



7/28/21

# **Southeast Local Schools**

**Safe Return to In-Person Instruction and Continuity of Services Protocols Plan  
2021-2022**

[www.southeast.k12.oh.us](http://www.southeast.k12.oh.us)



## 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**

*These protocols were established based on the the principles of working with a normal daily schedule and multiple learning platforms when needed, 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**
- **Face to Face**
- **Equity**

### Stakeholders

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

### Resources

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

*The information shared in this document 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.*



## 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 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 of 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 the school bus. All safety protocols will be followed.
- Food Services- Southeast Local Schools will provide Free breakfast and lunch to all students.



# 3 - Instruction

## Learning Options

The learning options below are available to all Southeast Local students for the 2021-2022 School Year. Southeast Local Schools will follow the Governor’s guidelines for schools. We will provide standards based curriculum delivered in multiple platforms, when needed, to meet all student needs. **This plan also incorporates our Extended Learning Plan located on our website.**

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 (Only available when student/staff are in quarantine)	Online	Students will work from home, completing online content assigned in classroom.	Parent and students will be notified when online learning must occur and the duration of time.

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 will be set and sanitation procedures will be followed to clean the space.
2. Restriction of nonessential visitors, volunteers and activities will be based on indoor capacity requirements.
3. Seating/desks spaced (3 ft.)
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 unless sanitized.
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 -The Elementary and Secondary School Emergency Relief Fund (ESSER) from the American Rescue Plan (ARP) are being utilized for additional personnel (cleaning, learning loss tutors, substitute teachers, remote learning), cleaning supplies, air filtration equipment, online learning curriculum and technology, success and wellness support.**
- Time
- People
- Facilities



## 5 - School Operations

**Student/Parent Orientation:** Information will be sent home via email/Final Forms & available on web page. Orientation and Back to School Nights will be staggered to meet indoor capacity requirements.

### **Visitors/Volunteers**

Visitors/volunteers in schools will be limited and approved. Anyone visiting the school should conduct a temperature check and symptoms check prior to arriving. Student assemblies will be altered to meet indoor capacity guidelines.

### **Face Masks**

Facial coverings will be optional for all staff, students and volunteers/visitors on school grounds. This could be altered due to local/state health orders. ***In accordance with the director's order Southeast Local School District encourages anyone not vaccinated to wear a mask.***

### **Transportation**

Busing will be made available to students who live in busing zones. Maximum of two students per seat. **Mask will be required on school transportation.**

### **IEP/ETR/504 Meetings**

IEP/ETR/504 meetings will be held in person or virtual if parents request. All safety protocols will be followed.

### **Parent Teacher Conferences**

Conferences will be held in person or virtual if parents request.

### **Events/Assemblies/Field Trips**

All extra events will be based on superintendent approval. Guidance from ODE, ODH, and OHSAA will be utilized to make district decisions.

### **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

DIRECTOR'S ORDER May 17, 2021

Re: Director's Second Amended Order for Social Distancing, Facial Coverings and NonCongregating

I, Stephanie McCloud, 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 the spread of COVID-19 into the State of Ohio: Preamble:

As Governor DeWine announced, the vast majority of health orders -- except some orders for safety in congregate living and health settings and some technical matters -- will be rescinded on June 2, 2021, at 12:01 AM EDT. This is designed to give individuals, who have not yet been vaccinated, time to get vaccinated before the public health mitigation measures are lifted. Businesses may continue to require mitigation measures (e.g., masking and social distancing) among those vaccinated and unvaccinated, and individuals may choose to practice mitigation measures.

***In accordance with the director's order Southeast Local School District encourages anyone not vaccinated to wear a mask.***



## 6 - School Health & Safety Additions

The Southeast Local School District has considered and implemented several health and safety measures for the 2021-2022 school year. These measures include:

- Optional Face Shields for teachers
- Optional Masks for all staff members (required on school transportation)
- Optional Masks available for students (required on school transportation)
- Partitions for desks, as needed (Study Carrels)
- Partitions for work tables and student/teacher work stations
- Plexiglass for all lunch tables
- Hand sanitizer available in all classrooms, common spaces, and entries
- Water bottle filling stations installed in each building
- Clinics
- Thermometers
- Chromebooks
- Additional Cleaning supplies and cleaning personnel
- Signs and directional arrows to remind of procedures
- Assigned seats
- Ionizer disinfectant sprayers



### **Student Learning**

We will continue to 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 optional 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 was provided, including how to properly put on, use, take off, and dispose of PPE. Adequate education was 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 special education 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.

### **Transitions**

Student and Staff groupings will be set and sanitation procedures will be followed to clean the space.

When students travel between classes 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 (3ft.) as space allows. 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.

### **Transition Among Classrooms**

When students travel between classes added sanitation procedures will be implemented along with proper staggered traffic flow in the halls to reduce numbers moving at the same time.

### **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.

### **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 pre-packaged (no home baked items-thank you).



## 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. 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 drop 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

### **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. 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 | Door opens at 8:45. Car rider drop off at main entrance. Staff members on bus, car, and hallway duty.
2. Dismissal: Call buses to dismiss. Car riders will wait in the gym.



## 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. All tables will have plexiglass barriers. Students will not touch/choose items in serving lines.

Students will eat in the cafeteria and classrooms when necessary. 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.

### **Waynedale**

1. Students will be spaced at three foot intervals for lunch
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).

### **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.

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 implemented, according to building needs, to reduce numbers on the playground at one time
4. 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.
5. Marks will be placed on the floor, outside of the restroom, for students waiting to enter the restroom.
6. 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/marked 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 as needed. Hallway floors will be marked with arrows and social distancing spots will be provided to ensure standards are met.

### **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. Special teachers will only travel to the classroom or other designated area when necessary
4. 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



## 14 - Special Subjects

### **Art Procedures**

1. Each class will travel to the art room for class. Students will remain at their own desks and seating charts will be maintained.

### **Music Procedures**

1. Health guidelines will be followed as it relates to singing or sharing/using instruments.
2. Each class will travel to the music room for class. Students will remain within their own space and seating charts will be maintained.

### **Physical Education Procedures**

1. PE Class will be held in the gym, open classroom, or outside, if possible. Students will remain within their own space, when possible, and seating charts will be maintained.

### **Library Procedures**

1. Each class will travel to the library for class. Students will remain at their own space and seating charts will be maintained.
2. Student will be permitted to check out books following previous methods.

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.

### **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

### **Student Training**

We will continue to 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 will follow local and state guidance.
2. Extended School Year ESY IEP Services:
  - 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.



***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.***

### **Health Assessments**

Require students and personnel to stay home if they have a fever above 100.4°F, or if experiencing multiple other COVID-19 symptoms. Personnel and students who are ill must stay home from school, or be sent home if they become ill at school, particularly if they have multiple COVID-19 symptoms. While waiting to go home, ill persons should continue to wear a face mask and be placed in a separate isolation area overseen by school personnel, who are also wearing proper PPE.

### **PPE (Personal Protective Equipment)**

School nurses or personnel who care for sick persons should utilize appropriate PPE, following OSHA PPE Standards and CDC guidance.

### **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 exhibit symptoms while physically attending school in-person, they should report to a school clinic. Those showing multiple symptoms will be required to go home.

### **COVID-19 Testing**

If available, COVID-19 rapid testing kits will be offered for parent/guardian or staff pick-up as an optional choice for use at home. Results can be shared with the school nurse to determine next steps.

### **Covid Vaccination Clinics**

Southeast Local Schools offered in collaboration with Aultman Orrville Hospital vaccine clinic days for staff and eligible students.



## 18 - Positive COVID-19

### Confirmed Cases

- a. Immediately isolate and seek medical care for any individual who develops symptoms.
- b. Contact the local health district about suspected cases or exposure.
- c. Organizer must maintain a complete list of employees and students present at each event to include the date, beginning and ending time of the event, plus name, address, and phone contact to be made available upon request from local health district.
- d. It is recommended that, if possible, work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- e. It is recommended not required that, if possible, once testing is readily available, test all suspected infections or exposures.
- f. It is recommended that, if possible, following testing, contact local health department to initiate appropriate care and tracing.

### Students:

- i. Unless fully vaccinated, athletes and students involved in extracurricular activities whose exposure was not in a classroom setting, CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances [the] reduced burden [of quarantine] against a small possibility of spreading the virus [beyond 10 days]. CDC recognizes that reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot play sports. Players, coaches, officials, or other individuals who had close contact or who had direct physical contact with the person (e.g., who were coughed on or sneezed on by the infected person) and who remain asymptomatic may consider the following to consider stopping quarantine:
  - After day 10 without testing
  - After day 7 after receiving a negative test result (test must occur on day 5 or later)
- ii. However, youth who are not required to quarantine due to exposure occurring in a classroom setting under the school-based exposure guidance or are fully vaccinated are permitted to participate in organized sports activities and extracurricular activities as long as they remain symptom free and follow applicable guidance.



## 18 - Contact Tracing & Return to School

### Contact tracing in combination with isolation and quarantine:

Core principle for contact tracing: Schools should collaborate with the health department, to the extent allowable by privacy laws and other applicable laws, to confidentially provide information about people diagnosed with or exposed to COVID-19. Students, teachers, and staff with positive test results should isolate, and close contacts should quarantine. Schools should report positive cases to the health department as soon as they are informed. School officials should notify families of close contacts as soon as possible after they are notified that someone in the school has tested positive.

Staying home when appropriate: Educate teachers, staff and families about when they and their children should stay home and when they can return to school. Students, teachers, and staff who have symptoms should stay home and be referred to their healthcare provider for testing and care.

Isolation should be used to separate people diagnosed with COVID-19 from those who are not infected. Students, teachers, and staff who are in isolation should stay home and follow the direction of the local public health authority about when it is safe for them to be around others.

Case investigation and contact tracing: Schools should work with the local health department to facilitate, to the extent allowable by applicable laws, systematic case investigation and contact tracing of infected students, teachers, and staff, and consistent isolation of cases and quarantine of close contacts. Schools can prepare and provide information and records to aid in the identification of potential contacts and exposure sites, consistent with applicable laws, including those related to privacy and confidentiality. Collaboration between the health department and K-12 school administration to obtain contact information of other individuals in shared rooms, class schedules, shared meals, or extracurricular activities will expedite contact tracing. Prompt identification, quarantine, and monitoring of those contacts exposed to SARS-CoV-2 can effectively break the chain of transmission and prevent further spread of the virus. Quarantine should be used for students, teachers, and staff who might have been exposed to COVID-19. Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms. Students, teachers, and staff who are in quarantine should stay home and follow the direction of the local public health department about when it is safe for them to be around others. If a child with a disability is required to quarantine, the school is required to provide services consistent with federal disability laws.

<https://coronavirus.ohio.gov/static/responsible/schools/K-12-Schools-Guidance.pdf>