

SMITHVILLE



School District

Updated:  
**April 2, 2021**



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# COVID-19

## Procedures & Guidelines

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# Introduction

Smithville School District's COVID-19 Practices & Guidelines are developed with one priority - **the health and well-being of our students and staff**. We are proud to support the approximately 3,000 individuals who make up our Warrior Family. With these plans, the district has sought to balance the academic, social-emotional, and health needs of our students, employees and families.

The State of Missouri has charged us with developing a plan that best meets the needs of our community. 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 year ago, developments within the medical community continues to evolve as more research is conducted. Practices and Guidelines are subject to change at anytime to reflect current best practices for promoting the health and safety of our Warrior Family.

**Detailed day-to-day logistical procedures is developed and implemented by each of our five schools in our district. This is to ensure specific and unique 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 and maintaining 3-6 feet of separation.



### SOCIAL DISTANCING

Social distancing through efforts such as maintaining 3-6 feet of separation or to the best extent possible.

### FACE COVERING

Mask wearing or other face coverings for all students and staff members while indoors. Masks may be removed outdoors if maintaining social distancing (3-6 feet.)



### FACE COVERING

Mask wearing or other face coverings for all students and staff members while indoors. Masks may be removed outdoors if maintaining social distancing (3-6 feet.)

**Face shields cannot be used in place of a mask or other cloth face covering unless at the written direction of a physician.** If face shields are recommended by a physician, they should wrap around the sides of the wearer's face and extend to below the chin.

# 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 3 to 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 by at least 3 feet & masks must be worn at all times. 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 shields can be substituted for a mask with a written direction of a physician.

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.

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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.

# Daily Screening

## 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 for more than 15 minutes) 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 required to isolate or quarantine per CCPHC can only report back to work once they have met the isolation or quarantine guidelines determined by the CCPHC.



# Daily Screening

## District Staff

### High Risk vs Moderate Risk Symptoms

COVID-19 symptoms have been divided into two categories for adults by the infectious disease team at Children’s Mercy Hospital.

#### High Risk Symptoms:

- New Cough
- Difficulty Breathing
- Loss of taste or smell

#### Moderate Risk Symptoms:

- Congestion or runny nose
- Muscle or body aches
- Chills
- Nausea or vomiting
- Diarrhea
- Headache
- Fever > 100.4

#### SCENARIO 1

##### Screening Results:

1 moderate risk symptom  
AND  
no COVID-19 exposure

##### Is a test required?

No

##### When can the staff member return to work?

Return to work 24 hours after fever resolution and symptom improvement, or if the provider believes that an alternate diagnosis is cause of signs and symptoms, return precautions should be specific diagnosis.

#### SCENARIO 2

##### Screening Results:

1 high risk symptom  
OR  
2 or more moderate risk symptoms  
AND  
no COVID-19 exposure

##### Is a test required?

Yes

##### When can the staff member return to work?

###### NEGATIVE COVID-19 TEST:

Return to work 24 hours after fever resolution and symptom improvement, or if the provider believes that an alternate diagnosis is cause of signs and symptoms, return precautions should be specific diagnosis.

###### POSITIVE COVID-19 TEST or NO\* TEST:

Return to work at least 24 hours since resolution of fever without the use of fever-reducing medications  
AND  
improvement in symptoms  
AND  
at least 10 days have passed since symptoms first appeared.

\*In cases where COVID-19 testing cannot be performed in a student with COVID-19 symptoms, the decision to return to work sooner can be made by the school nurse and/or COVID-19 team in conjunction with the staff member’s medical provider.

# Daily Screening

## 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 for more than 15 minutes) 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 required to isolate or quarantine per CCPHC can only report back to school once they are asymptomatic and after they have met the isolation or quarantine guidelines determined by the CCPHC.

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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.

# Daily Screening

## Students

Any student exhibiting COVID-19 symptoms at school will be isolated away from other students 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 10 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 10 days from when symptoms first appeared and must be fever free 24 hours, without medication and improvement of symptoms.

# Daily Screening

## Students

### High Risk vs Moderate Risk Symptoms

COVID-19 symptoms have been divided into two categories for adults by the infectious disease team at Children's Mercy Hospital.

#### High Risk Symptoms:

- New Cough
- Difficulty Breathing
- Loss of taste or smell

#### Moderate Risk Symptoms:

- Fever > 100.4
- Chills
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Muscle or body aches
- Headache

#### SCENARIO 1

##### Screening Results:

1 moderate risk symptom  
AND  
no COVID-19 exposure

##### Is a test required?

No

##### When can the student return to school?

Return to school 24 hours after fever resolution and symptom improvement, or if the provider believes that an alternate diagnosis is cause of signs and symptoms, return precautions should be specific diagnosis.

#### SCENARIO 2

##### Screening Results:

1 high risk symptom  
OR  
2 or more moderate risk symptoms  
AND  
no COVID-19 exposure

##### Is a test required?

Yes

##### When can the student return to school?

###### NEGATIVE COVID-19 TEST:

Return to school 24 hours after fever resolution and symptom improvement, or if the provider believes that an alternate diagnosis is cause of signs and symptoms, return precautions should be specific diagnosis.

###### POSITIVE COVID-19 TEST or NO\* TEST:

Return to school at least 24 hours since resolution of fever without the use of fever-reducing medications  
AND  
improvement in symptoms  
AND  
at least 10 days have passed since symptoms first appeared.

\*In cases where COVID-19 testing cannot be performed in a student with COVID-19 symptoms, the decision to return to school sooner can be made by the school nurse and/or COVID-19 team in conjunction with the student's medical provider.

# Positive Test Procedures

## 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 10-14 days after their last exposure to the infected person.

## Close Contact

A “**close contact**” is defined as any individual who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset until the time the patient is isolated.

## Quarantine Guidelines

If appropriate masks were being worn correctly by both individuals during the time of exposure in the school setting, the individual who came in contact with the person with COVID-19 can continue to attend school AND participate in school-related activities, so long as they can wear a mask and maintain social distance.

Those exposed individuals should self-monitor for symptoms and should also stay home from school at the first sign they do not feel well. Individuals who were exposed to someone diagnosed with COVID-19 while at school should continue wearing their mask at all times to further reduce the likelihood of transmitting the virus, and they should continue to quarantine at home for 10 days when not at school.

**If appropriate masks were NOT being worn correctly by both individuals during the time of exposure,** the individual identified as a close contact must quarantine for 10 days **IF they show no symptoms of COVID-19.**

- » If at any time during the 10-day time period the individual develops symptoms of COVID-19, they must isolate and get tested for COVID-19 as soon as possible.

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

**\*\* A student who had COVID-19 illness and fully recovered do NOT need to be quarantined if they are subsequently exposed within the next 3 months and do not have symptoms.**

## 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).

Dividing students and teachers into distinct groups that stay together throughout an entire school day during in-person classroom instruction. Limit mixing between groups such that there is minimal or no interaction between cohorts. Maintain 6 feet of distance between cohorts where possible.

## Stable Environments

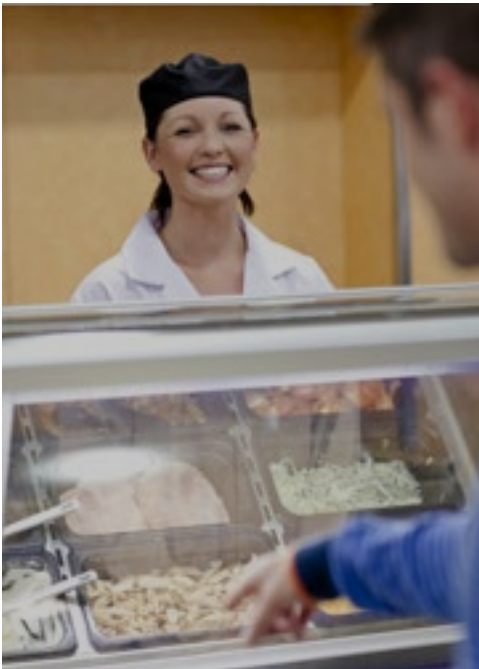
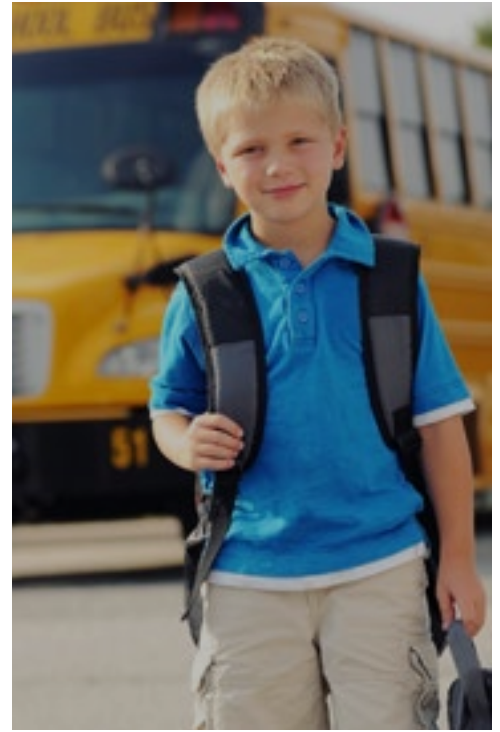
As much as possible, groups of students should remain intact and individuals from within groups should minimize contact with other groups.

## 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.
- Bus transportation is available to all students to ensure equitable access to education.
- 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 to allow for social distancing. Some students may eat in alternate locations.
- 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.

# Field Trips

The CCPHC is no longer requiring plans to be submitted for approval; however, local and school guidelines must be followed. If you wish to take a field trip, you must submit a request to your building principal and to Denise Harwood, Director of Student Services, with an explanation of who will attend, where you are going, length of time, transportation arrangements, and what mitigation measures you will put in place.

# COVID-19 Dashboard

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Smithville School District will continue to monitor data on the spread of COVID-19 in our schools. Positive cases and quarantine numbers will be collected by each school, reported and made public on the district website at [SmithvilleSchoolDistrict.net/CovidDashboard](https://SmithvilleSchoolDistrict.net/CovidDashboard).

The COVID-19 dashboard will be updated weekly on Wednesdays with the latest data available.



[SmithvilleSchoolDistrict.net/CovidDashboard](https://SmithvilleSchoolDistrict.net/CovidDashboard)





# 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 or with permission from administration.

**Visitors allowed into the 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.

## Resources

[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](#)

[Clay County Interim Guidance for Return-to-School](#)

## 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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