

Palestine CUSD #3

Return to School Plan



2020

Introduction: Palestine CUSD #3 plans to provide in-person instruction to start at the beginning of the school year. State guidelines have been given for how we may return. Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families. These guidelines also follow the legal advice given to the district and risk management policies governing Palestine CUSD #3. We emphasize the importance that everyone on Palestine Community Unit School District #3 property follow the guidelines set by ISBE / IDPH which includes the following:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Following Phase guidelines for gathering place occupancy
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings;
- Require an increase in schoolwide cleaning and disinfection.
- All employees shall have their temperatures taken upon arriving at the facility in which they work.
 - Temperature > 100.4 Fahrenheit will be sent home.
 - If an employee has COVID-19 symptoms they are to remain at home per the requirements in place from the IDPH.
- All students will be required to enter the school building in which they attend through a designated door(s). Temperature checks and symptom screenings must be done before the student can enter the building or get on the bus.
 - Temperature > 100.4 Fahrenheit will result in the student being required to stay home.
 - If a student has COVID-19 symptoms, they are to remain at home per the requirements in place from the IDPH.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. We are also preparing for a return to remote instruction in the event of a resurgence of the virus or a second wave of it in the fall.

Remote Learning

The intent of the plan is to allow for all students to participate and engage in the same curriculum whether via in-person or remote instruction. Additionally, the hope is to provide the best possible level of social-emotional support for all students. In an effort to do so, it is clear that we had to improve and/or standardize many of our communication processes for all students.

***Decisions to participate in Remote Learning SHALL be made prior to the first day of student attendance and SHALL remain until the conclusion of the first quarter.
Continuation of Remote Learning can be evaluated at the conclusion of each quarter.***

- **Communication and Instructional Programming**
 - Google Classroom (2nd-12th grade)
 - DOJO
 - Faculty and staff will also be available through their Palestine CUSD #3 email address.
- **Curriculum**
 - All students, remote and in-person, will have the same instructional outcomes and cover the same amount of material as well as at the same time (between the hours of 8am-3pm).
 - NEW CURRICULUM WILL BE COVERED.
 - Conferencing with classes will have FIRM expectations.
- **Grading**
 - All students, remote and in-person, will have the same grading system.
 - Work will have assignments and assessments that are expected by assigned due dates.
- **Attendance**
 - Attendance will be required for instructional hours and recorded with the state.
 - Attendance will be recorded daily.
- **Software Programs**
 - All software used in-person will also be required and used remotely.
- **Student Supports:**
 - General “office hours” of availability for faculty and staff
 - Social-emotional support from school counselors, social workers, staff members, and administrators will be available to support students.

Visitors

- Must be pre-approved and pre-arranged by administration prior to their visit and have necessary business to conduct in the building.
- Must wear a mask upon entering the school building or will not be allowed in.
- Must have temperature taken and follow symptom screening protocol upon entering the facility.
- Hand sanitizer stations will be available for use.

Monitoring

- The school district will work seamlessly with the school nurse and IDPH to monitor employee responsibilities, accountability to the plan and processes being incorporated.

- Failing to maintain standards described below will be labeled as a health risk similar to practices used for Environmental Health by IDPH and where applicable the issues will be worked out between the organizations on how to best move forward.
- The school district and the IDPH shall continue to review data in the regions and state to continue to make adjustments to procedures that will best secure continual health safety for staff and students.
- If for some reason there are serious concerns to arise surrounding the COVID19 Virus, the two entities will reach out to the IDPH / ISBE with those concerns.

Illness and Diagnosis Monitoring

- CUSD #3 will provide a process to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.
- The school nurse and local health department will monitor individuals and ensure criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school.
- Employees and families are encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.
- CUSD #3 will maintain a current list of community testing sites to share with staff, families, and students.
- Palestine will be prepared to offer assistance to local health departments when contact tracing is needed after a confirmed case of COVID-19 is identified. This may include activities such as identifying the individual's assigned areas and movement throughout the building.
- Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.
- The Superintendent will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

Measures to protect student health

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, employees, and students.
- Employee(s) assigned to regularly disinfect items frequently touched by students.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to students in the classroom, at or near the entrance of the facility, and entrance of the cafeteria.
- All other high-contact surfaces must frequently be disinfected.

Hand Hygiene

Palestine CUSD #3 encourages frequent and proper handwashing. Hands should be washed often with soap and water for 20 seconds. Palestine is committed to encouraging frequent and proper washing by:

- Ensuring availability of supplies, such as soap and paper towels, etc. for all grade levels and in all common areas of the building.
- Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol will be available.

Hand hygiene is recommended at the following times:

| | |
|--------------------------------------------|---------------------------|
| Arrival/Departure | Before and after eating. |
| Return from playground/physical education. | Before food preparation. |
| After blowing nose, coughing, or sneezing. | Before/after routine care |
| Following restroom use. | Following glove removal. |

Face Coverings

- All individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
- Face coverings must be worn at all times in school buildings even when social distancing is maintained.
- Face coverings do not need to be worn outside if social distance is maintained.
- If a student or staff member is unable to wear a face covering due to a medical reason (i.e. trouble breathing, etc.), a physician's note must be provided to the school.
- Face coverings must follow the school's handbook dress code.
- Schools and district policies regarding face coverings will be updated to reflect IDPH and ISBE requirements.

Face covering guidance and procedures are as follows:

- Ensure that the face covering fully covers the mouth and nose and that the covering fits snugly against the sides of the face.
- Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use.

- Pay special attention to putting on and removing face coverings for purposes such as eating due to the fact that after use, the front of the face covering is considered contaminated and should not be touched during removal or replacement.
- For additional information, visit CDC: Coronavirus Disease 2019 (COVID-19)-Cloth Face Covers.

Social Distancing

- Students and staff will maintain social distancing as much as possible in each area of the school setting.
- Procedures for hallway routes, bathrooms, the lunch line and lunchroom, classroom, arrival and dismissal have been planned out and will be carried out to the greatest extent possible to maintain distance between individuals and maximize health and safety.
- Visual reminders will be posted in multiple locations throughout the school buildings as indicators of safe distances, proper hand hygiene and procedures.

Personal Protective Equipment

- Personal protective equipment (PPE) will be available to and used by staff.
- CUSD #3 will provide training to staff prior to the start of student attendance on the proper use of PPE, including putting on, removing and disposal of PPE.
- Palestine will comply with Occupational Safety and Health Administration (OSHA) standards on bloodborne pathogens, including the proper disposal of PPE and regulated waste.

Mental Health / Social Emotional Health

- CUSD #3 will monitor the mental and emotional well being of students and staff members and provide training to increase awareness of the impact of COVID-19.
- Counselors will be available as well as support personnel for staff, students, and families.

Student Attendance

Daily attendance and engagement of students is expected whether students are participating in-person or remotely.

Staff Attendance

Palestine CUSD #3 will support staff attendance by providing sufficient planning and collaboration time and support, communicating frequently, and engaging staff in planning processes and decision-making.

Special Education Considerations

- Palestine CUSD #3 remains responsible for ensuring that special education students receive a free appropriate public education. We will address the individual needs of students eligible for special education services.
 - In-person or Remote Learning Plans will address the unique needs of students eligible for special education services.
 - Palestine CUSD #3 will adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws.
 - All Individuals with Disabilities Education Act and Section 504 timelines remain in effect.
 - IEP teams will meet to determine whether any amendments to students IEPs are necessary to address students' current levels of performance.
 - IEP teams will make individualized determinations regarding placement and where special education students receive services.
 - Remote learning plans will be developed at the students' annual IEP meetings.
 - Crisis interventions will continue to be utilized when absolutely necessary for the safety of students and staff.

Calendar Considerations for Remote Learning

- Once declared, Remote Learning Days will be implemented in any of grades preschool-12 as days of attendance and shall be deemed pupil attendance days for calculation of the length of a school term..
- A return to full Remote Learning Days may be necessary in a region if the region returns to a lower phase by declaration of the Governor due to public health indicators.
- Integrating periodic School Improvement Planning (SIP) Days may provide the necessary time to “review and amend its Remote and Blended Remote Learning Day Plan, as needed, to ensure the plan meets the needs of all students,” as required.

Back to School Events

- Schools have been strongly encouraged to hold back to school events such as back-to-school nights, open houses, orientations, parent-teacher conferences, etc. **virtually.**
 - As plans are made for each of these specific events, in accordance with the IDPH and ISBE, this year they will be communicated with staff, students and parents.

Technology

- Palestine CUSD #3 is striving to be as prepared as possible in case there is a return to full remote instruction in the event of a resurgence of the virus or a second wave of it in the fall. To that end, we are committed to the following:
 - A “One-to-One” Handbook exists for the students and families. Each student will be provided with a device for Remote Learning.
 - Some students and families may still lack internet access at home despite our district’s best efforts. Options are available to these families from the district.
- During in-person instruction, we will incorporate activities that help familiarize students with the technology devices and programs they will utilize during remote learning.
 - Grades PreK-1: Class Dojo
 - Grades 2-12: Google Classroom

Classrooms

- Palestine CUSD #3 will continue to keep safety and instruction as top priorities in the classroom while also adhering to the requirements and recommendations set forth by IDPH and ISBE:
 - Social distancing will be followed as much as possible in each area of the school, including the classrooms.
 - Teachers may also develop a marked path of travel inside the classroom to maintain social distance from the entry point of the classroom to the student’s assigned seat.
 - Windows may be opened, if possible, for increased ventilation.
 - Ensure adequate hygiene supplies, including tissues, hand sanitizer, extra face coverings, handwashing supplies if sinks are present, soap, and paper towels, are present in the classroom.
 - Teachers may assign classroom materials (i.e. textbook, technology devices, etc.) to students to minimize disease transmission.
 - Communicate with parents of younger students to discourage their children from bringing any toys from home to school.
 - Encourage students to use their own personal belongings and school supplies keeping them in a separate bag to ensure they remain separate from the belongings of other students and labeling students’ personal items.

Shared Objects

- Use of individual supplies and materials and personal belongings is best.
- The borrowing or sharing of any items is strongly discouraged.

- The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared.

Traffic Flow in Hallways, Lockers, Etc.

- Face coverings must be worn at all times. The following hallway procedures are outlined to adherence to social distancing requirements and IDPH limitations on gathering sizes, when possible:
 - Number of persons within hallways at any given time will be limited to the greatest extent possible.
 - Staff will rotate through classes rather than students, when possible, in order to limit the movement/mixing of student groups.
 - Capacity limits will be set on bathrooms to limit the number of persons in the bathroom at one time.
 - Signage will be posted in hallways outlining procedures and guidelines.
 - Students will not be permitted to share lockers. Individual lockers or spaces will be assigned.

Restrooms

- Social distancing in restrooms should be maintained whenever possible.
- Appropriate sanitation of restrooms will be scheduled and completed throughout the day.
- Signs displaying proper hand hygiene procedures will be visibly posted in the bathrooms and in other areas throughout the building.
- Students are encouraged to properly wash hands following restroom use.
- District will ensure availability of supplies, such as soap and paper towels.

Drinking Fountains

- Palestine CUSD #3 has followed the CDC guidance on flushing water systems and other measures to prevent the spread of mold and Legionella. When utilizing the drinking fountains or filling stations the following guidance should be adhered to:
 - Students will be permitted to carry individual water bottles or containers, provided that the container is clear and the liquid is water only. Sharing of water bottles will not be allowed.
 - Do not place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling.
 - Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking.
 - Ensure the appropriate water flow height to discourage students placing the mouths on the spout.

- If the fountain requires you to push a button or lever, clean the surface before and after or use your elbow.
- Clean your hands afterward with an alcohol-based rub or wash them with soap and water.
- Drinking fountains will be cleaned and sanitized.

Cafeterias/Food Service

- Meals will be individually plated.
- Buffets, salad bars, and the sharing of food and utensils will be prohibited.
- Ensure regular precautions are taken regarding food allergies and dietary needs.
- Areas where students consume meals will be thoroughly cleaned and disinfected between groups and after meals.
- Hand hygiene must be performed prior to and after eating a meal or consuming any food items.
- Face coverings must be removed during eating, so it is important to ensure 6-foot distance between individuals as much as possible.
- Parents / visitors will not be allowed to dine in the cafeteria with students until further notice.
- Kitchen is open to kitchen staff only when food is being prepped and/or served.
- Floor marking and table markings will be provided to ensure 6 foot distancing and traffic flow.
- On days that students do not receive in person learning due to potential COVID-19 shut down, families will have the option of meals delivered through the district.

Student Transportation

- All individuals on a bus must wear a face covering.
- Social distancing must be maintained to the greatest extent possible.
- Seating arrangements will be made with respect to social distancing and can be adjusted for students who live in a household with other students.
- Students must undergo symptom and temperature checks, before boarding a bus.
- Sanitization will be completed daily or between use on all vehicles used for student transportation.
- Palestine CUSD #3 will disinfect vehicles using only products that meet the EPA criteria and manufacturers' guidelines.

Field Trips

Per ISBE guidelines, field trips are suspended until state and local health officials have determined that it is safe to resume them.

Extracurriculars

- Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include the following:
 - Social distancing
 - Appropriate use of PPE
 - Limiting the number of individuals to be determined by Phase guidelines
 - Cleaning and disinfecting to prevent the spread of COVID-19
- ~~Students who do not participate in in-person learning are not permitted to participate in extracurricular activities.~~

Various aspects of Extracurriculars will be based upon guidance from the IHSA and/or IESA.

Before- and After-Care and Other Programs

IDPH and ISBE state that visitors and the use of school facilities by external parties should be discouraged as much as possible until further notice.

Schoolwide Cleaning and Disinfection to Prevent the Spread of Infection

- All food preparation surfaces, handles, knobs and common surfaces shall be sanitized before and after each use.
- Increase cleaning and disinfection schedules.
- Common areas of contact will be wiped down regularly, and employees are encouraged to wipe down objects of common contact before and after they touch them.
- Custodians will disinfect the buildings each night after all students and staff have left the building.
- Custodians will set a schedule to disinfect each classroom during unoccupied time.
- Weekly the custodial staff will do a deep clean with a stronger disinfectant and sweep/mop the floors.

Preparing for When a Student or Staff Member Becomes Sick School

- Palestine CUSD #3 will be prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member participating in allowable activities.
- Any individual, student or staff, who tests positive for COVID-19 or who shows any signs or symptoms of illness, should stay home. We ask that families and staff please

report possible cases to the school where the individual attends school or works to initiate contact tracing.

- In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return, which is as follows:
 - CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared.
 - Medically fragile and immunocompromised students should consult their medical provider prior to attending school.
 - Students or staff returning from illness related to COVID-19 should call to check in with the school nurse or building administrator (if a nurse is unavailable) following quarantine.
 - Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home.
 - When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission based precautions.
 - An area in each school has been designated a safe area to quarantine any individuals who are experiencing COVID-19-like symptoms and may be awaiting pickup/evaluation. Students should never be left alone and must always be supervised while maintaining necessary precautions.

This plan will allow us to continue to analyze and minimize our public health risks. It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions.



Palestine Grade School Re-Entry Plans for 2020-2021 School Year

ISBE/IDPH Requirements

- Require use of appropriate personal protective equipment (PPE), including face coverings
- Follow Phase based population guidelines
- Require social distancing be observed, as much as possible
- Require an increase in schoolwide cleaning and disinfection
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings.

Arrival and Dismissal

- Students will arrive from 7:30-8:00 a.m. and enter through the designated doors:
 - Walkers and parent drop off:
 - Main Entrance by Flag Pole Door
 - Staff will conduct symptom screenings and temperature checks to certify they are free of symptoms before entering school buildings.
 - Bus Riders
 - South Gym Door
 - Staff will conduct symptom screenings and temperature checks to certify that they are free of symptoms before loading onto the bus to come to school.
- Face masks must be worn at all times inside the school building. Face masks may be removed outside if social distancing is maintained. Face masks must be worn at all times on the bus.

Classrooms

- Safety and instruction should continue as top priorities within the classrooms.
- Students and staff should maintain 6 ft social distancing as much as possible.
- Students and staff should use individual supplies to the greatest extent possible.
- Students will be assigned their own locker or individual cubby storage space for their personal belongings.
- Students may bring their own water bottle. It must be clear (no glass) and must contain only water.
- Hand sanitizer will be available in each classroom.

Physical Education

- Whenever feasible and weather permitting, teachers will utilize outdoor space for physical education activities that allow natural social distancing.
- Games and sports activities that require close guarding and any potential physical contact with another player must be avoided in order to comply with IDPH requirements.
- The use of shared equipment and supplies is discouraged.
- In the event that common equipment is used, it will be disinfected by staff more frequently.
- Students will social distance as much as possible.
- Locker rooms will not be used until further notice during the school day.

Library

- Library will be provided as a push-in service for read-alouds and activities for students.
- Digital and downloadable books will be available for student devices.
- Book check out and return
 - Books may be checked out, but return will require a 48 hour quarantine.
 - Check out will not be face-to-face.
 - Gloves required for in person library browsing.
 - A traveling book cart will also be available as needed.

Lunch

- Students will be seated, socially distanced, as much as possible to eat in the multipurpose room with public gathering number limitation meeting the current Phase guidelines.
- A second seating area for overflow will be provided in the gymnasium. Students will be socially distanced as much as possible.

Recess

- Students should perform hand hygiene before and after recess.
- Recess/outside breaks should be frequent according to guidelines.

- The mixing of classes, grade levels or groups of students from one class to another will be avoided.
- Social distancing will occur as much as possible during recess.

Hallways and Bathrooms

- Visual markers will be utilized to direct the traffic flow for students and staff.
- Social distancing will occur as much as possible during hallway transitions.
- Classes will have designated bathroom break times throughout the day. Additionally, students will be able to go to the bathroom upon request.
- Social distancing and proper hand hygiene should be followed in the bathroom.

Cleaning Schedule/Signage

- A cleaning schedule will be developed for the building for additional cleaning to take place during the school day as well as after school each day.
- Signage will be posted in multiple areas throughout the building as indicators of safe distances, procedures and proper hand hygiene.

Student Attendance

Daily attendance and engagement of students is expected whether students are participating in-person or remotely.

Visitors

- A check in station for temperature checks and symptom screening will be required in the front office. This will be documented electronically for confidentiality purposes.
- Face masks will be required upon entering the school building.
- Hand sanitizer stations, located at the front entrance, must be utilized upon entry to the building.
- Visitors will need prior approval before entering the building.

Nurse

- If a student is not feeling well, they should be sent to the nurses office.
- Assessments of a student who is not feeling well should be done by the school nurse throughout the school day.

Mental Health

- Students will be monitored through the counseling department through the use of student assessments and evaluation.
- Access to school counselors and supports will be made available as possible and communicated to staff, students, and families.

Extracurricular

- Palestine CUSD #3 will follow IESA recommendations.
- Palestine CUSD #3 will follow IHSA recommendations.
- Other events and school sponsored activities will be decided on an individual basis.



Palestine High School Re-Entry Plans for 2020-2021 School Year

Arrival and Departure

- Students are not to arrive prior to 7:45am.
- Walkers and parent drop off at high school- East Door
- Student drivers- East Door
- Bus Riders- High School-East Door
- Students entering will have their temperatures and symptoms checked as they enter.
- All students will be assigned their own locker.
- All students will be able to go to their locker upon arrival and departure. Backpacks are prohibited throughout the day.
- All students need to be brief at their lockers and not loiter in the hallway.
- All students may go to their first hour class at 8am and enter the room as long as the teacher is present.
- All students may exit any door at departure time.
- All students will be required to wear a face mask at all times while inside the school building.

Movement around School

- Areas will be marked to provide a method of traffic flow if possible.
- Bells will be staggered in order to promote social distancing at lockers.
- Students are encouraged not to stand and visit at lockers during passing periods..

Cafeteria/Lunch Procedures

- Students will enter the south cafeteria door to receive their lunch.
- Students will then be directed to a designated area for dining.
- Students are encouraged to sit in marked areas and maintain 6ft distancing.
- Students are asked to wash hands before and after eating.
- Due to COVID-19 open campus will be suspended until further notice.

Classrooms

- Hand Sanitizer will be available upon entering and exiting classrooms.
- Students should maintain the 6ft distancing or do the best they can.
- No sharing of school supplies, food or other materials
- Students will be permitted to bring their own water bottle. It must be clear and only water is allowed.
- Locker rooms will not be utilized during the school day.
- Vocational and lab classes will disinfect materials/tools in between classes.
- Students will not dress for physical education at this time.
- Students will be allowed to attend dual credit courses, CTE off campus courses, service learning, and work study courses at this time.

Health and Sickness Procedures

Designated areas for sick individuals will be Ms. Waldrop's office.



Special Education Re-Entry Plans for 2020-2021 School Year

Resource and Instructional Rooms

- Resource students will be in one homeroom.
- Cross Cat students will be in one homeroom.
- Materials will be kept in individual lockers.
- Students will have their own textbooks. If not enough copies are available, books will be disinfected between users.
- Teaching areas will be disinfected between groups of students.

Sensory Room

- Sensory rooms and materials will be disinfected between students.
- Sensory room times will be scheduled, if possible, throughout the day.
- Special Needs teachers will have tubs of materials kept in their rooms if the sensory room is not available for use.

Coffee Cart

- Cups will be disposable with individually wrapped straws
- Students will wear gloves when handling money.
- Food service guidelines will be followed.

IEP Meetings

- Masks will be worn during meetings.
- Temperatures of parents and guests will be taken upon entering the building.

Itinerant Staff

- All itinerant staff will have a temperature check and symptom check with the secretary at the building they are in.
 - Will sign in at the office.
 - Will have a tub available with sanitizing materials available to take to the classroom they will be using.
 - Desks, tables, chairs, etc will be sanitized between each session.



Transportation Re-Entry Plans for 2020-2021 School Year

School Buses

- All school buses will be equipped with hand sanitizer.
- All buses will be equipped with a box of disposable masks
- All buses will be equipped with a box of nitrile gloves.
- Each bus route will have the first two seats on the passenger side designated as isolation seats for ill students if need be.
- All school bus routes will be designed to transport 40-45 students with a little room for students that move in.
- All school bus routes will have assigned seating for all students.
- All school buses will have windows open if possible for proper ventilation.
- Every bus will be sanitized after every route.
- Every bus will be completely wiped down and sanitized after the last route of the day for that bus.
- All extra curricular activities will follow the same guidelines as regular routes.

Driver, Chaperones, and Students.

- All persons on a school bus must wear a face covering.
- All persons on a school bus will maintain social distancing as best possible.
- All students will sit in assigned seats for daily routes.
- All unauthorized persons will not be allowed to board a school bus to keep exposures down. Example: parents, guardians, significant others, etc.
- All students assigned to a bus route in the AM will be checked for the symptoms of COVID and are fever free.
- If a student boards a bus without a mask the driver will provide a mask for the student.

- If a student is found to have any symptoms of COVID or has a fever above 100.4 the student will be required to return to their home. If a parent or guardian is not home for this student. The student will be placed in the isolation seat and the driver will radio the transportation office. Upon arrival at the students school a nurse will meet the bus to unload the student.
- All extra curricular activities will follow the same guidelines as regular routes.
- After the driver/chaperone completes a route they will sanitize the whole bus. If this is the last route of the day for this bus the driver/chaperone will completely wipe down the whole bus and sanitize the bus.
- All drivers/chaperones will wear the proper PPE while cleaning all bodily fluids, while sanitizing between routes and cleaning their bus after their last route for the day.
- Special needs routes and students needs will be coordinated with the special needs coordinator to follow all IEP and 504 plans in place to keep these routes and students, driver, and chaperones as safe as possible.
- If any driver or chaperone becomes ill, displays any COVID symptoms or develops a fever over 100.4 during the day they will report this to their supervisor immediately and must see a school nurse before leaving the facility.

Transportation office, transportation shop, and its staff.

- Transportation office and shop will have the same equipment and signage as the rest of the district buildings. Disinfectant machines, masks, gloves, disinfectant wipes, proper PPE.
- The office and shop will be sanitized after the AM routes are completed and drivers/chaperones are finished coming in. Then they will be sanitized again after the noon routes are completed.
- After the drivers/chaperones leave in the afternoon for their PM routes the office and shop area will be cleaned and sanitized each day.
- Office and shop bathrooms will be cleaned and sanitized several times everyday.
- Office and shop floors will be cleaned and sanitized at least once a week.
- Office and shop staff will wear masks.
- Social distancing in the office and the shop will be maintained.
- If any transportation office or shop staff becomes ill, displays any COVID symptoms or develops a fever over 100.4 during the day they will report this to their supervisor immediately and must see a school nurse before leaving the facility.



Operations & Maintenance Plan Re-Entry Plans for 2020-2021 School Year ***PHS, PGS, UO, Transportation Buildings.***

- Electrostatic disinfectant machines. Clorox T360, Protexus handhelds and backpacks.
- New hand sanitizer, soap, and towel dispensers. As many as possible touchless.
- Bottles of hand sanitizer in each room as needed.
- Nitrile gloves provided for all staff. Students as needed.
- Disposable masks for all staff and students as needed.
- Proper PPE for custodians when cleaning up bodily fluids. Masks, gloves, face shields, and full body aprons.
- Proper PPE for all custodians and maintenance workers for daily duties.
- Needed COVID-19 related signage from the CDC in all bathrooms, hallways, locker rooms, gymnasiums, gymnasium entrances, main offices, auditorium, break/work rooms, shops, bleachers, and nurses office.
- Needed COVID-19 related signage for visitors, vendors, and deliveries.
- Disinfectant wipes.
- Sneeze guards added for office secretaries and lunchroom secretaries.
- Proper backlog areas have been established at each building.

Maintenance and Custodial duties

Extra day custodians

- PHS/PGS wipe down and disinfect all doors after the start of school.
- PHS/PGS cleans and disinfects all entrance doors used for lunch times after lunch.
- PHS/PGS cleans and sanitizes all doors used for PE after each use. We will get class schedules to coordinate these needed times.
- PHS/PGS wipe down and disinfect all lockers after the start of school.

- PHS/PGS use electrostatic disinfectant machines in all rooms as they are empty throughout the day. We will get class schedules to coordinate these needed times.
- PHS/PGS frequently clean and disinfect all bathrooms.
- PHS/PGS frequently clean and disinfect all water fountains and bottle fill stations.
- PHS/PGS cleans and sanitizes all handrails in hallways and stairwells frequently.
- PHS/PGS clean office countertops frequently.
- PHS/PGS sanitizes every locker after the start frequently.
- PHS/PGS if locker rooms are used for PE, sanitizes every locker after every period and cleans and sanitizes every bathroom in locker rooms frequently.
- PHS/PGS cleans and sanitizes the cafeteria area if used after breakfast.
- PHS/PGS clean and sanitize the cafeteria, outside area, library, tables and desks that have been used for lunch.
- PHS/PGS sanitize playground equipment after each use if needed. We will get class schedules to coordinate these needed times.

**As needs arise and we see how things are working adjustments will be made to get all that needs done completed.*

