

## Terry Public School District Guidelines for Reopening Schools

During the phased reopening, the Terry Public School District will continue to provide a quality education through shared responsibility in a safe, supportive environment for all students to meet the challenges of a global society.

Local Health Officers School Directive	Safety and Health Measures	On-site and/or Remote Learning
<b>Phase 1</b> Stay at Home	<ul style="list-style-type: none"> <li>All schools closed to public access.</li> <li>Food services provided remotely for all students.</li> </ul>	<ul style="list-style-type: none"> <li>All instruction and learning will be remote</li> <li>No student or staff school-related travel</li> <li>No extracurricular activities</li> </ul>
<p style="text-align: center;"><b>Phase II</b></p> <p>Groups Size not to Exceed 50</p> <p>Static Grouping Not Required</p> <p>20 or less active cases in the county*</p> <p>*Subject to change if a number of cases occur in school</p>	<ul style="list-style-type: none"> <li>Student groups allowed to</li> <li>Food services provided on site for all students; breakfast and lunch staggered to social distance</li> <li>Transportation is provided; Health screenings, face covering recommended, daily cleaning of vehicles</li> <li>Health screening required prior to school entry for everyone (temperature check); Fevers over 100 or symptomatic will be sent home</li> <li>Hand sanitizing upon entry</li> <li>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</li> <li>Frequent sanitizing of physical space and equipment during the day utilizing electrostatic disinfectant sprayers</li> <li>Face coverings may be required depending on local and state guidelines</li> <li>Sneeze guards installed in various locations throughout the system</li> <li>All assemblies conducted remotely</li> <li>Public access to schools limited to school-related business (deliveries, contractors, guest speakers, trainers, curriculum-related activities)</li> </ul>	<ul style="list-style-type: none"> <li>Primary delivery of instruction and learning will be on site with traditional schedules</li> <li>For health related reasons, families may choose remote instruction and learning</li> <li>Accommodations will be extended to students and staff who are required to stay home due to COVID-19 related reasons.</li> <li>School-related travel occurs in compliance with limitations on crowd/group size,</li> <li>Extra-curricular activities occurs in compliance with MHSAs Guidelines, district activities limitations on crowd/group size, activity type, and health protocols</li> </ul>
<p style="text-align: center;"><b>Phase III</b></p> <p>No Limit on Group Size</p> <p>Static Grouping Not Required</p>	<ul style="list-style-type: none"> <li>Food services provided on site for all students</li> <li>Students schedules and routines as normal</li> <li>Parental involvement in health screening required prior to school entry requested</li> <li>Health screening and hand sanitizing upon entry when feasible</li> <li>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</li> <li>Frequent sanitizing of physical space and equipment</li> <li>Face coverings are at discretion of each individual</li> <li>Public access to schools available</li> </ul>	<ul style="list-style-type: none"> <li>Primary delivery of instruction and learning will be on site with traditional schedules</li> <li>Accommodations will be extended to students and staff who are required to stay home due to COVID-19 related reasons</li> <li>Extra-curricular activities occur per MHSAs regulations</li> <li>Field trips allowed</li> <li>Student or staff school related travel allowed</li> <li>Mass gatherings allowed</li> <li>All school facilities will be open to public rental</li> </ul>

These guidelines are based on guidance and recommendations from the Governor, Prairie County Health Department, Montana Office of Public Instruction, Centers for Disease Control and Prevention, American Academy of Pediatrics, and additional resources, including review of numerous examples from other school districts in the state and country. Changes and updates will be made based on updated guidance and recommendations from those groups listed above.

## General Practices and Procedures

### Ongoing

- Direct COVID-19 related concerns and questions to the supt/principal
- Students and staff should not come to school, and should notify the school if they have COVID-19 symptoms, are diagnosed with COVID-19 symptoms, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case within 14 days of entering the school.
- If a student or staff member exhibits potential symptoms of COVID-19, they will be moved into an area separate from other students until they are picked up to be taken home. Guardians will be provided information to follow up with medical professionals. Confidentiality will be maintained. A face covering may be required if advised by the county health department.
- If an infected person has been in the building, a short school closure may be required as the district works with area health officials to determine next best steps. The district will immediately return to Phase 0 to ensure continuity of learning and meal programs.
  - If the person infected is a student or staff member they and any household members will quarantine for no less than 14 days
- Coordinate with local health officials and monitor changes in community spread.
- Teach and reinforce healthy hygiene. Ensure hand hygiene supplies are readily available in school buildings.
- Establish and implement a cleaning and disinfection plan following CDC, state and local guidance.
- Train all teachers and staff in the above safety actions.
- Face coverings are available by request

## TRANSITION TO OFF-SITE INSTRUCTION

All school employees, students, and families should be prepared to return to full off-site instruction should the State of Montana, Prairie County Health Department, or the Terry Public School District Board of Trustees provide such a directive. Students may make arrangements to borrow a Chromebook from the District should the need for full-time off-site instruction arise.

The decision to shift between phases will follow any state wide directives made by the governor. Otherwise the decision will be made on the local level in consultation with local health officials.

If a case of Covid-19 is discovered in the schools, all the buildings will be closed for 24-48 hours and thoroughly cleaned and disinfected. Following that, school will resume in the phase it was in prior to the incident.

The criteria to shift between phases is likely to be as follows:

- Phase 1: Governor's orders or board decision with input from County Health official based on widespread outbreak in our county
- Phase 1: Governor's orders or board decision with input from County Health official based on 20 active cases in the county
- Phase 2: Less than 20 active cases in our county
- Phase 3: Statewide lifting of all restrictions

## FACE-COVERINGS

Terry Public School District will follow State and County directives concerning the mandate of the use of masks/face-coverings in the school building. If the use of face-coverings is mandated by State or County

directive the District will allow students and adults the option to wear masks or face coverings. The district will encourage all individuals in our building to wear a mask or face-covering.

The district will make disposable face masks available for any student, employee, or visitor (when they can be on campus during the day) who requests one. Employees will also have access to plastic face shields for their use as well, at district expense.

A school counselor will be checking in with the students and staff to monitor and offer mental health services and counseling as needed. There are higher risks for anxiety and depression as well other issues our students have been faced with during remote learning, as well as when we are returning to school, so services will be offered accordingly.

### **OFF-SITE INSTRUCTION**

Families choosing the off-site instruction option will need to file an application with the district. (1908 - F) Direct instruction will be broadcast in real-time to students requesting off-site instruction. Students choosing off-site instruction have the option to log-into a Google Meet video conference OR call into the class via teleconference. The teacher will take attendance for all students both online and on-site. Homework, assignments, projects, and assessments are to be completed and returned to the teacher in accordance with the teacher's directives.

The off-site instruction option is intended for a minimum duration of one semester. Parents may be able to change that selection one time during a semester with approval of the Superintendent. Hard copy packets are not part of the off-site instruction platform this school year unless we transition to level 1, fully online instruction.

Students electing for off-site instruction will not be allowed to participate in extracurricular activities or travel with school groups.

### **BEFORE SCHOOL PROCEDURE:**

The building will open for student entry no sooner than 7:45 am. All students will be expected to enter any school building through its main main door. All individuals should apply hand sanitizer upon entering the building. Disposable face-coverings will be available for any student or adult who would like one.

Upon arrival, students may visit their locker, use the restroom, and should report to their classroom or first-period class. Students should not expect permission to leave the classroom once they have arrived. Students and families should plan their arrival accordingly.

Health Screening, which includes Temperature checks will follow the phases of opening. Faculty/Staff and visitors, if allowed, will follow the same procedures.

### **STUDENT DROP OFF**

Families dropping off students before school should park in front of the school or use the student drop-off zone on Towne ave.

Parents/Guardians parking in the lot are welcome to walk their students to the front door of the school. We ask that families using the drop-off zone do so without parking or exiting their vehicle.

We ask parents/guardians to refrain from entering the building unless necessary.

### **STUDENT AFTER SCHOOL PICK-UP PROCEDURE**

Parents should use the designated parking area to pick up their students after school. Parents should meet their students outside of the building. We ask families to meet their students outside of the building.

Students should be picked up prior to 3:45. All K-6 students remaining on campus after 3:45 will be directed to after school supervision.

Teachers and staff will supervise students exiting the building.

## **WHAT TO DO IF A STUDENT DOES NOT FEEL WELL.**

Classroom teachers should discourage students from coming to the office for minor scrapes, bumps, aches, or pains. Each classroom teacher will have a remedial first aid kit to address these ailments.

There have been no changes to the policies or procedures governing the administration of prescription drugs in the school building. Students should plan to receive prescription drugs from the office during class-time.

Students feeling sick, ill, or feverish should be directed to the school office. Students running a temperature of above 100.00 or otherwise symptomatic will be isolated, asked to wear a mask and sent home. After departure, the isolation areas will be cleaned and sanitized. Once the fever is controlled for 24 hours without medication, the student is eligible to return to school.

We ask that families, now more than ever, take extra steps to monitor their health and do the right thing by staying home when they are sick.

## **DRINKING FOUNTAINS**

All drinking fountains in the district will be turned off during the school day. The district will be installing water bottle fill stations throughout the buildings. We encourage all students to bring a container for re-use during the school day.

## **WEIGHT ROOM**

The coach or sponsor will sanitize the equipment after each use.  
Students should wear clean/freshly laundered exercise clothes  
Students need to wash/sanitize their hands prior to and following each session.

## **POSITIVE CASES:**

This school year, we will encounter obstacles. It is possible, or even likely, there will be a positive case in the Terry or Fallon communities or potentially in our school. Should Prairie County Public Health identify a positive case in our school, the District will follow all guidance provided by our local public health officials. Should a student, faculty, or staff member be tested positive for COVID-19, Prairie County Public Health will conduct a contact tracing assessment and notify all pertinent individuals. The district will, while maintaining confidentiality, announce the appropriate information. An approved disinfecting and sanitizing regime will be implemented immediately.

Students, faculty, or staff who are mandated to quarantine will be expected to do so. The District cannot permit entry to our school building for quarantined individuals.

Although face-coverings are not required, they are considered appropriate PPE and are highly encouraged.

If there is a positive case in the school, the facility will be closed for 24-48 hours while we sanitize and instruction will move to online during that time.

## **SAFETY AND SANITIZING**

During the school day custodial staff will sanitize the playground equipment between recesses, classrooms, lockers, water fountains/water bottle fill stations, bathrooms, the main office, doors, busses, vans, locker rooms with a scheduled "sign off" date and time posted.

In addition to the regular cleaning and disinfecting regime, the custodial staff will use an electrostatic sprayer or a room sanitizing fogger to apply a disinfecting solution to every classroom, locker room, restroom, and public area in the building.

Due to the cleaning routine of the custodial staff, student access will be limited to the library, concessions area, and gymnasium after 4:00 pm.

Break rooms, bathrooms, and other common areas are being disinfected frequently.

Hand sanitizer and disposable masks will be available in either every classroom or the main office.

## **VISITORS**

Visitors, parents, volunteers and other non-essential personnel will be allowed in the school buildings during a regular school day on a restricted basis. Parents may call the office to make arrangements to pick up their students at the door.

### **Governor's Guidelines for All Phases**

- Individuals should continue to practice good hygiene by adhering the following guidelines:
  - Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
  - Avoid touching your face.
  - Sneeze or cough into a tissue or the inside of your elbow.
  - Disinfect frequently used items and surfaces as much as possible.
  - Strongly consider using non-medical face coverings while in public, especially in circumstances that do not readily allow for appropriate physical distancing (e.g., grocery/retail stores, pharmacies, public transportation).
- People who feel sick should stay at home.
  - Do not go to work or school.
  - Contact and follow the advice of your medical provider.
  - Follow local health department guidance on isolation and quarantine.
- Employers should:
  - Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, regarding:
    - Social distancing and protective equipment.
    - Temperature checks and/or symptom screening.
    - Testing, isolating, and contact tracing, in collaboration with public health authorities.
    - Sanitation. Use and disinfection of common and high-traffic areas.
  - Monitor workforce for indicative symptoms. Do not allow people with symptoms of COVID-19 to work.
  - Collaborate with public health officials when implementing policies and procedures for workforce contact tracing following an employee's COVID-19 positive test result.
  - Encourage voluntary participation of employees in any surveillance testing designed to provide community-wide early warning by local public health officials.
- If schools plan to reopen, they should consider:
  - Implementing an alternative educational delivery model that includes a mix of in-person and remote learning.
  - Providing focused individual education, especially for at-risk students.
  - How to reconnect and meet the educational needs of students who fall behind in a remote learning environment.
  - The importance of maintaining the connection between students, teachers, and parents.
  - The important role that schools play in the health of students, families, and communities.

### **Prairie County Health Department Guidance**

"If there is a positive case in the school we will do contact tracing to determine close contacts. Close contacts would be defined as anyone that had at least 15 minutes of exposure within 6 feet of the case. All close contacts will be required to quarantine for a period of 14 days from last exposure."

# Centers for Disease Control and Prevention (CDC) Guidelines

It is important to note, the [CDC Considerations for Schools](#) (Appendix D) are recommendations, not requirements.

## CDC's Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in the [CDC's guidance document](#). Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

## Additional Resource and Guidance Documents

### Governor's Plan for Reopening Safe and Healthy Schools for Montana

<https://drive.google.com/file/d/1Diulk4xOE4q209Mh5Vxfi1nao1LE3Y3T/view>

### Montana Office of Public Instruction Reopening Montana Schools Guidance

<http://opi.mt.gov/Portals/182/COVID-19/Reopening%20MT%20Schools%20Guidance-Final.pdf?ver=2020-07-02-114033-897>

### American Academy of Pediatrics

[COVID-19 Planning Considerations: Return to In-person Education in Schools](#)

### Children's Hospital Colorado Risk-Based Approach to Reopening Schools Amid COVID-19

<https://www.childrenscolorado.org/49eee6/globalassets/community/reopening-schools-during-covid19.pdf>

### School Counselors Association and National Association of School Psychologists

[School Reentry Considerations Supporting Student Social and Emotional Learning and Mental and Behavioral Health Amidst COVID-19](#)

### National Federation of State High School Associations (NFHS) and Sports Medicine Advisory Committee (SMAC), May 2020

[Guidance for Opening up High School Athletics and Activities](#)

## Terry Public School District Safe Practices for Staff, Students, and Families

To reduce communicable disease risk, it is imperative that we follow safe infection control practices as identified by the CDC and Prairie County Health Department in order to help keep ourselves, our students, our families, and our communities healthy. We should assume that there is potential for community spread of COVID-19 in Prairie County and use every effort to reduce risk of contracting or spreading communicable illness of any kind.

**BEFORE arriving on an Terry Public campus school site (including riding a bus to campus): Parents, students, and staff should ask themselves the following questions about anyone who will be arriving on campus:**

- Is my temperature 100.0 ° F or higher?**
- Has my temperature been 100.0 ° F or higher in the past 72 hours (3 days)?**
- Do I have any symptoms of illness?**
  - These may be, but are not limited to: coughing, headache, sneezing, sore throat, runny nose, nausea, vomiting, diarrhea, dizziness, shortness of breath, chest or nasal congestion, earache, swollen glands.
- Have I had close contact or is anyone in my immediate household able to answer YES to the questions above?**
- Have I or a close contact been asked in the last 14 days to remain in quarantine for COVID-19 testing, diagnosis, or treatment?**

If you answer **YES to any of the following, please stay home** and seek healthcare provider guidance if symptoms worsen or you need treatment.

**WHEN arriving onsite at an Terry Public campus school site: Students and staff may be subject to the following procedures (as feasible)**

### **STAFF PROCEDURES**

- 1. ASK THE QUESTIONS** above to all students/parents entering the building. These can be asked in advance (e.g. the morning of or the day before). Encourage only students/parents to enter the building (e.g. avoid bringing siblings, etc.). Log/document student check-ins (names/time entering building).
- 2. TEMPERATURE CHECKS** - The building administrator may designate a point person to check students' temperatures before/as they enter the building. Each person's temperature must be below 100 ° F.
- 3. MASKS** (face coverings) - Both students and staff may wear face coverings if they choose. These may include homemade or purchased masks. If a student would like to wear a facemask, the student is asked to bring the face covering with him or her before entering a school site.
- 4. REMIND STUDENTS OF PHYSICAL/SOCIAL DISTANCING** - Maintain six feet of distance when at all possible. Consider using tape to visually represent six foot boundaries.
- 5. HAVE STUDENTS WASH HANDS/SANITIZE AND REMIND OF THEM OF EXPECTATIONS**
  - **Hand Hygiene** - Wash hands with soap and water, or use hand sanitizer between tasks.
  - **Touching** - Avoid touching your eyes, nose, or mouth. (If you must touch your face, clean your hands before and after.)
  - **Cover your mouth/nose** - Use a tissue, the inside of your collar, or your elbow, and then trash the tissue, and wash your hands.
  - **Disinfect** - Always disinfect any area of use after its use.