



Metropolitan School District of
Steuben County

Addressing Community Spread in MSD of Steuben County

(As determined by local Health Department and State Health Department, but Governor's Orders and directives from IDOE will supercede local guidance)

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none">• COVID spread is such that rolling closures are needed (could be short-term or long-term)• Substantial <u>active exposure cases or absences</u> impacting school building attendance and staffing	<ul style="list-style-type: none">• Establish and maintain communication with Local Health Department Officials• Minimal or moderate <u>active exposure cases at school buildings</u>	<ul style="list-style-type: none">• Establish and maintain communication with Local Health Department Officials• Low to few known active exposure cases <u>at school buildings</u>

Risk Mitigation Approach

- Conduct self-screening** (prevent sick people from attending school)
- Provide options** (take care of all who cannot attend, until they can)
- Promote hygiene** (handwashing)
- Increase cleaning** (disinfect surfaces)
- Keep kids in cohort groups as much as possible** (support tracing)
- Maximize distance** (as feasible)
- Avoid large groups** (where possible)
- Allow masks** (support those who do)

Decisions based on 1) medical advice, 2) what is feasible, 3) what parents will support.

Should my student come to school today?

<p>Current Statistics for Steuben County:</p>	<p>Source: https://www.coronavirus.in.gov/2393.htm</p>
<p>Parent Screening Measures before a child leaves home (keep a child home if one or more symptoms not otherwise explained):</p>	<p>A fever of 100.4° F or greater • Cough • Shortness of breath or difficulty breathing • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell</p> <p>A child (or employee) should stay home from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 listed above based on CDC Guidance that is not otherwise explained. Parents call and report absences if remaining home for this reason.</p>
<p>Return to school after having one symptom above and NO COVID 19 test:</p>	<p>No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and • Other symptoms have improved (for example, when your cough or shortness of breath have improved); and • At least 10 calendar days have passed since your symptoms first appeared. • Any student, teacher, administrator, or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website www.coronavirus.in.gov has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.</p>
<p>Return to school after having one symptom above and testing negative for COVID 19:</p>	<p>Return when the fever has been gone for 72 hours without the use of medicine that reduces fevers or upon feeling better</p>
<p>Return to school after having one symptom above and testing POSITIVE for COVID 19 with symptoms:</p>	<p>First: Notify your school immediately of any positive test. Also, call 260-668-1500 immediately to report. Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:</p> <ul style="list-style-type: none"> • The individual no longer has a fever (without the use medicine that reduces fevers); and • Other symptoms have improved (for example, when your cough or shortness of breath have improved); and • At least 10 calendar days since their test without symptoms; or • The individual has received two negative tests at least 24 hours apart.
<p>Return to school after having one symptom above and testing POSITIVE for COVID 19 asymptomatic:</p>	<p>Persons who have not had symptoms but test positive for COVID-19 may return when they have gone <u>ten calendar days without symptoms</u> and <u>have been released by a healthcare provider</u>. Students may also return if they are approved to do so in writing by the student’s health care provider.</p>
<p>If someone in your home has symptoms or is being tested for COVID 19:</p>	<p>Students and employees should remain home for 72 hours if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Parents and employees notify the school if someone in your home has tested positive for COVID-19.</p>
<p>If someone in your home has tested positive for COVID 19:</p>	<p>If an individual in one’s home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic. Return to school after documented infection with COVID-19 should be directed by the individual’s health care provider. Parents and employees notify the school if someone in your home has tested positive for COVID-19.</p>

Transporting Students

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none">School buildings are closed 	<ul style="list-style-type: none">Same as transporting students in low to no spread if school is in session.	<ul style="list-style-type: none">Parents/guardians are encouraged to transport children to and from school if they can do soBus drivers and students must wear masksAssigned seats on buses, siblings sit together, fill the bus back to front. No switching buses. No switching seats. Changes to drop/off pick up can only be changed from assigned bus to parent pick up or walking (if available at your school)All staff self-screen each day before starting routesHand sanitizer available on the busParents are to conduct health screening before placing students on the bus and have students wash hands before getting on the bus. Do not send children to school if they have any symptomsThe bus is cleaned and disinfected between each routeStudents only dropped off/picked up at assigned bus stops.

Protective Measures

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> No students or staff in buildings 	<ul style="list-style-type: none"> Same as low to no spread Facilities and buses re-evaluated to allow for even more social distancing 	<ul style="list-style-type: none"> All staff self-screen for symptoms each day before starting the day. Students/families screen before coming to school. Masks are required for all students, grade 3 and up, and required for all staff members per the Governor’s Executive Order. For students in grades K-2, masks are required for school as we teach students how to properly and appropriately wear them. Masks are required for school bus drivers and all students on the school bus. Teach and reinforce good hygiene practices like hand washing, covering coughs, etc. Signs posted throughout the school about how to minimize the spread, how to wash hands, appropriate social distancing, and staying home when you are sick Hands washed/sanitized at the start of school, before eating, after using the restroom, after blowing nose, coughing, or sneezing, and after using shared equipment (art class, etc) Playground—recess times are staggered, hand sanitization before and after recess, equipment is cleaned daily with antibacterial/antiviral wipes, spray, etc Desks spread as far apart as possible in the classroom. Seating charts are maintained. All desks face the same direction. Extra furniture removed to allow for more space. Students are kept in a cohort group PK-7 (No buddy classes, same grade classes do not interact with one another if possible, different grade levels never interact the sixth-grade blue team kept together, away from the sixth-grade gold team, etc). Exceptions will be limited to middle school classes such as band and choir, interactions will be as little as possible. If desks are shared, they are cleaned between use with antibacterial/antiviral wipes, spray, etc Minimize the use of shared supplies and materials. Sanitize between each use if shared as feasible with antibacterial/antiviral wipes, spray, etc Protocols established for students who begin to feel sick at school, including isolation rooms in each building Water fountains are closed. Students may bring water bottles from home to be filled at stations if allowed by the individual building. Bottled water provided if filling stations are not an option. Reporting process in place to track symptoms, absence, COVID cases, and communicate with the health department Shared equipment in hands-on classes will be limited. Any shared equipment will be sanitized between uses.

Cleaning and Sanitizing

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> Deep cleaning procedures conducted by custodial staff at the direction of the Director of Facilities or Designee when the building is empty 	<ul style="list-style-type: none"> Same as cleaning in low to no spread Possible deep cleaning of some areas/buildings 	<ul style="list-style-type: none"> Cleaning budget increased to hire additional staff, support more work hours, more equipment, increased supplies, and contracted services as needed All staff self-screen each day before starting shifts Soap and hand sanitizer are available throughout the building and in each classroom Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash, and other building based tasks Supplemental cleaning is performed by custodial staff over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically to prevent the spread of disease. This includes disinfecting cafeteria tables, playground equipment, desks, etc. Door knobs, handles, countertops in common areas will be disinfected with wipes or spray on a regular basis throughout the day. Common area/shared restrooms will be cleaned every 2-4 hours as directed by the health department, or more often as time allows.

Decision-Making Model Based on Level of COVID-19 Spread

Level of Spread	Substantial Spread (Plan C, until we can return to plan B)	Minimal or Moderate Spread (Plan B, until we can return to Plan A)	Low to No Spread (Plan A)
Instructional Model	virtual learning until Community Spread decreases and then transition back to traditional learning with 100% virtual learning option maintained for families who have selected it for the current nine-week grading period.	<p>Traditional Learning (brick and mortar) with intensive mitigation strategies and enhanced social distancing</p> <p style="text-align: center;">-and/or-</p> <p>Targeted, short term virtual learning for school building(s)/grade level(s)/district-wide virtual learning as necessary for cleaning/self-quarantining due to increased spread</p> <p style="text-align: center;">-and-</p> <p>100% virtual learning option maintained for students/families that have requested that option for the nine weeks grading period.</p>	<p>Traditional Learning (brick and mortar) where 100% of students attend traditional school every day. Mitigation strategies in place to prevent the spread of COVID-19.</p> <p style="text-align: center;">-or-</p> <p>100% virtual learning option available for students/families that do not feel safe or comfortable returning to the traditional learning (brick and mortar) environment or for students who are high risk. Families who choose this option commit for the nine-week grading period and re-evaluate for the new grading period.</p>
Level of Response	<p>virtual learning will provide instruction from the teacher just as if the student was in the classroom. Students will be expected to attend all sessions and complete all work. Counselors are available for students and special education services will be provided.</p> <p>Extended closures for community spread.</p> <p>100% virtual learning Option Maintained.</p>	<p>School buildings are open with additional cleaning, safety, and protective measures in place. Teachers will provide instruction based on a traditional schedule.</p> <p>Short-term virtual learning for a specific building(s), grade level(s), or the entire district will provide instruction from the teacher just as if the student was in the classroom, covering new, grade-level content. Students will be expected to attend all sessions and complete all work. Counselors are available for students and special education services are provided.</p> <p>100% virtual learning Option Maintained.</p>	<p>School buildings are open with additional cleaning, safety, and protective measures in place. Teachers will provide instruction based on a traditional schedule.</p> <p>100% virtual learning option will provide instruction from the teacher just as if the student was in the classroom. Students will be expected to attend all sessions and complete all work. Counselors are available for students, and special education services are provided.</p>

Note: Based on changing data on the spread of COVID-19 in our area, the entire district, an individual school building, multiple school buildings, or a specific grade level or classroom may move to a different instructional model as necessary to keep students and staff safe.

Visitors and Volunteers

Substantial Spread

- School buildings are closed. The exception will be the After School Child Care program unless the district's waiver is approved by the State allowing the program to be closed for the safety of our students and staff.



Minimal or Moderate Spread

- School buildings are closed to visitors and volunteers. See Low to No Spread.

Low to No Spread

- School buildings are closed to visitors and volunteers. No parents or guardians will be allowed to eat lunch with students, no youth group advisors, no guest speakers (must use virtual options), no Junior Achievement presentations, etc. will be allowed. The only exceptions will be regularly scheduled After School Child Care staff and volunteers and therapists, school psychologists, etc from the special education co-op providing services to students.

Student Attendance

Substantial Spread

- No students or staff in buildings. Attendance for virtual learning communicated from each building principal.



Minimal or Moderate Spread

- Same as low to no spread
- Students who move to targeted, short term virtual learning will have the same requirements as our 100% virtual learning option students--Students must, at a minimum, complete the exit ticket for the day's assignment (there is an exit ticket in each class at middle school and high school level) to be counted present for the virtual day.

Low to No Spread

- Students are expected to attend school or have a parent/guardian call in the absence. Absences due to COVID-19 symptoms or self-quarantine will be excused absences. If a student is able to participate in virtual learning during illness or quarantine, the student's attendance will be counted as "virtual due to COVID-19."
- Students absent from school will be expected to make up assignments to earn grades and credits for courses.
- Students on the 100% virtual learning option may be marked absent or present each day. A student will only be marked present for virtual learning if the student, at a minimum, completes the exit ticket for the day's assignment (there is an exit ticket for each class at the middle school and high school levels). Students utilizing the 100% virtual learning option are expected to have a parent/guardian call in an absence to have it marked as excused.

After School Child Care

Substantial Spread

- School buildings are closed. The exception will be the After School Child Care program unless the district's waiver is approved by the State allowing the program to be closed for the safety of our students and staff.



Minimal or Moderate Spread

- Same as Low to No Spread.

Low to No Spread

- Different spaces will be used to accommodate social distancing and cohorting by school and grade as much as is possible.
- Students must wear masks when they are being transported until they arrive in their designated spot.
- Students will be required to wear masks when social distancing is not possible.
- Parents will not be permitted in the schools. They will ring the bell and wait for their children to come out. Staff will sign students out.
- Students will sanitize hands often and always before any transition (snack, recess, restroom, table, etc.)
- Equipment will be sanitized after each use.
- Water fountains will not be operation; only bottle filling stations will be available.

Serving Meals

Substantial Spread

- School buildings are closed
- Meals served/offered per Indiana Department of Education Division of Community Nutrition guidance and waiver availability
- All staff in masks



Minimal or Moderate Spread

- Same as serving meals in low to no spread if building(s) are open
- Re-evaluate social distancing guidelines. Extra spaces may be utilized in a building to allow for more distancing
- Meals served/offered per Indiana Department of Education Division of Community Nutrition guidance and waiver availability if school building(s) closed

Low to No Spread

- All students/staff wash hands or use hand sanitizer prior to breakfast and lunch
- Foodservice staff wear masks as needed during meal preparation and all meal service
- Disposable packaging utilized for all meal components to include utensils and served per Board of Health guidance
- Food Service Staff will minimize contact while serving meals
- Assigned seating in the lunchroom or other space used for lunch in the building. Students cohorted to every extent possible to support contact tracing.
- Scan cards used in place of keypads
- The dining room/eating space is cleaned between each meal service
- Food should not be shared. No share pans available
- Students go in small groups to dispose of trash in cans spread throughout the dining room/other eating space

Extra-Curricular and Co-Curricular

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> No students or staff in buildings or on school grounds All school practices, meetings, activities, concerts, performances, and competitions are canceled 	<ul style="list-style-type: none"> Same as low to no spread Events, activities, and crowd attendance evaluated with the county health department Re-evaluate mask policy 	<ul style="list-style-type: none"> First-time athletes are required to have an IHSAA pre-participation physical Returning athletes are not required to obtain a new physical, but must provide a 2020-2021 IHSAA Health History Update Questionnaire and Consent and Release Certificate Adhere to all social distancing guidelines as feasible Coaches are strongly encouraged to wear masks at all times when social distancing is not possible When not participating in vigorous activity, and social distancing cannot be achieved, athletes are strongly encouraged to wear masks All equipment must be sanitized before and after every use Students must supply water bottles and no sharing of water bottles will be allowed If receiving treatment from the trainer, both the student and the trainer should wear face coverings Students must wash hands for 20 seconds or use hand sanitizer before and after all workouts Gathering sizes should be decreased. Workouts should be in small groups with the same group. Free weight lifts may be conducted. Spotters should wear masks while spotting a lift Contact is limited to only contact necessary to compete as defined by the IHSAA Schedule may be adjusted to reduce the number of events, duration, and participants present Spectators may be present at competitions, but must social distance. Spectators may be limited. Concessions can be sold if prepackaged; food handlers and cashiers must be separate.