

2020-2021 USD 262 Operational Guidelines

The following guidelines are based upon the most recent information, requirements, and guidance USD 262 has received from federal, state, and local authorities. As additional information is received, these operational guidelines will be updated.

August 13, 2020

HEALTH		
Subject	Recommendations	Considerations
Masks	<p>The district will follow federal, state, and/or local guidelines regarding masks. Currently, the guidelines include:</p> <p>All students, staff, and visitors are required while on district property to cover their mouth and nose with a mask or other face covering, not including bandannas or gaiters, at all times except:</p> <ul style="list-style-type: none"> ● While eating. ● While working, other than to prepare meals, alone in a room or office with a closed door and not currently accessible to students. Should someone enter the room, masks must be worn. ● During designated mask breaks. ● While engaged in an activity that makes it unsafe or impossible to wear a mask. ● While outside, even if in class, and social distancing can be maintained. ● While in a personal vehicle alone, or less than 10 minutes with others present. ● Children who are 5 years old or younger and are not students. ● Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. ● Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication. ● Non-teaching personnel for whom wearing a face covering would create a risk related to their work, as determined by workplace safety guidelines. ● Persons engaged in a lawful activity during which wearing a face covering is prohibited by law. 	<ul style="list-style-type: none"> ● Should a student arrive without a mask, one should be provided.

	<ul style="list-style-type: none"> ● Clear plastic type face shields are not to be used in lieu of a face mask/covering. They may be used in conjunction with them. 	
<p>Hygiene Measures</p>	<ul style="list-style-type: none"> ● Individuals entering all attendance centers will have their temperature checked before entering the building for the first time each day. ● All people are required to wash or sanitize their hands when they come to school and every hour. ● Teach and reinforce hand-washing with soap and water for at least 20 seconds, and increase monitoring to ensure adherence among students and staff. <ul style="list-style-type: none"> ○ If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. ● Place hand sanitizer near the entrances and throughout the building. ● Staff and students shall maintain a 6-foot social distance with only infrequent or incidental moments of closer proximity. <ul style="list-style-type: none"> ○ Exception- In-person instruction in classrooms when face coverings are worn. ● Students and staff are not to share lockers, cubbies, or other storage areas. ● All coughs and sneezes should be covered with a tissue (preferably) or elbow. Used tissues are thrown in the trash, and hands should be washed/sanitized immediately. ● Physical contact must be avoided. This includes hugs, handshakes, high fives, etc. ● Disinfectant and related supplies are available to all employees close to their workstations. ● Building Access Requirements are posted at all entrances and must be followed. ● Signs that promote healthy practices (proper handwashing, social distancing, etc) and COVID guidelines will be posted in highly visible locations throughout all buildings. ● Healthy behavior messages will be communicated periodically. 	<ul style="list-style-type: none"> ● Students should sanitize their personal items at the beginning and end of the day. ● Employee handbooks and student handbooks should include information on how to recognize the signs of infection and directives not to come to school if sick.
<p>Nurse Personnel</p>	<ul style="list-style-type: none"> ● Maintain adequate inventory and request necessary supplies for the health room and other building use. ● Additional PPE is available for Health Room staff. ● A surgical mask plus face shield can be used during an interaction with students/staff that will likely aerosolize droplets. N95 masks should only be used by personnel who have been fit tested and as part of an established respiratory health program. ● Minimize the potential spread of infection in health offices <ul style="list-style-type: none"> ○ A separate room has been designated for students/staff who might have COVID-19 or other communicable disease. The room needs to 	

	<p>be disinfected frequently and restricted to authorized staff and students.</p> <ul style="list-style-type: none"> ○ Furniture and other surfaces must be disinfected daily. ○ Examine equipment and its use to determine if adjustments need to be made to minimize chances of spreading infections or if new equipment is needed. ● Review immunization records. <ul style="list-style-type: none"> ○ Notify all parents of students who are not immunized that the student will not be allowed to attend school until those immunizations have been completed or the first dose of an ongoing immunization is received. ○ Notify all parents of students who have a legal exemption on file that the student may be excluded from school if there is an incident of a disease for which they are not immunized in the school community. ○ Contact all parents with students on health plans and determine if they need to be revised to address minimizing infection. ● Revise medication schedules to minimize the number of students in the nurse's office at one time. ● Provide health reports to the superintendent or central office as required. ● Communicate with state and local health departments as needed regarding: <ul style="list-style-type: none"> ○ COVID-19 information, testing sites, etc. ○ Notifying the health department when student or staff absences exceed predetermined threshold 	
<p>Temperature and Symptom Screening</p>	<ul style="list-style-type: none"> ● Individuals entering all attendance centers will have their temperature checked before entering the building for the first time each day. ● Develop a system to monitor/track staff/students who have been screened. ● Provide frequent reminders to parents to screen their children at home before sending them to school. 	<ul style="list-style-type: none"> ● If possible, staff members should make a visual inspection of every student for signs of illness.
<p>Medical inquiries</p>	<ul style="list-style-type: none"> ● Given the nature of the pandemic, federal agencies have allowed school districts to make additional medical inquiries of staff members and students than they otherwise would have. ● If a parent tells the school that a student is ill, the school will ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms. The school may take the temperature of students, employees and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs 	

	<p>of COVID-19. If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.</p>	
<p>Defining a Case of COVID-19 Disease</p>	<ul style="list-style-type: none"> ● A person is considered a case of COVID-19 if they have tested positive for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen). Based on current knowledge, cases must be isolated for a minimum of 10 days after onset and can be released after being fever-free and feeling well (without fever-reducing medication) for at least 24 hours. ● Examples: <ul style="list-style-type: none"> • A case that is well on day 2, fever-free and feeling well for 24 hours, can be released from isolation on day 10. • A case that is well on day 6, fever-free and feeling well for 24 hours, can be released from isolation on day 10. • A case that is well on day 14, fever-free and feeling well for 24 hours, can be released from isolation on day 17. ● A positive test case that never develops symptoms can be released from isolation and other restrictions 10 days after the positive test result. 	
<p>Symptomatic Persons</p>	<ul style="list-style-type: none"> ● A person exhibiting symptoms must remain quarantined for 14 days or until fever-free for 24 hours, AND symptoms have improved, AND 10 days have passed since symptoms first appeared. ● If a doctor diagnoses and we have documentation of another condition causing COVID-like symptoms, and the person has a negative COVID-19 test, they will not be required to quarantine. 	
<p>Defining Close Contact</p>	<ul style="list-style-type: none"> ● A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes or more or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or the local health department. 	
<p>Household Contacts</p>	<p>Must be quarantined for 14 days after the case has been released from home isolation (because exposure is considered ongoing within the house). If a household contact develops symptoms, they should be tested. This means that household contacts may need to remain at home longer than the initial case.</p> <p>Examples:</p> <ul style="list-style-type: none"> • The case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24. • The case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24. 	

	<ul style="list-style-type: none"> • The case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31. 	
<p>Non-Household Contacts</p>	<ul style="list-style-type: none"> • If a student or employee has contact with a person who has Covid-19 or has symptoms of Covid-19 and were a close contact of a case, they must be quarantined for 14 days after the date of the last contact. • If a student or employee has contact with a person who has symptoms but was not a close contact of a case, and that person tests negative, they may return to work or school. 	
<p>Travel Quarantine</p>	<ul style="list-style-type: none"> • If a student or employee has recently traveled from a location on the KDHE Travel-related Quarantine List, the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas. 	
<p>Exclusion from School</p>	<p>Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school.</p> <p>The current known symptoms are:</p> <ul style="list-style-type: none"> • Fever of 100.4 or higher. (USD 262 send staff/students home at 100). • Chills. • Rigors. • Muscle or body aches. • Fatigue. • Headache. • Sore throat. • Lower respiratory illness (cough, shortness of breath or difficulty breathing). • New loss of taste or smell. • Diarrhea. <p>If someone reports symptoms while in a building, at an activity, or following being in a building or at an activity:</p> <ul style="list-style-type: none"> • Isolate the person as much as possible • If available, a School Nurse with proper PPE, performs a medical assessment • Collect information about the person’s contacts while on USD 262 property up to two days prior to symptom onset, to identify others who could be considered exposed. <ul style="list-style-type: none"> ○ If the person is confirmed infected, inform contacts of their possible exposure to COVID-19 while on USD 262 property. Confidentiality must be maintained as required by the Americans with Disabilities Act. Advise those contacts on how to proceed 	

	<p>based on the CDC Public Health Recommendations for Community-Related Exposure.</p> <ul style="list-style-type: none"> ○ Send the person home following information-gathering and ask them to follow up with their health care provider ● Close off areas used by the person who is potentially sick. ● Clean and disinfect areas where potentially sick person visited. Wait 24 hours or, if 24 hours is not possible, as long as practical before you clean or disinfect. ● Open outside doors and windows to increase air circulation in the exposed areas 	
School Response to a student or employee in quarantine	<ul style="list-style-type: none"> ● As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19 disease, the custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately. ● School staff will immediately begin compiling a list of close contacts of the case, including names, email addresses and phone numbers. Contacts should include anyone in close contact two days prior to when the case started having symptoms or if the case was asymptomatic the two days prior to the date the sample was collected. Parents/Guardians of students who have been identified as close contacts and any staff identified as close contacts should be informed immediately. Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case. The list of close contacts should be shared with the local health department for follow-up during the quarantine period. 	
Separation while in School	<ul style="list-style-type: none"> ● Each school must have a room or space separate from the nurse's office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pick-up. Students/Staff will be given a mask to wear. Only essential staff and students assigned to the room may enter, all will sign in so that there is a record of the persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required, and health staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents. 	
Care rooms for students with special needs		<ul style="list-style-type: none"> ● Each school may designate a location separate from the nurse's office for the care of students with special care needs, such as suctioning, tube feeding

		and nebulizers to minimize exposure to students who might be ill. The location will be disinfected frequently, and all staff members present will wear appropriate PPE. The student will be provided a mask if needed.
Confirmed case of COVID in the building	<ul style="list-style-type: none"> Following confirmation that a person infected with COVID-19 was in a school building, the school will contact the local health department immediately. The school will then follow the recommendations of the local health department. The recommendations could include: <ol style="list-style-type: none"> Close the school building for a minimum of two to five days and 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 when the building should reopen. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the health department. School may remain open but block off areas where the infected person was in the school building until the area has been cleaned thoroughly. The school will work with the local health department to assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period. The school will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large. 	

CLASSROOMS		
Subject	Recommendations	Considerations
General Guidance	<ul style="list-style-type: none"> Practice and prepare to model proper hygiene practices, such as handwashing, using hand sanitizer, proper wearing of PPE, and social distancing techniques, including alternatives to handshakes. Place signs in highly visible areas to reinforce the practices. Post signage in classrooms, hallways and entrances to communicate how to reduce the spread of COVID-19. 	<ul style="list-style-type: none"> Train staff in trauma-informed practices to strengthen the trauma-informed culture for students. Prepare to communicate effectively and empathetically with students about the pandemic and about the necessary changes to school life.

	<ul style="list-style-type: none"> ● Class size reduction will occur when appropriate and possible. ● Staffing levels will be maintained to the extent possible in order to provide safe and equitable teaching and learning. ● Social distancing will be maintained as described in the Health section. ● Extra furniture will be removed from the classroom to increase the space available to provide distance between students. ● As much as possible, furnishings with fabric and other hard-to-clean coverings should be removed from the classroom. ● Sitting on carpet, rugs, etc. should be avoided as they are difficult to sanitize. ● Assign seats ● Accommodate students with disabilities as required/needed. ● Support equitable access to instruction by ensuring all students have the materials needed, including technology, to be successful. Provide families with options for connectivity when needed. ● Students who have underlying conditions or risk factors identified by the Centers for Disease Control (CDC) will be provided with opportunities to continue learning while prioritizing their health and safety. ● Staff members who have underlying conditions or risk factors identified by the CDC should communicate with their supervisor about appropriate protective measures and accommodations. ● Social-emotional supports will begin at the start of the year and continue throughout as an integrated aspect of the students' learning. ● Staff will assess students' capacity and readiness to learn and address gaps from the previous year prior. ● Staff will demonstrate and practice with students what different learning environments (face-to face, remote, hybrid, etc.) may look like as schools may fluidly move from one learning environment to another in response to local conditions. ● Alternative scheduling scenarios will be discussed and may need to be enacted. 	<ul style="list-style-type: none"> ● Arrange student furniture to have all students face in the same direction ● Staff will assess student needs and may delay some academic instructional activity to start school with a focus on social and emotional learning activities that includes trauma screening and supports to help students and adults. ● Require students to remain seated in the classroom ● Utilize outdoor spaces as appropriate.
Group Stability	<ul style="list-style-type: none"> ● To assist in preventing cross-contamination, stable (cohort) groups will be maintained when possible. ● Three levels of restrictions will be utilized, depending upon the current conditions. Low-Moderate-High 	
Social Distancing	<ul style="list-style-type: none"> ● Social distancing, defined as remaining six feet away from others, will be enforced at all times when feasible. Interaction between student stable groups will be limited. 	
Instructional Materials	<ul style="list-style-type: none"> ● Care must be taken regarding instructional materials. Although the risk is low, infections can be spread when using common materials. 	

	<ul style="list-style-type: none"> • Three levels of restrictions will be utilized, depending upon the current conditions. Low-Moderate-High 	
Specialized Classes	<ul style="list-style-type: none"> • Specialized classes have a greater probability for the use of shared materials. • Three levels of restrictions will be utilized, depending upon the current conditions. Low-Moderate-High 	
Student Support Groups	<ul style="list-style-type: none"> • Supporting students is a priority, therefore student support groups should be maintained as much as possible. Because these groups will be outside of the normal stable group, special care must be taken to protect students and staff. • Three levels of restrictions will be utilized, depending upon the current conditions. Low-Moderate-High 	
Early Childhood & Specialized Instruction	<ul style="list-style-type: none"> • The use of face coverings may not be feasible for staff and students in early childhood programs and for classrooms with medically fragile students and/or students with special needs. • Appropriate alternative face coverings may be utilized when possible. • Reinforce all healthy practices, including frequent hand-washing, avoiding touching mouth, nose and eyes as much as possible, and as much social/physical distancing as is practicable. 	
Visitors	<ul style="list-style-type: none"> • All visitors must meet the Building Access Requirements before entering. • Visitors will have limited access to building beyond the front office. • Visitors should use hand sanitizer upon entering. • All visitors must wear masks unless a school official permits removal. 	
Attendance Standards	<ul style="list-style-type: none"> • Attendance standards may be modified when necessary. Any changes must be communicated to all stakeholders. • When students are accessing the remote learning option, a licensed staff member must make daily contact for it to be considered a day of attendance. During the contact, the staff member will check on, monitor, and assist the remote learner. If needed, appropriate support protocols will be put in place for students demonstrating the need for social-emotional support. • Attendance logs will be maintained by the teacher and student/family as required by KSDE, the district, and other governmental agencies. 	<ul style="list-style-type: none"> • Alternative schedules may be adopted to in order to meet state and/or local parameters and health guidelines.
Discipline	<ul style="list-style-type: none"> • Proper health guidelines should be followed should students be sent to the office. This includes students wearing masks, washing/sanitizing hands upon entering the office, etc. • Administrators may travel to the student rather than bringing the student to the office. • Social distancing parameters must be maintained in the office area.. 	
Emergency Safety Intervention	<ul style="list-style-type: none"> • Restraint, as always, should be a very last resort. If a restraint is deemed necessary, consider a restraint that does not put the student and adult(s) 	

	face-to-face to limit exposure. Adults should wear a mask, as appropriate, and as they are able to.	
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COMMON SPACES bathrooms, libraries, locker rooms, entry, hallways, cafeteria, gyms, music rooms, lounges, conference rooms, multi-purpose rooms, health rooms, auditorium, computer labs, playgrounds		
Subject	Recommendations	Considerations
Cleaning & Disinfection	<ul style="list-style-type: none"> ● Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, tables, chairs) within common spaces at least daily or between uses as much as possible. 	
Shared Objects	<ul style="list-style-type: none"> ● To the extent possible, items should not be shared. ● Staff may record visitors to the building as opposed to using sign-in/out forms. ● Student’s belongings must be separated from others’ and in individually labeled containers, lockers, cubbies, or areas. ● Minimize sharing of materials, equipment, etc. to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses. ● Shared workspaces for students and staff members should be cleaned and disinfected between uses by different individuals. 	
Modified Layouts	<ul style="list-style-type: none"> ● Space seating areas at least 6 feet apart when feasible. ● Have students sit on only one side of tables, spaced apart, when feasible. ● Physical barriers have been installed in offices to limit exposure. ● Physical guides and signs have been installed to help ensure that staff members and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating one-way routes in hallways). ● The number of people in shared spaces will be limited in order to maintain social distancing standards and meet requirements for maximum group sizes. ● Entrance points and exit points will be modified to assist in maintaining a healthier environment. 	
Health Items for Common Spaces	<ul style="list-style-type: none"> ● <i>Gatherings of staff and students</i> <ul style="list-style-type: none"> ● Limit the use of common spaces by multiple groups at one time. If students and staff members are members of stable groups, they should not come together in common spaces. 	<ul style="list-style-type: none"> ● <i>Staggered Arrival/Departure</i> <ul style="list-style-type: none"> ○ Staggered arrival and drop-off times or locations may be utilized to limit contact between stable groups and limit contact between others.

	<ul style="list-style-type: none"> ● Pursue virtual group events, gatherings or meetings, when possible. ● Social distancing practices will be followed as well as maximum group numbers should gatherings occur. ● <i>Visitors</i> <ul style="list-style-type: none"> ● Nonessential visitors, volunteers, and activities involving external groups or organizations will be extremely limited. ● <i>Parents</i> <ul style="list-style-type: none"> ● Parent/Guardian access to the buildings is limited. ● Procedures to allow parents to drop off or pick up students and student materials without entering the building will be established. ● Virtual options for parent meetings and conferences will be used whenever possible. ● Staff will be trained on safety protocols regarding safe use of common spaces, including the proper use of cleaning supplies if cleaning and disinfection will be required of noncustodial staff. 	<ul style="list-style-type: none"> ○ Staggered bell schedules and release times between class periods may be used to assist in minimizing contact in limited spaces.
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TRANSITIONS		
Subject	Recommendations	Considerations
Best Practices	<ul style="list-style-type: none"> ● <i>One-Way Traffic</i> <ul style="list-style-type: none"> ○ If hallways are not wide enough for proper social distancing of students, one-way traffic should be utilized, as well as possible staggered release times. ● <i>Adhere to Social Distancing</i> <ul style="list-style-type: none"> ○ Visual cues in will be used to assist students with proper social distancing. ● <i>Front Facing</i> <ul style="list-style-type: none"> ○ Students should face forward during transitions to prevent face-to-face interaction. ● <i>Open Doors as Possible to Reduce Spread of Germs on Doors</i> <ul style="list-style-type: none"> ○ To reduce the number of interactions with door handles, door openers may be utilized. Doors should remain open as much as possible. ○ Exterior doors should only be open/unlocked during specified arrival/departure times. ● <i>Lockers</i> 	<ul style="list-style-type: none"> ● <i>Alternate Days and Staggered Times</i> ● Staggered arrival and drop-off times or locations may be utilized to limit contact between stable groups and limit contact between others. ● Staggered bell schedules and release times between class periods may be used to assist in minimizing contact in limited spaces. ● Students may use restrooms during instructional time to reduce the number of interactions in the hallway. ● When possible, outside spaces could be used for transitions and learning opportunities. Student safety and school security should be considered at all times.

	<ul style="list-style-type: none"> ○ To decrease the number and interaction of students in hallways, lockers should be closed and locked. ○ If lockers must be an option, student transition time must be staggered to allow for social distancing. ● <i>Movement Between Buildings</i> <ul style="list-style-type: none"> ○ Minimize students traveling between buildings to receive services. ○ When possible, minimize staff members traveling between buildings to provide student services. ○ Record dates and times when itinerant staff members work with specific students. ○ Record dates, times and locations for staff members working in multiple buildings (i.e. administrative and maintenance staff). 	
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EXTRA & CO-CURRICULAR		
Subject	Recommendations	Considerations
Administrative Items	<ul style="list-style-type: none"> ● Educate coaches/sponsors, students, and parents on the aspects of COVID-19 as they may relate to their activity. ● Maintain a thorough and accurate attendance roster at all activities for contact tracing purposes. ● Conduct and document symptom & temperature monitoring as feasible, including: <ul style="list-style-type: none"> ○ Date/time. ○ Participant name. ○ Temperature. ○ Report of cough. ○ Report of sore throat. ○ Report of congestion, runny nose. ○ Report of headache. ○ Report of chills. ○ Report of fatigue. ○ Report of new loss of taste/smell. ○ Report of muscle weakness. ○ Report of shortness of breath. ○ Report of nausea, vomiting, diarrhea. ○ Report of close contact with someone diagnosed with COVID-19: 	<ul style="list-style-type: none"> ● Communicate support for high-risk individuals to avoid participation in extra and cocurricular activities. High-risk individuals include those 65 years of age or older and people of any age with underlying medical conditions, including chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised (i.e., cancer treatments, smoking, HIV, organ transplant), severe obesity, diabetes, chronic kidney disease/dialysis and liver disease.

	<ul style="list-style-type: none"> ● Individuals that exhibit any symptoms of COVID-19 or indicate contact with someone with COVID-19 should be excluded from activities, reported to the health office, and follow district procedures. ● Provide coaches/sponsors with hand sanitizer, tissues, gloves, and face coverings/masks as appropriate. Notify participants where these items are located. ● Develop policies and plans around scheduled practice/competitions/performances during temporary school closures. ● Develop policies and plans around canceling contests/performances and/or parameters for premature ending to postseason events/competitions. ● Create contingency plans for extra & co-curricular reopening and potential renewed concerns regarding COVID-19. 	
Communication	<ul style="list-style-type: none"> ● Develop a communication plan with local health officials regarding COVID-19 issues. ● Develop a communication plan regarding notifications to parents/guardians of a staff member/student who reports coronavirus signs/symptoms and/or has a positive COVID-19 test observing all FERPA/HIPAA laws. ● Provide frequent, clear and concise information and updates related to extra and cocurricular activities, including: <ul style="list-style-type: none"> ○ Preventative measures the district is taking to keep extra and cocurricular students and staff members as safe as possible. ○ Anticipated timelines for reopening and/or any potential change in current status quo related to extra and cocurricular activities. ○ Changes in district/school policies, procedures and practices. ○ Adjustments to busing students, drop-off and pick-up times. ○ Any changes in attendance and/or enrollment policies as issues arise related to extra and cocurricular activities. ○ Adjustments to academic, activities and athletic calendars as needed. ○ Friendly reminders to stay home if ill, instructions to prevent spread (i.e. COVID-19 Pillars of Safety). ● Provide clear and concise facility policies/information when needed, including: <ul style="list-style-type: none"> ○ Maintaining healthy air quality information ○ Availability of supplies, including cloth face coverings/masks, gloves, hand sanitizer, etc. ○ Cleaning and disinfecting procedures for classrooms, locker rooms, gyms and weight room procedures. 	<ul style="list-style-type: none"> ● Establish regular communication with relevant agencies at federal, state and local levels via district/school webpages, Twitter, Instagram, Email, Text messages, local newspaper, local TV, etc. (translate all communications and provide translation services if needed).

	<ul style="list-style-type: none"> ○ Providing information regarding appropriate/feasible social distancing on bus, van and/or cars if necessary. ○ Posting educational/informational signage in all buildings, buses, van, car and outdoor facilities. 	
Personal Hygiene	<ul style="list-style-type: none"> ● All personal hygiene and safety protocols for extracurricular and cocurricular activities should be consistent with protocols used in all other school settings. ● All activity-specific guidelines from KSHSAA, NFHS, and health organizations must be followed. 	
Equipment & Facilities	<ul style="list-style-type: none"> ● Limit sharing of equipment and gear. Students should provide/be provided with their own clothing, shoes, water bottles, towels, etc. If gear is shared, clean/disinfect between individual use. ● Communal water stations are prohibited. ● Balls/equipment should be wiped and cleaned between practice sessions and during sessions as feasible. ● Follow CDC recommendations for cleaning of community facilities. 	<ul style="list-style-type: none"> ● Wash all clothing/towels after play/practice. ● When sharing implements (balls, equipment), don't touch eyes, nose or mouth, and use hand sanitizer frequently. ● Store equipment and gear separately in order to avoid cross contamination and/or clean/disinfect equipment/gear pre/post use.
Athletics	<ul style="list-style-type: none"> ● Follow all safety and prevention protocols practiced in school. ● Engage in individual work as much as possible. ● Encourage individual and small group work as much as possible. ● Maintain at least 6 feet of distancing whenever possible. ● Wear cloth face coverings/masks when 6 feet of personal distance isn't feasible and the activity allows. ● Limit number of times athletes are face to face whenever possible. ● Limit length of time athletes are face to face as much as possible. ● Encourage athletes to arrive/depart in individual cars. ● Avoid/limit shared equipment/gear. ● Stagger locker room schedule to avoid overcrowding. ● For transportation, all safety protocols remain in place. ● Be aware of increased risk of participation, especially as competitions move from school, regional, state, and national levels. ● Consider live streaming as allowed. ● Higher risk activities present greater opportunities for spread of disease therefore, increased precautions must be implemented as the risk increases. 	<ul style="list-style-type: none"> ● Consider staggered start times to limit number of participants present in an area.
Performing Arts	<ul style="list-style-type: none"> ● Follow all of the safety and prevention protocols practiced in school. ● Refer to NFHS Performing Arts resources. ● For transportation, all safety protocols remain in place. ● Be aware of increased risk as participation moves from school, regional, state, and national levels. ● Consider live streaming performances as allowed with appropriate licensing. 	

Marching Band	<ul style="list-style-type: none"> ● Follow all KSHSAA marching band guidelines. ● Refer to NFHS information regarding instrument hygiene. ● Adhere to spacing requirements of 6 feet or greater for on-field performances. ● Indoor rehearsal space must allow for at least 6 feet or greater of personal distance. 	
Concert Band	<ul style="list-style-type: none"> ● Venue size/spacing in rehearsals and performances must allow for at least 6 feet or greater of personal distance. ● Proper cleaning procedures for cleaning/disinfecting of school owned and rental instruments must be followed. 	
Choir	<ul style="list-style-type: none"> ● Refer to NFHS guidelines. ● Cloth face coverings/masks are to be worn when outdoor locations and/or large indoor locations allowing for increased personal distance of at least 10 feet are not available. ● Venue size/spacing during rehearsals and performances should allow for personal distance of 10 feet of distance or more. 	
Theatre	<ul style="list-style-type: none"> ● Cast sizes must be based on size of stages to allow for personal distance of at least 6 feet. ● Venue size/spacing requirements in rehearsals must allow for personal distance of at least 6 feet. ● Size/spacing requirements for staging/choreography should allow for personal distance of at least 6 feet (10 feet when singing). <ul style="list-style-type: none"> ○ Technical theatre considerations: <ul style="list-style-type: none"> ▪ Tools (drills, saws, etc.) should not be shared unless properly disinfected between uses. ▪ Individual microphones should be used. All microphones must be disinfected before/after each use. ▪ All costumes and props must be properly cleaned following use. ▪ All shared items must be properly disinfected between uses. ○ Spacing for orchestra pits in musicals should allow for at least 6 feet of personal distance. ○ Eliminate special on-stage moments or effects not compliant with 6 feet of personal distancing. (kissing, hugging, handshakes, fights, etc.) 	
Audience Considerations	<ul style="list-style-type: none"> ● All Visitor protocols will be followed. ● Should audiences be allowed, all guidance from local health authorities, CDC and district officials must be followed. 	

	<ul style="list-style-type: none"> ● Provide hand sanitizer stations upon entry and exit at events. ● Consult with local health department to determine the allowable number of spectators/guests and seating arrangements. ● Streaming rights should be secured to allow for online audiences. ● Address audience traffic management (Arrival, Entrance, Intermission, Exit) to avoid crowding. ● Address shared space safety issues including restrooms, concessions, ticket sales, etc. ● Audiences may not gather in large groups to greet students after performances. 	
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FACILITIES		
Subject	Recommendations	Considerations
Protective Barriers	<ul style="list-style-type: none"> ● Plexiglass shields at school offices/reception desk areas will be utilized. 	<ul style="list-style-type: none"> ● Shields may be placed at other locations where contact can be expected. (cafeteria, ticket booth, concessions, etc.)
Handwashing/ Hand Sanitizer	<ul style="list-style-type: none"> ● Hand-washing for 20 seconds or more is the preferred method for cleaning and sanitizing, and it is an important part of reducing the spread of disease. ● Sinks or hand-washing stations will be easily accessed to accommodate frequent hand-washing by entire classes. ● Hand sanitizer and/or hand sanitizer stations are available in multiple locations throughout the schools. 	
Signage	<ul style="list-style-type: none"> ● Appropriate signage to remind occupants of social distancing, hand washing, and other safety and preventative measures will be placed throughout the buildings. 	<ul style="list-style-type: none"> ● Decals or signage to designate traffic flow patterns may be used within the building. This may be especially helpful for public spaces such as corridors, cafeterias, front offices, etc.
Trash Receptacles	<ul style="list-style-type: none"> ● Trash receptacles can be high touch points with increased risk of speeding pathogens. ● If “no-touch” receptacles are not available, frequent disinfecting must occur. ● Monitor the frequency that trash receptacles are emptied. Changes to various procedures could require more frequent attention. 	
Ventilation	<ul style="list-style-type: none"> ● Outside air ventilation will be increased where possible. ● HVAC unit filters will be checked and replaced frequently. ● Opening available windows to increase available ventilation should be considered when weather conditions are favorable. 	

<p>Modifying the use of Spaces</p>	<ul style="list-style-type: none"> ● If school spaces are being used differently, consider how changes and modifications will affect safety. ● Update emergency evacuations or sheltering in place plans. ● ADA access requirements must be considered and taken into account. All spaces should have readily available intercom or phone communication. ● All spaces should have adequate emergency notification features such as audible fire alarms and strobes and required exit markings. 	
<p>Water systems</p>	<ul style="list-style-type: none"> ● Purge or flush water systems thoroughly; flush drinking fountains and sink faucets for a number of minutes to clear any standing water from the pipes. ● Clean and sanitize drinking fountains and drinking water sources, even those off limits. ● Fountains with a touchless bottle filler station will be available, with the fountain turned off or covered. ● Drinking fountains will not be used unless they are touchless bottle refill stations. ● Students/staff members may provide their own bottled water. 	
<p>Lockers</p>	<ul style="list-style-type: none"> ● If lockers are used, establish protocols for both academic and athletic lockers. ● Lockers in use should be cleaned and sanitized frequently. ● Assign lockers to maximize the distance between students using sets of lockers at the same time. ● Lockers should not be shared by multiple students. 	
<p>Cleaning Protocols</p>	<ul style="list-style-type: none"> ● Define cleaning procedures including the frequency, equipment, materials and products to be used. ● Define what cleaning and disinfecting is to be performed by custodial staff, and what cleaning and disinfecting will be the responsibility of non-custodial staff. ● Prioritize high-touch areas, such as door handles, handrails, counters and surfaces, tables, chairs, desks, drinking fountains, computer keyboards, work stations, etc. ● Prioritize common spaces used by different cohort groups, such as main office, health offices, isolation rooms, cafeteria, bathrooms, etc. ● Cover or eliminate surfaces that are not easily cleaned. ● Alternate seating in classrooms should be removed. (couches, bean bags, fabric chairs, etc.) ● Soft Surfaces/Fabrics: Eliminate or limit soft surfaces that are hard to clean. Clean after each use with EPA-approved products appropriate for surfaces. ● Use cleaning products that are listed as Novel Coronavirus (COVID-19) Fighting Products. 	

	<ul style="list-style-type: none"> ● Evaluate how hygiene products like soap, paper towels, tissues and toilet paper are dispensed (no-touch) and how frequently they are replenished. ● Recommend that cleaning and sanitizing responsibilities and protocols be reviewed and clearly defined for athletic facilities, such as weight rooms, wrestling rooms, dance studios, etc.; and especially for the equipment that is contained and used in these facilities. 	
Training	<ul style="list-style-type: none"> ● Review training procedures for newly hired custodial staff. ● Train all staff on new procedures and protocols. ● Retraining/recertify returning staff as needed. ● Refresher training is prudent to ensure that all of the procedures are being followed thoroughly and effectively. ● Any noncustodial staff that has responsibility for cleaning and disinfecting should be properly trained before performing new duties. 	
Cleaning Supply Storage	<ul style="list-style-type: none"> ● Students cannot have access to chemical supply storage. ● Cleaning products, materials and equipment should be stored in secure rooms or areas. ● Ensure all cleaning products are properly labeled, and that Safety Data Sheets are readily available for reference and identification of hazards. ● Establish protocols for any school district staff (other than custodial or maintenance staff) that may have access to product. ● If noncustodial staff is granted access to and use of cleaning and disinfecting products, ensure that they have been trained on its use and possible hazards. 	
Disinfectant Sprayer/Fogger	<ul style="list-style-type: none"> ● Disinfection foggers will be used in conjunction with regular touch point cleaning as a means of increasing disinfection coverage for the custodial and housekeeping staff. 	
Grounds	<ul style="list-style-type: none"> ● If used, exterior playground equipment should be cleaned and sanitized after each use or at least daily. The use of playground equipment will be based on the staff's ability to clean and sanitize regularly. ● Alternate recess times to minimize the number of students from different groups using the same spaces at the same time. ● To minimize the use of playground equipment, encourage the use of other outdoor and natural spaces. ● Students should wash hands or use hand sanitizer immediately following the use of the equipment. 	
Outside Groups	<ul style="list-style-type: none"> ● Indoor facility usage by outside groups and individuals is prohibited. 	<ul style="list-style-type: none"> ● Outdoor facility usage may be allowed, provided any established guidelines are followed by the group/individual.

Contractors and Vendors	<ul style="list-style-type: none"> • Before a contractor or vendor comes on-site, they must follow the Building Access Requirements. • All outside vendors and contractors must follow all district safety protocols. • Keep a log of the persons that enter the building with time and date as well as the locations in the building. • Establish protocols for post work cleaning and sanitizing. 	
Construction Sites	<ul style="list-style-type: none"> • Interaction between students and staff members and construction workers should be minimized. • Specific expectations for behaviors and preventive measures should be addressed with on-site supervisors before workers are in the building. • Contractors should be expected to abide by current CDC and/or OSHA recommendations for the construction site. 	

FOOD SERVICE		
Subject	Recommendations	Considerations
Remote/Hybrid Environments	<ul style="list-style-type: none"> • When students are in remote or hybrid learning environments, schools will continue to claim and be reimbursed for meals based on the eligibility status of the student. • All National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations would apply, unless a waiver is approved for a specific regulation. 	
USDA regulations	<ul style="list-style-type: none"> • Lunch must be served between 10 a.m.-2 p.m. • Breakfast must be offered at or near the beginning of the school day. • Breakfast service is required of all public school buildings in Kansas unless a breakfast waiver is approved by the Kansas State Board of Education. • A complete, reimbursable meal must be offered at each serving location – including milk. • Water must be available during meals and snacks. • All meal services require point of service accountability. Students must be charged for meals based on their eligibility status. 	<ul style="list-style-type: none"> • Drinking fountains, water jugs and coolers may be used to fill disposable cups. A new cup should be used each time. <ul style="list-style-type: none"> • An adult should monitor and sanitize fountains, water jugs and coolers as needed.
Free/Reduced Applications	<ul style="list-style-type: none"> • Frequently inform parents on how to apply for free and reduced meals. • Use Direct Certification to determine eligibility. The KN-CLAIM Direct Certification process makes it easier for sponsors to quickly and accurately directly certify students who receive Food Assistance/TAF or are foster children. • Request flexibility in determining effective date of eligibility for Direct Certification on the Sponsor Application. 	

	<ul style="list-style-type: none"> ● Effective Date of Eligibility Determinations is a flexibility option available to Sponsors processing applications. Sponsors indicate on the Sponsor Application what they will use for the effective date of the free or reduced-price meal eligibility determinations. ● Utilize all methods of receiving free and reduced applications. Examples: online, in person drop off, secure email or fax. 	
On-Site	<ul style="list-style-type: none"> ● Stable groups should be maintained when appropriate. Gathering limits will need to be followed, therefore, alternate locations may need to be considered. ● Require students to wash their hands prior to coming to the serving line. At a minimum, make hand sanitizer available prior to the serving line. ● An adult should be at the doorway of the serving area to control traffic, ensure 6-foot distancing and monitor students. ● Post signage to remind of social distancing requirements in lines and serving areas. ● Serve single-use condiments. <ul style="list-style-type: none"> ● If students are using self-service, have a staff member supervise to ensure: <ul style="list-style-type: none"> ● Students take the first item they touch (example: milk cartons). ● Handles of the reach-in refrigerator/freezer/cooler are disinfected on a regular basis. If temperatures can be maintained, consider leaving doors open during meal service. 	<ul style="list-style-type: none"> ● Extend meal service periods to allow for fewer students in the serving area at one time. ● Utilize additional sneeze guards or clear barriers on serving lines and cashier stations if possible. Ensure any sneeze guards are installed, positioned and working properly. ● Consider disposable trays and utensils. ● Shorter menu cycles could be used.
Food Bars	<ul style="list-style-type: none"> ● Staff to monitor the bar and sanitize as necessary. ● Sanitize the food bar between each serving group. ● Stagger students with markings on the floor to allow for social distancing. ● If using serving utensils, they should be changed out frequently. ● Clean and sanitize the service line between each classroom/group. 	<ul style="list-style-type: none"> ● Offer items packaged for individual consumption (preportioned by food service employees or individually wrapped as purchased). ● Offer vs. Serve meal service (where students are allowed to make food choices) is feasible with the following considerations: <ul style="list-style-type: none"> ● Develop procedures for students to communicate to staff members what items they would like on the tray (verbally, thumbs up/thumbs down, order sheets). ● Utilize mobile ordering to allow students to decrease the amount of time in the meal service area. ● Offer multiple, identical lines to speed up service.

		<ul style="list-style-type: none"> ● Create alternate serving locations to socially distance students. ● Multiple service points in cafeteria and throughout building. ● Meal kiosks with online ordering for quick student pick-up of pre-ordered meals. ● Innovative Breakfast Models such as Second Chance Breakfast, Grab-n-Go Breakfast and Breakfast in the Classroom are still encouraged. ● Work with your food service director to determine strategies for implementation. ● Sponsors may continue use of salad bar/food bar with the following procedures in place (check with local health department). ● Offer more than one food bar or salad bar to encourage social distancing.
Share Tables	<ul style="list-style-type: none"> ● Sanitize designated share table area between each serving group. ● Allow one student to access the share table at a time to limit exposure due to lines. ● If a student incorrectly places an open item on the share table, discard all items on the share table and sanitize the share table. ● If these steps are not feasible, discontinue use of a share table. 	<ul style="list-style-type: none"> ● Share tables may be used for unopened packaged food items that students do not consume. This allows other students to take food from share table to eat on-site. Share tables may be used if requirements are followed.
A la Carte	<ul style="list-style-type: none"> ● Have food service employee hand the item(s) or monitor students during self-service. 	<ul style="list-style-type: none"> ● Can be offered if social distancing between students can be maintained. ● Modify the variety of items available as needed based on staffing, time, availability. ● Have students preorder a la carte options to prevent students standing in line.
On-Site Dining	<ul style="list-style-type: none"> ● If spaces other than the cafeteria are used for dining, proper cleaning and disinfection as well as refuse collection will need to be prioritized. ● Develop plans for the delivery and return of meal and cafeteria supplies such as trays and utensils. ● All seating needs arranged/managed to allow for social distancing. ● Assign seating for contact tracing. ● Disinfect tables/seating areas between serving periods. ● Provide separate location for high risk students when needed. 	<ul style="list-style-type: none"> ● Utilize a variety of spaces to allow students more space while consuming meals/snacks (ex: cafeteria, auditorium, gym, classrooms, and outdoors as weather permits).
Safety	<ul style="list-style-type: none"> ● Follow all county health department guidance, the Kansas Food Code and Hazard Analysis Critical Control Points (HACCP) Plan. 	

	<ul style="list-style-type: none"> ● Limit comingling of food service staff between buildings and departments and maintain social distancing. ● Utilize sign-in and sign-out sheets in each kitchen, including maintenance, vendors and building staff members for contact tracing. ● Ensure ventilation is working properly, and utilize vents when staff is in the kitchen. ● Follow district human resources guidance for high-risk employees, temperature checks, PPE. ● Adopt HACCP Standard Operating Procedure #25 – Viral Pandemic Response as a part of the school HACCP Food Safety Plan. 	
Staffing Items	<ul style="list-style-type: none"> ● Develop a contingency plan for staffing in the event of exposure or illness, follow guidance from the local health department. 	<ul style="list-style-type: none"> ● Explore Professional development opportunities for food service staff, including online options. ● Evaluate meal service plan to determine staffing needs and adjust as changes occur. ● Utilize nonfood service building staff (classified and certified) to aid in meal service and/or distribution as needed.
Vendors	<ul style="list-style-type: none"> ● All visitor protocols are followed. ● Communicate and/or post district requirements for vendors. ● Consolidate deliveries to reduce potential exposure. ● When signing invoices, the employee should use their own pen. ● Utilize technology instead of in-person visits to communicate with vendors. ● Require delivery drivers to sign in and sign out when delivering to kitchens. 	
Point of Sale	<ul style="list-style-type: none"> ● Have students go through meal service line in an assigned order to expedite meal service and allow for contact tracing. 	<ul style="list-style-type: none"> ● Check with software vendors about serving options within the accountability system. ● Encourage online payments to reduce cash handling. ● Limit hand-to-hand contact by having students place the cash on counter. ● Elementary may be able to have students come through the line in the classroom. ● Middle school and high school students could scan their student ID. ● Staff members could scan barcodes instead of using pin pads. ● Students can verbally tell the cashier student ID or name to enter into POS. ● Utilize online ordering of meals and a la carte.

TRANSPORTATION- Bus and other vehicles

Subject	Recommendations	Considerations
Sanitation	<ul style="list-style-type: none"> ● Frequently touched surfaces, including hand railing, student bus seats and surfaces in the driver cockpit commonly touched by the operator should be sanitized daily. Options for cleaning buses includes wiping down all high touch surfaces with CDC-approved disinfectants. ● High-touch areas, including the door entrance railings, should be cleaned between routes. ● Student hand sanitization before boarding is recommended. 	<ul style="list-style-type: none"> ● Open doors and windows during cleaning to improve air circulation.
Students	<ul style="list-style-type: none"> ● District mask requirements are required. ● Assigned seating for students on all routes. ● Have individuals from the same household sit together. ● If the vehicle is not full, spread students out as much as possible. ● When possible, open the windows while transporting students to improve air circulation. ● Minimize loading times by prestaging students for bus transportation home. ● The USD 262 mask requirements apply to school vehicles. Plans must be made for students who do not have a mask upon arrival at school. ● If possible, transport medically fragile students in a separate vehicle. 	<ul style="list-style-type: none"> ● Fill the bus seats at the back of the bus first, and then load to the front to avoid students walking past each other in the aisle. Within the scope of this process, school districts still need to be cautious about having students of various age groups sit together due to bullying and other issues. ● Unload students from the front of the bus first to avoid students walking past each other in the aisle.
Bus Stops	<ul style="list-style-type: none"> ● Social distancing between students is recommended at all bus stop areas. 	
Drivers	<ul style="list-style-type: none"> ● The district mask guidelines apply to drivers and aides. ● Drivers and aides must participate in a health pre-screener before each work shift. 	
Capacity	<ul style="list-style-type: none"> ● If issued, group size must follow all local and/or state health department edicts. ● Group size on buses must follow school board policy where applicable. ● Through routing, minimize the amount of time that students are on a vehicle. Have students exit the vehicle as soon as possible to enter a school for staging into their classrooms (work with school to coordinate). ● Pre-stage for loading outside of the bus to minimize the amount of time that students are on the vehicle. 	
Activities and Athletics	<ul style="list-style-type: none"> ● All vehicle guidelines apply to activity and athletic trips. ● Assigned seating for students on all trips. ● Fill the bus seats at the back of the bus first, and then load to the front to avoid students walking past each other in the aisle. 	

	<ul style="list-style-type: none">● Unload students from the front of the bus first to avoid students walking past each other in the aisle.● If the vehicle is not full, spread students out as much as possible.● Focus on transporting students who are competing. Work to lower the total number of students on a vehicle so that social distancing can occur, especially on long trips to competition.	
Vehicle Modifications	<ul style="list-style-type: none">● Bus modification of any kind is not allowed. This includes putting in plexiglass partitions between the driver and students and individual student seats.	