temperature taken and review screening questions related to COVID-19
- To prevent potential exposure to infectious disease, promote isolation and decrease office congestion, school clinic visits should be reserved for students who are sick, injured, require treatments or medication
- An individual with a fever of 100.4°F or greater and/or symptoms associated with COVID-19 and/or unexplained respiratory symptoms will be asked to wear a mask and will be sent home
- An individual with a fever of 100.4°F or greater and symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions
- Staff and students shall also be sent home with other symptoms that may or may not be associated with COVID-19
• Staff and students will need to remain home 72 hours post fever without the use of fever-reducing medication or if they are approved to do so in writing by their healthcare provider
• If possible, symptomatic individuals will be separated from others (6 feet apart)
• If an individual is diagnosed with COVID-19, with or without a positive test, CDC protocol will be followed
• Siblings of a student with a diagnosis of COVID-19 are also required to stay home through the course of the sibling’s illness or longer if they become symptomatic
• Staff members that have children with a diagnosis of COVID-19 must stay home through the course of the child’s illness and longer if they become symptomatic
• Parents/Students/Visitors/Employees (including contracted employees) will be required to conduct a daily self-screening prior to entering any SCS building
• Parents/Students/Visitors/Employees (including contracted employees) are required to self-report if they are symptomatic or have tested positive for COVID-19
• Parents/Visitors/Guests shall be required to answer questions related to COVID-19 prior to checking into any of the buildings
• The school clinics will be properly disinfected after sick visits and throughout the day
• Appropriate personal protective equipment and proper hand hygiene will be utilized in all schools
• Custodial staff will be notified if an individual has been diagnosed with COVID-19 so that the impacted areas in the District can be thoroughly disinfected
• Promote and encourage social distancing guidelines, frequent handwashing and avoiding touching eyes, nose, mouth or face

**Wearing Masks and other Personal Protective Equipment**

To be consistent with state and local guidelines and per the Shelby County Health Department, all students and employees are required to wear face coverings during certain situations.

• The District will **require all employees and students** to wear face coverings during arrival/dismissal, in hallways and in restrooms and any other transient period where it is difficult to practice social distancing
• All students and employees will receive two masks and are required to have one available at all times
• Students and staff may choose to wear face coverings during class
• Technology Department staff will be required to wear masks while working in schools
• Bus drivers and bus aides will be required to wear face coverings while students are on the bus
• Face shields or clear masks will be provided to bus drivers, bus aides, speech pathologists, visual/hearing impaired teacher, English Language Learner teachers, preschool teachers, community leads and aides, life skills teachers and aides, health assistants/nurses and custodians
• Students and staff will be required to wear a face covering if they become symptomatic during the school day

Communication
All positive COVID-19 cases and/or diagnosis that have been confirmed and have been on school property will be reported to the Shelby County Health Department, Corporation Nurse, Superintendent and the IDOE using the IDOE reporting portal. The Superintendent will communicate to the principal, Director of Building and Grounds and the School Board.

Communication with the other school clinics may be necessary when a student is symptomatic or tests positive and siblings are present in another building. Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine building closure. All impacted areas and property will be thoroughly disinfected.

The District will follow the Shelby County Health Department’s protocol for contact tracing. The District will maintain compliance with HIPAA Privacy Rule as outlined in Section 1135 HIPAA waiver. (Appendix H)

Student and employee absences will be monitored and student clinic visits will be documented as usual. The Health Services Director will be notified if there is an increase in illnesses or absences. In the event that absentee rates at any school approaches 20% due to illness, the Superintendent and Shelby County Health Department will be notified.

The Reopening Plan will provide parents, students and employees information on COVID-19 symptoms, resources and mandatory reporting procedures.
Close Contacts/Quarantine/Isolation/Social Distancing
The District will use the Center for Disease Control (CDC) definitions for close contacts, social distancing, quarantine and isolation.
Per the CDC:

- Close contacts are defined as any individual who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset or two (2) days prior to positive specimen collection
- Social Distancing is defined as limiting face-to-face contact with others to reduce the spread of disease
- To practice social or physical distancing, individuals should stay at least 6 feet apart
- Quarantine is defined as keeping someone who might have been exposed to COVID-19 away from others
- Those in quarantine should stay home, separate themselves from others, monitor their health and follow directions from their local health department/health care provider
- Isolation is defined as separating people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected
- Those in isolation should separate themselves from others by staying in a specific “sick room” or area

Medical Inquiries
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 to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed. Parents will be required to provide information on the symptoms and condition of their student when they call in to report an absence.

- If a parent tells the district/school that a student is ill, the district/school will ask the parent whether the student is exhibiting any symptoms of COVID-19
- If a student is obviously ill, the district/school may make additional inquiries and may exclude the student from school property
- Even without symptoms, if a student has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in the home being tested for COVID-19 or has recently traveled from somewhere considered to be a “hot spot” by the CDC COVID-19 Travel Recommendations by Country, the district/school may exclude the student from the school building and recommend that they self-quarantine for 14 calendar days
Mental Health for Students and Staff

- Behavioral health services will be provided as outlined below:
  - Adult and Child Health Services: Golden Bear Preschool, Coulston Elementary, Hendricks Elementary, Loper Elementary and Shelbyville Middle School
  - Jane Pauley Community Health Center: Shelbyville Middle School
  - Community Health Networks: Shelbyville Middle School and Shelbyville High School
- Social Emotional Learning (SEL) lessons will be encouraged at all levels
- Counselors and social workers will assist in supporting SEL activities in each building
- Elementary level: *The Too Good for Drugs Curriculum* and the SEL curriculum in music will be taught in grades K-5

Instructional Day

Per directives from the Shelby County Health Department, Governor Holcomb’s executive order or the Indiana Department of Education, the District may need to modify the instructional day.

**Option One: 100% Onsite**

The first option will be to start with students onsite on a normal schedule and school calendar. Our District supports and values the importance of face-to-face instruction. This model allows for collaboration, peer interaction, and relationship building. Though there are benefits to blending traditional teaching methods with technology, online instruction does not take the place of in-person instruction with teachers.

**Option Two: Hybrid Model**

If the District is required to reduce the number of students onsite, the hybrid model will be implemented. Certified staff will report to school daily through the hybrid model.

Preschool:
- The goal would be to keep the Golden Bear Preschool open during the hybrid model
- Additional staff will be assigned to the preschool so the number of students in a classroom at any one time could be reduced

Grades K-12:
- Students would be divided into two (2) groups
  - Monday/Wednesday Group
Last names A-L
- Attending onsite on Monday and Wednesday

- Tuesday/Thursday Group
  - Last names M-Z
  - Attending onsite on Tuesday and Thursday

- Friday would be used to provide additional assistance to students, as needed, including students with an IEP, ILP, 504 or medical plan
- Students not onsite would be participating in eLearning

Option Three: Virtual eLearning (Mandatory)
If a school or the District is required to close, the students in grades K-12 will participate in eLearning.

Preschool:
- Onsite instruction would need to be determined based on guidance from the Shelby County Health Department
- For short closures, parents will be responsible to pay the full tuition

Grades K-12:
- All students will be doing eLearning
- Students in grades K-12 will have a device
- Internet hotspots will be available at all schools
- Teachers will utilize Google Classroom to provide daily instruction following the grade level or course scope and sequence
- Student work will be graded using the District’s grading system

Option Four: Virtual eLearning (Optional)

The District will provide an online option for students in grades K-12. Parents will be given the option to learn more about a virtual option during online registration. Someone will contact parents that have expressed interest to further explain the virtual option platform and expectations.

This virtual eLearning option is a temporary option for approved, extenuating circumstances, which adheres to the onsite instructional hours of the elementary and secondary levels.
K-5 Virtual Option
Components of the online option will:

- cover the core subject areas (English Language Arts, Math, Science and Social Studies).
- be delivered by a SCS certified teacher.
- include recorded lessons and assignments to be completed using identified grade level software programs.
- provide live virtual support during arranged meeting times.
- require 4-5 hours of combined instruction and student work each day.
- utilize the District’s grading scale to evaluate student’s performance.
- require the student to make satisfactory academic progress.
- need daily oversight and monitoring by a parent and/or guardian to ensure the student is working on virtual learning assignments.

Grades 6-12 Virtual Option
Components of the virtual option will:

- use the Apex Learning platform to complete course assignments.
- include core content courses as well as electives.
- assigned to a SCS certified teacher to monitor progress.
- provide live virtual support during arranged times to answer questions and monitor assessments.
- require 5-6 hours of combined instruction and student work each day.
- require the student to make satisfactory academic progress.
- need daily oversight and monitoring by a parent and/or guardian to ensure the student is working on virtual learning assignments.

Students participating in the elected virtual option may not participate or attend extracurricular activities.

Operational Protocol

Mandatory Staff Training:
All employees will:

- Complete training from principals and/or directors in cooperation with the Corporation Nurse on recognition, precaution, mitigation, reporting and protocols about COVID-19 and sign off on verification of completion
- Will sign off on the SCS Employee Notification and Exposure Screening During COVID-19 Pandemic Form (Appendix I)
**Visitors:**
- Visitors and guests will be restricted in our school buildings
- Once school is in session, parents’ entry will be limited to the front office only

**Attendance: (for 2020-21 school year only)**
- Attendance awards and incentives will be suspended
- Continue to use the [IDOE Attendance Guidelines](#) (Appendix L) to determine unexcused and excused absences
- Students in isolation or quarantine due to COVID-19 will be considered excused
- Parents will not receive the attendance letter if their student is absent 10 or more days
- Parents will be required to call in, email, or send a note with regards to student absences
- Attendance of staff and students will be monitored daily with an increase of absences report to the Shelby County Health Department

**Principals will send school specific details regarding the arrival and dismissal of school through listservs.**

**Arrival Procedure:**

**Golden Bear Preschool:**
- Parents walk their student to the door and staff will escort student to the classroom
- Bear Care will limit the group to 20 per class

**Elementary:**
- Car rider drop off from 7:25-7:55 (extension of 10 minutes)
- Students report directly to classroom

**Secondary:**
- School doors will not open until 8:10. Students should stay in the vehicles until this time
- Staff will be directing students off the bus to various entry points
- Students report directly to first period without loitering
Dismissal Procedure:
- All levels: Certified and noncertified staff will supervise dismissal to reinforce social distancing
- Preschool students will be escorted to parents/guardians

Signage:
- Handwashing and social distancing signs will be visibly displayed
- [School Visitor Intake Information During COVID-19 Pandemic](#) (Appendix M) posters will be posted on the entry doors of buildings and athletic fields

Transportation:
At this time, SCS will continue to run our current bus routes. Drop off windows at all schools have been extended to allow additional time for parents to drive their student(s) to school.
- Parents are encouraged to supervise social distancing at bus stops
- Buses will be sanitized between morning and afternoon routes based on the IDOE Transportation Department’s [Best Practices for Disinfecting Your School Bus](#) (Appendix N)
- All students will have assigned seats
- Siblings will sit together
- Students are **required** to wear face coverings
- Bus driver and bus aides are required to wear face coverings
- During morning drop off, students will be released in a staggered schedule
- Bus assignments will remain as static as possible
- Windows and roof vents will be open to increase ventilation as weather permits
- Additional buses will be used to transport students to Blue River Career Center, alternative programs, AYS, Boys’ Club and Girls Inc.
- All transportation employees will receive additional COVID-19 related training by the Transportation Director
- Hand sanitizer stations will be available in the bus garage

Food Service
- Breakfast
  - Food will be individually wrapped for grab and go
  - Students will eat breakfast in their classrooms
  - Students will receive a water bottle in addition to milk
• Lunch
  ○ Additional plexiglass will be added in all cafeterias around serving lines and check out stations
  ○ Serving lines will be open with limited options
  ○ Chartwells’ staff are required to wear personal protective equipment
  ○ Students will receive a water bottle in addition to milk
  ○ Ala-cart options at the high school will be limited and not served in a grab and go fashion
  ○ Self-serve lines and salad bars will be eliminated
  ○ Students will eat in the cafeteria as well as additional spaces to allow for social distancing
  ○ Preschool and elementary students will have assigned seats
  ○ The number of students in the service line will be limited and monitored
  ○ Additional time will be scheduled between lunch periods for cleaning
  ○ Signage will be posted in cafeteria to communicate social distancing

Water Fountains:
  • Additional bottle fillers will be installed in all buildings
  • The bubble portion of the water fountain will be covered
  • Students are encouraged to bring water bottles labeled with their name to school
  • Cups will be available to students

School Day Considerations:
  • Desks will be in rows facing forward with spacing requirements
  • Desks will be cleaned between periods by students and staff
  • Students will have assigned seats
  • Limit sharing of student supplies and resources
  • Shared items will be cleaned and sanitized regularly
  • Procedures to social distance students will be implemented in classes such as band, choir, physical education and other specials/rotation classes
  • School libraries will use the Indiana Library Federation Guidance (Appendix O) on the reopening school libraries safely as a resource
  • Teachers will be encouraged to take students outside for instruction
  • Students will use hand sanitizer at the beginning and end of class
  • Scheduled hand washing breaks will be implemented at the Golden Bear Preschool and elementary schools
  • Students may wear masks during the school day and will be required to wear them during passing periods
  • Elementary students will stay with homeroom teacher for all core instruction
• Elementary special areas teachers with the exception of physical education will be traveling to classrooms for instruction
• Eliminate the sharing of instruments in band
• Field trips will be restricted the first nine weeks of school
• No large group convocations will be schedule the first nine weeks

Recess
• Recess at the preschool and elementary levels will be allowed
• Recess equipment will be cleaned regularly

Large Group Gatherings
• It may be necessary to limit and/or reschedule after school events
• Some in person events will be virtual
• Hand sanitizer stations will be available
• Staff, parents and students are encouraged to wear masks

iPads:
• At the preschool, each class will be assigned five (5) iPads to use with cleaning in-between station rotation
• Grades K-3 will have iPads assigned to be used at school and taken home in the event of an extended eLearning period
• Grades 4-12 will be 1:1
• No loaner iPads will be available if iPads are left at home, damaged or not charged

Drills
• The District will follow the IDOE Emergency Drill Guidance for the 2021 School Year (Appendix P) for fire, tornado, active shooter/lockdown drills and bus evacuation drills

Facility Use Agreements
• The District is going to limit the outside organizations and agencies using the inside of school facilities until at least Oct. 26th
• The Superintendent may approve organizations that need to use the facilities that are in the critical interest of the school or community
• Organizations and agencies approved to be onsite are required to sign the School Outside Organization Activity/Event Form During COVID-19 Pandemic (Appendix Q)
Cleaning and Sanitizing

- Training for all custodial staff on additional cleaning and sanitizing procedures for Covid-19 will be mandatory
- Develop a mandatory cleaning checklist for regular cleaning throughout the day
- Hand sanitizer stations available in all classrooms and throughout the school buildings
- Cleaning supplies in all classrooms to allow for sanitizing desks throughout the day
- HypoGen Disinfectant will be utilized because it has no harmful chemicals
- Foggers will be used to disinfect large areas when students are not present
- Plexi-glass panels in offices will be cleaned throughout the day

EXTRA-CURRICULAR CONSIDERATIONS

The District will follow the requirements outlined in Appendix C of the IDOE COVID-19 Health and Safety Re-entry Guidance Plan. In addition, marching band will follow the ISSMA Guidance. (Appendix R) Parents must sign the Waiver and Release of Liability and Assumption of Risk Acknowledgement for Field Trips and Extra-Curricular Events During COVID-19 Pandemic (Appendix S) before student participation.

- Phase I: July 6-19th
  - The Waiver and Release of Liability and Assumption of Risk Acknowledgment for Field Trips and Extra-Curricular Events During COVID-19 Pandemic must be signed and turned in BEFORE participating
  - Athletes and students participating in band or choir are limited to 15 hours per week on campus
  - Athletes, coaches and teachers, including medical-related staff, directors, principals and security personnel will wear face coverings in enclosed areas
  - Only students and staff related to summer extra-curricular will be in attendance
  - Students and staff will complete a self-screening prior to coming onsite
  - Coaches and teachers will take attendance prior to starting each day
  - Athletic practices will be held outside when possible
  - Weight room will be at 50% capacity including no lifting with spotting
  - Athletes will need to sanitize equipment before and after use
  - Hand sanitizer will be available both inside and outside
  - For no contact sports, no contact will be allowed
  - Students need to provide their own water bottles with their names clearly labeled on bottles
- Water coolers will be available with disinfecting of nozzles
- Common equipment will be sanitized after each practice and rehearsal
- No use of locker rooms
- No water fountains
- No formal competitions
- If weather prevents the marching band from practicing outside, practice will be canceled.

**Phase 2: July 20-August 14**
- Summer rules apply with no hour limits
- Athletes, coaches and teachers may choose to wear masks
- Daily attendance will be taken
- Weight room at 50% capacity and spotting may resume
- Locker rooms at 50% capacity
- Sports equipment sanitized after each session
- Can return to contact sports
- Students need to provide their own water bottles with names clearly labeled
- Band will resume inside rehearsals with social distancing as outlined by ISSMA Guidance [https://www.issma.net/covidresources.php](https://www.issma.net/covidresources.php)

**Fall 2020**
- Elementary volleyball will be moved to the spring of 2021
- Based on the reopening, some clubs and organizations will be postponed, scaled back and/or participated in virtually