Ozark Schools COVID-19 Planning Document

The following document outlines the procedures Ozark School District has or may take to prepare for both Summer School 2020 and the beginning of the 2020-21 School Year. These procedures are based upon the most recent recommendations from state and federal resources and may evolve as information is updated from state and federal health agencies.

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Section I: Board of Education and Superintendent

1. Considerations for Governance
   a. Revise the 2020-21 school calendar
   b. Adopt a resolution suspending policies that conflict with statutory waivers extensions granted by the Governor and any other policies that hinder the district’s ability to deal with COVID-19 issues
      i. Adopted at April’s Board Meeting
   c. Approve an Ozark School Building Closure/Alternative Methods of Instruction and the Social Distancing Plan developed by District staff.
   d. Examine the Ozark School District’s technology plan to expand the number of students with reliable home internet access
      i. (See Academic/Learning Division plan for AMI)
   e. Review and revise the facilities plan based on recommendations from the health department and CDC to minimize risk of infection - Visitor Plan
      i. (See also facility use agreement policy KK)
   f. Review and revise the budget based on information about the pandemic
      i. Determine how federal COVID-19 funding and other state or federal grants should be spent
      ii. Ensure appropriate resources are allocated to facilitate Ozark School District’s Alternative Methods of Instruction and the Social Distancing Plan
   g. Ozark School District has reviewed and revised the district’s professional development plan (See Human Resources)
   h. Review policies GCBDA and GDBDA for clarity and minimize absenteeism while encouraging employees to remain home if they are ill
   i. Review student attendance policies to provide more flexibility and remove punitive measures for absences when there is an outbreak of a contagious disease.
   j. Ensure an emergency planning team is in place and update the Ozark emergency operations plan.
      i. Emergency Operations Annexes were reviewed/revised or created
         1. Building Closure and Reopening Annex
         2. Communication Annex

Updated July 21, 2020
k. Approve an alternative command structure, with recommendations by the superintendent, if the superintendent or other key administrative employees are unable to work.

Section II: Operations

1. Considerations for Communications
   a. Develop an effective communications procedure
      i. Ensure all plans include communication rubric
      ii. Ensure all communication rubrics are enforced
      iii. Answer: Who needs to know? What do they need to know? When do they need to know it? How are they going to hear it?
   b. Prepare communications to staff
      i. Summer School
      ii. Beginning of school
      iii. Enhanced cleaning procedures
      iv. Safety protocols
      v. Facility closures
   c. Prepare communications to parents/guardians
      i. Summer School
      ii. Beginning of school
      iii. Enhanced cleaning procedures
      iv. Safety protocols
      v. Facility closures
   d. Prepare communications to students
      i. Summer School
      ii. Beginning of school
      iii. Enhanced cleaning procedures
      iv. Safety protocols
      v. Facility closures
   e. Prepare communications to the public
      i. Summer School
      ii. Beginning of school
      iii. Enhanced cleaning procedures
      iv. Safety protocols
      v. Facility closures
   f. Review and revise the Emergency Operations Plan Communication Annex

2. Considerations for Physical Plant
   a. Inspect all buildings to determine readiness for re-entry and obtain other legal and appropriate safety inspections

Updated July 21, 2020
i. Electrical
ii. HVAC
iii. Fire/Life Safety
iv. Plumbing
v. Refrigeration
vi. Kitchen Health Inspections
vii. EPA IAQ walkthroughs

3. Thoroughly ventilate, clean and then disinfect all buildings, desks, equipment and other surfaces prior to students returning, using CDC recommendations

4. Create a **time schedule** for effectively cleaning and disinfecting buildings once students return
   a. Daily
   b. Weekly
   c. Deep Cleaning Cycle
   d. Event Triggered

5. **Create enhanced cleaning standards** for varied spaces
   a. Restrooms
   b. School
   c. Offices
   d. Weight rooms

6. Thoroughly ventilate, clean and **disinfect all buses** and other district vehicles.
   a. Daily
   b. Weekly
   c. Deep Cleaning Cycle
   d. Event Triggered

7. Inventory buildings to improve prevention measures
   a. Hand cleaning stations
   b. Hands free trash/doors/dispeners
   c. Protective barriers in high traffic areas (main office secretary)
   d. Sneeze guards in cafeteria
   e. Replace hard to clean surfaces

8. **Considerations for Transportation**
   a. Transportation Emergency Operations Annex

9. **Consideration for Nutrition**
   a. Nutrition Services Emergency Operations Plan
   b. The district will create a **summer school feeding procedures** to ensure student safety, maximize social distancing and provide high quality nutritious breakfasts and lunches for all students. Students not attending summer school will be able to pick up lunches curbside at West Elementary, South Elementary or the Middle School.

**Section III: Learning**

Updated July 21, 2020
1. Considerations for Nurse/Health Personnel

   1. Inventory and request necessary supplies for the health room and other building use
      a. PPE (gloves, masks, gowns)
      b. Thermometers
      c. Sanitizers/cleanser, hand soap, tissues
      d. Masks will be available for:
         i. Health room staff
         ii. Any employee working with a medically fragile child
         iii. Any person exhibiting symptoms

   2. Review health office/facility to minimize infection
      a. Provide a separate room/space for students/staff who display two or more COVID-19 symptoms or other communicable disease and are waiting for pickup. The room needs to be disinfected frequently and restricted to authorized staff and students
      b. Determine if an area separate from the nurse’s office is necessary to care for students that need suctioning, tube feeding and nebulizers to minimize contact with potentially ill children
      c. Ensure furniture and other surfaces can be easily disinfected
      d. Ensure trash cans and other receptacles are no-touch
      e. 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

   3. Communicate telehealth options for district, staff and family use
      a. Notify parents individually when their child has an illness
      b. Notify staff individually when they have an illness
      c. Mass communicate the availability of telehealth through website, email, social media, and E-news

   4. Communicate with families. (with communications)
      a. Review immunization records
         i. Notify all parents of students who are not immunized that the student will 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)
         ii. 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
      b. Contact all parents with students on health plans and determine if they need to be revised to address minimizing infection if applicable:
      c. Examples:
i. Examine the care of students with respiratory illnesses and the administration of nebulizer treatments or suctioning

ii. Revise medication schedules to minimize the number of students in the nurse’s office at one time

d. Prepare lists of medical/dental resources to share with families

e. Prepare information on MOHealthNet eligibility to provide to families

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

a. Create a confidential report documenting number of patients who have been excluded

i. Include symptom(s)

ii. Include day/time excluded

iii. Include availability of return

iv. Include the entity providing the reasoning for exclusion

6. Communicate with state and local health departments

a. Verify where staff and students can be tested for COVID-19

b. Obtain current information and tools that help students, families and staff self-screen for COVID-19 illness

c. Notify the health department of student or staff absences due to COVID-19

7. Establish protocols for student and staff screening

a. Students and employees will be excluded from school if they test positive for COVID-19. If students or employees exhibit two or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained they may be excluded:

i. A fever of 100.4° F or greater

ii. Cough

iii. Shortness of breath or difficulty breathing

iv. Fatigue

v. Muscle or body aches

vi. Headache

vii. Sore throat

viii. New loss of taste or smell

ix. Congestion or runny nose

x. Nausea/vomiting

xi. Diarrhea

(This list is subject to change as CDC provides updates)

2. Considerations for Academic

1. Create a timeline for progress reports to be submitted for each student, class, grade level and building detailing which standards for the grade level were taught and which were not

Updated July 21, 2020
a. Elementary
   i. the elementary report card displays our priority standards and can be accessed through SISK12
   ii. each teacher has been prepped on the possibility for gaps in learning from fourth quarter 2019-2020 and reminded that they may have to fill in those gaps before moving forward
   iii. each teacher has access to the priority standards of the grade level prior
b. Secondary
   i. Within each unit of study exists a timeline detailing the standards taught

2. Create and establish procedures for educator teams to meet and address student learning needs for both in-person and online instruction.
   a. Elementary
      i. Friday afternoon Professional Learning Communities Collaboration times
      ii. monthly team meetings with math and literacy coaches
   b. Secondary
      i. Each master schedule enumerates the time and day (A or B) when teachers meet
      ii. Teachers teams meet weekly with the literacy and math coaches

3. Create a technology support team that is available to support technology issues of students, parents, and staff when teaching and learning remotely.

4. Review student schedules to provide
   a. Time for academic intervention and enrichment (tutoring, etc)
   b. Time for sanitary measures (handwashing, etc)

5. The Ozark assessment plans and assessment calendars for the 2020-21 school year. Assessment Calendar Action Plan
   a. Determine the assessments necessary decide current retention and mastery levels
   b. Determine the assessments to be delayed until standards have been taught

6. Once student retention and mastery have been assessed, create a timeline, providing opportunity for teacher collaboration, for teachers to submit a plan to the principal outlining assessment results and recommending instructional grouping per subject area Assessment Calendar Action Plan

7. Create a plan to provide supplemental instruction and progress monitoring as needed to support grade level academic achievement Assessment Calendar Action Plan

8. Special education considerations
   a. IEP teams review and/or update Individualized Education Plans for special education students and address educational and health services IF the following occurs:

Updated July 21, 2020
i. a doctor determines it is not safe for the student to attend school and recommends homebound

ii. the School Building Closure/Distance Learning Plan is implemented

b. Plan delivery of appropriate services the team deems necessary in light of the students current situation
c. Research options for providing services to students through telehealth or other virtual options

9. Students with disabilities that have a 504 plan
   a. 504 Closure Guidance. 504 teams review and/or update 504 plans and address educational and health services IF the following occurs:
      i. the School Building Closure/Distance Learning Plan is implemented

10. Enrollment of students
    a. Ozark will continue to enroll students per Policies JEC-1 and JECA-2
    b. In the event of an extended closure, parents may continue to register new students at https://www.ozarktigers.org/domain/27

11. Buildings report student attendance to central office daily to determine trends
    a. Train staff regarding privacy protections

12. Create an Alternatives to School Building Closure Plan to provide essential academic services in school buildings while minimizing exposure and avoiding a school closure, and test the plan Social Distancing Plan
    a. Review the program to determine how to meet the needs of all students while social distancing (alternate schedules, lengthen day, etc)
    b. Review course sizes, structure and classrooms to decrease infection (band, choir, PE, etc)
    c. Revise activities that bring large groups (students and community) together (Tiger Care, sports activities, etc)
    d. Review nutrition service procedures (lunch room lines, etc)
    e. Take measures to keep students/employees from congregating in one location (gym, recess, lobby, restroom breaks, teacher lounges, etc)
    f. Teach hygiene measures
    g. Encourage masks for students and staff when social distancing isn’t possible.
    h. Trace exposure to those who may be exposed
    i. Minimize building use by outside organizations
    j. Evaluate effectiveness of AMI and make adjustments
    k. Create district visitor policy

3. Considerations for Social and Emotional Health
   1. Activate the Ozark crisis management teams within the building to address psychological and emotional concerns in conjunction with the local mental health services, including post-traumatic stress syndrome counseling (MSCA guidance)

Updated July 21, 2020
2. All communications and services provided to students and parents need to be closely evaluated with a trauma-informed lens.

3. Review the Ozark School District’s suicide awareness and prevention policy and ensure an appropriate number of staff have been trained to respond to an incident and screen high-risk students. Staff will follow the district suicide flow chart.

4. Review Ozark’s anti-bullying policy Board Policy JFCF

5. Before school begins, contact all families of enrolled students by phone or face-to-face if possible, to determine if there are concerns about returning, verify contact information, immunization, education received since closure, and access to internet and computers Reentry Contact Procedures
   a. Check access information at the start of the year
   b. Enrollment procedures
   c. Verify with calls prior to going into the closure
   d. Teacher one-on-one contact with students throughout closure
   e. If we do not return in August

6. Contact law enforcement, juvenile office and the Children’s Division to ensure the Ozark School District has the most recent information on active cases with enrolled students
   a. The Executive Director of Student Services will work closely with the Director of School police and Children’s Division administrator in order to have the most up to date information

7. Plan for emotional closure
   a. Provide staff the opportunity to re-enter the building to retrieve personal items observing social distancing
   b. Use protocol established in the Spring 2020 to allow drive through service for families to retrieve personal items, return books and district equipment
   c. Provide social opportunities for staff to hold events that would allow for recognition, celebration and simple reconnections
      i. Virtual staff meetings
      ii. Virtual awards ceremonies
      iii. Senior slide show broadcast online
   d. Host milestone events if possible, including:
      i. Drive-through graduation ceremony
      ii. Late graduation ceremonies
      iii. Late Prom or similar social functions

8. Plan re-engaging activities
   a. Before school starts, provide activities to get parents and students comfortable in the school building
      i. Kindergarten Preview Day
      ii. Open House/Meet the Teacher Activities
      iii. District counselors made available to students having a difficult time re-engaging

Updated July 21, 2020
b. **Issue:** Be mindful that the economic health of the family may have changed
   i. Review school supply lists to ensure only necessary supplies are included
   ii. Review enrollment process to minimize requests for additional expenditures
   iii. Provide families multiple opportunities to apply for the free and reduced-lunch program

c. If there has been a loss of a student, staff member or a member of the school community: *(MSCA guidance)*
   i. Carefully plan appropriate messaging to the school community and an opportunity for recognition and grief
   ii. Contact the community mental health center for grief resources (See Appendix R-Mental Health Services for Grieving)
   iii. Ensure that there are counselors available to students and staff

**Section IV. Business**

1. **Considerations for Fiscal**
   1. Conduct a full inventory of equipment and other assets
      a. Verify with the operation department and the learning division which students and families are in possession of district property such as computers, hotspots, books, etc.
      b. Verify with the operation department and the learning division which students and families have returned the district property
      c. Verify with the operation department and the learning division which staff members are in possession of district property such as computers, hotspots, books, etc.
      d. Verify with the operation department and the learning division which staff members have returned the district property
   2. Procure all necessary resources & supplies for pandemic; health, safety, technology, academic supplies, etc.
      a. Assess special education student’s needs
      b. PPE
      c. Nursing supplies such as thermometers
      d. Cleaning supplies for buildings
      e. Personal cleaning supplies such soap, paper towels, toilet paper, hand sanitizer, antibacterial wipes, etc.
   3. Examine vendor contracts
   4. Review salary schedules and wages
   5. Carefully vet new purchases independently and thoroughly
   6. Apply for emergency relief funding when applicable
   7. Assess, approve and track expenditures related to recovery
   8. Maintain documentation of related expenses including purchase orders and invoices

*Updated July 21, 2020*
2. Considerations for Human Resources

1. Review all federal leave laws and ensure they are adequately posted
2. Review and revise staff contracts and employment documents for the following school year to anticipate implementation of the School Building Closure/Distance Learning Plan and the Alternatives to School Building Closure Plan
3. Contact all staff
   a. Verify contact information
   b. Verify health and safety of employee
   c. Verify emergency contact information
4. Provide convenient access to immunization for all staff or information on how immunizations can be obtained
5. Determine safety protocols for employees and provide appropriate gear for those with repeated interaction with the public (plexiglass barriers, gloves, etc.)
6. Provide and track relevant professional development before the end of the school year or prior to school re-opening
   a. Provide and track required staff videos
7. Plan for delivery of education/health and safety services in case of reduced staff due to illness
   a. Cross train employees so that more than one employee is familiar with the essential job duties
8. Examine processes for tracking staff attendance and plan for a daily report of attendance to the central office
9. Planning for future school closure planning and alternatives to school closure
   a. Review and revise staff leave policies and handbooks for clarity and application during school closure
10. Review and determine essential personnel during the pandemic crisis
11. Social distancing is required when possible. If social distancing can’t happen, then facial masks are STRONGLY encouraged by ALL staff.

3. Considerations for Benefits

1. Review furlough decisions including benefits and length of benefits
   a. Review staff that may need to be furloughed
   b. Review staff benefits for staff being furloughed
   c. Determine the length of time benefits are offered to furloughed employees
2. Virtual Open enrollment
   a. Spring of 2020 all employees met virtually with American Fidelity to review, revise and sign up for additional benefits

Updated July 21, 2020
b. This option will remain in place throughout COVID-19

3. Add Employee Assistance Program (EAP) or health insurance provider and inform staff of available mental health resources

4. Considerations for Payroll
   1. Review and adjust pay rate decisions for additional tasks related to pandemic

5. Considerations for Account Payable
   1. Evaluate the purchase process

Resources:
   Full report (see page 8) Blueprint for opening schools
   One page version: Blueprint for opening schools