

# Temple Schools

## RETURN-TO-SCHOOL PLAN

*IN RESPONSE TO COVID-19*



## **INTRODUCTION**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

## **GUIDING PRINCIPLES**

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

## **SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS**

### **EMPLOYEE AND STUDENT SAFETY**

#### **VISITOR RESTRICTIONS**

TPS will not allow normal visitation to our campuses until reopen date. Only TPS staff are allowed on campus during preparation for reopen. After reopening visitors must arrange by appointment and complete a visitor staff or student self screening form. (Visitor- anyone who is not staff or student of Temple Public Schools)

### **EMPLOYEE SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

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- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by Temple Staff. **HANDOUT: SELF-SCREENING PROTOCOL**

### **STAFF & STUDENT DAILY PROCEDURE**

Upon arrival at school, all staff and students will have their temperature taken. All middle school and high school students must enter the school through the South doors. Any student entering the building after 8:10 am will have their temperature taken in the HS Office. If a staff or student's temperature is 100.4 degrees or higher, they will be sent home immediately.

### **HEALTH PROTOCOL**

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact their administrator. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work with Doctor's written permission.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. TPS employees, students, parents, and visitors should practice general social distancing protocol.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Masks are encouraged as part of employee protection as well as personal protection, but not required.

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**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

### **PERSONAL WORKSPACE/CLASSROOM**

TPS staff will use the signage provided to indicate the room for sanitizing and disinfecting. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

### **SHARED WORKSPACE**

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. TPS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The TPS Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

### **FACILITIES CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of

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spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

### GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team.

## SIGNAGE

Signage will be placed throughout the offices and school.

## PREVENTIVE MATERIAL INVENTORY

1. School district will strive to have an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. School district will strive to have a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

## BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

## COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to his/her administrator and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The administrator must complete the **HANDOUT: Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The administrator and others attending the suspected infected person, should also wear a protective mask while working with the suspected infected person.
- The administrator will direct the ill employee to leave work or call the parent of the student to be picked up and go home.

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- The campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact administration.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### **RESTROOM USAGE DURING THE WORK DAY**

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

### **LOCKER ROOMS**

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

### **CAFETERIA AND MEAL PERIODS**

Students may bring their own meals or be served individually plated meals in the cafeteria. We will spread students out throughout the cafeteria. Tables and seats will be disinfected after each group leaves.

### **MODIFIED ARRANGEMENTS**

Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.

Create distance between children on school buses when possible.

## **STAFF TRAINING**

### **1. First Day Training/Orientation**

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom

### **2. Cleaning Crew Protocols**

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow on Facebook
4. Google Classroom Grades PK-12

## SECTION II. ACADEMICS AND HOME-BASED LEARNING

### **GRADING POLICY**

#### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located on our [district website](#).

### **RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES**

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades PK-12. Google Classroom will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly and to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by TPS staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

### **PACKET PREPARATION**

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing

signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.

3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved.

### **PACKET DISTRIBUTION**

1. If packets are used, they will be distributed with student meals or delivered via school personnel on Mondays.

### **PACKET RETURN**

1. Packets are to be returned the following Monday when families pick up their food boxes or when school personnel drop off next week's packet.
2. In the event that the parent needs to drop off the packet, TPS will establish a drop-off location. Our drop off location is the South entrances of Temple Schools. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." Wait 24 hours after a drop off cycle before beginning to open the packets.
3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) <sup>1</sup>or via photo sharing.

## **ONLINE INSTRUCTION**

Google Classroom, or other online communication tools, is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will pre-record lessons and then follow-up with tutorials in the same week.

## **III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING**

**Coming soon**

Addendum

**Addressing the social, emotional, and mental health needs of all children, or specifically the needs of those disproportionately impacted by the Covid-19 Pandemic.**

One's social-emotional learning involves many areas that influence the total person. One's self-concept is very important to the physical and emotional being of each individual. Each teacher is encouraged to constantly monitor a student's self-concept. If they feel that it is beyond their ability to help the student, then a referral to the school counselor is warranted. If the school counselor believes that outside counseling is warranted, then the counselor will contact the parent/guardian to give them support for such counseling resources.

During the Pandemic, Temple Public Schools will continue to provide services such as virtual learning, online platforms such as Google classroom, Acellus Online Curriculum, and Renaissance Learning.

We will continue to provide counseling services for our students and staff in the event of distant learning or virtual learning.

Meals will continue to be provided for our students and will be available for pickup at a designated location. The location will be announced on Temple's Facebook page and the webpage.

Students will be provided chrome books or Ipads for distance learning. Hotspots are available to families that lack internet services.