



Revised 9/8/2020

Southeast Local Schools COVID-19 Restart and Reset Guide



Table of Contents

- **1 District Components**
- **2 Operations**
- **3 Instruction**
- **4 Stakeholders & Resources**
- **5 School Operations**
- **6 School Health & Safety Additions**
- **7 Teachers/Staff**
- **8 Classroom Design**
- **9 Arrival and Dismissal**
- **10 Breakfast & Lunch**
- **11 Recess**
- **12 Restrooms & Fountains**
- **13 Transitions**
- **14 Special Subject**
- **15 Students**
- **16 Before and After School Programs**
- **17 Clinic Procedures**
- **18 Positive COVID-19 Procedures**
- **19 Home/Online Learning**
- **20 Parent/Student Online Learning Contract**

These protocols were established based on the principles of working with a normal daily schedule and the option of home online learning, physical distancing as much as possible, and cleaning protocols being maintained to minimize risk.



1 - District Components

The Southeast Local School District has considered various factors in developing this plan. The following considerations and decisions will be universal across the district. Individual building specifics will follow.

Operations

- **Health & Safety**
- **Technology**
- **Maintenance & Sanitizing**
- **Transportation**
- **Food Services**

Instruction

- **Curriculum**
- **Remote Learning Platform**
- **Face to Face**
- **Equity**

Stakeholders

- **BOE**
- **Employees**
- **Students**
- **Parents**
- **Learning Community**

Resources

- **Budget**
- **Time**
- **People**
- **Facilities**



2 - Operations

- Health & Safety- Southeast Local Schools will coordinate with our local health officials to determine a course of action for procedures when a confirmed case has entered our district/school(s). We will teach healthy hygiene, social distancing, intensify cleaning and disinfection, and require sick staff/students to stay home. We will reduce congestion in the health office by providing two clinics.
- Technology- Southeast Local Schools has implemented one-to-one devices k-12 for all students. We will deliver an online remote learning platform when necessary to meet the needs of all learners. We will adjust delivery methods, if needed, to deal with potential lack of students' access to internet at home.
- Maintenance & Sanitizing- Southeast Local Schools will implement cleaning and disinfecting common areas multiple times daily focusing on frequently touched surfaces. Maintenance staff will follow EPA approved list and manufacturer's instructions for all cleaning and disinfection products.
- Transportation- Southeast Local Schools will transport students to school and also encourage parents to transfer children when possible to reduce the number of students riding. All safety protocols will be followed.
- Food Services- Southeast Local Schools will provide lunches to all students and consider ways to distribute or offer grab and go to families opting for remote learning.



3 - Instruction

Learning Options

The learning options below are available to all Southeast Local students for the 2020-2021 School Year. Southeast Local Schools will follow the Governor's guidelines for schools. We will provide standards based curriculum delivered in multiple platforms to meet all student needs. Please be sure to read all options to determine the best fit for your student.

COVID-19 Educational Options for Families	Mode of Engagement	Description	What steps do I need to take for this option?
Traditional School	All face-to-face	Students will report to their designated school building 5 days a week.	All students are automatically enrolled in this option
Remote Learning	Online	Students will work from home, completing online content, 5 days a week.	Parent and students must complete the contract and return to school by August 4, 2020

Southeast Local Schools will maintain an equitable education system where all students develop the knowledge and skills they need to be engaged and become productive members of society. All students will have access to all educational opportunities within our district.



3- Instruction

Traditional School (Face to Face Instruction)

Southeast Local Schools will provide “traditional” face to face learning to students by following the CDC, state, and local guidelines:

1. Student and Staff groupings are static as possible and/or sanitation procedures are followed to clean the space
2. Restriction of nonessential visitors, volunteers and activities
3. Seating/desks spaced
4. Seating charts/assigned seating in all classrooms
5. Transition schedules will be created to minimize the number of students and staff in common spaces
6. Students will have belongings separated and will not share supplies
7. Intensified cleaning/sanitizing procedures will be implemented daily
8. Promote healthy hygiene & social distancing practices
9. Accessible health and safety supplies



4 - Stakeholders & Resources

Stakeholders

Southeast Local Schools will use multiple communication tools to inform all stakeholders listed below. The leadership will remain transparent to provide greater clarity when information is gathered and shared. These methods will include our Blackboard calling system, FinalForms email messages, website updates, newsletters and teacher tools.

- Board Of Education
- Employees
- Students
- Parents
- Learning Community

Resources

Southeast Local Schools will continue to be fiscally responsible and manage the resources below to best meet the needs of the district. We recognize all items are critical resources for our learning community and all decisions will be considered greatly before finalized.

- Budget
- Time
- People
- Facilities



5 - School Operations

Student/Parent Orientation: Information will be sent home via email/Final Forms & available on web page; Students will bring supplies the 1st day of school- for personal use only. (Waynedale - Freshmen Orientation information will be distributed through Final Forms. JRL - Open House/Student Check In (7th grade only) Kindergarten & New Students - Open House will be the week of August 10).

Visitors/Volunteers

Prohibit visitors/volunteers in schools, or limit to emergency situations and approved volunteers. Require temperature checks and a symptoms check for any visitors. Student assemblies will be eliminated.

School Picture Day

School pictures will be extended to allow for social distancing. No group photos will be taken. Classroom composites of individual pictures will be utilized instead.

Face Masks

All staff and students (k-12) are required to wear face protection. All students will follow the face covering policy. Masks are required on school transportation. All visitors must wear mask.

Transportation

Busing will be made available to students who live in busing zones. Masks will be required for students and staff members on buses (self-provided or district-issued). Maximum of two students per seat.

IEP/ETR/504 Meetings

When possible, IEP/ETR/504 meetings will be held virtually for parents and staff, with the Director of Special Education facilitating as District Representative.

Parent Teacher Conferences

Conferences will be held virtually, or over multiple days, so no parent is waiting in hallway- parent choice

Events/Assemblies/Field Trips

All extra events will not be held at this time. Guidance from ODE, ODH, and OHSAA will be utilized to make future decisions as to any large events.

School Postings

All schools and offices will display environmental print promoting infection control strategies (i.e. cough/sneeze etiquette, proper handwashing, appropriate use of face masks, physical distancing, and importance of staying home when sick, etc.).

Clean and Sanitize

Frequently clean surfaces paying particular attention to high-touch areas (stair handrails, door handles, counters, desks, tables, chairs, lavatories, computers, books, etc.) Cleaning and disinfection should be done after each cohort of students leaves a facility or classroom, including between class changes (if applicable), between groups in the cafeteria (when utilized), and after each school day. Limit sharing of supplies and equipment and sanitize between student use.



5 - School Operations

1. **Facial Coverings (Masks).** Except as provided herein, all students, faculty, and staff in any child care setting, school building, or other location that provides care or education to any child in kindergarten through grade twelve in the State of Ohio shall wear facial coverings at all times when:
 - a. In any indoor location including, but not limited to, classrooms, gymnasiums, offices, locker rooms, hallways, cafeteria, and/or locker bays;
 - b. Outdoors on school property and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household;
 - c. Waiting for a school bus outdoors and unable to maintain a distance of six feet or more from individuals who are not members of their household; or
 - d. Riding a school bus.

For purposes of this Order, a facial covering (mask) is any material that covers an individual's nose, mouth and chin.

Exemptions. The requirement to wear a facial covering does not apply when:

- a. The individual has a medical condition including respiratory conditions that restricts breathing, mental health conditions, or a disability that contraindicates the wearing of a facial covering; or
- b. The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary;
- c. The individual is actively participating in outdoor recess and/or physical activity where students are able to maintain a distance of six feet or more or athletic practice, scrimmage, or competition that is permitted under a separate Department of Health Order;
- d. The individual is seated and actively consuming food or beverage;
- e. Where students and staff can maintain distancing of at least six feet and removal of the facial covering is necessary for instructional purposes, including instruction in foreign language, English language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument;
- f. Students are able to maintain a distance of six feet or more and a mask break is deemed necessary by the educator supervising the educational setting;
- g. The individual is alone in an enclosed space, such as an office; or
- h. When an established sincerely held religious requirement exists that does not permit a facial covering.



6 - School Health & Safety Additions

The Southeast Local School District has considered and implemented several health and safety measures for the 2020-2021 school year. These measures include:

- Face Shields for teachers
- Masks for all staff members
- Masks available for students
- Partitions for desks, as needed (Study Carrels)
- Partitions for work tables and student/teacher work stations
- Hand sanitizer available in all classrooms, common spaces, and entries
- Water bottle filling stations installed in each building; and water bottles provided to students
- Additional Clinics & cots
- Additional thermometers
- Teacher carts for traveling teachers
- Extra Chromebooks
- Additional Cleaning supplies and cleaning personnel
- Signs and directional arrows to remind of procedures
- Assigned seats and logs of student movement for tracing
- Ionizer disinfectant sprayers



7 - Teachers/Staff

Student Learning

It is important to note that expected health practices will require new learned behaviors. We will implement age-appropriate learning about Covid-19 control strategies for students. This should be on-going to reinforce the importance of handwashing, physical distancing, appropriate use of face masks, cough/sneeze etiquette, and the importance of staying home when sick or displaying symptoms.

Employee Training

1. Education and training for all employees will be provided, including how to properly put on, use, take off, and dispose of PPE. Adequate education must be provided for all school personnel to know and recognize the most likely symptoms of COVID-19 and how to protect employees and students from transmissions.
2. Special Education Staff: Training with New SPS software including sharing IEP/ETR/504 drafts virtually with parents, general education teachers, students, therapists, & other team members.
3. Direct Service Providers (paraprofessionals, therapists, intervention specialists or staff who provide direct services and functional living assistance to students) will follow CDC guidelines on training including: knowing how COVID-19 spreads, handwashing, face coverings, proper procedure for taking on/off gloves & PPE, cleaning and disinfecting surfaces, and coping with stress. Southeast Local will receive training on bloodborne pathogens and infection control. Additional training given to Direct Service Providers on: when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, how to dispose of, disinfect, and maintain PPE, and the limitations of PPE.

Teacher Transitions

Teachers (grades 4-5-6 in teams) and special subject teachers K-4 (Art, Music, Library) will travel from classroom to classroom. Students will remain in their homeroom classroom for instruction; other than for small group and specially designed instruction.

Waynedale/JRL - Students will travel between classes, however, added sanitation procedures will be implemented along with proper staggered traffic flow in the halls to reduce numbers moving at the same time.



8 - Classroom Information

All District Protocols

All classrooms will do their best to maintain social distancing between desks, as space allows. Group work will be eliminated until further notice. Materials will be distributed by staff. Hand sanitizer (60-95% alcohol based) and sanitizing products will be available for personnel and students, especially in high traffic areas, including at each school entrance and in every classroom/school spaces.

Waynedale - classrooms will be spaced to allow distancing.

JRL - all classrooms except one (8th grade science) have 6 ft. tables and chairs. No more than 2 students to a table.

Classroom Furniture

No extra tables in classrooms (only tables used for seating)

Small Group Instruction

Small group areas will have established extra protection such as a barrier for teacher and student(s). Tables and chairs will be sanitized and spaced apart. Any pull-out instruction can only accommodate the maximum for each room to ensure social distancing for students.

Classroom Library

Classroom libraries will be maintained by classroom teachers only. Students shall receive books from teachers at their appropriate reading levels. When they turn books in, all books will sit for three days prior to being reshelfed.

Transition Among Classrooms

Students will remain in one classroom and staff will rotate to them, unless the student's IEP requires the student to transition among multiple settings.

Waynedale/JRL - Students will transition to classes with the bell schedule and added safety/cleaning procedures.

Student Supplies

Community supplies will be eliminated with exception of labs and art classes which will sanitize materials that are used.

Snacks/Treats

Snacks/Treats provided by parents must be in a sealed package- Office will take to classrooms- no home baked items.



9- Arrival & Dismissal/Transportation

Transportation

Busing will be made available to students who live in busing zones. Masks will be required for students and staff members on buses (self-provided or district-issued). There is a maximum of two students per seat. All students will have assigned seats. Buses will be sanitized after use. Bus drivers will comply with safety protocols.

Waynedale

1. Students will report to first period upon arrival, unless they are getting breakfast, then they will go to breakfast and report to first period to eat it.
2. Freshmen enter from dock doors or gym doors by JRL; sophomores will enter the door by Mr. Geiser's room; juniors will enter the door by Mrs. Marshall's room; seniors will enter the lobby doors.
3. Dismissal will be seniors and siblings at 2:30, juniors at 2:35, sophomores at 2:40 and freshmen 2:43.

JRL

1. Students will stay on buses until the office notifies the bus driver to allow students to come off of the bus and enter the building.
2. Once students enter the building they will immediately go to 1st period classroom.
3. Dismissal will be staggered by buses.

Apple Creek

1. Arrival: Students allowed in the building at 8:45: Staff at each door enforcing social distancing, hallway traffic flow directions, bus riders enter using only the west side door. Walkers enter through the front door; car drops offs enter through the east side doors.
2. Dismissal (all stay in the classroom until bell rings/bus called): 3:15 Walkers/Parent Pick Up, 3:20 Round 1 of buses, 3:25 Round 2 of buses

Fredericksburg

1. Arrival: Buses drop off as normal, keep someone at the door to open/close, staff spread out in hallways to usher kids along
2. Dismissal: Call buses to dismiss further apart, walkers/car riders will wait in the gym, every 3rd seat

Holmesville

1. Arrival: Drop off at back door, so students naturally disperse left and right. Staff will be spread out in hallways to usher kids along. Walkers/car riders use regular entrance. Handicapped bus and vans use main entrance.
2. Dismissal: Call walkers/car riders separately. Dismiss buses to gym and students sit every 3rd seat. Buses pick up students from the gym doors. Handicapped bus and vans use main entrance.

Mt. Eaton

1. Arrival: - Bus drop off at bus door I, open door at 8:40, Prop doors open, Car rider drop off at main entrance, Staff at bus doors, Other staff members on hallway duty
2. Dismissal: Call buses to dismiss further apart, Car riders will wait in the gym, every 3rd seat



10 - Breakfast & Lunch

Cafeteria Standards

Regular cleaning and sanitizing protocols will be followed. Students will have assigned seats in the cafeteria. Social distancing lines/marks will be on the floor for students to observe when going through serving lines. Students will not touch/choose items in serving lines. All food items will be placed on food trays by school personnel.

Students will eat in a variety of locations throughout building to minimize group size (including classrooms). Cell phones will be allowed during lunch time for high school students only. We will promote a social-emotional break for students and staff during lunch. Trained volunteers or lunch monitor employees or staff rotation assignments will be used. Protocols for food-designated trash cans, bucket for milk disposal, sanitation/hand washing stations for before and after eating, will be utilized.

Waynedale

1. Students will be spaced at six foot intervals for lunch line and dismissed by grade
2. Students will be able to eat in the cafeteria, lobby and library
3. Students will need to be spaced accordingly at designated seats

JRL

1. Students will eat in the cafeteria and Room 10 (connected to cafeteria). We will follow the same lunch schedule as in the past.

Elementary Schools

1. Lunches will be in the classroom (if needed), aides assigned to each classroom that is eating for safety, spacing will be used in cafeteria with current table arrangement.
2. Styrofoam containers for lunches
3. Lunch schedule times staggered to limit the amount of students eating at one time
4. Breakfast: some students eat in the classroom, others in the cafeteria (grab and go)



11- Recess

Elementary Schools

Research concludes that students at the elementary level require movement and learning breaks to enhance their development. We recognize the importance of this and will continue to provide recess to students with additional safety measures and guidelines in place. Students are not required to wear masks during outside recess.

1. Parents will be able to opt their child out of attending outside recess.
2. Staff will make an effort to keep children apart
3. Recess times will be staggered to limit the amount of students on the playground at one time
4. Playground equipment will be sanitized
5. Upon re-entering the building students will wash hands and/or sanitize hands.



12 - Restrooms/Fountains

Restroom Procedures:

1. Kindergarten will use their in-classroom restroom for all restroom breaks, if available. It will be cleaned multiple times throughout the day.
2. Students will use hand sanitizer prior to entering the restroom.
3. No whole-class restroom breaks.
4. Only one student is permitted to leave the classroom for a restroom break, at a time. Accurate written logs of restroom breaks will be kept in the classroom. Students will not use restroom "passes."
5. Only two students allowed in the restroom at a time, for social distancing.
6. Marks will be placed on the floor, outside of the restroom, for students waiting to enter the restroom.
7. Restrooms will be sanitized (handles, toilet seats, faucets, soap dispenser, paper towel dispenser) numerous times throughout the day.

Drinking Fountain Procedures:

1. Students and staff will only be permitted to use the touch-free bottle filling station.
2. Other drinking fountains will be covered/mark off.
3. Individuals without a water bottle will use disposable cups, which will be available at the drinking fountain (district purchased all students water bottles)
4. A trashcan will be placed at the drinking fountain to dispose of cups.
5. Water bottles must be taken home and washed each night.



13- Transitions

Transitions

Transition schedules will be created to minimize the number of students and staff in common spaces including hallways, cafeteria etc. These schedules will include lunch, arrival and dismissal procedures, teacher lunch times, and recess schedules. Hallway floors will be marked with arrows and social distancing spots will be provided to ensure standards are met. Student logs will be maintained to allow for contact tracing if needed.

Hallway Procedures

1. Hallways will be lined with tape down the middle and with directional arrows.
2. Students walking in groups must maintain social distance in the hallway.
3. Students will not be permitted to “run errands” for teachers.
4. Teachers will transition in the grade-levels that switch classes, not the students (elementary)
5. Special teachers will travel to the classroom or be in a designated area (elementary)
6. Title, Paraprofessionals, and intervention specialists will be able to pull small groups, as long as social distancing is maintained and the area is sanitized between groups. Scheduling will allow time for sanitizing.

Locker/Cubby Procedures

1. Each student will have their own locker or cubby. (High School will try to have one student to a locker by assigning lockers to only those who request one)
2. If individual locker/cubbies aren't available, students' personal items will be stored on hooks, ensuring that they're separated far enough apart that items don't touch.
3. If lockers, cubbies, and hooks aren't available, students will hang their items on the backs of their chairs.
4. Older students may carry bookbags - and only visit locker at the beginning/middle/end of day

Art Procedures

1. The art teacher will travel to classrooms for art class. Students will remain at their own desks.
2. A rolling-cart will be purchased for transporting art supplies.

Waynedale/JRL - Will purchase individual kits and classes are in the Art rooms

Music Procedures

1. Health guidelines will be followed as it relates to singing or sharing/using instruments.
2. A rolling-cart will be purchased for transporting music supplies.
3. JRL and High School band will be conducted in the gym
4. High School and JRL choirs are held in JRL auditorium

Physical Education Procedures

1. PE Class will be held in the gym, open classroom, or outside, if possible.
2. Hula hoops will be used as a visual cue for social distancing.

Library Procedures

1. The first twenty minutes of library will be spent typing on the students' individual devices.
2. The remaining library time will be spent with the librarian reading and sharing books with the students. The librarian will take a cart of books to the classroom. Each student will get one book, which they will keep for a week. Once it is returned, it will sit in library bin for three days to sanitize, before being checked in by the librarian.
3. A rolling-cart will be purchased for transporting library supplies.

Waynedale/JRL - Students will utilize the library during their study hall times only or assigned times.

Technology

1. All students will be 1:1 with Chromebooks.
2. Carts that are located farther away from classrooms, will be moved closer, whenever possible.
3. Students will be asked to wipe the Chromebook each day before returning to school.

STEM/Social-Emotional Learning

Designated classrooms will be used and cleaning protocols will be followed.



15 - Students

Discipline

A student's refusal to obey guidelines as it relates to Covid-19 safety protocols may be treated as insubordination, and the student may be disciplined in accordance with the Student Code of Conduct.

Students who are not compliant with protocols may:

- a. Receive verbal warnings
- b. Loss of recess or have a noon detention
- c. Removal from the classroom/environment and have their parents called

Face Masks- student masks can be provided by the school or home-issued. Students will be required to follow the district face covering policy.

Student Training

We understand that school will be different and it will take time for students to learn the new procedures.

We will implement age-appropriate teaching about COVID-19 control strategies for students on the first day of school, then continuously reinforced. We will review procedures / policies / practices on the first day of school and then reinforce to ensure these measures become standard practices.



16 - Before/After School Programs

Procedures:

1. All before/after school programs at elementary level will be on hold until further notice.
2. All before/after school activities for middle and high school students will follow local and state guidance.
3. Extended School Year ESY IEP Services 2021:
 - a. To be determined on an individualized, case-by-case basis using regression and recoupment data collection and progress monitoring throughout the school year. IEP teams will meet after the first semester, if needed, to discuss concerns and possible adjustments to IEP services. ESY determinations will be discussed by IEP teams in spring 2021, if needed.

The information shared below is subject to change based on up-to-date information provided by the Ohio Department of Education, Ohio Department of Health, and/or the County Health Department.

Daily Health Assessments

Require students and personnel to take their own temperature before reporting to school and to stay home if above 100.4°F, or if experiencing other symptoms.

- a. Schools should also consider the reality that all students will not be equally supported in a self-assessment and should be aware of those students with higher needs.
- b. Personnel and students who are ill must stay home from school, and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever. While waiting to go home, ill persons should continue to wear a face mask and be placed in a separate isolation room overseen by school personnel, who are also wearing a mask.

PPE (Personal Protective Equipment)

School nurses or personnel who care for sick persons should utilize appropriate PPE. CDC guidance for care of persons with suspected or confirmed covid includes respirator/ mask, or face masks if respirator not available, eye covering, gloves, gown. Training will be provided for when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, how to dispose of, disinfect, and maintain PPE, and the limitations of PPE. (See OSHA PPE Standards)

Hand Sanitizer

Make hand sanitizer (60-95% alcohol based) and sanitizing products available for personnel and students, especially in high traffic areas, including at each school entrance and in every classroom.

Showing Symptoms of COVID-19 at School:

Should students or employees exhibit symptoms while physically attending school in-person, they should report to a quarantine room, be required to wear a face mask, and any adults interacting with them, should be required to wear a face mask. Those showing symptoms should be required to go home.



18 - Positive COVID-19



Wayne County Health Department

Public Health

Elizabeth M. Casavant, EdD
Health Commissioner

Eric A. Bopp, MD
Medical Director

Dear Parents:

This letter is to advise you of the process of contact tracing and clarify concerns about it. Contact tracing has been in the news and many reports coming from this are not accurate. Contract tracing is not a new process that happened with COVID-19. Most importantly it is not a process where anyone is punished in any way.

Contact tracing is required by health departments under ORC. 3701-3-02 and has been carried out by communicable disease nurses as part of disease control in public health for many years. This process is comprehensive and reveals information not always known at the time of the disease report.

Anyone testing positive for COVID-19 and their contacts will be contacted by a nurse from the WCHD including individual families that may be at risk. This process begins after the positive report is received. The positive case is asked who they have been in contact with and in what setting i.e.; school, work, family and other information. As contact tracing continues all individuals, employers, co-workers or other people exposed are contacted if it deemed necessary based on the exposure situation.

The school district will cooperate with the WCHD for contact tracing to supply names and demographic information for students/families/staff that are identified as being at risk. However, due to privacy issues the school cannot release COVID-19 positive names or information to any other individual. Parents will receive a generalized letter from the school in the event of a COVID-19 positive in their building.

The length of time for isolation is determined by the individual case/circumstances. The nurse will also provide education, resources and needed follow-up to the positive COVID-19 client and their contacts. For non-COVID-19 illnesses schools will follow their current policy for students and staff that are ill.

During outbreaks such as COVID-19, our ability to reduce the spread of disease and help exposed and sick people it takes everyone to work together to provide the best care and information to the staff, students and citizens of Wayne county.

Respectfully,

Susan Varney, RN
Director of Patient Care Services

Main Office: 203 S. Walnut Street • Wooster, OH 44691 • Ph: 330-264-9590
WIC Ph: 330-264-1942 • Fax 330-262-3538
Environmental Division: 428 W. Liberty Street • Wooster, OH 44691 Ph: 330-264-2426 •
Fax: 330-263-8433
WEBSITE: Wayne-health.org

Wayne County Health Department is an equal opportunity employer and provider.

18 - Return to School



Public Health
Prevent. Promote. Protect.
Wayne County Health Department

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 1 day without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 1 day without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis *without* a lab test **OR** people with symptoms consistent with COVID-19 *without* a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 1 day without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider.

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.



Wayne County Health Department | wayne-health.org | 330-264-9590 | 203 S. Walnut St.

Wooster, Oh 44691 07/31/2020

18 - Return to School



Ohio

Department
of Health

Mike DeWine, Governor
Jon Husted, Lt.Governor

Lance D. Himes, Interim Director

DIRECTOR'S ORDER

Re: Director's Order Requiring Reporting and Notification Regarding COVID-19 Cases in Kindergarten through Twelfth Grade Schools

I, Lance Himes, Interim Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" **Order** the following to prevent and minimize the spread of COVID-19 in the State of Ohio:

1. To facilitate timely contact tracing and prevent further transmission of COVID-19, all schools that provide any kindergarten through grade twelve instruction shall maintain a reporting system for parents to report positive tests and/or cases of COVID-19. Schools may use an existing attendance line, school nurse line, or attendance tracking system, so long as it is monitored on a daily and allows the reporting of a COVID-19 case.
2. Effective September 8, 2020, parents or guardians of students and school staff who have been diagnosed with COVID-19, whether by laboratory test or through clinical examination are encouraged to notify their school no later than twenty-four (24) hours after receiving a confirmed diagnosis.
3. A school district or school shall name a COVID-19 coordinator to facilitate reporting of case information. A school district or school shall provide the name and contact information of their COVID-19 coordinator to the local health department. Upon request, districts or schools shall provide the local health department with a copy of their reopening or pandemic operating plan.
4. Within twenty-four (24) hours of becoming aware of a student, teacher, staff member, or coach who has tested positive or been diagnosed with COVID-19, a school shall notify parents or guardians of students of the existence of the case in writing and share as much information as possible without disclosing protected health information.
 - a) Written notification of a positive test or case shall be sent to the parents or guardians of all students who share a classroom space or have participated in a school activity during the COVID-19 infectious period of a student, teacher, staff member, or coach.
 - b) Written notification shall also be provided to all parents or guardians of students at the school building notifying them of a positive test result. This schoolwide notification may be made using email or an established website. Schools are required to provide this notification with each case, although schools are permitted to consolidate notifications if necessary.



18 - Return to School

- c) Schools may use notification templates available on the coronavirus.ohio.gov website.
 - d) School districts and individual schools are encouraged to use website dashboards to inform the school community of the number of COVID-19 cases and number of students and staff isolated or quarantined, if known.
5. Within twenty-four (24) hours of becoming aware of a student, teacher, staff member, or coach who tests positive or is diagnosed with COVID-19, each school shall report the case(s) to their local health department. Schools can use the reporting template located on the coronavirus.ohio.gov website.
6. Effective September 15, 2020, local health departments shall report the number of newly reported and cumulative positive tests or diagnosed COVID-19 cases in each school or school district for the previous reporting week, as applicable, to the Ohio Department of Health every Tuesday.
7. The Ohio Department of Health shall publish aggregate weekly and cumulative case data by school, if not associated with a district, or school district including a breakdown by students and staff every Thursday. This information will be published on coronavirus.ohio.gov.
8. This Order shall be effective at 11:59 p.m. on September 3, 2020.

Accordingly, I hereby **ORDER** that all kindergarten through twelfth grade schools must report all cases of COVID-19 in their schools and provide notification to parents and guardians. This Order shall remain in full force and effect until the Director of ODH rescinds or modifies this Order at a sooner time and date.



Lance D. Himes
Interim Director Health

September 3, 2020

Southeast Local Schools:

Report Positive Covid Cases to Jamie Cicconetti soea_jcicconetti@tccsa.net
330-698-3001 ext. 2019



19 - Home/Remote Learning

Remote Learning Procedures

1. All students will be issued a Chromebook
2. Teachers will follow remote learning guidelines as it relates to the number of minutes for learning and class structure.
3. Students who opt for remote learning will be expected to complete the grade level curriculum and all assignments that are part of the learning process.
4. Students will be subject to grading, as it exists in a live classroom setting.
5. Student promotion will be dependent on work completion, online time and work accuracy.
6. Parent/student declaration must be signed and complied with to remain remote, or the student will be considered truant. A parent/student orientation must also be attended in order to participate in this program.
7. A student who is eligible for IDEA services will receive them remotely during typical school hours.
8. Parent/student agree to remote learning for a semester at a time (unless otherwise approved by the Superintendent).
9. For remote learning, the teacher will establish the hours that he/she is available for assistance, live lessons, and office hours.
10. Parents and students will be contacted via phone, messaging applications, and email.
11. Parent and student must maintain internet access for remote learning.
12. PLATO online learning will be utilized for students in grades 6-12 and the Virtual Classroom k-12.

Maximum learning hours per day (vary by grade)

- This maximum time is the total time for core subject areas direct instruction and time spent with IS (teacher collaboration is important to not exceed total time).
 - PreK 1 hour per day
 - K-2 2 hours per day
 - 3-4 2.5 hours per day
 - 5-8 3 hours per day
 - 9-12 3-3.5 hours per day



20 - Remote Learning Contract

Student(s) _____ Grade _____

Grade _____
Grade _____
Grade _____
Grade _____
Grade _____

I, parent/guardian, of student(s) listed above, have elected to enroll my child(ren) in the online learning program with the Southeast Local Schools for the 2020-2021 school year. This program of learning was created as a result of the COVID-19 virus pandemic and may not be an option in future school years.

In order to create the best environment for learning, I agree to the criteria outlined below. I understand that the school can terminate the online learning of my child(ren) after I have been given 2 warnings about lack of engagement (both written). I must turn in this commitment form by August 4, 2020 to secure my child(ren)'s spot in the online learning class.

I agree to the following and will participate as outlined below, or my child(ren) will be expected to be in attendance at school in person for the 2020-2021 school year (please initial next to each item):

- I will attend a parent/student orientation that will include training on technology.
- My child(ren) will meet the grade level attendance and seat time expectations as outlined for his/her specific grade level.
- I will secure access to reliable internet and ensure that this is maintained through the course of the school year.
- I am liable for any damage that occurs to the school-issued device and will pay for the replacement to ensure that my child can meet his/her learning goals.
- I understand that grading, assessment and reporting policies are consistent with in-person instruction.
- I understand that if my child receives special education related services, these services will be provided within the school day hours.

Parent/Guardian Printed Name

Signature

Date