

# USD 103 COVID PLAN

## Message from the USD 103 Superintendent to Parents:

*Dear Parents,*

*Attached is the COVID plan that our staff, board, and administration worked on for the 2021-22 school year with the goal of keeping our students, staff, and community safe as we work through the 2021-22 school. We will continue to have challenges, changes, and edits during this time, but our goal remains to educate your children to the best of our ability while keeping them safe and in school.*

*We will continue to adapt this plan “as we go” through the school year (as changes develop and KSDE requirements change), we ask that the parents be patient as we attempt to meet the needs of students, staff, parents, and community so that we can safely keep our children in school this year.*

*Thank you so much.*

*Sincerely,*

*Sherri L. Edmundson*

*Sherri L. Edmundson  
Cheylin Superintendent of Schools*

## **General Learning and School Safety Operations**

This guide specifically addresses requirements around maintaining continuity of learning in the situation where students and staff in a classroom are exposed to COVID-19. As the numbers in our Cheylin staff and students have remained low and extracurricular activities are important to the overall health of our students and staff, we are also allowing for participation in those activities. This guide will be updated to reflect the current activity of the virus in our district and are subject to change at any time to protect the health of Cheyenne County and USD 103 staff and students.

### **Background:**

COVID-19 is a respiratory disease caused by a coronavirus (SARS-CoV-2) which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Studies show that asymptomatic people and people in the pre-symptomatic phase (2-3 days before symptoms begin) can also be a source of infection.

The most common symptoms of COVID-19 are fever and lower respiratory symptoms including coughing, shortness of breath, or difficulty breathing. However, there are many other symptoms that may be associated with COVID-19 including chills, fatigue, muscle aches or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. The elderly and people with underlying medical problems such as high blood pressure, heart problems or diabetes, or chronic respiratory conditions, are at a greater risk of serious illness from COVID-19.

Schools are an important part of the infrastructure of communities, as they provide safe, supportive learning environments for students, employ teachers and other staff and enable parents, guardians, and caregivers to work. The unique and critical role that schools play makes them a priority for opening and remaining open, enabling students to receive academic instruction and support as well as critical services.

### **Current Isolation and Quarantine Requirements:**

Fully vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they remain asymptomatic. Currently, everyone ages 12 and older are eligible for vaccination.

A Person Under Investigation (PUI) is suspected of having COVID-19 disease. A person who is being tested for COVID-19 is required to be in quarantine until test results are received. Possible outcomes of the test result include:

1) If the test result is positive, then the person becomes a case and adheres to the following guidelines:

- Begins 5 days of quarantine or isolation if the person is asymptomatic.
- Or If the person is symptomatic, but fever free for 24-hours without the use of fever-reducing medication and symptoms are resolving,
- Followed by 5 days of consistent and correct masking when around others.

2) If the test result is negative, but the person is a close contact (as defined below),

- Begin 5 days of quarantine or isolation if the person is asymptomatic
- Followed by 10 days of consistent and correct masking when around others
- May return to school after 5 days of quarantine or isolation if asymptomatic

3) If the close contact is fully vaccinated (as defined below) and asymptomatic

- No quarantine or isolation is required
- The close contact must wear a well fitting mask for 10 days

4) If a close contact is not fully vaccinated (as defined below) and asymptomatic

- Begins 5 days of quarantine or isolation
- Followed by wearing a well fitting mask for 10 days

### **Close Contact:**

Close contact is someone who has been within 6 feet of a person for a cumulative total of 15 minutes or more over a 24-hour period. The exception for students in the classroom setting or a structured outdoor setting where mask use can be observed, the close contact definition excludes students who were between 3-6 feet of a person with COVID-19 and the close contact correctly and consistently wore well-fitting masks the entire time. (NOTE: the exception does not apply to teachers, staff or other adults in the indoor classroom setting).

Persons considered Susceptible (not immune) to COVID-19 disease includes:

- Persons over age 18 not up to date on recommended COVID-19 vaccines (have not received their boosters)
- unvaccinated/not fully vaccinated persons

- Persons who do not have evidence of recent COVID-19 infection in the last 90 days.

### **Current Plans:**

These are our current plans, but as more information or changes occur, these plans may change. Throughout this process, we will consult with both Rawlins and Cheyenne County Health Departments. However, we have identified four priorities that we will focus on throughout the entire process:

- Promote behaviors that reduce the spread
- Maintain a healthy environment
- Maintain healthy operations
- Prepare for when someone gets sick

**Low Risk: On-site learning environment**- Students and staff will attend on site with enhanced and mandatory health and safety protocols put in place. This will be implemented when there are 0-10 active positive cases within Cheylin staff and students.

#### **Low risk:**

- a. Additional cleaning.
- b. Frequent handwashing.
- c. Health screenings at home. Stay at home if you have symptoms. Report any suspected cases to the school.
- d. Equipment and supplies may be shared if wiped down between users and should be minimized.

**Moderate Risk: On-site learning environment (Modified Protocol)**- Students and staff will attend on site with additional enhanced and mandatory health and safety protocols put in place. This will be implemented when there is moderate spread or our students are in attendance at an event that results in a cluster spread. This level will be implemented when there are 11-25 active positive cases within the Cheylin staff and students. The modified protocol allows all students and staff in the exposed classroom to continue physically attending school during their quarantine period.

When active cases decrease below 11 and stay consistently low for one week, the district may return to Low Risk Protocol.

**Moderate risk:**

- a. All of the above precautions, plus the following (as applicable).
- b. Face coverings will be worn by all students and staff throughout the day.
- c. Social distancing of 3' minimum.
- d. Efforts will be made to spread out lockers with the option of discontinuing use of lockers.
- e. Recess: K-2, 3-4, 5-6.
- f. Bathroom breaks scheduled by class.
- g. No shared equipment or supplies.
- h. An option may be necessary for breakfast to be grab and go for 7-12. Elementary students will be spread out for breakfast.
- i. An option may be necessary for closed lunch or lunch eaten in the classrooms for some grade levels.

**Modified Protocol Requirements for Moderate Risk:**

**These modified protocol requirements are contingent on the close contacts of a case remaining asymptomatic (no symptoms) and are not in the household that you reside.** If a family member tests positive, all household members must quarantine at home. Students and staff who have had exposure but remain asymptomatic should adhere to the following practices prior to and during the school day:

- **Parental Choice:** Parents who are not comfortable with sending their children to modified quarantine have the option of keeping their kids at home in regular quarantine.
- **Transportation:** Transportation will not be affected at this time.
- **Arrival and dismissal times:** Both students and staff on modified quarantine may arrive at and leave school among the non-quarantined people in the building, but are required to wear a mask upon arrival. Students and staff will be able to stay in the classroom but will be required to social distance at all times and wear a mask.
- **Pre-screen:** Modified quarantine students and staff will undergo pre-screening by the school. We also ask that parents/guardians monitor for symptoms at home. The symptom checklist will be used to properly screen students. Notify the school administration of any symptoms that develop and stay home.

- **Medical check-in:** Modified quarantine students and staff will be checked on periodically by school administration or other designated employees. If the quarantined student or staff becomes sick during the day, they will be sent home immediately. Surfaces in their workspace will be cleaned and disinfected on a daily basis. Anyone who develops symptoms consistent with COVID-19 during the quarantine period should notify the school administration and be picked up from school. Families will be encouraged to contact the county health department.
- **Wear a mask:** Modified quarantine students and staff must always wear a facemask/face covering while in the school. Refusal to wear a mask may result in the staff member or the student being sent home for regular quarantine. Students who have a medical exemption from wearing a mask are still required to wear a face-covering while in modified quarantine.
- **Physical separation:** When able, modified quarantine students and staff should be physically separated from the general school population through groupings, classroom arrangements, and assigned seating as directed by the school administration.
- **Bathrooms:** Modified quarantine students and staff may be directed to a designated bathroom by staff. As this is often not feasible, school staff will be increasing cleaning times and all students and staff are encouraged to continue good hand washing and appropriate hygiene. Students in modified quarantine at the elementary building will continue to use the normal bathrooms while wearing face coverings.
- **Lunch:** Modified quarantine students and staff may be directed to a designated lunch location/area by staff.
- **School activities:** Modified quarantine students and staff may participate in activities but will be required to wear a mask. They will not be required to wear a mask during vigorous physical activity or if able to maintain 6 feet of distance from others and are outdoors.
- **Outside of school:** Modified quarantine students and staff may still participate in outside activities at this time. It is advised that those in modified quarantine respect that they may be asymptomatic carriers and to wear masks whenever they are unable to maintain 6 feet distance or are indoors. It would also be advised to avoid contact with family members or others who are vulnerable to serious diseases such as the elderly or immunocompromised.

**High Risk: Remote learning environment:** Some or all students will receive their learning remotely by USD 103 teachers. This is the most restrictive situation

where there are multiple positive cases and may be implemented for one classroom, at one school, or for the entire district. This will be implemented when there are high risks of spread. This decision will be made at school board discretion.

**High risk:**

**Option 1:** One school is closed while the other continues in person education. This will be evaluated on a case by case basis by the school district.

**Option 2:** One school is remote while the other continues in person education. In the elementary school, it is possible that a class could go remote while the remaining classes continue in person education. This will be evaluated on a case by case basis by the school district.

**Option 3:** All students and staff in USD 103 school district will have remote learning

**Confirmed case in a building, regardless of community transmission-All phases**

1. Identify staff/students to be sent home to self-isolate to allow time to coordinate with local health officials.
2. Close building/area of a building for a short period of time to clean and disinfect. This closure may include all the extracurricular activities.
3. Contact tracing will occur by school administration with support from the county health.
4. Communication will be made as to when and how operations will resume.
5. In such a situation, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

**Specific Operations:  
(if applicable)**

**General Protocol**

- Schools should strive to maintain at least 3' of physical distance between students within classrooms and other closed settings.
- Dividers will be used in classrooms where students can distance appropriately.

**Transportation**

### Sanitation

- Staff will sanitize frequently touched surfaces of handrails, bus seats and sides of bus and vehicles once a day.
- More detailed cleaning of busses once a week
- Surfaces will be cleaned with CDC approved disinfectants
- Have hand sanitization and sanitizing wipes in vehicles for use

### Student Riders

- Face mask must be worn
- Students will have their temperature checked as they get onto the bus.
- Have assigned seats
- Have household members sit together
- Spread students out as much as possible
- When possible load students from the back to the front and unload from the front to the back to avoid walking past each other
- Try to minimize the amount of time students are on the bus
- Try to keep window and doors open to improve air circulation

### Activity Trips

- Have assigned seats for all trips.
- Use one athletic bus for middle school and the other one for High school
- Athletic buses will be wiped down after each use
- Sit household members together whenever possible
- Load from the back to the front and unload from the front to the back to avoid walking past each other
- Spread students out as much as possible

### Drivers

- Wear masks
- Take the temperatures of students getting on the bus.

### Cafeteria

- Silverware will be handed to students/staff.
- Students must maintain distancing through the lunch line.
- Mandatory washing of the hands/or sanitizing before entering the cafeteria
- K-12 Assigned seating arrangements - By class/table/student and have to wait to scrape trays until a teacher dismisses them. No getting up and going back and forth (every other table then disinfected before next class comes in)
- Minimal use of the water jugs - all water bottles will need to be filled prior to entering the cafeteria.



- Student/Teacher microwave will need sanitized after each use
- Clear barrier on serving line

## Custodial Procedures

### Teachers:

- Daily classroom cleaning: Cleaning with chemicals is to be done by an adult, not students grades 4 and under.
- The teachers will clean these items at the end of the day (every day); please try to clean the bolded items during transition times as well:
  - Phones (and after any use by someone other than you)
  - Computers
  - Computer cart
  - Door knob
  - Cabinet knobs
  - Faucets
  - Counter tops
  - Paper towel dispenser
  - Pencil sharpener
  - Light switches
  - Desks
  - Chairs

### Custodial staff:

(In addition to the normal duties, these other duties will be performed)

- Disinfection at 10:00 am and after school each day
- General Disinfection in these areas:
  - Stair rails
  - Doors
  - Walls
  - Lockers
- 10:00; 1:00, and after school disinfection of these areas:
  - Bathroom sinks
  - Toilet seats and handles
  - Soap dispensers
  - Paper towel dispensers
  - Water fountains

- Wear new gloves to clean in each room.
- Empty the vacuum after each room.

### Arrival/Dismissal/Transitions:

Avoid Excessive Office Visits: Teacher Medicine Kit: In order to eliminate unnecessary hallway travel, each teacher will have a “medicine kit” to take care of bandaids, ice packs, and temperature checks. The secretary will bring prescription medication to the classroom for the student rather than the student coming to them.

#### Arrival:

- Students must have a mask on to enter.
- Students will have their temperature checked.
- Students will sanitize their hands at sanitation stations.
- Students will go to their first hour teacher’s classroom after getting what they need from their lockers.
- If the student eats breakfast, they will go to the cafeteria.
- High school bus students will not enter the grade school unless they need breakfast. If they are eating breakfast, they need to go to the south doors of the cafeteria to enter and exit.

#### Dismissal:

- Students should not loiter on school grounds.
- Students will need to remain a 3 foot distance away from anyone not in their family or grade level. Once a student has left the building, they should not reenter the building.
- Pre-K parents need to wait outside the school to pick up their students.
  - The teacher will walk students down the hallway to exit the building at the front of the elementary school.
- Bus students will be dismissed at 3:55.
- Everyone else will be dismissed at 4:00.

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