

## 2020-2021 USD 262 Operational Guidelines-Highlights

The following guidelines are based upon the most recent information, requirements, and guidance USD 262 has received from federal, state, and local authorities. As additional information is received, these operational guidelines will be updated.

August 13, 2020

HEALTH	
Subject	Recommendations
Masks	<ul style="list-style-type: none"> <li>● The district will follow federal, state, and/or local guidelines regarding masks. Current guidelines include:</li> <li>● All K-12 students, staff, and visitors are required while on district property to cover their mouth and nose with a mask or other face covering, not including bandannas or gaiters, at all times with minimal exceptions.</li> <li>● Mask breaks will be provided.</li> </ul>
Hygiene Measures	<ul style="list-style-type: none"> <li>● Individuals entering all attendance centers will have their temperature checked before entering the building for the first time each day.</li> <li>● All people are required to wash or sanitize their hands when they come to school and frequently during the time they are in school.</li> <li>● Place hand sanitizer near the entrances and throughout the building.</li> <li>● Staff and students shall maintain a 6-foot social distance with only infrequent or incidental moments of closer proximity.                             <ul style="list-style-type: none"> <li>○ Exception- In-person instruction in classrooms when face coverings are worn.</li> </ul> </li> <li>● Building Access Requirements are posted at all entrances and must be followed.</li> <li>● Protective barriers will be utilized in offices/reception areas.</li> </ul>
Nurse Personnel	<ul style="list-style-type: none"> <li>● Additional PPE is available for Health Room staff.</li> <li>● Minimize the potential spread of infection in health offices                             <ul style="list-style-type: none"> <li>○ A separate room has been designated for students/staff who might have COVID-19 or other communicable disease. The room needs to be disinfected frequently and restricted to authorized staff and students.</li> </ul> </li> <li>● Revise medication schedules to minimize the number of students in the nurse's office at one time.</li> </ul>
Exclusion from School	<p>Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school. If someone reports symptoms while in a building, at an activity, or following being in a building or at an activity:</p> <ul style="list-style-type: none"> <li>● Isolate the person as much as possible.</li> <li>● If available, a School Nurse with proper PPE, performs a medical assessment.</li> <li>● Collect information about the person's contacts while on USD 262 property up to two days prior to symptom onset, to identify others who could be considered exposed.</li> </ul>
Symptom Screening	<ul style="list-style-type: none"> <li>● Individuals entering all attendance centers will have their temperature checked before entering the building for the first time each day.</li> <li>● Provide frequent reminders to parents to screen their children at home before sending them to school.</li> </ul>
Medical inquiries	<ul style="list-style-type: none"> <li>● Given the nature of the pandemic, federal agencies have allowed school districts to make additional medical inquiries of staff members and students than they otherwise would have.</li> </ul>

Defining a Case of COVID-19	<ul style="list-style-type: none"> <li>• A person is considered a case of COVID-19 if they have tested positive for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen). Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or the local health department.</li> </ul>
Defining Close Contact	<ul style="list-style-type: none"> <li>• A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes or more or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or the local health department.</li> </ul>
Return to School After Exclusion	<ul style="list-style-type: none"> <li>• Students or staff may return if they satisfy the recommendations of KDHE and/or health officials. Depending upon the circumstance, this return usually follows a 10 – 14 day quarantine period.</li> </ul>
Other students and employees in the household	<ul style="list-style-type: none"> <li>• If a student or employee is excluded from school because of a positive COVID-19 test, other students and employees <u>living in the same household</u> are considered close contacts and will be excluded from school/work for a mandatory 14 to 10 day quarantine period.</li> </ul>
Travel Quarantine	<ul style="list-style-type: none"> <li>• If a student or employee has recently traveled from a location on the KDHE Travel-related Quarantine List, the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas.</li> </ul>
Separation while in School	<ul style="list-style-type: none"> <li>• Each school must have a room or space separate from the nurse’s office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pick-up.</li> </ul>
Confirmed case of COVID in the building	<ul style="list-style-type: none"> <li>• Following confirmation that a person infected with COVID-19 was in a school building, the school will contact the local health department immediately. The school will then follow the recommendations of the local health department.</li> <li>• The school will work with the local health department to assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period.</li> <li>• The school will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large.</li> <li>• The areas where the confirmed case may have visited will be disinfected.</li> </ul>

<b>CLASSROOMS</b>	
<b>Subject</b>	<b>Recommendations</b>
General Guidance	<ul style="list-style-type: none"> <li>• Proper hygiene practices, such as handwashing, using hand sanitizer, proper wearing of PPE, and social distancing techniques, including alternatives to handshakes will be practiced and modeled.</li> <li>• Post signage in classrooms, hallways and entrances to communicate how to reduce the spread of COVID-19.</li> <li>• Class size reduction will occur when appropriate and possible.</li> <li>• Social distancing will be maintained as described in the Health section.</li> <li>• Students who have underlying conditions or risk factors identified by the Centers for Disease Control (CDC) will be provided with opportunities to continue learning while prioritizing their health and safety.</li> <li>• Social-emotional supports will begin at the start of the year and continue throughout as an integrated aspect of the students’ learning.</li> </ul>

	<ul style="list-style-type: none"> <li>● Staff will demonstrate and practice with students what different learning environments (face-to face, remote, hybrid, etc.) may look like.</li> <li>● Alternative scheduling scenarios will be discussed and may need to be enacted.</li> </ul>
Group Stability	<ul style="list-style-type: none"> <li>● To assist in preventing cross-contamination, stable (cohort) groups will be maintained when possible.</li> <li>● Three levels of restrictions will be utilized, depending upon the current conditions. Low-Moderate-High</li> </ul>
Social Distancing	<ul style="list-style-type: none"> <li>● Social distancing, defined as remaining six feet away from others, will be enforced at all times when feasible. Interaction between student stable groups will be limited.</li> </ul>
Instructional Materials	<ul style="list-style-type: none"> <li>● Care must be taken regarding instructional materials. Although the risk is low, infections can be spread when using common materials.</li> <li>● Specialized classes have a greater probability for the use of shared materials.</li> </ul>
Student Support Groups	<ul style="list-style-type: none"> <li>● Supporting students is a priority, therefore student support groups should be maintained as much as possible. Because these groups will be outside of the normal stable group, special care must be taken to protect students and staff.</li> </ul>
Early Childhood & Specialized Instruction	<ul style="list-style-type: none"> <li>● Appropriate alternative face coverings may be utilized when possible.</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>● All visitors must meet the Building Access Requirements before entering.</li> <li>● Visitors will have limited access to building beyond the front office.</li> <li>● Visitors should use hand sanitizer upon entering.</li> <li>● All visitors must wear masks unless a school official permits removal.</li> </ul>
Attendance Standards	<ul style="list-style-type: none"> <li>● Attendance standards may be modified when necessary. Any changes must be communicated to all stakeholders.</li> <li>● Alternative schedules may be adopted to in order to meet state and/or local parameters and health guidelines.</li> <li>● Attendance logs will be maintained by the teacher and student/family as required by KSDE, the district, and other governmental agencies.</li> </ul>

## COMMON SPACES

**bathrooms, libraries, locker rooms, entry, hallways, cafeteria, gyms, music rooms, lounges, conference rooms, multi-purpose rooms, health rooms, auditorium, computer labs, playgrounds**

Subject	Recommendations
Cleaning & Disinfection	<ul style="list-style-type: none"> <li>● Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, tables, chairs) within common spaces at least daily or between uses as much as possible.</li> </ul>
Shared Objects	<ul style="list-style-type: none"> <li>● To the extent possible, items should not be shared.</li> <li>● Minimize sharing of materials, equipment, etc. to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.</li> <li>● Shared workspaces for students and staff members should be cleaned and disinfected between uses by different individuals.</li> </ul>
Modified Layouts	<ul style="list-style-type: none"> <li>● Space seating areas at least 6 feet apart when feasible.</li> <li>● Physical barriers have been installed in offices to limit exposure.</li> </ul>

	<ul style="list-style-type: none"> <li>• The number of people in shared spaces will be limited in order to maintain social distancing standards and meet requirements for maximum group sizes.</li> <li>• Entrance points and exit points will be modified to assist in maintaining a healthier environment.</li> </ul>
Health Items for Common Spaces	<ul style="list-style-type: none"> <li>• <i>Gatherings of staff and students</i> <ul style="list-style-type: none"> <li>• Limit the use of common spaces by multiple groups at one time.</li> <li>• Social distancing practices will be followed as well as maximum group numbers should gatherings occur.</li> </ul> </li> <li>• <i>Visitors</i> <ul style="list-style-type: none"> <li>• Nonessential visitors, volunteers, and activities involving external groups or organizations will be extremely limited.</li> </ul> </li> <li>• <i>Parents</i> <ul style="list-style-type: none"> <li>• Parent/Guardian access to the buildings is limited.</li> <li>• Virtual options for parent meetings and conferences will be used whenever possible.</li> </ul> </li> </ul>

## TRANSITIONS

Subject	Recommendations
Best Practices	<ul style="list-style-type: none"> <li>• <i>One-Way Traffic</i></li> <li>• <i>Adhere to Social Distancing</i></li> <li>• <i>Front Facing</i></li> <li>• <i>Open Doors as Possible to Reduce Spread of Germs on Doors</i></li> <li>• <i>Limit Use of Lockers</i></li> <li>• <i>Movement Between Buildings</i> <ul style="list-style-type: none"> <li>○ Minimize staff and students traveling between buildings to receive services when possible.</li> <li>○ When possible, minimize staff members traveling between buildings to provide student services.</li> </ul> </li> </ul>

## EXTRA & CO-CURRICULAR

Subject	Requirement
Administrative Items	<ul style="list-style-type: none"> <li>• Educate coaches/sponsors, students, and parents on the aspects of COVID-19 as they may relate to their activity.</li> <li>• Maintain a thorough and accurate attendance roster at all activities for contact tracing purposes.</li> <li>• Conduct and document symptom &amp; temperature monitoring as feasible.</li> <li>• Provide coaches/sponsors with hand sanitizer, tissues, gloves, and face coverings/masks as appropriate. Notify participants where these items are located.</li> <li>• Create contingency plans for extra &amp; co-curricular reopening and potential renewed concerns regarding COVID-19.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Develop a communication plan with local health officials regarding COVID-19 issues.</li> <li>• Provide frequent, clear and concise information and updates related to extra and cocurricular activities.</li> </ul>
Personal Hygiene	<ul style="list-style-type: none"> <li>• All personal hygiene and safety protocols for extracurricular and cocurricular activities should be consistent with protocols used in all other school settings.</li> </ul>

	<ul style="list-style-type: none"> <li>• All activity-specific guidelines from KSHSAA, NFHS, and health organizations must be followed.</li> </ul>
Equipment & Facilities	<ul style="list-style-type: none"> <li>• Limit sharing of equipment and gear.</li> <li>• Balls/equipment should be wiped and cleaned between practice sessions and during sessions as feasible.</li> <li>• Follow CDC recommendations for cleaning of community facilities.</li> </ul>
Athletics & Activities	<ul style="list-style-type: none"> <li>• Follow all safety and prevention protocols practiced in school.</li> <li>• Follow all KSHSAA, NFHS, and health officials' guidelines.</li> <li>• Engage in individual and small group work as much as possible.</li> <li>• Maintain at least 6 feet of distancing whenever possible.</li> <li>• Wear cloth face coverings/masks when 6 feet of personal distance isn't feasible and the activity allows.</li> <li>• Avoid/limit shared equipment/gear.</li> <li>• Stagger locker room schedule to avoid overcrowding.</li> <li>• For transportation, all safety protocols remain in place.</li> <li>• Be aware of increased risk of participation, especially as competitions move from school, regional, state, and national levels.</li> </ul>
Attendance at Events	<ul style="list-style-type: none"> <li>• All Visitor protocols will be followed.</li> <li>• Should audiences be allowed, all guidance from local health authorities, CDC and district officials must be followed.</li> <li>• Provide hand sanitizer stations upon entry and exit at events.</li> <li>• Streaming rights should be secured to allow for online audiences.</li> </ul>

FACILITIES	
Subject	Recommendations
Protective Barriers	<ul style="list-style-type: none"> <li>• Plexiglass shields at school offices/reception desk areas will be utilized.</li> </ul>
Signage	<ul style="list-style-type: none"> <li>• Appropriate signage to remind occupants of social distancing, hand washing, and other safety and preventative measures will be placed throughout the buildings.</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>• Outside air ventilation will be increased where possible.</li> <li>• HVAC unit filters will be checked and replaced frequently.</li> </ul>
Water systems	<ul style="list-style-type: none"> <li>• Clean and sanitize drinking fountains and drinking water sources, even those off limits.</li> <li>• Fountains with a touchless bottle filler station will be available, with the fountain turned off or covered.</li> <li>• Students/staff members may provide their own bottled water.</li> </ul>
Cleaning Protocols	<ul style="list-style-type: none"> <li>• Define cleaning procedures including the frequency, equipment, materials and products to be used.</li> <li>• Prioritize high-touch areas, such as door handles, handrails, counters and surfaces, tables, chairs, desks, drinking fountains, computer keyboards, work stations, etc.</li> <li>• Prioritize common spaces used by different cohort groups, such as main office, health offices, isolation rooms, cafeteria, bathrooms, etc.</li> </ul>
Disinfectant Sprayer/Fogger	<ul style="list-style-type: none"> <li>• Disinfection foggers will be used in conjunction with regular touch point cleaning as a means of increasing disinfection coverage for the custodial and housekeeping staff.</li> </ul>

Grounds	<ul style="list-style-type: none"> <li>● If used, exterior playground equipment should be cleaned and sanitized after each use or at least daily. The use of playground equipment will be based on the staff's ability to clean and sanitize regularly.</li> <li>● Alternate recess times to minimize the number of students from different groups using the same spaces at the same time.</li> <li>● Students should wash hands or use hand sanitizer immediately following the use of the equipment.</li> </ul>
Outside Groups	<ul style="list-style-type: none"> <li>● Indoor facility usage by outside groups and individuals is prohibited.</li> <li>● Outdoor facility usage may be allowed, provided any established guidelines are followed by the group/individual.</li> </ul>

## FOOD SERVICE

Subject	Recommendations
On-Site	<ul style="list-style-type: none"> <li>● Stable groups should be maintained when appropriate. Gathering limits will need to be followed, therefore, alternate locations may need to be considered.</li> <li>● Require students to wash their hands prior to coming to the serving line. At a minimum, make hand sanitizer available prior to the serving line.</li> <li>● Serve single-use condiments.</li> </ul>
Food Bars	<ul style="list-style-type: none"> <li>● Staff to monitor the bar and sanitize as necessary.</li> <li>● Sanitize the food bar between each serving group.</li> <li>● Clean and sanitize the service line between each classroom/group.</li> </ul>
Share Tables	<ul style="list-style-type: none"> <li>● Share tables may be used if requirements are followed.</li> <li>● Sanitize designated share table area between each serving group.</li> <li>● Allow one student to access the share table at a time to limit exposure due to lines.</li> </ul>
A la Carte	<ul style="list-style-type: none"> <li>● May be utilized if requirements are followed.</li> <li>● Have food service employee hand the item(s) or monitor students during self-service.</li> </ul>
On-Site Dining	<ul style="list-style-type: none"> <li>● If spaces other than the cafeteria are used for dining, proper cleaning and disinfection as well as refuse collection will need to be prioritized.</li> <li>● All seating needs arranged/managed to allow for social distancing.</li> <li>● Assign seating for contact tracing.</li> <li>● Disinfect tables/seating areas between serving periods.</li> <li>● Provide separate location for high risk students when needed.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>● Follow all county health department guidance, the Kansas Food Code and Hazard Analysis Critical Control Points (HACCP) Plan</li> </ul>
Staffing Items	<ul style="list-style-type: none"> <li>● Develop a contingency plan for staffing in the event of exposure or illness, follow guidance from the local health department.</li> </ul>

## TRANSPORTATION

Subject	Recommendations
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Sanitation	<ul style="list-style-type: none"> <li>● Frequently touched surfaces, including hand railing, student bus seats and surfaces in the driver cockpit commonly touched by the operator should be sanitized daily.</li> <li>● High-touch areas, including the door entrance railings, should be cleaned between routes.</li> <li>● Student hand sanitization before boarding is recommended.</li> </ul>
Students	<ul style="list-style-type: none"> <li>● District mask requirements are required.</li> <li>● Assigned seating for students on all routes.</li> <li>● Have individuals from the same household sit together.</li> <li>● If the vehicle is not full, spread students out as much as possible.</li> <li>● When possible, open the windows while transporting students to improve air circulation.</li> <li>● Minimize loading times by prestaging students for bus transportation home.</li> <li>● If possible, transport medically fragile students in a separate vehicle.</li> </ul>
Bus Stops	<ul style="list-style-type: none"> <li>● Social distancing between students is recommended at all bus stop areas.</li> </ul>
Capacity	<ul style="list-style-type: none"> <li>● If issued, group size must follow all local and/or state health department edicts.</li> </ul>