

Randolph Southern School Corporation

2020-21 Return to School Plan

Board Approved 7-21-20

Modified 9-21-20

2020-2021 School Calendar

- Randolph Southern School Corporation students will return to school on August 11. Teachers and Non-Certified staff will report to school on August 10.
- The school corporation plans to follow the calendar that was approved by the school board on February 2, 2019.
- It is impossible to know when a potential spike in COVID-19 may occur. Adjustments will be made as recommended by the Governor and Randolph County Health Department.

Delivery of Instruction with a Stay-At-Home Order

- eLearning days, a modified daily schedule, and longer breaks will all be taken into consideration as information is presented to the school corporation. The school corporation plans to host live daily lessons utilizing Chromebooks on our Google platform. Students without internet will be provided taped sessions and instruction preloaded onto Chromebooks in lieu of instructional packets.
- Certified and Non-Certified staff will report to school on eLearning days unless another Stay-At-Home order is issued by the Governor or the Randolph County Health Department.

Virtual Education Option

- The school corporation will be offering a virtual education option for students not returning in person due to COVID-19 concerns. Randolph Southern teachers will be providing instruction in live daily sessions and recorded sessions.
- The virtual option is available while registering your child for school. Registration links are located at www.rssc.k12.in.us.
- If you have questions regarding the virtual education option, please contact the Elementary Principal or High School Principal.

Day to day Operations:

- The CDC recommends wearing masks to prevent the spread of COVID-19.
- Per Executive Order #20-37 issued by Governor Holcomb on July 22, 2020, all students, in grades 3-12, staff, vendors, contractors, volunteers, and visitors will be required to wear masks or a face shield while present in the building or on grounds at all times who do not otherwise fall within the exemptions listed below.
- Definition of Face Coverings: a cloth which covers the nose and mouth and is secured to the head in ties, straps, or loops over the ears or is simply wrapped around the lower face.

- Definition of Face Shields: a mask typically made of clear plastic which covers the nose and mouth.
- Mask material and design must be school appropriate. Administration will have discretion in determining appropriate attire.
- Exemptions:
 - Although children are strongly encouraged to wear face coverings or a face shield, children between preschool through 2nd grade are not required to wear face coverings or face shields. Certain circumstances may require masks to be worn. All students are required to wear face coverings or face shields on school buses or on other school-sponsored modes of transportation. Children under the age of two (2) years should not wear a face covering because of the risk of suffocation;
 - any person with a medical condition, mental health condition or disability which prevents wearing a face covering;
 - any person who is deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
 - any person for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines;
 - any person while exercising or engaging in sports activity and who can maintain six feet of social distancing from other people not in the same household;
 - face coverings or face shields are not required while eating or drinking;
 - faculty/staff areas: while working, other than to prepare food or meals, along with other individuals who are in a room, office, or place, where all persons not of the same household can maintain six feet of social distancing;
 - in a classroom or place of instruction whereby six feet of social distancing can be maintained;
 - Classroom Settings:
 - where a classroom or place of instruction can be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, masks or face shields do not need to be worn during in-person educational instruction; or
 - where a classroom or place of instruction cannot be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, masks or face shields must be worn during in-person educational instruction, however, where an instructor can maintain six feet of social distancing from students, the instructor may remove a face cover or face shield.
 - Recess: Masks and face shields may be removed provided social distancing can be maintained. Teachers will take their cohort class to the playground individually at separate scheduled times;

- Extracurricular & Co-Curricular Activities: Students, teachers, instructors, directors, coaches, trainers, volunteers, and other personal, when not engaging in strenuous physical activity or subject to an exemption specified above, shall wear masks or face shields unless six feet of social distancing can be achieved or maintained.
- Masks should be brought from home. Cloth masks should be washed daily. Mask material and design must be school appropriate. Randolph Southern will have a limited supply for students that do not have their own masks. Masks cannot be shared.
- The school corporation will strive to attain social distancing of 6 feet throughout the building.
- Desks should all face the same direction and attempt a social distance of 6 feet.
- Hand sanitizer will be available in classrooms and should be utilized by students and staff. Students should bring 2 bottles of hand sanitizer and 2 containers of disinfectant wipes.
- Classroom doors will remain open during the day. Door handles will be wiped down frequently.
- Lunches
 - Hot lunches will be served in disposable containers and sacks.
 - Silverware will be prepackaged and must be returned to the wash area.
 - Cafeteria staff will wear masks during serving periods.
 - Cafeteria staff will be serving food on carts (no lines).
 - Cafeteria tables will be spread out and alternate classes in the cafeteria at elementary.
 - RSHS will utilize Homeroom and reduced passing periods to make up for extended cafeteria lunch periods.
 - Tables will be wiped down and sprayed after each lunch period utilizing an approved sanitizing agent.
 - No keypad will be utilized. Cafeteria staff will manually enter student identification numbers.
 - Microwaves will be unavailable during lunch serving periods.
 - No visitors will be allowed to eat lunch with students.
 - Students and staff must pack lunch or eat school lunch. No deliveries will be allowed. This policy may change as CDC guidelines change.
- Breakfast
 - Elementary students will pick up breakfast as they enter the building and eat in classrooms.
 - High school students will continue eating breakfast in the cafeteria and practice social distancing at tables.
 - Cafeteria staff and janitors will clean tables after students report to class.
- Restroom breaks will be provided to high school students utilizing passes. K-6 students will go to the restroom in cohort groups and practice social distancing in designated areas. Students must wash their hands.
- Drinking water and fountains

- Water fountains will be shut off until further notice.
- Elementary classrooms have sinks. Paper or Styrofoam cups will be provided to students for drinking purposes.
- Water jugs and paper cups will be issued to high school classrooms.
- Elementary and high school students are encouraged to bring bottled water in clear containers from home.
- Passing periods and the locker bays
 - Students must wear masks during passing periods.
 - Students will utilize the right side of hallways in one-way direction.
 - Locker bays: Junior high students will be located on the south side of the building to allow students to have one locker bay between each other.
 - Students will not be allowed to congregate. No students may share lockers.
 - Washing hands with soap and water is recommended frequently as well as hand sanitizer.
 - Students will be dismissed in an orderly fashion after the bell rings.
 - RSE teachers will dismiss 5th and 6th grades by alternating release of students.
- Parent-teacher conferences
 - A Google Hangout will be conducted by teachers with an assigned time.
 - Teachers will also conduct phone conferences.

Transportation:

- Students must wear masks on buses.
- It is encouraged for parents to bring students to school.
- Bus drivers must wear a mask. Bus drivers should wear gloves or use hand sanitizer.
- Students will be limited to one pick up and one drop off point. Students will not be allowed to ride home with other students.
- Preschool parents loading their children onto the bus or mini bus must wear a mask.
- Seating charts will be utilized on school buses in cohorts. Siblings will sit together.
- Buses will be fogged or spritz after each route with an approved sanitizing agent.
- Students at bus stops should social distance.
- Mini-buses will be cleaned by drivers utilizing sanitizing spritz after extra-curricular events.
- Morning Drop Off
 - Elementary students riding a bus will be dropped off at door 19.
 - High school students riding a bus will be dropped off at door 1 and 2.
 - Elementary parents bringing students to school will drop off students at door 15.
 - High school parents bringing students to school will drop off students at doors 3 and 4.
- Dismissal
 - Flexibility and extra time will be required for dismissal of students to allow for social distancing.
 - Elementary students riding a bus will be dismissed by the bus number and will exit door 19.

- Buses will drive from door 19 to doors 1 and 2 to pick up high school students.
- High school students will be dismissed by bus numbers and will exit door 1 or 2.
- Student drivers, walkers, and parents picking up students will be dismissed after school buses have exited.
- Elementary parents picking up students will need to utilize door 15.
- High school parents picking up students will need to utilize the south parking lot. Students will exit doors 4 and 6.
- Parents please do not block doors 1 and 2.

Plan for students identified or suspected with COVID-19:

- **Close Contact** is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.
- Parent screening measures before a child leaves home (keep child home if one or more symptoms not otherwise explained):
 - Fever 100.4° F or greater Chills Difficulty breathing
 - Muscle ache Sore throat Loss of taste or smell
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergy/asthmatic cough, a change their cough from baseline)
 - New onset of severe headache, especially with fever
- Students that are not feeling well will be sent to the nurse's clinic by the teacher.
 - The school nurse will evaluate students for the COVID-19 symptoms.
 - Students with potential COVID-19 symptoms will be isolated in a separate office area and the parent will be notified. The student will be sent home. The student will need to go to a doctor for COVID-19 testing.
 - There is a list of two-hundred (200) COVID-19 test sites listed on the Indiana State Department of Health located at <https://www.coronavirus.in.gov/2524.htm>. The tests are presently free.
 - If a student is diagnosed by the doctor with COVID-19, the parent **MUST** contact the school corporation and school nurse **ASAP** by phone or email.
 - A student must have a Return to School Form completed by their physician in order to come back to school after the COVID-19 quarantine protocols have been met.
 - The school corporation will complete a Close Contact Form for tracking individuals.
 - Foggers and spritzing canisters will be utilized to sanitize the entire building within 2 to 3 hours.
 - Students will not be transported if he/she has been diagnosed with COVID-19.
 - Lessons will be provided to students with COVID-19 in an alternative fashion.

COVID-19:

When a student, faculty or staff member can return to school



Purpose: The purpose of this document is to assist school healthcare staff and public health officials in determining if a student or faculty/staff member needs to be excluded from the facility for COVID-19 quarantine or isolation. The chart uses three criteria to determine this: close contact, symptoms, and COVID-19 test status.

How to use: The first step is to determine if the individual was a close contact to a COVID-19 case based on the definition below and then selecting the appropriate chart on the next page. The second step is to determine if the individual is showing symptoms of COVID-19 (symptomatic) or not. Finally, determine if the person was tested for COVID-19 and the result of the test. Key definitions are provided below.

Definitions:

Isolation means keeping sick people away from healthy ones. This usually means that the sick person rests in his or her own bedroom or area of your home and stays away from others. This includes staying home from school.

Quarantine means separating people who were around someone who was sick, just in case they get sick. Since people who were around other sick people are more likely to get sick themselves, quarantine prevents them from unintentionally spreading the virus to other people even before they realize they are sick. Usually, people who are in quarantine stay at home and avoid going out or being around other people. This includes staying home from school.



Updated: 9/3/20

Close contact: An individual is considered a close contact if any of the following is true:

- Was within 6 feet of a positive person for more than 15 minutes total in a day.
- Had physical contact with the person.
- Had direct contact with the respiratory secretions of the person (i.e., from coughing, sneezing, contact with dirty tissue, shared drinking glass, food, or other personal items).
- Lives with or stayed overnight for at least one night in a household with the person. These close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers. The only exception is if a healthcare worker in a school setting is wearing the proper personal protective equipment. When an individual's symptom, contact, or test status changes, the quarantine or isolation requirements should be reassessed.

Symptoms of COVID-19 (Does not include all possible symptoms)

- Temperature 100.4 degrees Fahrenheit or higher (or school board policy if threshold is lower)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
- Diarrhea, nausea or vomiting, abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell



Individual is NOT a known close contact to a COVID-19 case:



Individual	Symptomatic	No Symptoms
Not tested for COVID-19	<ul style="list-style-type: none"> - The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms. - If diagnosed with another condition that explains the symptoms, such as ear or bladder infection, individual does not need to isolate, doctor's note required to return to school. - Consider quarantine for siblings and household members if you have significant concern for COVID-19. 	<ul style="list-style-type: none"> - May attend school.
Tested and negative for COVID-19	<ul style="list-style-type: none"> - The individual must be fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms, unless otherwise advised by a healthcare provider. - If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease. - Please provide proof of negative COVID-19 test (not antibody). 	<ul style="list-style-type: none"> - May attend school.
Tested and positive for COVID-19	<ul style="list-style-type: none"> - The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. - Repeat testing is NOT recommended for making decisions about when people can return to work or school. - Siblings, household members, and other close contacts should follow the close contact chart below. 	<ul style="list-style-type: none"> - Must isolate at home for 10 days after the day the sample was collected. - Siblings, household members, and other close contacts should follow the close contact chart below.

Individual IS a known close contact to a COVID-19 case:

Individual	Symptomatic	No Symptoms
Not tested for COVID-19	<ul style="list-style-type: none"> - Because the individual is a close contact of a COVID-19 case, the individual must quarantine for at least 14 days after the last contact with the COVID-19-positive person. - Because the individual has developed symptoms and has not been tested or have an alternate diagnosis, the individual is likely a case and must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms. - The criteria in both of the above bullets must be met before returning to school whichever is longer. - If the individual cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the positive person. - Since the individual is a close contact who is now symptomatic, siblings, household members, and other close contacts should also follow this chart to determine quarantine length. 	<ul style="list-style-type: none"> - Must quarantine for 14 days from the date of last exposure before returning to school or day care. Siblings do not need to quarantine. - If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the positive person. - If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.
Tested and negative for COVID-19	<ul style="list-style-type: none"> - The individual must quarantine for 14 days after contact with the COVID-19-positive person, even if the student has an alternate diagnosis for symptoms. - If still symptomatic after the 14 days, individual must wait to return to school until fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms. 	<ul style="list-style-type: none"> - Must quarantine for 14 days from the date of last exposure before returning to school or day care. - If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the positive person. - If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.
Tested and positive for COVID-19	<ul style="list-style-type: none"> - The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. - Repeat testing is NOT recommended for making decisions about when people can return to work or school. - Siblings, household members, and other close contacts should also follow this chart to determine quarantine length. - If the close contact tests positive, isolation starts on the day of symptom onset and isolation may end prior to the last day of quarantine or after the 14 days of quarantine. 	<ul style="list-style-type: none"> - Must isolate at home for 10 days after the day the sample was collected. - Siblings, household members, and other close contacts should follow this chart.

Updated: 9/3/20

Plan for Shutdown and Stay-At-Home Order

- Staff will report to school and utilize PPE.
- Lessons will be presented in a live format and videotaped to allow students to stay on a routine throughout the school day. Flexibility will need to be provided for primary students who may need to wait until parents get home in the evening.
- Staggered mini lessons.
- A Chromebook exchange program will be utilized for students without the internet. Lessons downloaded for student use. Bus drivers and aids will exchange Chromebooks.
- The janitorial staff will deep clean the buildings during the shutdown.

Certified and Non-Certified Staff

The Non-Certified Handbook, and Master Contract will be followed for the utilization of sick, vacation, and personal days. Employees that are quarantined due to COVID-19 will be required to provide the school corporation with a doctor's note and return to duty date.