USD 429 Return-to-School Plan

Guidelines for USD 429 Troy Schools

USD 429, in shared communication with the Kansas State Department of Education, various school districts throughout the state, and the guidance available to us, has developed a plan to support school buildings and the community for reopening schools. USD 429's Return-to-School Plan provides a tiered approach with clear, actionable steps that are advisable before students and employees Return-to-School buildings. More specific details related to individual classrooms and buildings will be published closer to the start date of August 27th. The USD 429 Quick Start Guide should be referred to. This plan will be applicable throughout the 2020-2021 school year with changes and modifications when necessary. .

This approach is built upon guidance and recommendations and is aligned to the reopening guidelines that have been provided by our state and federal leaders; and it is designed to prioritize the health and safety of students and staff as we open school buildings and deliver instruction for the 2020-2021 school year.

USD 429's Return-to-School Plan focuses heavily on the health and physical requirements necessary for reopening school buildings. USD 429 will continue to provide support to school buildings on navigating the academic, social, and emotional effects of the COVID-19 pandemic on students and employees.

USD 429's Return-to-School Plan provides the expectations and best practices to ensure a safe and successful 2020-2021 school year. USD 429 school buildings are expected to follow these expectations. Individual school buildings will have the flexibility to meet their individual needs and be responsive to their stakeholders with approval of the USD 429 Administration.

Addressing Community Spread in Doniphan County		
Low/No Spread	**Minimal/Moderate Spread**	**Substantial Spread**
• Establish and maintain communication with local and state health officials • Participate in contact-tracing efforts as directed by local health officials (to the extent feasible) • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols • Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*) • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see *Protecting Vulnerable Populations* for considerations)	• Establish and maintain communication with local and state health officials • Participate in contact-tracing efforts as directed by local health officials (to the extent feasible) • Implement **enhanced** social distancing measures (see *Transitioning, Large Group Gatherings, and Teaching and Learning*) • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols • Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*) • Isolate and deep clean impacted classrooms and spaces • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see *Protecting Vulnerable Populations* for considerations)	• Coordinate with local and state health officials • Participate in contact-tracing efforts as directed by local health officials (to the extent feasible) • Buildings that are closed, remain closed. Implement distance/remote learning (see *Serving School Meals* and *Supporting Teaching and Learning*). • Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting. • Accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see *Protecting Vulnerable Populations* for considerations) For additional guidance on addressing community spread, see the CDC's Considerations for Schools

Definitions				
Face Coverings	Face coverings differ based on the level of community spread and can be found throughout this document. Information will be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable. CDC Guidance	**Hand Sanitizer**	Hand sanitizers should contain at least 60% alcohol and only used with staff and older children who can safely use hand sanitizer. Hand soap should be used for younger children. CDC Guidance	**Clean/Disinfect**

		Ensure safe and correct application of disinfectants and keep out of reach of children. CDC Guidance

Level of Community Spread (as determined by state and local health officials)	Low/No Spread	Minimal/Moderate Spread			Substantial Spread
Instructional Model (as determined by USD 429 administration)	Traditional Model	Traditional	Hybrid	Full/Distance Remote Learning	Distance/Remote Learning
Response (as determined by USD 429 in partnership with local departments of public health and community stakeholders)	**School Buildings Open –** *Implement preventative practices and additional proactive processes/protocols* *USD 429 Start Up Guide*	**School Buildings Open –** *Implement more intensive mitigation strategies; encourage/ enhance social distancing; (see Targeted Closure)*	**Limited/ Staggered Use of School Buildings –** *Implement alternating schedules for students; target distance/ remote learning.*	**Minimal Use of School Buildings –** *Implement targeted distance/remote learning or adopt building-wide distance/remote learning as necessary (Details will be shared if we get to this phase)*	**Targeted Closure –** *Isolate and disinfect affected areas* **OR** **Short-term Closure –** *Close for facility-wide deep cleaning minimum of 5 days* **OR** **Extended Closure –** *Close building(s) for at least 14 days*

USD 429 Decision Tree:

USD 429 Return-to-School provides guidance and expectations to leadership to implement plans based on the flexible framework to address challenges that may develop throughout the 2020-2021 school year. Instead of a one-size-fits-all approach, the Decision Tree provides a menu of instructional models and responses school leaders can adopt to ensure the continued success and safety of students and staff members.

	Low/No Spread	Minimal/Moderate Spread	Substantial Spread
Practicing Prevention Expectations	• Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently-trafficked areas • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Clean/disinfect frequently-touched surfaces at least daily and shared objects after each use • Allow students and staff to bring hand sanitizer and face masks/coverings to use from home • Allow staff to wear face masks/covering, and other appropriate PPE as desired • Take steps to ensure all water systems and features are safe • Ensure ventilation systems operate properly and increase circulation and Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff • Conduct deep cleaning of schools prior to students/staff returning; schedule periodic cleanings during weekends or school holidays/breaks (to the extent practicable) CDC Guidance • Reopening Guidance for Cleaning and Disinfecting Schools • Guidance for Reopening Buildings After Prolonged Shutdown Return-to-School • Roadmap for Facilities *USD 429 Start Up Guide* USD 429 Iso and Quar Guidance	• Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings • Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently-trafficked areas • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Clean/disinfect frequently-touched surfaces at least daily and shared objects after each use • Provide masks and other appropriate PPE to staff • Allow students and staff to bring hand sanitizer and face masks/coverings to use from home • Possible face mask requirement for all in buildings. • Take steps to ensure all water systems and features are safe • Turn off water fountains and allow students and staff to bring water bottles from home • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff • Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks CDC Guidance • Reopening Guidance for Cleaning and Disinfecting Schools • Guidance for Reopening Buildings After Prolonged Shutdown	• Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols • Encourage COVID-19 testing CDC Guidance • How to Protect Yourself and Others • COVID-19 Symptoms • COVID-19 and Children • Communication Tools • Kansas Department of Public Health and Environment website • https://www.dpcountyks.com/county-directory/departments/health-department

Low No Spread/Traditional Model	**Minimal/Moderate Spread**	**Substantial Spread** **Mandated Remote Learning**
Students will attend in-person classes with health and safety guidelines in place to minimize the transmission of COVID 19 virus. The administration will determine the preventative practices and additional proactive processes/protocols that will be put in place based on KSDE guidance documents. We recognize that a student may be an on-site student; however, he or she may need to be gone for a short or long-term period (2-14 days) due to sickness and/or quarantine. Please note the following regarding these absences: ● The student absence will be counted as an excused absence as long as the necessary documentation (doctor's note) is provided to the school. ● Most of the class assignments/materials/lectures/instructional videos will be accessible through Seesaw (K-3), Google Classroom (4-12). In order for the student to maintain learning throughout this period, assigned work during the absence should be completed at home in a timely manner to the greatest extent possible. ● These students **may** have the opportunity to join the on-site classroom through Zoom or another tool to engage in the lesson with their peers and their teacher at designated times during the school-day. Parents (or the student, depending on age) should inquire about this directly with the teacher(s).	The administration will determine the more intensive mitigation strategies that will be put in place based on KSDE guidance documents and consultation with the Doniphan County Health Department. Targeted closures will be implemented with consultation from the Doniphan County Health Department and or state officials.. Restrictive Traditional Model or Hybrid Model Hybrid Models should only be implemented if absolutely necessary and after factoring in additional logistical requirements/cost as well as childcare requirements placed on working families and additional burden on staff. **Possible examples** of the Hybrid Model are: (see Supporting Teaching and Learning) ● Specific Group Learning: Some student populations, or small groups of students could remain for traditional instruction while other student populations receive instruction remotely. (Please Note: No final decision has been made regarding the specific format of the Hybrid Model as that will be determined by various factors at the time if this becomes necessary.)	When the entire school is mandated to offer instruction through Remote Learning for either short, long or extended terms, it will be different from the Continuous Learning Plan that took place in the spring of 2020. It will be more rigorous and structured. KSDE is requiring 6 hours of instruction per day per student. ● Students and staff will be expected to complete hours similar to a normal school day. USD 429 Return to Learning Plan - needs added here. ● If we reach this level, a more comprehensive plan will be shared with the details.

	Green	Yellow	Red
Transporting Students	Implement standard operating procedures while taking preventative measures such as: o Parents should conduct a daily self evaluation prior to sending their children to school (See below for details.) o Providing hand sanitizer for students and bus drivers o Allowing bus drivers and students to wear face masks/coverings o Students should sit by their siblings on bus routes. All buses must have ASSIGNED seats o Fill up from the back of the bus to front o Limiting field trips (to areas of limited/low transmission) o Inspecting buses prior to students returning and as part of a regular rotation o Cleaning and disinfecting frequently-touched surfaces on the bus at least daily o Airing out buses when not in use o Buses will not arrive until 7:45 so students are able to go DIRECTLY to the designated areas or classrooms instead of loitering in supervised areas.	• Provide hand sanitizer for students and bus drivers • Provide face masks for bus drivers; require students and staff to wear face masks/coverings • Screen students and bus drivers for symptoms of illness and utilize spaced seating (to the extent practicable) • Eliminate field trips • Clean and disinfect frequently-touched surfaces on the bus at least daily • Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households CDC Guidance • [What Bus Operations Need to Know](#)	**School buildings are closed**; if allowed and small groups can meet, bussing students to facilities may be an option.

Entering School Buildings	• Implement standard operating procedures while taking preventative measures such as:
	o Provide hand sanitizer for students and staff
	o Limit unnecessary congregations of students and staff
	o Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
	o Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*)
	o Establish a protocol for visitors: calling front office before entering, screening visitors, requesting use of face coverings/masks, etc.
		• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
		• Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*)
		• Mark spaced lines to enter the building and designate entrance and exit flow paths
		• Screen students and staff (to the extent practicable):
		  o Take temperatures ideally before entering buildings
		  o Isolate and send home if internal temperature over 100.4°F (38°C)
		  o Consider safety and privacy concerns (confidentiality should be maintained)
		• Establish a protocol for visitors: calling front office before entering, screening visitors, requesting use of face
			School buildings are closed; only *essential staff* report in-person to carry out functions that are *absolutely necessary*.
			• District/school leaders must remain vigilant and purposeful as they determine roles, responsibilities, and reporting requirements for staff, refraining from blanket reporting requirements
			• District/school leaders should leverage virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures

	Visitors, Parents, & Guardians o All nonessential visitors, volunteers, and outside activities will be limited. o Lunch guests are not allowed. o Parents may no longer come into the building to pick up their child for an appointment. At TGS, once the parent is seen visually, an adult will release the student. o Parents may no longer come in the building to drop off lunch, uniform, supplies etc. Parents will be buzzed in. Parents must drop the item off on the table located in the entry way or front step. o Virtual options for parent meetings and conferences should occur whenever possible. o If parents want to meet with administration, counselors, and/or teachers, an appointment must be made. First preference, if possible, is to do the meetings via phone or video conference call. **Procedures for visitors if allowed in the buildings**: o All adults/visitors are required to wear a mask. o All visitors need to answer "no" to the following questions to be allowed in the building. These questions will be posted at the entrance. If a visitor answers yes to any one of them, he/she will not be allowed in the building: o Have you had any of the following symptoms in the last 14 days? o Fever greater than 100.4° o Cough o Difficulty breathing/shortness of breath American Health Care Association ● COVID-19 Screening Checklist for Visitors Society for Human Resources Management (SHRM) ● Coronavirus Warning Poster for Entrance	coverings/masks, etc. Restrict nonessential visitors and volunteers. ● Establish a protocol for student pickup/drop-off: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup	KSDOL Guidance In-person Reporting and Employee Safety Guidance USD 429 Guidance Pick-up of Essential Items

USD 429 Preventative Practices & Additional Proactive Protocols for <mark style="background:#00ff00">Low Spread (Traditional Model)</mark> And <mark style="background:#ffff00">Minimal/Moderate Spread (Traditional/Hybrid (if needed)</mark>

USD 429 Return-to-School Plan provides guidance and expectations to leadership to implement plans based on the flexible framework to address challenges that may develop throughout the 2020-2021 school year. Instead of a one-size-fits-all approach, the following matrix provides a menu of instructional models and responses school leaders can adopt to ensure the continued success and safety of students and staff members.

	Measures	Building Protocol	Classrooms
USD 429	**General Prevention Measures** ● Close off all standard water fountains and replace them with refillable water bottle stations. ● Make deep cleaning and sanitizing the buildings a priority through purchasing electrostatic sprayers, extra hand sanitizing stations, and other disinfectant products. ● Clean & disinfect frequently-touched surfaces regularly. Add Nano-technolgy to handles, crash bars, high touch areas. ● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. ● Keep doors open within the building to reduce the number of touches on door handles to the greatest extent possible. ● Teach and reinforce good hygiene measures such as hand washing, covering coughs, and face covering. ● Masks are recommended for PS to 12th grade students and adults. See Quick Start Up Guide for clarification. Students will be provided with two cloth masks. Parents are encouraged to provide masks for their children. **Home Procedures Before Leaving for School**	**Temperature Screening of Students (Staff)** *USD 429 Start Up Guide* ● All students must enter the main doors and their temperature will be taken via the Thermal Thermometers.. If your child has a temperature, he/she will be sent to a designated area and the school nurse or designee will evaluate whether or not they need to be sent home. **Arrival Time** ● Due to social distancing and additional requirements this year, students are not allowed to arrive until 7:40 AM. (See the TGS & TMS/THS sections for specific guidelines for each of the buildings.) **Dismissal Time** ● Encourage students to walk quickly and briskly out of the building. Both buildings will have staggered dismissal times. ● Students will be reminded to keep interactions with others brief. **MASKS -** Masks are recommended for PS to 12th grade students and adults. See Quick Start Up Guide for clarification.	**To the greatest extent possible, adhere to the following:** ● Reduce class sizes and maintain relatively stable classroom cohorts. ● Eliminate non-essential furniture and soft surfaces in the classrooms. ● Maximize the space/distance among students. ● Create individual materials/supplies bags/kits when necessary. ● Reduce transitions and have students stay in the classroom more. ● Allow the use of book bags in Grades 7-12 to reduce traffic in the hallways.

It is up to each individual to take the precautions necessary so we can continue to attend school in person and participate in activities. Please do the following each day:

Conduct a daily self evaluation prior to sending their children to school by answering these questions:

- Has your child had any of the following symptoms in the last 14 days?
- Fever greater than 100.4°
- Cough
- Difficulty breathing/shortness of breath
- New loss of taste/smell
- Headache
- Sore throat
- Fatigue
- Has your child visited any of the restricted travel advisory locations on the KDHE list within 14 days?
- Has your child had close contact with anyone in the past 14 days who has been diagnosed with Covid 19?

If any of these questions are answered yes, the student should not come to school. Contact the school nurse, your local physician, or Doniphan County Health Department if you deem necessary.

[USD 429 Iso and Quar Guidance](#)

● Students will be provided with two cloth masks. Parents are encouraged to provide masks for their children.

● A clean mask should be worn each day and follow dress code.
● Please discuss with your child your expectations for mask usage at the school.

Water Bottles

Students must bring a water bottle each day as all of the water fountains have been turned into refillable water stations. USD 429 will provide each child with one water bottle at the beginning of the year. Water bottles brought from home need to meet these requirements:
● Labeled with first and last name
● Clear
● No larger than 32 ounce
● Sealable lid

Serving Meals	• Implement standard operating procedures while taking preventative measures such as:
	  o Providing hand sanitizer for students and staff
	  o Allowing students and staff to wear face masks/coverings while in large group gatherings
	  o Conducting cleaning of cafeterias and high-touch surfaces throughout the school day
	  o No self serve will be allowed.
	  o Styrofoam trays will be used.
	  o Social distancing when doable.
	  o Stagger meal times if needed
		• Allow student hand washing before and after meal service
		• Provide hand sanitizer for students and staff
		• USD disposable plates, utensils, etc.
		• Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use
		• Conduct cleaning of cafeterias and high-touch surfaces throughout the school day
		
		Alternative Serving Models:
		• Serving meals in classrooms
		• Serving meals in cafeterias with:
		  • Spaced serving lines (marked on floors)
		  • Spaced seating (utilize outdoor space as practicable and appropriate)
		  • Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods)
		  • Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils.
			School buildings are closed.
			
			• Practice established social distancing protocols to the greatest extent practicable
			• Provide PPE to participating staff
			• Reduce contact by allowing pickup during a designated time (ex: Monday, Tuesday, and Wednesday)
			• Distribute printed instructional packets/materials and district/school communications along with meals
			
			KSDE Guidance
			• Employee Safety Guidance for School Nutrition Programs

Transitioning	• Implement standard operating procedures while taking preventative measures such as:
	  o Allowing students and staff to wear face masks/coverings while in large group gatherings
	  o Conducting cleaning of hallways and high-touch surfaces throughout the school day
	  o Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable)
	
	USD 429 Start Up Guide
		• Limit mixing between groups (to the extent practicable)
		• For class changes and other transitions throughout the school day:
		  o Provide additional time for transitions (utilizing state seat time waiver to extend transition period)
		  o Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students
		  o Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time
		  o Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children)
			School buildings are closed.

Conducting			

Large Group Gatherings	• Implement standard operating procedures while taking preventative measures such as:
	  o Providing hand sanitizer for students and staff
	  o Require students and staff to wear face masks/coverings
	  o Limiting unnecessary congregations of students and staff
	  o Follow *Kansas State High School Activities Association* guidelines for sporting events and practices
	• The Socially Distanced School Day
		• Abide by the maximum number of people allowed to congregate as defined by the local health department.
		• Discourage the congregation of students in parking lots and common areas
		• Stagger the schedule for large group gatherings (i.e. recess and school meals)
		• Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
		• Follow *Kansas High School Activities Association* guidelines for sporting events and practices
			School buildings are closed. Abide by the maximum number of people allowed to congregate as defined by the local health department, if any.

Supporting Teaching and Learning	• Implement standard operating procedures while taking preventative measures such as:
	  • Providing hand sanitizer for students and staff
	  • Conducting cleaning of classrooms and high-touch surfaces each day
	  • Limiting physical interaction through partner or group work
	  • Establish an academic baseline
	• Administer formative assessments toward the start of the school year
	  • Conduct meetings with teachers to identify where students are academically
	• Discuss the shared experience:
	  • Helping Children Cope with Changes
	  • Talking to Children about COVID-19
	  • Teaching Through a Pandemic
	
	• Target interventions and supports:
	  · Provide additional instructional supports to:
	    ● students at-risk of not graduating on time
	    ● students with disabilities (compensatory services)
	    ● students who struggled in the prior distance/remote-learning environment
	    ● other students identified as being behind academically by teachers and parents.
	  · Identify essential concepts/skills grade levels and provide access to enrichment (fine arts, music, world language, CTE, dual enrollment, physical education/play, STEM/STEAM, etc.)
	• Address learning loss:
		Traditional Instructional Model
		• *Schools can deliver traditional instruction under Minimal/Moderate Spread by implementing the recommendations outlined in this guidance.*
		• Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)
		• Limit physical interaction through partner or group work
		• Establish distance between the teacher's desk/board and students' desks
		• Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
		
		Hybrid Instructional Models (only ideas)
		• *Hybrid models should only be implemented if absolutely necessary and after factoring in additional logistical requirements/costs as well as childcare requirements placed on working families and unnecessary burden on staff. Consider allowing special education students to continue in-person instruction as these students often rely on daily routines and social interactions to address their individual learning needs.*
		• A/B schedules
		  • ● Alternating Days: Students divided into two groups based on last names (families will stay together). Groups would alternate face to face instruction and virtual instruction during the week. Group A would attend Monday & Tuesday and work virtually the remainder of the week. Group B would attend Thursday & Friday and work virtually the remainder of the week. Wednesday
			• Implement a robust Distance Learning Plan
			• Distribute printed instructional packets/ materials and district/school communications along with meals; designate and communicate collection/drop-off points
			
			Resources
			• KSDE Learning Plans
			• KSDE Learning Plan for Students with Disabilities
			• Deploying Devices, Ensuring Connectivity, and Expanding Access
			• Distance Learning Resources
			• Return-to-School Roadmap for Technology
			• Educator's Guide to Safe and Effective Video Conferencing (Education Week)
			• Public Wifi Spots outside all school buildings and Troy Ballpark
			Professional Learning for Teachers
			• Making the Shift to Online Teaching and Learning
			• Supporting Students with Disabilities Online

	(Green)	(Yellow)	(Red)
	- Help students catch up/get ahead through online platforms such as Lexia, Acellus, ALEKS, My Math, HCC College Courses, and others. - Provide extended learning opportunities through before/after-school programs, Saturday school, etc. - Prepare for potential future distance/remote learning by increasing current blended learning: - Develop a digital learning plan - Integrate virtual learning practices: - digitizing lessons - requiring a certain number of online assignments for each grading period - Provide virtual learning/specific professional learning for educators: - General and Special Education - Schedule specific planned district-/school-wide digital learning days as part of the traditional school calendar - Make sure students are aware and can fully function using hybrid learning platforms Return-to-School - Roadmap for School Operations and Instruction *USD 429 Start Up Guide* - USD 429 Iso and Quar Guidance	would be a virtual day for most staff and all students so buildings could be deep-cleaned during the week. *Alternating Days:* students would be divided into 2 groups, likely geographically. Groups would alternate face-to-face and virtual instruction during the week. One example: Group A would attend Monday and Tuesday and work virtually the remainder of the week. Group B would attend Thursday and Friday and work virtually the other days of the week. Wednesday would be a virtual day for most employees so buildings could be cleaned during the week between groups. Another example: Group A Students Monday/Wednesday and Group B Students -- Tuesday/Thursday; Friday – distance learning for all students, professional learning for staff; using certification flexibility to relocate teachers as needed and allowable *Alternating Weeks*: Group A Students – Week 1 and Group B Students Week 2; using certification flexibility to relocate teachers as needed and allowable - Alternating Weeks: Students divided into two groups based on last name (families will stay together). Groups would alternate face to face instruction and virtual instruction during the week. Group A would attend Monday & Tuesday and work virtually the remainder of the week. Group B would attend Thursday & Friday and work virtually the remainder of the week. Wednesday would be a virtual day for most staff and all students so buildings could be deep-cleaned during the week. *Half Days:* AM/PM Schedule – consult with District Food Service Director regarding best approach to serving school meals - Target Distance/Remote Learning *Elementary Face-to-Face with Secondary Distance Learning:* Prioritize 6-12 or 9-12 for continuous distance learning while other students have access to face-to-face instruction spread out across unused schools and classrooms; using certification flexibility to relocate teachers as needed and allowable; see *Serving Meals* under *Substantial Spread* for preparing/delivering school meals for students who are remote learning.	American School Counselor Association - School Counseling During COVID-19: Online Lessons and Resources School Library Media Specialists - School Media Specialists Can Help During Crisis (School Library Journal) - Digital Resource Ideas
Protecting Vulnerable Populations[1]	- Implement standard operating procedures while taking preventative measures such as: - Establish a point-of-contact with the local health department	Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws	**School buildings are closed.** See *Entering School Buildings* for district/school staff guidance.

1 Vulnerable Populations -- *Elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.*	o Identify local COVID-19 testing sites o Provide hand sanitizer for students and staff o Provide PPE to vulnerable students and staff as appropriate o Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable) o Establish a process for regular check-ins with vulnerable students and staff o Allow an early transition for vulnerable students to go to classes o Limit large group gatherings/Interactions for vulnerable students and staff o *USD 429 Start Up Guide*	• Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws • Provide Hybrid learning opportunities for vulnerable student populations in consultation with parents and public health officials • Consult with KASB board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations • Adhere to FERPA and HIPPA requirement • Adhere to state and federal employment law and extended leave allowances • Offer an Employee Assistance Program to all staff members	Society for Human Resources Management (SHRM) • Employment FAQ • What to Do When Scared Workers Don't Report to Work Due to COVID-19 • Where can I find government and other reliable resources for workplace issues related to the coronavirus? National Association of School Nurses • Role of school nurses, providing care, and participating in Return-to-School planning

When a Child, Staff Member, or Visitor Becomes Sick at School	• Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. • School nurses and other healthcare providers should use *Standard and Transmission-Based Precautions* when caring for sick people. See: *What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID19 Infection* • Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. • Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. • Advise sick staff members and children not to return until they have met state DPH criteria to discontinue home isolation • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine.

In partnership with the Kansas Department of Education, Kansas Department of Health and Environment,and various other schools districts, USD 429 has created these expectations as a blueprint for a safe reopening that is realistic and practical in our PreK-12 setting and on our individual campuses. USD 429 takes very seriously the responsibility to keep our students, teachers, school staff, and families safe and to provide the best possible education for our children. There will be times when we must be flexible or move to or away from many items in this document. Parents should contact me directly with any concerns.

Patrick McKernan
Superintendent
USD 429 - Troy Public Schools

CDC Guidance
- [Symptoms of Coronavirus](#)
- [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#)
- [Standard Precautions](#)
- [Transmission-based Precautions](#)

Credit given to Fort Scott School District and Nemaha Central School District, KSDE Navigating Change Guidance.