

SMITHVILLE



School District

Updated  
July 16, 2020



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## Fall 2020 Re-Entry Plan

### Operating Procedures & Guidelines

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# Introduction

This plan was developed with one priority - **the health and well-being of our students and staff**. On any given school day, there are approximately 3000 of our Warrior family members under our rooftops. With this plan, the district has sought to balance the academic needs, social-emotional needs, and health needs of our Warrior family.

The State of Missouri has charged us with developing a plan that best meets the needs of our community by providing layers of protection for staff and students. Our primary goal is to reduce the chance of any of them becoming infected or being a contact of one who is infected thereby ensuring that each child can remain at school and receive the best education possible.

The layers of protection included in this plan are face coverings for all students and staff, frequent cleaning of facilities and practicing good hand hygiene, and social distancing by keeping students in cohort groups throughout the day or separating in classrooms as much as possible.

Although we know more about this virus than we did a few months ago, the understanding of the medical community continues to evolve as more research is conducted. This plan may be modified to reflect current best practices for promoting the health and safety of our students and staff.

**Further day-to-day logistical procedures will be developed and implemented by each school within our district to ensure specific building needs are met.**

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# Behind the Plan

The following procedures were developed based on guidance and direction provided by Clay County Public Health Center (CCPHC) and Children’s Mercy Hospital and informed by recommendations offered by the United States Centers for Disease Control and Prevention, the American Academy of Pediatrics, the Missouri Department of Health and Senior Services, the Missouri Department of Elementary and Secondary Education, and the Missouri School Boards Association. Further, operating details were developed by the SSD Re-entry & Re-opening Planning Committee.



# Layers of Protection



## CLEANING

promoting frequent hand washing and sanitizing as well as properly cleaning facilities and surfaces



## SOCIAL DISTANCING

limiting the number of people in a space or keeping people in consistent groupings limiting their interactions with others



## FACE COVERING

creating barriers for your personal protection and the protection of others; the need for masks varies by age group

## ELEMENTARY

Grades K-6

### LAYERS OF PROTECTION

## SECONDARY

Grades 7-12

### CLEANING

Cleaning of facilities and frequent opportunities for handwashing and sanitizing throughout the school day.



### CLEANING

Cleaning of facilities and frequent opportunities for handwashing and sanitizing throughout the school day.

### SOCIAL DISTANCING

Social distancing via consistent groupings of classes.



### SOCIAL DISTANCING

Social distancing through efforts such as staggered passing times.

### FACE COVERING

Mask wearing or other face covering for all students and staff members.



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Mask wearing or other face covering for all students and staff members.

# Layers of Protection



## PERSONAL HYGIENE

Students and staff will be strongly encouraged to regularly wash their hands throughout the day with soap and water for at least 20 seconds. Hands should always be washed before eating, before touching one's face, and after using the restroom. In addition, handwashing will occur before and after recess, PE, and library. Students and staff will be strongly encouraged to regularly apply hand sanitizer throughout the day.

Students and staff will be strongly encouraged to properly cover their face by using their upper arm when they sneeze or cough.

Students and staff will be encouraged to bring their own water, clearly marked and labeled. Drinking fountains cannot be used but bottle fillers are available in every building.

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## DISTANCING

All students, staff and visitors will strive to adhere to social distancing guidance, maintaining a 6-foot buffer between other individuals at all times when on District property or participating in District sponsored activities. When social distancing cannot be adhered to, masks will be worn.

Within a classroom, students will be socially distanced as much as possible. For activities taking place outside, masks are not required if social distancing can be accomplished.

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## FACE COVERING & PROTECTIVE EQUIPMENT

Staff must always have a proper face covering on their person. It is recommended that masks be worn at all times when working in non-isolated situations. Employees are required to wear face masks whenever in group settings where social distancing could be compromised.

Students are required to wear face coverings in school and when using District transportation. The district will provide a mask for each student but students may use their own if they prefer.

Face coverings are not recommended for children under the age of 2 or for those otherwise unable to remove the covering without assistance.

Gloves are to be worn by staff when caring or cleaning for someone who is sick but are otherwise not necessary.

## Capacity Limitations

During this phase, all buildings and enclosed spaces and rooms shall strive to limit occupancy at any given time to 50% of the permitted fire code occupancy for events other than daily classroom activities. In lieu of capacity limitations for daily classroom activities, all students and staff will wear face coverings and students will be socially distanced within the classroom as much as possible. Information pertaining to occupancy can be obtained from SSD Central Office.

## Monitoring Use of Space

Building administrators (or their designee) shall keep a record of all groups of staff, students and visitors who are on their campus or within their building. Each “group record” shall include the name of every individual associated with the group, and the date, time and location of all spaces occupied by the group. In the event of an outbreak, the District will utilize this record to notify CCPHC, identify and then communicate guidance to all affected individuals/families, and take appropriate actions to sanitize and remediate the affected area(s).

## Stable Environments

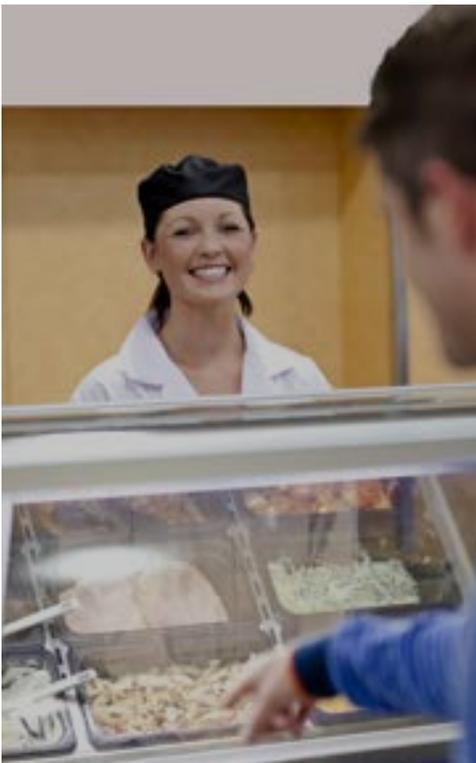
As much as possible, groups of students should remain intact and individuals from within groups should minimize contact with other groups.

## Cleaning & Sanitization

- Before each day, custodial staff will provide a thorough cleaning and sanitizing of all occupied spaces consistent with CDC guidance and SSD custodial protocols.
- Throughout the day, custodial staff will clean and sanitize higher use areas at regular intervals.
- While spaces are occupied by students, non-custodial staff (i.e., coaches, teachers) may assist with cleaning and sanitizing these areas using District approved cleaning supplies. All materials and methods will be safe for public use.
- Buses will be sanitized and disinfected between routes.

# Transportation

- Families are encouraged to provide transportation to and from school if possible.
- Buses will run at full capacity to ensure equitable access to education for all students.
- Bus drivers, aides and students will wear masks on the bus.
- Family members will be seated together.
- Bus seats will be assigned.
- Buses will be loaded from the back to the front and unloaded from the front to the back to limit exposure.



# Cafeteria

- Lunch schedules will be arranged to limit the number of students in the cafeteria. Some students may eat in the classroom periodically.
- Students will not self-serve.
- During this phase, parents having lunch with their child and bringing lunch to their child is prohibited.
- Sharing of food between students is prohibited.

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# High Risk Populations

## District Staff

All staff are encouraged to review the guidance from the [Centers for Disease Control \(CDC\) pertaining to high risk populations.](#)

If there are concerns about returning to work, it is recommended that the staff person first consult with their physician prior to connecting with Human Resources to determine next steps.

## Students

It is strongly recommended that all families review the guidance from the [Centers for Disease Control \(CDC\) pertaining to high risk populations.](#)

Any student who may be considered to be at higher risk should consult with their physician to determine whether it is safe for your student to participate in face to face instruction, or whether they are better suited to participate virtually. Depending on CDC guidance and potential concerns regarding your student, the District may require a physician's note prior to allowing face to face instruction.

# Daily Screening & Reporting

## District Staff

**Staff members will be required to complete a self-assessment prior to the start of each work day and answer the following:**

1. Do you have any current potential symptoms of COVID-19 (fever {100 degrees F} or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea)?
2. Have you come into close contact (within 6 feet) with someone diagnosed with COVID-19 within the last 2 weeks?

Any symptomatic staff member will be required to stay home, notify their supervisor that they will be unable to report to work, and contact Human Resources. They should also arrange to be tested for COVID-19.

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Any staff member who indicated that they have been in close contact with someone diagnosed with COVID-19 within the last 2 weeks or those testing positive for COVID-19 will need to follow the guidance given by CCPHC for isolation and quarantine.

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Any staff member required to isolate or quarantine per CCPHC can only report back to work once they provide medical documentation to Human Resources that stipulates that they are cleared to return to work.

# Daily Screening & Reporting

## District Staff

### Major vs Minor Symptoms

COVID symptoms have been divided into two categories for adults by the infectious disease team at Children's Mercy Hospital.

#### Major symptoms:

- Cough
- Shortness of breath
- Loss of sense of taste/smell
- Fever

#### Minor symptoms:

- Runny nose or congestion
- Sore throat
- Nausea, vomiting, or diarrhea
- Headache
- Myalgia (muscle pain)

#### If you have one major symptom:

You should be assumed to have COVID UNLESS you have a COVID test which is negative.

#### If you have two minor symptoms and an exposure to COVID:

You should be assumed to have COVID UNLESS you have a COVID test which is negative or a clear alternate diagnosis.

#### If you have two minor symptoms and no exposure to COVID:

You must visit your doctor to see if a COVID test is needed. If not, a written permission is required to return.

#### If you have one minor symptom that is not fever:

You can return with symptom resolution.

**COVID positive staff** can return after 10 days from onset of symptoms **AND** 72 hours of being fever free and improvement of symptoms.

# Daily Screening & Reporting

## Students

**Families will be required to complete an assessment of their student prior to the start of each day and answer the following:**

1. Do you have any current potential symptoms of COVID-19 (fever {100 degrees F} or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea)?
2. Have you come into close contact (within 6 feet) with someone diagnosed with COVID-19 within the last 2 weeks?

Any symptomatic student will be required to stay at home and arrange to be tested for COVID-19.

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Any student who tests positive for COVID-19 or indicates that they have been in close contact with someone diagnosed with COVID-19 within the last 2 weeks will need to contact CCPHC and follow their guidance for isolation and quarantine.

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Any student required to isolate or quarantine per CCPHC can only report back to school once they are asymptomatic and after they provide medical documentation to their school administrator (who will share this with the school nurse) that stipulates that they are cleared to return to school.

# Daily Screening & Reporting

## Students

In order to prevent potential exposure to infectious disease such as COVID-19, minor health items such as the following will be handled in the classroom: chapped lips, dry itchy skin, localized bug bite, student needing bathroom supervision, minor headache that goes away with hydration or rest, non-persistent nausea, minor cuts, and a bruise or bump that does not occur at school.

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Any student exhibiting COVID-19 symptoms at school will be monitored in a room separate from the health room until picked up by a parent/guardian.

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If anyone in the household is sick with fever or respiratory symptoms, the child should stay at home. That child can go back to school when the person in the house has either:

- been tested for COVID and is negative OR
  - has been evaluated by a physician and has a clear alternate diagnosis.
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If the household contact tests positive, the child can go back to school 14 days after the last exposure to the COVID positive person IF the child never develops symptoms.

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If the child develops symptoms and is positive, they can go back after 10 days of symptoms and 72 hours fever free, without medication and improvement of symptoms.

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If the household contact is not tested and has symptoms concerning for COVID, the child will need to be out for 14 days from the last contact with the presumed infected person.

# Daily Screening & Reporting

## Students

### Major vs Minor Symptoms

COVID symptoms have been divided into two categories for students by the infectious disease team at Children's Mercy Hospital.

#### Major symptoms:

Cough

Shortness of breath

Loss of sense of taste/smell

#### Minor symptoms:

Fever

Runny nose or congestion

Sore throat

Nausea, vomiting, or diarrhea

Headache

Myalgia (muscle pain)

#### If you have one major symptom:

You should be assumed to have COVID UNLESS you have a COVID test which is negative.

#### If you have two minor symptoms and an exposure to COVID:

You should be assumed to have COVID UNLESS you have a COVID test which is negative or a clear alternate diagnosis.

#### If you have two minor symptoms and no exposure to COVID:

You must visit your doctor to see if a COVID test is needed. If not, a written permission is required to return.

#### If you have fever alone:

stay home for 24 hours post resolution of fever.

#### If you have one minor symptom that is not fever:

you can return with symptom resolution.

**COVID positive students** can return after 10 days from onset of symptoms AND 72 hours of being fever free and improvement of symptoms.

Contacts of COVID positive persons must self-quarantine for 14 days.

# Visitors, Vendors and Volunteers

Visitors, vendors and volunteers will **not be allowed in the buildings during the school day** except in the case of an emergency.

**Visitors allowed into the building in an emergency situation are required to first register with a District staff member at the building's entry and complete a self-assessment prior to being allowed access to any District facility and answer the following:**

1. Do you have any current potential symptoms of COVID-19 (fever {100 degrees F} or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea)?
2. Have you come into close contact (within 6 feet) with someone diagnosed with COVID-19 within the last 2 weeks?

Any symptomatic visitor or vendor will be required to leave the premises and arrange to be tested for COVID-19. Those testing positive for COVID-19 will need to follow the guidance given by their respective Public Health Center or Department for isolation and quarantine.

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Any visitor or vendor who indicates that they have been in close contact with someone diagnosed with COVID-19 within the last 2 weeks or those testing positive for COVID-19 will need to follow the guidance given by their respective Public Health Center or Department. The District staff person who receives this information shall report the matter to the District Office (who will then share this with the Director of Health Services) and the individual will be flagged in the District's visitor management system. Such visitor or vendor will not be allowed back on the premises until they are asymptomatic and have provided medical documentation to the District Office that stipulates that they are cleared to visit or conduct business on District property.

# Positive Test Procedure & Mitigation

If someone has tested positive for COVID-19 virus who has been at a District facility, the District will coordinate with CCPHC and follow their direction which **may** include the following:

- Communicate to all staff and families of students who were in the same building or campus as the diagnosed individual with guidance provided by CCPHC.
  - Dismiss all staff and students that shared space with the individual diagnosed with COVID-19 for at least 2 days, pending CCPHC guidance.
  - Communicate to all District families the particulars of the situation and steps being taken as a result of the incident.
  - Initiate cleaning and sanitizing protocols as issued by CCPHC.
  - Await CCPHC guidance.
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If someone has knowingly come into direct contact with an individual who has tested positive for COVID-19, that individual (regardless of whether symptomatic or asymptomatic) will be required to leave the premises and consult with CCPHC and follow their direction. If this person is a staff member, the Human Resources department will be engaged.

In the event that a student or staff person tests positive for COVID-19:

- The infected person is sent home in isolation for at least 10 days (not to leave their home).
  - Anyone living in the same household with the infected person is automatically sent home to self-quarantine for 14 days after their last exposure to the infected person.
  - Close contacts are also identified.
    - » A “close contact” is defined as any individual who was within 6 feet of an infected person for at least 15 minutes.
    - » A close contact needs to self-quarantine which means to stay home and maintain social distance from others (at least 6 feet) until 14 days after their last exposure to the infected person, in case they also become ill.
    - » One is considered a close contact even if wearing a face covering while around the infected individual. Face coverings are meant to prevent someone from transmitting the disease to others, not to protect someone from becoming infected.
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If you have been around someone who was identified as a close contact to a person with COVID-19, you should monitor yourself for any symptoms of COVID-19. You do not need to self-quarantine.

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**Families should create a contingency plan in case a long quarantine due to COVID-19 exposure is required.**

# Virtual Learning

Families who are **not comfortable** returning to school in the fall will have a **virtual option** available to them.

The deadline to sign up for a virtual learning option is **July 31, 2020**

[Follow this link to sign up.](#)



## Questions, Comments & Concerns

[Follow this link](#)

to ask district administration directly!

# Signage and Accommodations

District staff will install informational and educational signage pertaining to COVID-19 throughout the District as a reminder to students, staff, visitors and vendors to adhere to public health guidance and practices.

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District staff will install distancing and directional prompts throughout the District to provide guidance to staff, students, vendors and visitors as reminders to best ensure proper distancing in key areas where congregating is likely and in high traffic hallways and corridors where congestion is likely.

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District staff will erect and provide protective screens in areas where close and direct interaction between individuals is likely (e.g., at transactional counters, between work areas/cubicles, etc.).

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Additional hand sanitizing stations will be installed throughout the District, situated at key locations and in high traffic areas.

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To minimize touch point areas, all doors that can remain open without compromising safety will remain open.

## Resources Used In Re-Entry Plan Development

[Children’s Mercy Kansas City: Tips for Returning to Community Activities Safely](#)

[Coronavirus disease 2019 \(COVID-19\): Clinical manifestations and diagnosis in children](#)

[American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[Missouri School Reopening Guidance Frequently Asked Health-Related COVID-19 Questions](#)

[COVID-19 Resources for School Based Health Program & School Re-Entry and Reopening](#)

[Missouri Department of Elementary and Secondary Education & Department of Health and Senior Services School Re-Opening Webinar](#)

[Clay County Recovery Plan](#)

## Relevant Documents & Links

[Social Distancing](#)

[When to wear a face mask](#)

[Hand washing & sanitizing](#)

[High risk populations](#)

[When to wear gloves](#)

[Families First Coronavirus Response Act](#)

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