

**USD 105-COVID Plans**



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**USD 105 Closure Guidance**

Families will have three options regarding how USD 105 delivers education to their child, In-Person Instruction, Hybrid Model of Instruction, and Remote Learning. Each school building within USD 105 will set parameters on how to best meet the criteria of each of those options. The district will also determine which option is available to the district depending on the current situation within the district. There are many parameters to look at when making this decision as the district will take into account community spread of COVID-19 in the entire district, each school, and available staff. USD 105 will consult with the Rawlins County Public Health Department to make the best decisions regarding the learning environments offered to our students. Below is an outline on what is known about the current situation and research of COVID-19. The guidance below is expected to change as health professionals learn more.

**Low Community Restrictions-**Families will have three options of USD 105 to provide educational services to their children as long as the spread of active cases stays below 5% within the USD 105 community, school buildings, and/or enough staff are available to conduct a high quality education. The educational services provided to each child are outlined in each building's guidance. Rawlins County Junior-Senior High School and Rawlins County Elementary School's guidance each have developed parameters based on each school's needs as it relates to best practices according to the age level of the students and needs of the building.

**Moderate Community Restrictions-**Families will have two options of USD 105 to provide educational services to their children as long as the spread of active cases stays between 5%-10% within the USD 105 community, each school building, and/or enough staff are available to conduct a high quality education. The two options include the Hybrid Model and the Remote Learning option. The educational services provided to each child are outlined in each building's guidance. Rawlins County Junior-Senior High School and Rawlins County Elementary School's guidance each have developed parameters based on each school's needs as it relates to best practices according to the age level of the students and needs of the building.

**High Community Restrictions-**USD 105 will continue to provide educational services to children remotely if the spread of active cases is above 10% within the USD 105 community, each school building, and/or enough staff are not available to conduct a high quality education. The educational services provided to each child are outlined in each building's guidance. Rawlins County Junior-Senior High School and Rawlins County Elementary School's guidance each have developed parameters based on each

school's needs as it relates to best practices according to the age level of the students and needs of the building.

Therefore this is subject to change at any time.

### **USD 105 Health Guidance**

USD 105 will recommend and encourage students and staff to wear masks on school property or when in a group setting.

#### **Hygiene Measures:**

All people are required to wash or sanitize their hands when they enter their classroom, during transitions per teacher transgression and before and after eating meals.

Students will be taught to wash their hands for at least 20 seconds. We will educate families to teach their children and also teach at school.

Hand sanitizer will be available in each classroom and bus.

Hand sanitizer is available at the entrances of each building.

Student bags will be sanitized as students enter the building.

Signs at the entrances informing those who enter:

- a. Not enter if they have a cough or fever.
- b. Maintain a minimum of 6 foot-distance from one another.
- c. Not shake hands or engage in any unnecessary physical contact.

Signs will be posted to promote protective measures and how to stop the spread of germs, in addition to signs in bathrooms on how to effectively wash hands.

The administration will design school plans to take into account social distancing as much possible. Students and staff are encouraged to follow social distancing guidelines where appropriate.

#### **Considerations for Nurse/Health Personnel**

The USD 105 Nurse will provide administration with an inventory of supplies and request necessary supplies for the health room. Examples include ppe, gloves, masks, face shields, gowns, touch free thermometers, sanitizers, cleaners, hand soap, and tissues.

Surgical masks will be provided for the health room staff members and any employee working with a medically fragile child. Also masks will be provided for staff working with a child exhibiting symptoms.

A surgical mask, plus face shield will 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.

#### USD 105 Facilities

RCES-Use current Nurse's Office as the room in which students who are sick are placed until picked up by parents.

RCJSH-Will use the former band room as a place for students who are waiting to be picked up due to sickness.

The school nurse will regularly examine equipment such as thermometers to determine if adjustments need to be made to increase sterilization and minimize chances of reinfection or if equipment is needed.

The school nurse will communicate with families as needed.

The school nurse will review immunization records.

Notify all parents of students who are not immunized or have a legal exemption on file that the students may be from 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.

The school nurse will contact all parents with students on health plans and determine if they need to be revised to address minimizing infections.

The school will prepare lists of medical/dental resources to share with families.

The school nurse will share regular health reports to the superintendent.

The school nurse will communicate with state and local health departments.

The school nurse will verify where staff and students can be tested for COVID-19.

The school nurse will obtain current information and tools that help students, families, and staff self-screen for COVID-19 illness.

The school nurse will notify the Rawlins County Public Health Department when student or staff absences exceed the threshold outlined above.

### **Exclusion from School**

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

**Students and staff with a temperature of 100.4 degrees or 99.6 degrees with signs and symptoms of COVID-19 will be sent home immediately.**

A description of KDHE Guidance is found in Appendix A.

The current symptoms are:

Fever	Headache
Chills	Sore Throat
Rigors	Lower Respiratory Illness (cough, shortness of breath or difficulty breathing)
Muscle or Body Aches	New loss of taste or smell
Fatigue	Diarrhea

### **Temperature and Symptom Screening**

Individuals entering district facilities will have their temperatures checked before entering the building each day. Staff members who are administering temperature checks will wear a mask and protective eyewear.

Students who are riding the bus in the morning will have their temperature checked before entering the bus.

Classrooms will have a touchless thermometer in each classroom and students will be checked in the morning and afternoon.

**Medical Inquiries**

When a parent informs the school that a student is ill, the school will inquire whether the student is exhibiting symptoms of COVID-19.

When an employee informs the school they are ill, the school will inquire whether the employee is exhibiting symptoms of COVID-19.

The school may take the temperature of students, employees, and visitors to school property when there is reason to believe the person may be ill.

If a person is sneezing or coughing, he or she may be excluded within the classroom to minimize the spread of body fluids, even if the person is not exhibiting signs of COVID 19.

If a person is obviously ill, the school will exclude the person from school property.

**Personal Protective Equipment**

Employees will be required to wear PPE when directed to do so by the school's protocol or the employee's supervisor. In addition, people who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc...) will be required to wear a cloth face covering, a mask, or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave school.

**Defining a Case of COVID-19 Disease and the Infectious Period**

A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen). Based on what we currently know, a case is considered infectious two days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as two days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or the Rawlins County Public Health Department.

**Defining a Close Contact**

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 (Appendix B) or the Rawlins County Public Health Department.

### **Return to School After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or the Rawlins County Public Health Department. Below are the guidelines:

**Untested**-Persons who have not received a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, but experience symptoms may return if the following conditions are met:

- Ten (10) calendar days have passed since symptoms first appeared
  - AND
- Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved)
- Whichever criteria is longer. Meaning, a minimum of 10 days.

**Test and Awaiting Results**-Persons who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.

### **Positive Test**

Symptomatic cases may return if the following conditions are met:

- Ten (10) calendar days have passed since symptoms first appeared
  - AND
- Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved)
- Whichever criteria is longer. Meaning, a minimum of 10 days.

Asymptomatic cases may return if the following conditions are met:

- Ten (10) calendar days have passed since symptoms first appeared
  - AND
- Symptoms have not developed.
- If symptoms develop during the 10-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.

**Note: The above criteria may change with CDC and KDHE updates.**

**Negative Result:**

People who are identified as close contacts of a COVID-19 case or have traveled from a location on the KDHE Travel-related Quarantine List must be quarantined for 14 days. A negative test result within the 14 day quarantine period does not affect the quarantine period and the person must finish their 14 day quarantine.

No known exposure to a COVID-19 case or travel-related exposure. People who have not been identified as a close contact to a COVID-19 case and have not traveled from a location on the KDHE Travel-related Quarantine List may return to work/school.

**Other Students and Employees in the Household**

If a student or employee is excluded from school because of a positive COVID-19 test, other students and employees living in the same household are considered close contacts and will be excluded from school for a mandatory 14-day quarantine period, which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, the 14-day quarantine period for household contacts begins once the case is released from isolation by the Rawlins County Public Health Department. (See Appendix B:Isolation and Quarantine Release Graphic)

If a student or employee is excluded from school on a 14-day mandatory quarantine period because they have been identified as a close contact of a case, then other students and employees living in the same household are considered contacts of a contact and do not need to be excluded from school unless they were also identified as a close contact of a case.

**Travel-Related Quarantine**

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.

**School Response to Student or Employee in Isolation or Quarantine Separation While in School**

As soon as USD 105 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 the 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.

USD 105 staff will immediately begin compiling a list of close contacts, including names, email addresses, and phone numbers. The school will consider the 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. Guardians of students who have been identified as close contacts and staff identified as close contacts will be informed immediately. Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case. This list of close contacts will be shared with the Rawlins County Public Health Department for follow-up during the quarantine period.

**Separation While in School**

Students who are showing symptoms of COVID-19 and other communicable diseases will be separated from other students and staff for further evaluation and/or picked up by a family member.

All who enter the room will sign-in so the school has a record.

This room will be disinfected several times a day.

Students and Staff will wear PPE in this room at all times.

Students who are ill will be walked out of the building to their parents.

RCES will use the current Nurse's Office to separate students who meet symptom protocols.

RCJHS will use the former band room to separate students who meet symptom protocols.

**Care Rooms for Students with Physical Needs**

Each school will 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 room will be disinfected frequently, and all staff members present will wear appropriate PPE. The student will be provided a mask.

RCES-The current copy room will be this location. The copying supplies will be moved into the teacher workroom.

RCJSH will be able to keep their nurses' office as this room as they have an alternative location for students who are sick and waiting to be picked up.

**Confirmed Case of COVID-19 in the Building**

When there is a confirmed case that a person infected with COVID-19 was in the school building, the school will contact the Rawlins County Public Health Department immediately.

USD 105 will consult the Rawlins County Public Health Department to determine which option below is advised due to the situation at the time.

**Option One:** The school will close the building of a minimum of 2-5 days and work with the Rawlins County Public 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. 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, including extracurricular activities, before and after-school programs, and field trips. Parents/students and employees will be encouraged to stay home until more information is provided by the school or the health department.

**Option Two:** After consulting with the Rawlins County Public Health Department, the school may remain open but block off areas where the person infected with COVID-19 was in the school building until the area has been cleaned thoroughly. The school will be in contact with the Rawlins County Public 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.

The school will contact parents/students and employees to notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the Rawlins County Public 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.

**USD 105 Facilities Guidance****Clear Barrier/Sneeze Guard**

Clear/Barrier sneeze guards will be used in every classroom table (where students face each other, teacher desk, office desk, principal desk, and lunch table).

**Handwashing and Hand Sanitizer**

Each elementary classroom has a handwashing sink and hand sanitizer station. Each high school classroom will have a hand sanitizer station.

Hand sanitizer stations will be placed at every entrance to the school and strategically placed in high traffic areas.

**Social Distancing Markers**

Social Distancing Markers will be placed in appropriate points in the school. Examples include lunch lines, gym seating, bathrooms, classrooms, etc...

**Trash Receptacles**

Trash receptacles are placed in appropriate areas of the school and will be changed regularly with new bags each time.

**Ventilation**

HVAC filters will be replaced at minimum every 30 days.

**Modifying the Use of Spaces**

Emergency evacuation procedures will remain in place and will be administered according to the greatest threat. I.e., our tornado shelter may not have room for proper social distancing, but we will take shelter if there is a threat of a tornado according to district policy.

**Building Water Systems**

Building water fountains will be closed and students will have the opportunity to bring their own water bottles into the classroom for personal use. Students may fill their water bottles at appropriate times in the water bottle filling stations in each building.

**Lockers**

RCES-Teachers will stagger students through lockers to avoid a high traffic situation. RCJSH-Students will be encouraged to limit locker use and will be allowed to carry bags to class to carry the books and supplies for multiple classes.

## **Cleaning, Sanitizing, and Housing Recommendations and Considerations**

### **Cleaning Protocols**

QUICK NOTE: Household cleaners are **not sufficient** for industrial cleaning, the rating system by the government is based on a household of 4 or 5 whereas industrial cleaners are rated by the 100 - 1000.

Cleaning and sanitizing are 2 separate steps...some chemicals combine these steps.

i.e. glass cleaner....it is not usually necessary to sanitize mirrors because glass cleaner is ammoniated. Though glass cleaner is not classified as a sanitizer, it is sufficient for mirrors.

**Bleach wipes and disinfectant wipes are not cleaners**, though many treat them as they were. They sanitize but they do not contain any detergent, so grime can be left behind giving germs and viruses a breeding ground for quick recovery.

With that said, wipes unless they are classified as a cleaner/sanitizer should not be used as a 'one & done' disinfectant for handles, light switches, sinks/faucets, table tops etc....generally speaking they are effective when a quick wipe is needed with the follow up cleaning soon. I prefer MARCS DT Disinfectant Towels M-349 These clean/sanitize in 4 min. CLEAN & SANITIZE are necessary for repeatedly handled items.

The products I prefer & are CDC compliant: ENVY Disinfectant/cleaner (ready to use) & MARC34 Marcicide4 comes concentrated. These clean & disinfect...with a towel these should be used repeatedly on: toilets/hardware, sinks/hardware, drinking fountains, handles on everything, light switches, tables/desks...etc.

Floors generally only need water and neutral cleaner mix...mop or autoscrubber. Occasionally a cup of white vinegar in the autoscrubber rinse water section will keep the machine itself sanitized and won't harm the floor or machine.

Foggers have been purchased by the school district. These have a valve control to prevent saturation, evaporation will be an important factor when considering how much to dispense. (How soon will the next class begin)

The chemical used is a concentrate sanitizer NU-FOAMICIDE is a cleaner/sanitizer. We are using this chemical primarily as a virus inhibitor. It sprays on and kills germs and viruses between classes and lunch groups, cleaning requires wiping and agitation, so simply fogging is not going to clean. So rooms that have been fogged still will require cleaning each day.

In addition to these cleaners we also have 2 hospital grade aerosols. (1)MARCS 'ROOM SERVICE' Total release M-107 is a room BOMB for when a virus has been reported. (2) Marcs 'ROOM SERVICE XL' which is a daily use (Lysol type item) can be used on hard and soft surfaces.

Adam Tully will lead training of district custodial and transportation staff for consistent application of cleaning techniques.

### **Storage**

USD 105 may consider purchasing/renting a storage unit for greater access to cleaning equipment and furniture not being used as a result of the pandemic.

### **Grounds and Exterior Building Recommendations and Considerations**

#### **Playground Equipment**

Playground equipment will be disinfected with a fogging machine in the morning and in the afternoon.

**School Facility Rentals**-School facilities will not be open and available to non-school events, gatherings, and basketball/volleyball evenings due to keeping a clean and safe environment for our students and staff.

#### **Outside Contractors and Vendors**

Outside contractors and vendors must check in at the office and will be screened as every other person who enters the school facility. Outside contractors and vendors are required to wear a mask.

#### **Suggested Materials:**

Disinfectant Foggers-8 purchased

Cleaning Supplies and Disinfectant

Hand Sanitizer and Stations for each classroom, every entrance, lunch room, and office.

Clear Barrier/Sneeze Guards for each classroom table (where students face each other, teacher desk, office desk, principal desk, and lunch table.

Two water bottle filling stations at the front of the elementary school-Optional

Floor/Wall Markings

## **USD 105 Transportation Guidance**

### **Student Transportation**

- USD 105 will recommend and encourage students to wear masks on the bus due to the close proximity of others.
- Temperatures will be checked before students are allowed on the bus.
- Parents must give the school two secondary contacts in the event the student has a temperature above 100.4 degrees to attend to them at home.
- Students who have a temperature higher than 100.4 degrees will not be allowed on the bus.
- Students will enter and fill in from the back to the front of the bus.
- Family units will sit together.
- Students will use hand sanitizer when entering the bus.
- Elementary Students will enter the west door of the Elementary and the Junior-Senior High Students will enter the front door of the Junior-Senior High School.

### **Sanitation**

- Use fog disinfectants after each morning route-Open bus doors and windows
- Clean high-touch areas-Door entrance railings-Each Route

### **Drivers**

- USD 105 will recommend and encourage drivers to wear a mask.
- Drivers will stop at the bus barn after the morning route to allow the Transportation Supervisor to disinfect the bus immediately so the drivers can go along with their day.
- Drivers will use disinfectant to wipe down high traffic areas of the bus, such as the handrail used to enter the bus and the top of the seats.