ODESSA R-VII
SCHOOL DISTRICT

PANDEMIC RECOVERY
RE-ENTRY GUIDELINES
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Introduction

This plan outlines the Odessa R-VII School District's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as the current COVID-19 pandemic in a collective, community approach. This plan should be considered a "living document" that may evolve and be updated as necessary based upon the most up-to-date information and recommendations we receive.

Procedures outlined within this document are intended to provide guidance in preparing for and conducting an effective recovery and successful re-entry into regular education services. Because experts are continuing to learn more about COVID-19 and the conditions surrounding the crisis are continually evolving, this guidance may likely change, be amended, or added to. We continue to coordinate with local authorities, such as state and local health departments, MSBA, DESE, and apply this guidance in accordance with the guidance they receive. The Odessa R-VII School District will adhere to the most recent recommendations from the Centers for Disease Control and Prevention.

It is important to remember our recovery plan is only effective through a collaborative effort by all. Reviewing, practicing, and updating this plan on a regular basis is essential to ensuring the highest level of success in responding to any event. The Odessa R-VII School District may revise and update this document as needed.

Procedures outlined within this document are based on recommendations from federal, state and local resources, collaborative partners, and institutional best practices and are not, unless otherwise indicated, required by statute or regulation.
Preparing for 2020-21

As the district prepares for the upcoming school year, many decisions have been made using the latest information from local and state guidance from the various health, safety and education organizations. The following items will allow the district to open school buildings and work to keep students and staff safe:

- **Hygiene** - Elementary staff are encouraged to teach and practice hand washing with students. At the middle school and high school, staff are encouraged to remind students regularly of hand washing practices. Hand sanitizers are also installed in many “high traffic” locations throughout the district.

- **Breakfast & Lunch** - Both will be eaten in the classroom. Breakfast will be picked up by students on their way into the building and taken to their first hour class or homeroom. At this time the tentative plan is for students at McQuerry and Upper to go to the cafeteria to pick up their lunch and return to the classroom to eat it. At the middle school and high school, students will pick up a lunch in the cafeteria and take it back to the classroom of the hour in which they are eating.

- **Outside Food** - At the elementary schools only purchased pre-packaged snacks can be dropped off at the office for special occasions. At the middle school and high school, no outside meals being delivered at lunchtime will be allowed. All students are welcome to bring their lunch and keep it in their locker until lunchtime.

- **Masks Requirements, or Not** - Masks will be required in all buildings when social distancing can not happen. At the high school and middle school, masks will be required during passing time and all other times (including during class) when social distancing can not happen.

- **Visitors** - Only planned/pre-arranged visitors will be allowed into the buildings. Any visitor will be required to be screened by the nurse and will have to wear a mask. Once inside the building they will only be allowed in the principal's office suite or in a designated room for meetings with outside visitors. This will allow the space to be cleaned and sanitized after every visitor.

- **Screening of Students** - Parents will be encouraged to screen students daily at home before coming to school. Health care staff will provide additional screening when necessary. Students who are showing possible symptoms need to be sent to the nurses office and they will be further evaluated in the health room.

- **Back to School Events** - While we will try to find ways to continue activities that were once planned as large group activities, this might not be possible. Other possibilities are being considered to allow back to school activities to continue.

- **Classroom Seating** - All classroom desks must be facing the same direction. At the elementary buildings, where tables are used in classrooms and libraries, the district is looking at plexiglass shields to be placed on the tables.
• **School Supplies** - There will be no sharing or community school supplies. Each student will need to use only the supplies they bring.

• **Building Libraries/Classroom Libraries** - All books from the building library and from classroom libraries MUST be wiped down after each student uses them.

• **Physical Contact** - No unnecessary physical contact (i.e. - hugs, high fives, etc......)

• **Office Areas** - The district is looking at placing plexiglass shields between the secretary and visitors to their workspace.

• **Open House** - At this time different options are being considered for Open House.

• **Field Trips** - Until further notice, there will be no field trips.

• **Attendance Policy** - The district will not change the attendance policy at this time, but will make sure to allow for students to miss due to the virus and still receive their education.

• **Daily Building Opening Time** - The buildings will open for students to come in and go to classrooms at the following times: McQuerry - 7:30, Upper - 7:20, Middle School - 7:25, High School - 7:20. As a reminder, some school start times have changed for next year. They are: McQuerry - 8:00, Upper - 7:45, Middle School - 7:55, High School - 7:35. *Please do not drop students off earlier than the building opens.*

• **Cleaning and Sanitizing** - Custodial staff continues daily cleaning of all areas throughout buildings, with special attention being paid to high touch and high traffic areas. The district has worked with suppliers to insure that cleaning supplies are effective in combating the COVID-19 virus.

• **Water Fountains** - Each building will have multiple water bottle filler stations. Students will be encouraged to bring their own water bottle as water fountains will not be available.

• **COVID-19 Positive** - If a COVID-19 positive test is reported by a student or staff member, district administration will immediately contact the Lafayette County Health Department and work closely at their direction to track and quarantine any and all necessary students and staff.
Governance

The board of education and administration may work with appropriate agencies to focus on the immediate needs to reopen school but also provide long-term planning in case the district needs to adjust methods of instruction due to COVID-19.

Action items could include:

- Review the 2020-21 school calendar with considerations to possible contingencies.
  - ✓ Consider an alternative calendar where the start date is advanced or delayed.
  - ✓ Consider alternative calendars in case the School Building Closure/Distance Learning Plan or the Alternatives to School Building Closure Plan are implemented.

- Consider suspending policies that conflict with statutory waivers or extensions granted by the Governor.

- Approve a School Building Closure/Distance Learning Plan and an Alternatives to School Building Closure Plan developed by Odessa R-VII School District administrators.

- Review and/or revise the Odessa R-VII School District's facilities plan based on recommendations from the superintendent to minimize the risk of infection.

- Review and/or revise the budget.
  - ✓ Determine how federal COVID-19 funding and other state or federal grants should be spent.
  - ✓ Ensure appropriate resources are allocated to facilitate the School Building Closure/Distance Learning Plan and the Alternatives to School Building Closure Plan developed by district administration.

- Review and/or revise the Odessa R-VII School District's professional development plan based on recommendations from Administration and the Board of Education.

- Review the Odessa R-VII School District’s relevant staff leave policies.

- Review student attendance policies for absences during an outbreak of a contagious disease.

- Review the process for deciding whether the school may open as normal.
  - ✓ Work with the local health department to determine triggers for school building opening, closure or implementing additional precautions like excluding the public from the building. Please note that there may be local outbreaks where local
schools should close, but the state may not act to close all schools. In those situations, the decision to close schools may have to be made by the Odessa R-VII School District and the local health department.

- Ensure that the District Safety Committee is in place and update the emergency operations plan, after a thorough and ongoing evaluation of the District's response to the 2020 pandemic closure.

- Develop a plan and expectations for more frequent meetings and communication between the board of education and the administrative staff when there is an outbreak of communicable disease.

- Approve an alternative command structure, with recommendations by the superintendent, if the superintendent or other key administrative employees are unable to work.

- Work with the communications department to keep constituents, collaborators and the media aware of the Odessa R-VII School District's planning efforts. A clear, calm, and proactive governance response by the board of education can help assure the community and prevent anxiety.
Communications

Effective and ongoing communication is a critical component before, during and after any school crisis. Implementing specific communication procedures and protocols may allow staff, students, families and the community to safely re-engage in the education process.

- Communications procedure:

  ✔ The District Central Office will issue any and all statements on behalf of the district as it relates to critical situations.

  o Prepare communications to parents/guardians.
  o Prepare communications to students.
  o Prepare communications to the public.
  o Work with community agencies, local government and health-related groups to provide consistent and factual messages.
Facilities

- Inspect all buildings to determine readiness for re-entry.
- Thoroughly ventilate, clean and disinfect all buildings, desks, equipment and other surfaces prior to students returning using CDC and OSHA guidelines.
- Create a time schedule for effectively cleaning and disinfecting buildings once students return.
  ✓ Clean and disinfect all work areas, counters, restrooms, doorknobs, and stair railings.
- Thoroughly ventilate, clean and disinfect all buses and other district vehicles.
- Ensure buildings have adequate prevention measures in place.

Transportation

- Parents are encouraged to drive children to school rather than sending them on the school bus.
- Students on the bus will be required to wear masks and will have assigned seats, as well as be seated in family groups when possible.
Nurse / Health Personnel

- Ensure the health rooms have all necessary supplies readily available as determined by the District Nurse.

- Review health rooms to minimize the risk of infection.
  
  ✓ Isolate students/staff who might have COVID-19 or other communicable disease and are waiting for pickup.
  ✓ Determine if additional sterile space is necessary to separate students with respiratory conditions to minimize contact.
  ✓ Ensure furniture and other surfaces can be easily disinfected.
  ✓ Ensure trash cans and other receptacles are no-touch.
  ✓ Examine equipment such as thermometers to determine if adjustments need to be made to increase sterilization and minimize chances of reinfection or if new equipment is needed.

- Utilize the on-site telehealth clinic for students and staff.

- Communicate with families.
  
  ✓ Review immunization records.
    
    o Notify all parents of students who are not immunized or have a legal exemption on file that the student may not be allowed to attend school until those immunizations have been completed or the first dose of an ongoing immunization is received. *(See MDH immunization for school resources)*
    
    o 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. Examples:
    
    o Having parents obtain “closed inhalers” for asthmatic students.
    o Revision of toileting schedules to minimize opportunity for infection.

  ✓ Prepare lists of medical/dental resources to share with families.
  ✓ Prepare information on MOHealthNet eligibility to provide to families.

- Prepare to provide daily health reports to the superintendent or central office.

- Communicate with state and local health departments.
  
  ✓ Verify where staff and students can be tested for COVID-19.
  ✓ Obtain current information and tools that help students, families and staff self-screen for COVID-19 illness.
Academic

The Odessa R-VII School District remains committed to providing a quality education to all students, while maintaining the safest possible environment. The district is offering two options for educational services, In-Person Seated and Distance Learning.

In-Person School will take place at school in a traditional classroom environment. The requirements and restrictions of In-Person School will be fluid based on city, county, and state regulations. If our district does not have mandated restrictions, the following precautions will be put in place:

- Hand washing and hygiene will be enforced.
- Hand sanitizer will be readily available and encouraged.
- Parents are encouraged to do daily well checks at home and if the child has a fever of 100.4 or higher, or shows multiple illness symptoms, please keep them home. Daily school wellness checks will consist of staff observations and verbal check-ins with students about signs and symptoms of COVID-19. If a student shows signs, they will be evaluated further by the building nurse.
- If someone is showing possible symptoms they will be further evaluated in the health room.
- Face masks will be required unless the students are able to socially distance, additionally masks will be required when moving throughout the school (arrival, dismissal, passing time, bathroom breaks, and transitioning to a special class such as P.E., etc.)
- Social distancing will be practiced when possible, but we know it is not always feasible with various student populations and age groups.
- Large gatherings like assemblies and Special Person's Day will be postponed until a later date, or canceled.
- No visitors or lunch guests will be allowed.
- Recess will take place.
- School bus transportation will be available for those who need it. Masks and assigned seating will be mandatory on buses.

Please keep in mind that mandated social distancing restrictions may not allow for our district to host school Monday-Friday for every student. If this measure becomes a requirement, the district will look at alternate plans that allow for fewer students in the building each day.

Distance Learning in the Odessa R-VII School District will be in partnership with Edmentum's, utilizing their EdOption Academy platform Kindergarten through high school. Through Edmentum, Missouri certified instructors work with the students on
mastery of courses. At the elementary level, the students receive daily instruction followed by lessons/homework to complete. A key to student success is the parental commitment to serving as the students learning guide. The Edmentum educational platform is a research-based curriculum known for its academic rigor and engaging approach to project-based learning, and is designed to build lifelong skills. At the secondary level the EdOptions Academy provides direct instruction from Missouri certified educators at least twice a week. This program incorporates an engaging, age appropriate learning experience that emphasizes real-world applications. Learners are actively engaged and frequently interact with the content. The active learning approach enables students to apply what they have learned, practice, and check their understanding.

The District will coordinate with appropriate collaborators to provide rigorous academic services for all students.

- Provide Benchmark Assessments to determine student achievement levels.
- Determine necessary interventions.
  ✓ Consider daily school day schedules, identifying time for remedial instruction as needed.
  ✓ Consider additional time for remedial instruction before and/or after school.
- Continue State Grade level standard
- Monitor formative student assessments for progress monitoring as needed to support grade-level academic achievement.
  ✓ Continue with grade-level formative assessments.
  ✓ Students not meeting state standards are offered academic interventions and remedial instruction time.
- Special education services
  ✓ Have IEP teams review and update Individualized Education Plans for special education students and address educational and health services if a) a doctor determines it is not safe for the student to attend school, b) the School Building Closure/Distance Learning Plan is implemented, or c) the Alternatives to Closing School Building Plan is implemented.
  ✓ Plan to deliver required compensatory services.
  ✓ Research options for providing services to students through telehealth or other virtual options, as needed.
- Students with disabilities that have a 504 plan
✓ Have 504 teams review and update 504 plans and address educational and health services, as needed.

• Enrollment of students

✓ Students may enroll but cannot attend until they have received all required immunizations unless covered under a legal exemption. (See MDH immunization for school resources)
✓ Verify or obtain appropriate authorized use agreements for Odessa R-VII School District technology and wi-fi access.
✓ Have parents review and revise emergency contact lists, recommending the inclusion of persons who are not in the high-risk category for COVID-19.

• Teach healthy habits at all grade levels.

✓ Educate students on viruses and the signs of illness.
✓ Build in time throughout the day for routine hand washing by both students and employees.
✓ Require students to wash their desks at least once a day.
✓ Prohibit the sharing of pencils and pens, etc.
Attendance & Building Visitors

In an effort to prevent the spread of COVID-19 to our students and staff we ask that you do not send your child to school if they have any of the following symptoms outlined by the CDC:

✓ Fever 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 (not caused by conditions such as seasonal allergies)
✓ Nausea or vomiting
✓ Diarrhea

Health care staff will also be checking students' and staff temperatures upon arrival to school daily. All staff members will also be subject to a daily screening regarding symptoms. Your student can wear a mask at school and pediatric cloth masks will be available free of charge if requested.

If a student or staff member is found to have any of the listed symptoms they will be instructed to put a mask on immediately, if not already wearing one, and taken to the health room for further evaluation. They will be sent home and instructed to be cleared by a doctor prior to returning to school.

All visitors will be required to complete a symptom screening as well as a temperature check. If visitors are found to have any symptoms, they will not be allowed to enter the building.
Social & Emotional Health

The Odessa R-VII School District may coordinate with appropriate collaborators to assess and assist in the psychological and emotional recovery of staff and students.

- Identify the Odessa R-VII School District Crisis Management Team to address psychological and emotional concerns in conjunction with the local mental health services, including post-traumatic stress syndrome counseling.
  - Establish or review and update the crisis response procedure.
  - Prepare and revise lists of professional mental health services, particularly those willing to provide services via telehealth.
  - Develop a process for screening students for mental health or trauma and ensure that appropriate district staff are trained to implement the process.
  - Review what actions to take when a student screens positive for a mental health crisis.

- All communications and services provided to students and parents need to be closely evaluated with a trauma-informed lens. (See 161.1050, RSMo, DESE's Trauma-Informed Schools Initiative and resources from the Missouri Department of Mental Health (DMH) on trauma-informed care.)

- Review the Odessa R-VII School District's suicide awareness and prevention policy and ensure that an appropriate number of staff have been trained to respond to an incident and screen high-risk students. (See 170.048, RSMo, applicable to public schools)

- Review the Odessa R-VII School District's anti-bullying policy. (See 170.775, RSMO, applicable to public schools)

- Plan re-engaging activities.
  - Before school starts, provide activities to get parents and students comfortable in the school building.
  - Be mindful that the economic health of the family may have changed.
    - Review school supply lists to ensure only necessary supplies are included.
    - Review enrollment process to minimize requests for additional expenditures.
    - Provide families multiple opportunities to apply for the free and reduced lunch program.
Fiscal

The Odessa R-VII School District may coordinate with appropriate collaborators to enact sound fiscal practices and stewardship of taxpayer dollars. Action items include:

- Conduct a full inventory of equipment and other assets.
  ✓ Verify which students and staff have the necessary materials/assets for teaching and learning.

- Procure necessary health and safety supplies.
  ✓ Personal protection equipment (PPE)
  ✓ Supplies for health rooms such as thermometers.
  ✓ Cleaning supplies
  ✓ Soap, paper towels, tissue, toilet paper, hand sanitizer, antibacterial wipes, etc.

- Carefully vet new purchases independently and thoroughly.
  ✓ Examine purchase requests for legitimate vendors and for the necessity of items requested.

- Apply for emergency relief funding when applicable.
Human Resources

- Ensure information on federal leaves is posted in all the buildings. *(See the U.S. Department of Labor’s Employee Rights poster, available in multiple languages)*

- Contact the Odessa R-VII School District’s Employee Assistance Program (EAP) or health insurance provider and inform staff of available mental health resources.

- Provide convenient access to immunizations for all staff or information on how immunizations can be obtained.

- Plan for delivery of education/health and safety services in case of reduced staff due to illness.
  
  ➢ Increase substitute employees

- Plan for an increase of educational services as necessary for special education students and to assist challenged students to re-engage in school.
  
  ➢ Increase substitute employees

- Planning for Future School Closure and Alternatives to School Closure.
  
  ➢ Review and revise staff leave policies and handbooks for clarity and application during a school closure due to communicable disease.
  ➢ Reassess job descriptions for duties during future school closure.
  ➢ Create return-to-work protocols for situations where healthcare providers are overbooked or unavailable.
Schedule of Reopenings / Events

July 6 - 31  K-8 Summer School
            McQuerry / OUE / OMS

July 22     Odessa High School Baccalaureate
            Odessa High School

July 23     Odessa High School Graduation
            University of Central Missouri, Multipurpose Building

July 6-31   Kindergarten Screenings
            Tentatively during Summer School

August 26   First Day of School
Re-Entry Checklist

State and Local Information

- Review state health department and Governor's executive orders.
- Review orders or recommendations from local health department and government.
- Review orders or recommendations from the MO DESE.
- Review decisions of other area school districts.

Employee / Student / Parent / Community Safety

- Promote frequent hand-washing & provide increased availability to hand sanitizing stations.
- Assign classroom seats to students and maintain constant group members when groups are necessary.
- Make face masks available to staff and students.
- Maintain routine disinfecting and cleaning.
- Encourage anyone who is sick to stay home.
- Implement medical monitoring procedures.
- Communicate health department and CDC recommendations to all stakeholders.
- Consider control measures such as increased ventilation or physical barriers.
- Stagger recess times to reduce the number of children on the playground.
- Summer School meals will be served in the classroom.

Facility Preparation

- Continue regular cleaning and disinfecting based on CDC guidelines.
- Consider locations where social distancing guidelines could be posted.
- Consider the use of physical barriers to maintain personal separation.

Staff / Student / Parent Relationships & Communication

- Continue regular communication with families and patrons of the district.
- Develop notices and waivers as necessary.
- Consider layout and design to facilitate social distancing.
- Monitor interactions to validate implemented safeguards.
Resources

Lafayette County Health Department

MO Department of Health & Senior Services

MO Department of Elementary and Secondary Education - COVID-19 Resources

When and How to Wash Your Hands

Symptoms of Coronavirus

How Coronavirus Spreads

COVID-19 Reporting Form

District Contact Information

Jon Oetinger, Ed.D.
Superintendent
joetingar@odessar7.net
816-633-5316

Roger Feagan, Ed.D.
Assistant Superintendent
rfeagan@odessar7.net
816-633-5316

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