

# Sherwood Cass R-VIII School District



## COVID-19 Re-Entry Plan Fall 2020

<b>Message from Dr. Ritter</b>	<b>3</b>
<b>Overview</b>	<b>4</b>
<b>Reopening Options for the District</b>	<b>5</b>
<b>Safety and Well Being</b>	<b>6</b>
<b>Early Childhood Program</b>	<b>8</b>
<b>Preschool / Pre-K In-Person</b>	<b>8</b>
<b>Early Childhood Special Education (ECSE) In-Person</b>	<b>9</b>
<b>Elementary: K-5 Virtual Learning Option</b>	<b>10</b>
<b>Elementary: K-5 In-Person Option</b>	<b>11</b>
<b>Secondary: Middle School and High School Virtual Learning Option</b>	<b>13</b>
<b>Secondary: Middle School and High School In-Person Option</b>	<b>15</b>
<b>Athletics and Activities</b>	<b>17</b>
<b>Student Transportation</b>	<b>18</b>
<b>In the event of a Suspected Case of COVID-19</b>	<b>20</b>
<b>Authority to Close Schools</b>	<b>22</b>
<b>Human Resources (Faculty &amp; Staff)</b>	<b>23</b>

## Message from Dr. Ritter

We are getting ready!! We have been working extremely hard to prepare for the opening of the school district this fall. We have taken a number of precautions during the summer limiting people in the building, keeping our groups of students in summer activities small and socially distanced, and we have been stocking up on cleaning supplies. We have also been talking with our faculty and staff about what learning will look like for the fall. There will be many more details shared with everyone in the coming weeks, but for now we are happy to share this framework for reopening the school.

Personally and professionally this has been one of the most challenging times for many of us. When I met with a group of parents for the second time on Zoom, I told them our goal is to be open for 158 of the 158 days we have planned for the school year. As a result, we have created a plan that includes guidance from multiple outlets including the [MO Department of Health and Senior Services and Department of Elementary and Secondary Education](#), the [American Academy of Pediatrics](#), and [Considerations for Schools from the CDC](#).

During these times we have to consider the health and safety of our employees and students. We also know that parents need kids to be at school so they can get back to work and provide for their families. We want everything to go well - kids learning, teachers and staff educating kids, and parents able to provide for their families. There are going to be a lot of changes compared to last year that you will see in this plan. Please understand it is easier to put a lot into place first and slowly roll things back if we are having success rather than spring new things on everyone in the middle of the year. Finally, please note we are releasing this information to you sooner than we had originally planned so you have more time to plan for the school year. There will be more information to come, but for now, please take some time to review this framework as we look to return students to school. Thank you for your time and commitment to a safe start to our school year.

Dr. Steve Ritter  
Superintendent of Schools

# Overview

The entire world is seeking ways to address the COVID-19 pandemic. In our little corner of the world, Sherwood School District is working to provide as safe as possible an environment for the children of our community. Administrators have spent the past few months in dozens, if not hundreds, of virtual meetings with the Department of Elementary and Secondary Education, Missouri Association of School Administrators, the Missouri Association of Pupil Transportation, Cass and Henry County Health Officials, the Missouri Chapter of the Association of Pediatric Physicians, and many other groups to determine the best practices to provide students with a safe and equitable education.

Thank you to our parents, faculty, and staff for providing us with feedback over the past month including questions and concerns so we can address them in advance and take them into consideration as we plan for the fall. We had more than 50% of our students represented when we sent surveys to our parents. We also had approximately 60 parents sign-up to participate in our parent feedback forums when they signed up during our first survey.

For our faculty and staff we had approximately 30 employees participate in multiple forums to engage in conversations with district leadership and take information back to others. Finally, the Board of Education was consulted at length during our decision to close the district in March and in every Board of Education meeting since then. At the July 15, 2020 Board of Education meeting this re-entry plan was approved with the understanding that it will be updated with the best practices and recommendations of state and local education and health officials. Any new updates will be provided for the Board of Education to review and provide feedback.

Based on the needs and concerns of everyone in the district, parents and students will be able to choose their educational format from one of the options below:

- **Online Format:** The student must [register using this form](#) by Noon on Friday, August 7, 2020. Once a student is registered for online learning this must continue for the entire fall semester.
- **In-Person Format:** This is the traditional format where students will come to school and learn in a face to face environment with their teacher and peers. Students would switch to virtual learning only if the student were required to isolate or quarantine due to health concerns or if the district is forced to close.

**\*\*Note -** The Sherwood Cass R-VIII School District may fully close, partially close, or change status at any time due to the health status of our community or region.

# Reopening Options for the District

Sherwood Schools will have three (3) options available to consider for reopening. Each status may result in changes to the learning environment, but the information on the following pages are general guidelines that would be in place for at least a Green status. ***It is the intent of the district to open in Green status at the time of this publication.***

## **Green:**

- Regular classroom environment
- All students selecting traditional learning option may be present
- Families may opt for online learning due to safety concerns

## **Yellow:**

- School remains open w/ partial student attendance.
- A/B Day method used with Tuesday & Wednesday or Thursday & Friday student attendance for 2 days per week
- A/B Day is assigned by households so those living together attend on the same day.
- Bus routes will be factored into A/B Day assignments to reduce the number of riders on a given day as much as possible.
- May or may not result in a 50/50 split in each classroom.

## **Red:**

- Online Learning Only, No Face-to-Face classes

# Safety and Well Being

- **Screening begins in the home.** Parents must screen students and keep your student home if, in the past 14 days, the student has experienced:
  - A fever (100 degrees or higher) or a sense of having a fever;
  - Chills, cough, shortness of breath, sore throat, headache;
  - New loss of smell or taste, new muscle aches;
  - Or if your student or a close contact has been diagnosed or presumptively diagnosed with COVID-19.
- **We want to keep the circle small!** The fewer people that one person interacts with in a single day or over multiple days can help minimize the risks of spreading COVID. Furthermore, it makes contact tracing more manageable and fewer students and adults could be exposed. This is a key goal in our planning.
- Students and staff who have a fever (100 degrees or higher without fever-reducing medication and/or cough) will be asked to stay home and report the absence to the school attendance office or supervisor.
- Students and staff who have been traveling must complete a daily self-check. This self-check outlines that you should not enter a building if, in the past 14 days, you have experienced:
  - A fever (100 degrees or higher) or a sense of having a fever (you don't feel well);
  - Chills, cough, shortness of breath, sore throat, headache;
  - New loss of smell or taste, new muscle aches;
  - Or if you or a close contact has been diagnosed or presumptively diagnosed with COVID-19.
- Those allowed into the school building may be screened through random temperature checks using non-contact thermometers.
- Those who are identified to have a fever and/or cough may be instructed to wear an appropriate mask, use hand sanitizer, and go to a designated area to be picked up by parents and sent home
  - If a child or parent/guardian refuses to wear a mask, the school will not force an individual to wear a mask. It is highly advisable the Sherwood employee wear a mask in this situation.

- Individuals suspected of being exposed to COVID-19 may be excluded from entry into the building and the child will be escorted out.
- In the event a student needs to be sent home:
  - For students who exhibit symptoms (fever, cough, etc.), as defined by the health department guidelines, and whose parents are unable to be located, the alternate contact person will be called to pick up the student.
  - A member of the faculty/staff may be asked to transport the student home for parents who are unable to pick up their child due to a lack of transportation. Both the staff member and the student will be required to wear a mask. The student will be transported in a spare bus so disinfecting may take place immediately after.
- Until further notice the district will not admit visitors into the building unless approved by the administration. Deliveries may take place as normal.

### **Nursing**

- Sherwood Nursing Staff keep regular logs of health room visits. The name and other information will be recorded of any student or staff who visit the nurse's office. Due to student privacy, these records are not public; however, information may be shared with the Cass, Henry, or Johnson County Health Departments as appropriate.
- The Cass, Henry, and Johnson County Health Departments will provide guidance on students and staff who have had contact with people who are suspected COVID-19 positive.

### **Custodial**

- Sherwood Schools will maintain adequate supplies of personal protective equipment, soap, paper towels, and hand sanitizer throughout the school. The Custodial Department will ensure items are in stock and available for use.
- The Sherwood custodial staff will clean frequently-touched surfaces and objects with district-supplied cleaning and disinfectant products. This may include electro-static sprayers, fogging machines, etc. Computer safe disinfectant methods will be used for computers and keyboards.
- In the event of a positive COVID person in the building, the area will remain unoccupied for 24 hours to protect staff. The area will be extensively cleaned to meet standards before reopening.

# Early Childhood Program

## Preschool / Pre-K In-Person

- Students will be assigned to attend the full-day program
  - Class sizes will not exceed 16 students in a classroom, initially.
  - A waiting list will be maintained and adjustments made to class sizes based on health department guidelines and recommendations.
  - Student attendance will be closely monitored.
- In Pre-K classrooms, every best effort will be made to maintain stable groups (children will remain in one classroom for learning).
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Classroom protocols will include assigned seating and other measures to minimize contact.
- Schools will make reasonable best efforts to minimize risk; ***however, attending our schools in-person will introduce a greater risk of exposure.***
- The option of closing of the district will be included in the protocol when individuals have positive tests for COVID-19.
- Pre-K students will have access to specials (art, music, PE)
- All water fountains in the school will be replaced to include bottle filler stations (where needed). However, the mouthpiece will be shut off to prevent the spread of COVID-19. The district will purchase water bottles for every student in the district who wants one. Students will fill their water bottles at these stations. Water bottles will be kept with the student or in a safe place in the classroom depending on the age group. Extra water bottles will be available in the school office for students who leave their water bottle at home or lose it. Students may bring their own water bottle from home.
- All classrooms will have hand sanitizer available to students.

# Early Childhood Special Education (ECSE) In-Person

- Students will be assigned to an AM or PM session
  - Class sessions will have no more than 12 students per session.\*
  - Teacher and supplemental staff ratios will remain similar to previous years.
- In Pre-K classrooms, every best effort will be made to maintain stable groups (children will remain in one classroom for learning).
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Classroom protocols will include assigned seating and other measures to minimize contact.
- Schools will make reasonable best efforts to minimize risk; ***however, attending our schools in-person will introduce a greater risk of exposure.***
- The option of closing of the district will be included in the protocol when individuals have positive tests for COVID-19.
- All water fountains in the school will be replaced to include bottle filler stations (where needed). However, the mouthpiece will be shut off to prevent the spread of COVID-19. The district will purchase water bottles for every student in the district who wants one. Students will fill their water bottles at these stations. Water bottles will be kept with the student or in a safe place in the classroom depending on the age group. Extra water bottles will be available in the school office for students who leave their water bottle at home or lose it. Students may bring their own water bottle from home.
- All classrooms will have hand sanitizer available to students.

## Elementary: K-5 Virtual Learning Option

- Elementary students will have the option to enroll in online courses taught by a Sherwood teacher via Google Classroom.
  - Materials for learning will be available online.
  - Some resources may need to be picked-up from the school for some of the activities to take place.
- The parent or student must [register using this form](#) by Noon on Friday, August 7, 2020. Once a student is registered for online learning this must continue for the entire fall semester. The desire for virtual learning can be re-examined for the spring semester in early December.
- Online learning will follow the same learning goals and expectations of the regular classroom.
- Students who register for virtual learning continue to have the same privileges as all other students attending school face-to-face.
- Parents and students must be committed to the time and effort required for virtual learning to happen. Parents will need to provide extensive support for their child for learning to happen.
- Sherwood teachers will be available at prearranged times to interact with parents and students. This schedule will vary depending on the age and course for the student. Live streams of the classroom or recordings may be available.
- Students who have an IEP or Section 504 Plan will continue to receive services.
  - Special Education and Section 504 plans may be modified for virtual learning and implemented to accommodate the needs of each student based on findings of the IEP team.
  - Occupational Therapy, Physical Therapy, and Speech services will be available for students who have these in their plans. Students may need to come to the school building for services. Parents must provide their own transportation.
- We are working on having a meal option for parents to pick up for virtual learning students. This process is TBD and more details will come later if available.
- General expectations for online/virtual learning are in the sign-up form linked at the start of this section.

## Elementary: K-5 In-Person Option

- In-person classes will be taught from an online format, and temporary school closures would transition instruction to virtual learning immediately and remain in place until reopening. [Parents must complete the form here](#) to select In-Person learning for the fall semester.
  - Students who begin in-person classes will be transferred to virtual learning with their teacher in the event of a district closure.
  - Students who select in-person learning will be returned to the same course schedule in the school building at the end of a school closure.
- Every best effort will be made to maintain stable groups. Children may remain in one classroom for learning except for Physical Education. Class may occur outside at times.
- Students will be randomly screened with non-contact thermometers to check temperatures. Those with over 100 degree temperatures will be sent home.
- Students will eat breakfast and lunch in their classrooms.
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Classroom protocols will include assigned seating and other measures to minimize contact. Flexible seating may be available, but the student would use that same seat for the whole day.
- Schools will make reasonable best efforts to minimize risk; ***however, attending our schools in-person will introduce a greater risk of exposure.***
- The option of closing of the district will be included in the protocol when individuals have positive tests for COVID-19.
- Bus transportation is available to families, but please note the following:
  - Due to COVID-19 social distancing recommendations we highly recommend students provide their own transportation
    - Students cannot arrive at school prior to 7:40am when doors will open.
  - New this year: Families need to sign up to ride the bus this year so we can plan accurately for the number of students on each bus and schedule appropriately (completed in sign-up form link at top of this page).

- Students who ride the bus are required to wear masks while on the bus.
- Bus drivers will wear face shields and wipe down the entry handlebar regularly. Hand sanitizer may be available for students when entering the bus.
- Recess may be on the blacktop or structured for certain classes to be in certain areas (this would rotate on a daily basis). Equipment may be cleaned after use based on health care recommendations.
- Elementary students will have access to PE, Art, Music, Media, Special Education, Title, and intervention, regardless of in-person or online.
  - Elementary PE courses will be modified for social distancing or at-home activities.
  - Elementary Art and Music activities will be presented by the teachers as usual with face-to-face classes and the teacher going to the classroom as much as possible.
  - Students will have access to the media center in a limited capacity regardless of attending in-person or through virtual learning. Those doing virtual learning may check out books, but may consider coordinating with the librarian in advance on interests and availability of books.
- Special Education services will be provided as outlined in the IEP or Section 504 plans and created by the team members.
  - Should the district close, students with IEPs or Section 504 plans will continue to receive services from their special education teacher.
- All water fountains in the school will be replaced to include bottle filler stations (where needed). However, the mouthpiece will be shut off to prevent the spread of COVID-19. The district will purchase water bottles for every student in the district who wants one. Students will fill their water bottles at these stations. Water bottles will be kept with the student or in a safe place in the classroom depending on the age group. Extra water bottles will be available in the school office for students who leave their water bottle at home or lose it. Students may bring their own water bottle from home.
- All classrooms will have hand sanitizer available to students.

## Secondary: Middle School and High School Virtual Learning Option

- Middle School and High School students will have the option to enroll in online courses taught by a Sherwood teacher via Google Classroom.
  - Courses are developed by Sherwood Teachers and are aligned to Sherwood learning goals.
  - The majority of materials for learning will be available online, but some resources may need to be picked-up from the school for some of the activities to take place.
- The parent or student must [register using this form](#) by Noon on Friday, August 7, 2020. Once a student is registered for online learning this must continue for the entire fall semester. The desire for virtual learning can be re-examined for the spring semester in early December.
- It is the responsibility of the student and the student's parents or guardians to ensure internet connectivity is regularly available for the student via home or publicly available internet.
- The Sherwood School District will provide a Chromebook for any student in grades 6-12 for online learning.
- Online learning will follow the same learning goals and expectations of the regular classroom.
  - Students must complete the virtual learning courses to advance grade levels or move onto the next course.
  - Failure to complete courses could result in loss of future virtual learning opportunities.
- Students who register for virtual learning continue to have the same privileges as all other students attending school face-to-face. They are Sherwood students and have the same opportunities for participating in athletics, activities, dances, access to the counselor and college/career planning, etc.
- Parents and students must be committed to the time and effort required for virtual learning to happen. Parents will need to provide extensive support for their child for learning to happen.

- Sherwood teachers will be available at certain times that are prearranged to interact with parents and students. This schedule will vary depending on the age and course for the student.
- Live streams of classrooms or recordings of lessons may be available for student viewing.
- Students who have an IEP or Section 504 Plan will continue to receive services.
  - Special Education and Section 504 plans may be modified for virtual learning and implemented to accommodate the needs of each student based on findings of the IEP team.
  - Occupational Therapy, Physical Therapy, and Speech services will be available for students who have these in their plans. Students may need to come to the school building for services. Parents must provide their own transportation.
- Students participating in Virtual Learning are still eligible for MSHSAA Sports and Activities if they meet the enrollment and credit requirements ([MSHSAA By-Law 2.3.4.b](#)).
  - Students participating in online learning must also submit to the random drug screening process. We will develop a process for this and it will be included on the paperwork that students and parents sign.
  - Students in online courses failing to make adequate academic progress, failing to maintain communication with teachers, or failing to submit assignments on a regular basis may have the privilege of athletics and activities temporarily or permanently suspended. Warnings will be issued to the student and/or parent before taking action.
- Course availability may be limited due to the nature of the course. Classes requiring specific equipment and resources that can only be done in an in-person environment will not be available for Virtual Learning. Please contact your building principal or counselor for more information.
- We are working on having a meal option for parents to pick up for virtual learning students. This process is TBD and more details will come later if available.
- General expectations for online/virtual learning are in the sign-up form linked at the start of this section.

## Secondary: Middle School and High School In-Person Option

- In-person classes will be taught from an online format, and temporary school closures would transition instruction to virtual learning immediately and remain in place until reopening. [Parents must complete the form here](#) to select In-Person learning for the fall semester.
  - Students who begin in-person classes will be transferred to virtual learning with their teacher in the event of a district closure.
  - Students who select in-person learning will be returned to the same course schedule in the school building at the end of a school closure.
- Students will eat breakfast in their 1st Hour Classroom and lunch in their 4th hour class (Middle School) or Homeroom (High School) for social distancing.
- Students will be randomly screened with non-contact thermometers to check temperatures. Those with over 100 degree temperatures will be sent home.
- Schools will make reasonable best efforts to minimize risk; ***however, attending our schools in-person will introduce a greater risk of exposure.***
- Students in grades 6-12 will retain a “normal” schedule, but interactions outside the classroom will be limited in order to reduce the expansion of the established groups. Students will be encouraged to sit near the same peers whenever possible in classrooms or other places.
- Large gatherings will be limited. This may result in:
  - Students reporting to a classroom upon arrival
  - Altered cafeteria procedures
  - Limited attendance and/or guidelines at events (if they occur)
  - Concerts and performances in small groups
  - Modified bus loading and unloading procedures
  - Cancellation or modification of school dances or parties
- The option for closing of the district will be included in the protocol when individuals have positive tests for COVID-19.
- Bus transportation is available to families, but please note the following:
  - Due to COVID-19 social distancing recommendations we highly recommend students provide their own transportation

- Students cannot arrive at school prior to 7:40am when doors will open.
  - New this year: Families need to sign up to ride the bus this year so we can plan accurately for the number of students on each bus and schedule appropriately. This is done via the link to register for In-Person classes on the previous page.
  - Students who ride the bus are required to wear masks while on the bus.
  - Bus drivers will wear face shields and wipe down the entry handlebar regularly.
- Secondary students will have access to PE, Art, Music, Media, Special Education, Title, and intervention, regardless of in-person or online.
  - Middle School and High School PE courses will be modified for social distancing or at-home activities.
  - Middle School and High School Art and Music activities will be presented by the teachers as usual with face-to-face classes
  - Choir / Vocal Music classes may require for students to wear masks and greater social distancing based on CDC recommendations
  - Students will have access to the media center in a limited capacity regardless of attending in-person or through virtual learning. Those doing virtual learning may check out books, but may consider coordinating with the librarian in advance on interests and availability of books.
- Students enrolled at Clinton Technical School will attend courses as planned
- Special Education services will be provided as outlined in the IEP or Section 504 plans and created by the team members.
  - Should the district close, students with IEPs or Section 504 plans will continue to receive services from their special education teacher.
- All water fountains in the school will be replaced to include bottle filler stations (where needed). However, the mouthpiece will be shut off to prevent the spread of COVID-19. The district will purchase water bottles for every student in the district who wants one. Students will fill their water bottles at these stations. Water bottles will be kept with the student or in a safe place in the classroom depending on the age group. Extra water bottles will be available in the school office for students who leave their water bottle at home or lose it. Students may bring their own water bottle from home.
- All classrooms will have hand sanitizer available to students.

# Athletics and Activities

- Summer Activities have been and will continue to occur as long as the general health of our students and community remains in good standing. Should there be a positive case in our school, activities may be suspended or cancelled for the remainder of the summer. The district is taking the following precautionary measures during this time:
  - Social Distancing during activities
  - Regular disinfecting of equipment
  - Breaks for hand sanitizer and/or hand washing
  - Small group activities
  - Focus on individual skill sets rather than scrimmages or games
- Please note, **we do not know what the fall sports season will be like.** We hope to have regular sports seasons as we have traditionally done; however, we are working with MSHSAA and local and state health leaders to determine the best plans of action. Please note the following scenarios are OPTIONS or possibilities that could be put in place to reduce the spread of COVID-19 when sports and activities return that could be in place to reduce the risk to students and those in attendance. We want to prepare families and the community that things could look different in the fall. **Again, these are OPTIONS, nothing has been determined at the time of this release.**
  - Social distancing requirements by spectators
  - Health screenings prior to games
  - General number of people in attendance may be limited (based on square footage in the playing area)
  - Audience limited to student-athlete immediate family members and staff
  - Some sports may be approved to happen this year while other sports may be cancelled for the school year
  - Schools may be able to have related activities at the school, but there may be no games or travel to other schools
  - No athletics or activities happen this year

# Student Transportation

- We HIGHLY encourage parents to transport their children to school. The district is required to provide transportation to those who need or want it; however, this is the area where social distancing may be the most difficult.
  - Schools will make reasonable best efforts to minimize risk; **however, attending our schools in-person and riding the bus will introduce a greater risk of exposure.**
- **New** - Bus Route Limitation for Students
  - Students will be able to sign up for one bus in the morning and to sign up for one bus in the afternoon
  - In order to allow for accurate contact tracing we can no longer accommodate requests for students to ride different buses on different days. For example:
    - Ethan is assigned at the start of the year to be picked up at his home in the morning on Bus 7, and he will be dropped off at his grandmother's house by Bus 6 (all per parent's request at the start of the year). This would be his every day plan.
    - Ethan's parents will no longer be able to call the school and ask for him to ride Bus 14 to go to his aunt and uncle's home instead of his grandmother's house. His aunt and uncle will need to meet him at his grandmother's house or they will need to pick him up from school if they are approved to do so.
- **NEW** - Masks on Buses
  - All students K-12 will be required to wear masks on the bus. Because we cannot social distance adequately on all school buses students will need to wear masks at all times to protect themselves and each other. See more details below about when students are On the Bus.
- Before Boarding: **Parents should screen their children** in the morning and keep their child(ren) home if they have any of these symptoms or concerns:
  - A fever (100 degrees or higher) or a sense of having a fever (you don't feel well);
  - Chills, cough, shortness of breath, sore throat, headache;
  - New loss of smell or taste, new muscle aches;

- Or if you or a close contact has been diagnosed or presumptively diagnosed with COVID-19.
- At the Bus Stop: Bus drivers will watch for these symptoms as students enter the bus as well as during the ride to school. Bus drivers will report any concerns to administration upon arrival at school. Students with possible symptoms will be screened by the school nurse
- On the Bus:
  - Drivers will sanitize the rail frequently with approved disinfectant.
  - The front row may or may not be used at the discretion of the administration or bus driver.
  - Drivers and monitors will not work if they are sick.
  - **Students will be required to wear masks while riding the bus**
  - Students will be assigned seating for their bus rides.
  - Members of the same household will sit together in the same seat.
  - Drivers will assign seats in a zig-zag pattern working their way from the back of the bus to the front of the bus to keep students distanced for as long as possible on the route.
    - All seats may be filled by the time the last pick-up is made depending on the number of riders, thus making social distancing impossible and the reason for requesting parents to drive students when possible.

# In the event of a Suspected Case of COVID-19

In the event of suspected case of COVID-19, the following steps will be followed:

- An employee or student doesn't feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.

Employee:

- The employee will contact their healthcare provider and the provider to arrange testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The Health Department of the appropriate county will also contact the employee and conduct a risk assessment (contact tracing).
- The Health Department will provide directions to individuals at risk of being infected.

Student:

- The school nurse will contact the parent. The student will be moved to the PAT room to wait for the parent to arrive. The area will be cleaned according to policy.
- When the parent arrives, the nurse will encourage the parent to have the child tested. The nurse will offer to assist the parent with making phone calls to the healthcare provider.
- The nurse will notify the principal and the superintendent and discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent.
- The Health Department will then contact the parent and conduct a risk assessment (contact tracing).
- The parent will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to the day the student began isolation measures.
- They will direct the parent on what the student and any other person at possible risk of being infected with what to do.
- The student will not be admitted until a negative COVID test result is presented in writing to the district or the student has been out of school for 14 days.

Next Steps:

1. If the employee has been told to self-isolate, they should contact the Superintendent. If the student has been told to self-isolate, the family will be requested to call the school. The school will check to see if there are other family

members in the school district and the family members may be excluded from attending school for 14 days or a negative COVID-19 test is documented and returned to the district. Online learning will be available to any student who is excluded due to health reasons or as precautionary measures.

2. The Superintendent will advise the Board of Education.
3. Superintendent will consider initiating the following Positive COVID-19 Protocols:
  - a. The Health Department will be contacted by the district for additional guidance.
  - b. The option of closing the building for 24-48 hours will be considered.
  - c. Official communication to the Board of Education, administrators (as appropriate), and families (and media, if appropriate) will come from the Superintendent.
  - d. The building principal or supervisor will follow up with the staff member or family of the student.

### **Communication and Notice**

- Regular updates will be provided to the Board of Education and the community. The best place for updates will be:
  - [www.sherwoodk12.net](http://www.sherwoodk12.net)
  - <https://www.facebook.com/sherwoodcass65>

### **Recommendation for Parents**

- It is highly recommended for parents to have plans in place if the school should have to close. Please have back-up plans for the following:
  - The district announcing a closing in the middle of the school day
  - The district announcing in the early morning of a closing
  - The district announcing in the afternoon or evening the night before a school day
    - We recommend you have these plans in place in advance just as you would during the winter months for possible snow days.

## Authority to Close Schools

- The Board of Education has approved the Superintendent to close and/or open school due to outbreaks of COVID-19 in the school building, the district, the community or upon the recommendations of local or state health authorities. The district may also be closed due to excessive absenteeism of faculty/staff or students due to health conditions. The district must have enough students and staff to function effectively and for learning to happen.
- When closed, the building may or may not be off-limits to students or staff and students. If the district is closed only to students, employees will be required to continue to perform their regular duties and regular responsibilities except as directed by the Superintendent.
- The Superintendent may cancel activities on district property by outside groups, even if the district remains open. When the district is closed, activities scheduled at the district and other locations involving students and/or staff would also be cancelled.
  - Any cancellations will be posted on the district Facebook page and sent to parents/guardians via email, text message, and voice messaging.
- Per recommendations from the Missouri Center for Public Health Excellence, the district may consider the following steps:
  - If there is a COVID-19 case: identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes. If specific contacts cannot be identified, quarantine everyone who was in the same room, bus or other area they were in. Schools will need to keep room/bus logs or photos in order to do this contact tracing. By having seating charts, bus seating charts or photos the number of students needing to be quarantined can be minimized.
  - It is recommended that if there are over 5% of the student body in a building or district that test positive any day, 4% that test positive over 2 days in row, or over 3% for 3 days in a row that the building or district closes for 10 days.
  - Consult regularly with health department officials before reopening
- Although the initial draft is approved by the Board of Education, it may be updated by the district administration based on the conditions in the community.

# Human Resources (Faculty & Staff)

In order to protect our students, faculty and staff, we will continue to provide regular maintenance, cleaning, and disinfecting of all areas. We have purchased additional resources for the 2020-21 school year to increase the cleaning of the district. As we take additional precautions, we also know our faculty and staff will need to take precautions to work towards a safer environment. The school district will make reasonable best efforts to minimize risk; **however, attending our schools in-person will introduce a greater risk of exposure.** If we all work together, then we can decrease the risks of exposure.

- **Daily Self Checks:** Every faculty and staff member should perform a daily self check. If you have experienced one of the following within the last 14 days, you are recommended to stay home:
  - A fever (100 degrees or higher) or a sense of having a fever (you don't feel well);
  - Chills, cough, shortness of breath, sore throat, headache;
  - New loss of smell or taste, new muscle aches;
  - Or if you or a close contact has been diagnosed or presumptively diagnosed with COVID-19.
- Employees should leave school ***immediately*** if they start to feel ill or unwell. Notify your supervisor immediately so the district may take precautionary steps to clean the affected area.
- **Masks and Face shields:** All employees must wear masks or face shields when interacting with each other and/or students.
  - Faculty/staff may bring their own mask or face shield.
  - Reusable face shields will be provided to any faculty or staff member who needs one. Additional replacement shields that can be attached to the headband are available as well.
- **Social Distancing:** Employees should not congregate in public spaces like break rooms, kitchens, hallways, etc. The district will continue to monitor and implement best practices from the health department on social distancing.
- **Hand Washing and Good Health Etiquette**
  - Every building will have additional hand sanitizer stations. There will be the expectation of healthy practices:
    - Clean your hands regularly (consider hand washing breaks)

- Avoid touching your eyes, nose and mouth
  - Cover your mouth and nose with a tissue when coughing or sneezing; or use the inside of your elbow, not your hands.
  - Clean your hands after coughing, sneezing, eating/handling food or touching things in common areas
  - Wipes or cleaning materials will be provided in every classroom.
- If an employee exhibits symptoms of COVID-19:
    - The employee will contact their healthcare provider and the provider to arrange testing
    - If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result
    - The Health Department of the appropriate county will also contact the employee and conduct a risk assessment (contact tracing).
    - The Health Department will provide directions to individuals at risk of being infected.
    - In the event of an employee displaying symptoms and is to return home or tests positive for COVID-19, the employee may use PTO or may request, in writing, for extended FMLA leave through the [Families First Coronavirus Response Act \(FFCRA\)](#). Employees may use up to 80 hours/10 days of leave through the FFCRA if COVID is contracted. Additional time would come from the employee's Paid Time Off (PTO) and/or Vacation time. IF the employee extended beyond those days the employee would be docked pay or other arrangements with the district would need to be discussed, if possible..