



# Framework for Opening the 2020-21 School Year



## Operations Manual



# Kingsport City Schools™

July 8, 2020

Dear Kingsport City Schools Community,

We are pleased to present this Kingsport City Schools Operations Manual to you, outlining the processes and procedures that will be in place when KCS students return to school this fall. It is based on the “Framework for Opening the 2020-21 School Year – Sullivan County Plan” which was developed in conjunction with the Sullivan County Regional Health Department for use by all school districts in Sullivan County.

This operations manual outlines the conditions necessary for school to safely open and the precautions that Kingsport City Schools will take to mitigate the spread of COVID-19. These precautions are based on the advice of public health experts and the collective efforts of the Kingsport City Schools community. The steps outlined within this manual describe the actions that will be taken within our schools, as well as the expectations we have for our entire educational community as we strive to provide the safest possible environment for our students and staff.

Please know that as new data or information becomes known, we will adjust this guidance to best serve our stakeholders. We understand and accept the expectation placed upon us by the Kingsport community to ensure that all appropriate precautions are put in place to ensure the safety of our students and staff. The steps outlined in this manual reflect our commitment to the health and welfare of our community.

Thank you for reviewing this document and joining us in our efforts to provide the safest environment possible for our students, families, and staff!

A handwritten signature in black ink that reads "Jeff Moorhouse". The signature is written in a cursive, flowing style.

Dr. Jeff Moorhouse  
Superintendent, Kingsport City Schools

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# INTRODUCTION

The purpose of this manual is to outline the operational processes that will be implemented throughout Kingsport City Schools to insure safety when students and staff return to school in the Fall of 2020.

Returning to school in the face of COVID-19, a public health epidemic with extreme uncertainty, will be monumentally difficult. But the stakes could not be higher: An entire generation of students' academic, social-emotional, and mental health hang in the balance. Returning to school this fall presents a uniquely complicated challenge unlike anything educators, students, and families have ever faced.

Four key philosophies were utilized in developing this operations manual:

1. An epidemiologic assessment and consideration of how the coronavirus pandemic may unfold over the next 18-24 months.
2. An evaluation of how each pandemic scenario may manifest in Sullivan County.
3. An application of community manifestation with school opening scenarios.
4. Essential actions that must be taken in our schools to ensure the safest possible environment.

This operations manual is a framework based on the most up-to-date public health recommendations given the evidence at the time of publication. It does not, however, constitute medical advice, and it will need to be adapted in real time as the epidemic evolves.

# GUIDING PRINCIPLES

Five principles guided all planning, decision-making, and procedures developed to help Kingsport City Schools return to school:

1. We will be transparent. We will share what we know and what we don't know. We will be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center decisions on what is best for all students, families, and educators, especially those most impacted by educational inequities and COVID-19.
3. We will listen. We will bring together diverse stakeholders and experts to:
  - A. Understand the realities on the ground.
  - B. Develop creative solutions.
4. We will put safety first. We will leverage science, data, and public health leadership to inform the choices we make.
5. We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We will make mistakes and we will adapt quickly as variables on the ground change.

## KEY TERMS

The following terms frequently occur throughout this operations manual. To assess, consider, and understand the COVID-19 procedures, establishing a shared vocabulary is critical.

- **Acceptable Threshold:** A concept utilized to determine if Sullivan County is within an acceptable number of newly diagnosed COVID-19 cases to allow safe opening and operation of Sullivan County school systems. The Tennessee Department of Health (TDH) defines the threshold for acceptable COVID-19 disease transmission within a community as an average of  $\leq 10$  new cases per 100,000 over the last 14 days. \*The metric/threshold may change over time as new information is gathered and additional metrics concerning school reopening guidance is established by TDH and the Tennessee Department of Education (TDOE).
- **Basic Reproductive Number:** Abbreviated “Ro” and pronounced “R naught,” refers to the number of new infections resulting from a single infected person. This term is also used interchangeably with the term “viral transmissibility.”
- **Case Rate:** For this particular document; case rate is defined as a measure of the frequency with which an event occurs (COVID-19 case) in a defined population (Sullivan County) over a specified period of time (1 day).
- **Contact:** Someone with exposure to a known case closer than 6 feet for 10 minutes or greater without appropriate PPE.
- **Coronavirus:** A specific type of virus named for the appearance of crown-like spikes on their surface. There are seven known types of coronaviruses that can infect human beings. A “novel” coronavirus is a new subtype of coronavirus to which human beings have not been previously exposed and are thus more susceptible to infection. SARS-CoV-2 is a novel coronavirus.
- **COVID-19:** Abbreviation of “Coronavirus Disease-2019.” The name for the actual disease state caused by the coronavirus. COVID-19 and SARS-CoV-2 are often used interchangeably, though this is inaccurate. The term “COVID-19” should be used to discuss the disease, while SARS-CoV-2 should designate the virus itself.
- **Epidemic:** An outbreak of disease that spreads quickly and affects many individuals at the same time.
- **Herd immunity:** Resistance to the spread of a contagious disease within a population that results when a sufficient number of persons are immune either through prior infection and recovery or through vaccination. Herd immunity does not begin to develop until at least 60-70% of the population has been infected and recovered or vaccinated.
- **Incubation period:** The duration of time it takes for an infected person to begin to physically manifest symptoms that can be outwardly observed.

- **Influenza virus:** Another specific type of virus from a different family than coronaviruses. There are several types of influenza virus, of which only three typically cause infection in humans on a seasonal basis.
- **Isolation:** Separates sick people with a contagious disease from people who are not sick.
- **Pandemic:** A specific type of epidemic — the outbreak of widespread disease — that spreads over greater geographic distances and affects an exceptionally high proportion of the population. Pandemics are relatively rare events, and not every epidemic qualifies as a pandemic. The World Health Organization declared the SARS-CoV-2 outbreak a pandemic in March 2020.
- **Quarantine:** Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
- **Severe Acute Respiratory Syndrome-Coronavirus-2:** Abbreviated as SARS-CoV-2, the scientific name of the coronavirus causing the pandemic.

# SCHOOL OPENING SCENARIOS

Given the Coronavirus pandemic scenarios and the manifestation of community spread, there are multiple possibilities for school opening in fall 2020. Procedures were made based on the public health framework for reopening:

## Public Health Framework for Reopening

	No to Minimal Spread	Minimal to Moderate Spread	Substantial Spread
Threshold Level	Average case rate of $\leq 5$ new COVID-19 cases per 100,000 Sullivan County residents over the last 14 days	Average case rate of 6-10 new COVID-19 cases per 100,000 Sullivan County residents over the last 14 days	Average case rate of $\geq 11$ new COVID-19 cases per 100,000 Sullivan County residents over the last 14 days
School Opening Recommendation	Schools Open	Situation Dependent	Consideration for Transition to Remote Learning

Kingsport City Schools will open and remain open if transmission remains low. If the Sullivan County Region experiences community disease transmission higher than the acceptable threshold level, then schools (individual or district) may close to help break transmission chains. It is important to note that identification and investigation of potential COVID-19 case clusters are a vital part of this decision-making process and will involve thorough discussions between public health and Kingsport City Schools officials.

The most recent data can be found by county on the Tennessee Department of Health website at [www.tn.gov/health/cedep/ncov/data/epi-curves.html](http://www.tn.gov/health/cedep/ncov/data/epi-curves.html).





# OPERATIONAL PROCEDURES

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The following sections outline the operational actions that will be taken as Kingsport City Schools opens to students and staff for the 2020-21 school year.

## Class Size/Spacing Requirements

### No to Minimal Community Spread

- Changes to class sizes and spacing are unnecessary. Classrooms will utilize normal seating.
- Students and staff are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.

### Minimal to Moderate Community Spread

- Seating will be altered to arrange all students facing the same direction toward the front of the classroom wherever possible, with as much space between them as possible.
- Students and staff are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.
- Staff will try to maintain six feet of spacing between themselves and students as much as possible and are strongly encouraged to appropriately wear face masks if closer than six feet.
- Classroom windows will be open when possible and when conditions allow.
- Assemblies of less than 50 students at a time will be discouraged, but are allowed as long as face masks are utilized.
- Large-scale assemblies of more than 50 students will be discontinued.

### Substantial Community Spread

- Consideration for transition to remote learning.

## Procedures for Movement Operations

### No to Minimal Community Spread

- No changes in movement between classes are required.
- Students are allowed to enter/exit buildings using screening procedures established by KCS.
- Students are encouraged to travel in cohorts wherever possible.
- Students and staff are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.

### Minimal to Moderate Community Spread

- Flow of foot traffic will be directed in only one direction, where possible. When one-way flow is not possible, hallways will be divided with either side following the same direction.
- Efforts will be made to try and keep six feet of distance between persons in the hallways.
- Appropriate wearing of face masks will be strongly encouraged at all times in hallways.
- Efforts will be taken to minimize the number of persons in the hallways as able, such as staggering movements at incremental intervals.
- Floor tape or other markers will be used at six foot intervals where line formation is anticipated.
- Student visits to school clinics will be limited to necessary referrals.
  - Clinic traffic will be minimized to allow for less potential exposures and decreased hallway traffic.

### Substantial Community Spread

- Consideration for transition to remote learning.

## Procedures for Screening Students

### No to Minimal Community Spread

- Students will be required to enter the building at limited sites and are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.
- Students' temperatures will be checked by KCS personnel prior to entering a school bus or a KCS school. Students with a temperature of 100.0 or greater:
  - At school bus: KCS personnel will attempt to contact a parent to retrieve the child and return home. If it is not possible to contact a parent, the child will ride to school in an isolated seat location and must wear a mask while on the bus. All other bus riders will be offered a face mask. Once arriving at school, the child will be placed in a designated area of isolation with a surgical mask in place until able to be sent home.
  - At school entrance: The child will be placed in a designated area of isolation with a surgical mask in place until able to be sent home.
- It is recommended that parents check child's temperature at home every morning using oral, tympanic, or temporal scanners; children with a temperature 100.0 or above should stay home and consider coronavirus testing if no other explanation is available.
- Parents should ask their child or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent to keep the child home from school.
- Students who fall ill at school will be placed in a designated area of isolation with a surgical mask in place. Nurses will wear masks when caring for these students.
- Students sent home from school for illness should be kept home for a minimum of three (3) days, with the student being well for the last three (3) days prior to returning to school.

### Minimal to Moderate Community Spread

- Students' temperatures will be checked by KCS personnel prior to entering a school bus or a KCS school. Students with a temperature of 100.0 or greater:
  - At school bus: KCS personnel will attempt to contact a parent to retrieve the child and return home. If it is not possible to contact a parent, the child will ride to school in an isolated seat location and must wear a mask while on the bus. All other bus riders will be offered a face mask. Once arriving at school, the child will be placed in a designated area of isolation with a surgical mask in place until able to be sent home.
  - At school entrance: The child will be placed in designated area of isolation with a surgical mask in place until able to be sent home.
- Students will be required to enter the building at limited sites and must egress from other exits to keep traffic moving in a single direction.

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- Parents should check child's temperature at home every morning using oral, tympanic, or temporal scanners; children with a temperature of 100.0 or above should stay home and consider coronavirus testing if no other explanation is available.
- Parents should ask their child or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent to keep the child home from school.
- Children who fall ill at school will be placed in a designated area of isolation with a surgical mask in place. Nurses will wear masks when caring for these students.
- Students sent home from school for illness should be kept home for a minimum of three (3) days, with the student being well for the last three (3) days prior to returning to school.
- When students return to school following an illness, they should check in with the school administration to ensure proper communication with health officials.

#### **Substantial Community Spread**

- Consideration for transition to remote learning.

## Procedures for Screening Staff

### No to Minimal Community Spread

- Staff will be required to self-screen daily, including checking temperature, and are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.
- Staff with a temperature 100.0 or above should stay home and consider coronavirus testing if no other explanation is available.
- If staff are symptomatic and seeking testing for COVID-19, they may be eligible for additional sick leave while a diagnosis is pending. Employees should contact human resources to determine if they are eligible for this leave.

### Minimal to Moderate Community Spread

- Staff will be required to self-screen daily, including checking temperature, and are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.
- Staff with a temperature 100.0 or above should stay home and consider coronavirus testing if no other explanation is available.
- If staff are symptomatic and seeking testing for COVID-19, they may be eligible for additional sick leave while a diagnosis is pending. Employees should contact human resources to determine if they are eligible for this leave.

### Substantial Community Spread

- Consideration for transition to remote learning.

## Procedures for School Visitors

### No to Minimal Community Spread

- Parents/Visitors are allowed to enter the building and are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.
- Parents/Visitors will be allowed to enter the building pending passing of health-screening procedures established by KCS.

### Minimal to Moderate Community Spread

- Visitors are not allowed in the school building except under extenuating circumstances. Adults entering the building will be health-screened, should wash or sanitize hands prior to entering, should practice social distancing, and are strongly encouraged to appropriately wear face masks.
- If there are extenuating circumstances that necessitate a parent entering the school, only one parent per child will be allowed to enter to minimize the number of entering persons.
- A record will be kept, including day and time, of non-school employees entering and exiting the building.

### Substantial Community Spread

- Visitors are not allowed in the school building except under extenuating circumstances. Adults entering the building will be health-screened, should wash or sanitize hands prior to entering, should practice social distancing, and are strongly encouraged to appropriately wear face masks.
- If there are extenuating circumstances that necessitate a parent entering the school, only one parent per child will be allowed to enter to minimize the number of entering persons.
- A record will be kept, including day and time, of non-school employees entering and exiting the building.

## Testing Procedures for Students and Staff

The CDC has specifically stated schools are not expected to test students or staff for SARS-CoV-2. At this time, there are new antigen tests seeking approval by the Food and Drug Administration that would make point-of-care testing a possibility, but this is not expected to extend to schools or be performed by school nurses.

### No to Minimal Community Spread

- Students who develop fever greater than 100.0 or become ill at school will be kept in a designated area of Isolation with a surgical mask in place until they can be transported off campus. They will be transported by their parents, or ambulance if clinically unstable, for off-site testing and medical evaluation. In the event any student tests positive, immediate efforts will be made in conjunction with the Sullivan County Regional Health Department to inform any close contacts (those who spent more than 10 minutes within 6 feet to the student). Those identified as contacts may be quarantined. In such situations, classmates will be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended; only those who develop symptoms should be tested.
- In the event that a student or adult tests positive, the Sullivan County Regional Health Department (or the county public health department of the student's residence) will initiate the case interview and investigation and proceed with contact tracing. Immediate notification to the school system in which the student or adult is affiliated will be made by the health department. The health department will follow-up with close contacts (those who spent more than 10 minutes within 6 feet of the individual) so that they may be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended; only those who develop symptoms require testing.
- Parents should check child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.0 or above should stay home and consider coronavirus testing if no other explanation is available.
- Parents should ask their child or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent to keep the child home from school and seek out testing and medical evaluation.
- Students or staff members sent home from school/work for illness should be kept home for a minimum of three (3) days with the student or staff member being well for the last three (3) days prior to returning to school/work.

### Minimal to Moderate Community Spread

- Students who develop fever greater than 100.0 or become ill at school will be kept in a designated area of Isolation with a surgical mask in place until they can be transported off campus. They should be transported by their parents, or ambulance if clinically unstable, for off-site testing and medical evaluation. In the event any student tests positive, immediate efforts should be made to



inform any close contacts (those who spent more than 10 minutes within 6 feet to the student) so they can be quarantined at home. Classmates will be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended; only those who develop symptoms require testing.

- In the event that a student or adult tests positive, the Sullivan County Regional Health Department (or the county public health department of the individual's residence) will initiate the case interview and investigation and proceed with contact tracing. Immediate notification to the school system in which the student or adult is affiliated will be made by the health department. The health department will follow-up with close contacts (those who spent more than 10 minutes within 6 feet of the individual) so they may be quarantined at home. Classmates will be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended; only those who develop symptoms require testing.
- In the event that a student or adult tests positive, the school will coordinate with the Sullivan County Regional Health Department to identify potentially impacted students and families for notification to encourage closer observation for any symptoms at home.
- Parents should check child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.0 above should stay home and consider coronavirus testing if no other explanation is available.
- Parents should ask their child or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent to keep the student home from school and seek out testing and medical evaluation
- Students or staff members sent home from school/work for illness should be kept home for a minimum of three (3) days with the student or staff member being well for the last three (3) days prior to returning to school/work.

### **Substantial Community Spread**

- Consideration for transition to remote learning.

## **Procedures for Responding to Positive Tests Among Staff and Students**

- In the event of a positive COVID-19 test among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
- If the person who tested positive for COVID-19 was in the school building without a face mask, or large areas of the school were exposed to the person, short-term dismissals (2-5 days) may be required to clean and disinfect the larger areas. This decision will be made in concert with the local public health department.
- If possible, smaller areas will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Cleaning staff will wear appropriate PPE as referenced in the CDC guidance for disinfection and cleaning. <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

## Procedures for Dining

### No to Minimal Community Spread

- Students and staff will wash hands or use hand sanitizer before and after every meal.
  - Additional hand sanitizer units will be added in schools for student and staff use.
- Meal activities will continue per normal operating procedures.
  - Meal choices and menu items may be limited at times to ensure student safety and efficiency of delivery.
  - Use of shared/donated food program in lunchrooms will be suspended until further notice.
- Serving and cafeteria staff will use barrier protection, including gloves and face masks. N95 respirators are not required.
- Students and staff are strongly encouraged to utilize social distancing measures (minimum 6 feet) whenever possible.

### Minimal to Moderate Community Spread

- Students and staff will wash hands or use hand sanitizer before and after every meal.
- If possible, classrooms will be used for eating in place.
- Meal choices and menu items may be limited at times to ensure student safety and efficiency of delivery.
- Use of shared/donated food program in lunchrooms will be suspended until further notice.
- School-supplied meals may be delivered to classrooms with disposable utensils.
- If cafeterias need to be used, mealtimes will be staggered to create seating arrangements with six feet of distance between students.
- Disposable utensils will be employed and presented per child (instead of children reaching and selecting them themselves).
- Serving and cafeteria staff will use barrier protection, including gloves and face masks; N95 respirators are not required.
- Open selection of food (salad bars, self-serve stations) will be closed or manned by an adult to avoid multiple surface touches.

### Substantial Community Spread

- Schools enact off-site food programs.

## Procedures for Gatherings and Extracurricular Activities

### No to Minimal Community Spread

- Students and staff are to wash hands or use hand sanitizer before and after every event.
- Large-scale gatherings are allowed per Tennessee Pledge guidelines.
- Extracurricular activities and gatherings may be conducted per Tennessee Pledge guidelines.
- Before and after-school programs are open and operating normally.
- Students and staff are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.

### Minimal to Moderate Community Spread

- Assemblies of less than 50 students at a time are discouraged, but allowed as long as facemasks remain in use with physical distancing.
  - Parents and grandparents are not allowed to attend these assemblies. Schools will offer telecasting of events if able.
- Students and staff are to wash hands or use hand sanitizer before and after every event.
- Large-scale assemblies of more than 50 students will be discontinued.
- Off-site field trips are discontinued.
- Inter-school activities may continue as long as bus transportation is provided and students wear masks throughout the transport period.
- Schools may elect to discontinue these activities if case rates and community transmission rise consistently.
- Before and after-school programs may continue with the use of face masks and social distancing.
- Schools may elect to discontinue these activities if community case rates and community transmission rise consistently.

### Substantial Community Spread

- No on-site activities are allowed.
- All inter-school activities are discontinued.
- After-school activities are discontinued.

## Procedures for Athletic Events

### No to Minimal Community Spread

- Activities are allowed per TSSAA, Tennessee Pledge, FIRST CORE Region superintendents, and Northeast Tennessee School Systems Athletics Activity Return to Action Plan guidance.
- Spectator events are allowed per Tennessee Pledge guidance.
- Spectators are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.

### Minimal to Moderate Community Spread

- Only sports that can be modified to allow physical distancing for conditioning are allowed to continue, preferably outside. Off-site, inter-school competitions may be held, provided face masks are worn during transportation.
- Spectators fewer than 50 are allowed. Wearing of face masks by observers is strongly recommended at all times with appropriate social distancing.
- Large-scale spectator events with more than 50 people are not allowed.
- Schools may elect to discontinue these activities if case rates and community transmission rise consistently.
- Schools will consult with public health officials and school sports governing bodies for the current public health guidance on sports with close contact.
- Students and staff will wash hands or use hand sanitizer before and after every practice, event, or other gathering.
- Weight room and physical conditioning activities will only be used with proper social distancing in alignment with TN Pledge Guidelines
- Locker rooms and group changing areas will be closed unless social distancing may be observed.
- Any uniforms or other clothing that need to be washed/laundered at school can be washed in warm water with regular detergent.

### Substantial Community Spread

- Consideration of suspension of athletic events.

## **Procedures for Personal Protective Equipment and Hand Washing**

Use of physical distancing measures is designed to create layers of redundancy, recognizing students are unlikely to be able to maintain full compliance at all times. They are designed to minimize the risk of transmission as much as possible while still allowing for feasibility, flexibility, and ease of use.

### **No to Minimal Community Spread**

- No personal protective equipment is required, though students and staff are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.
- Regular use of hand sanitizer and hand washing will take place per normal operating status.
- Students should wash their hands or use hand sanitizer before and after using playground equipment and athletic equipment.

### **Minimal to Moderate Community Spread**

- All staff and students are strongly encouraged to appropriately wear face masks when they are in common areas, including moving between classrooms. Masks may be homemade or disposable level one (basic) grade surgical masks. N95 respirators are not necessary, except for nurses performing aerosolizing procedures.
- Students should wash their hands or use hand sanitizer after changing any classroom. Staff in the classroom should wash their hands or use hand sanitizer every time a new group of students enters their room.
- Students and staff should have scheduled hand washing with soap and water or use of hand sanitizer every 2-3 hours.
- Students should wash their hands or use hand sanitizer before and after using playground equipment and athletic equipment.
- Privacy or barrier screens may be placed at the side of desks in classrooms, as available.
- Gloves are not required except for janitorial staff or other staff cleaning classrooms.
- Gowns, hair coverings, and shoe covers are not required.

### **Substantial Community Spread**

- Consideration for transition to remote learning.

## Procedures for Cleaning

Coronaviruses on hard surfaces can survive for hours to days. Exposure to sunlight and higher temperatures is expected to diminish their survival, but the exact amount of time required remains unclear. At this point, more aggressive cleaning practices are recommended in order to err on the side of caution.

### No to Minimal Community Spread

- School campuses will undergo cleaning on an increased tempo.
- Frequently touched surfaces, including lights, doors, benches, bathrooms, etc., will undergo cleaning with either an EPA-approved disinfectant or dilute bleach solution (1/3 cup bleach per one gallon of water) frequently, no less than daily.
- The use of items with soft surfaces (cloth, plush items) are highly discouraged.
- The use of traditional water fountains will be discontinued until further notice. Water bottle filling stations will remain in operation.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning with either an EPA-approved disinfectant or dilute bleach solution frequently, no less than daily.
- Efforts will be made to minimize sharing of materials between students as able.
- Student desks will be wiped down with either an EPA-approved disinfectant or dilute bleach solution frequently, no less than daily.
  - Classroom teachers will perform additional classroom disinfecting of touch surfaces throughout the day as possible. Training will be provided to KCS staff members on the safe and appropriate methods for cleaning.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or dilute bleach solution frequently, no less than daily.
- Staff should wear gloves and face masks when performing all cleaning activities.

### Minimal to Moderate Community Spread

- Routine cleaning with standard soap and water removes germs and dirt and lowers the risk of spreading SARS-CoV-2.
- School campuses will undergo normal cleaning on a daily basis.
- Frequently touched surfaces, including lights, doors, benches, bathrooms, etc., will undergo cleaning with either an EPA-approved disinfectant or dilute bleach solution (1/3 cup bleach in 1 gallon of water) at least twice daily.
- The use of items with soft surfaces (cloth, plush items) should not occur.
- The use of traditional water fountains will be discontinued until further notice. Water bottle filling stations will remain in operation.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo standard cleaning procedures with increased frequency or between groups.

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- Student desks will be wiped down with either an EPA-approved disinfectant or dilute bleach solution at the beginning and end of every day.
  - Training will be provided to KCS staff members on the safe and appropriate methods for cleaning.
- Athletic equipment can be cleaned with either an EPA- approved disinfectant or dilute bleach solution twice daily.
- Staff should wear gloves and face masks when performing all cleaning activities.

#### **Substantial Community Spread**

- Consideration of schools closure and cleaning practices adjusted to maintain school buildings in clean and well-functioning order. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



## Procedures for Busing and Student Transportation

The risks associated with student transportation in buses have not been studied to date. As a result, these recommendations are derived from school operating procedures and the best “reasonable standard” given feasibility constraints.

### No to Minimal Community Spread

- School busing operations will proceed normally.
- Seats and handrails will be wiped down with either an EPA-approved disinfectant or diluted bleach solution before and after every bus route.
- No changes to schedules on buses are required, though students are strongly encouraged to appropriately wear face masks and utilize social distancing measures (minimum 6 feet) whenever possible.
- Bus drivers will utilize assigned seating to provide a more orderly environment.
- Students’ temperatures will be checked by KCS personnel prior to entering the school bus.

### Minimal to Moderate Community Spread

- The wearing of face masks by staff and students at all times is strongly encouraged.
- Windows should be open when possible and conditions allow.
- Bus drivers will utilize assigned seating to provide a more orderly environment.
- Students’ temperatures will be checked by KCS personnel prior to entering the school bus.
- Unloading of buses at school should be staggered to minimize mixing of students as they enter school and to allow six feet of distance while entering through designated entry points.
- Seats and handrails will be wiped down with either an EPA-approved disinfectant or dilute bleach solution before and after every ride.
- Limited seating and spacing may be utilized.

### Substantial Community Spread

- Consideration of transition to remote learning with the potential for all busing operations to be suspended.

## Procedures for Serving Medically Vulnerable Students and Staff

Understandably, a key concern is whether certain populations of students, teachers, and other school-based employees may be at increased risk of infection and severe disease by attending school in-person.

Unfortunately, there is no validated data on how much risk these individuals incur by attending school in-person, and individuals will need to make the decision to attend in close consultation with their health care provider.

### No to Minimal Community Spread

- All students and staff are able to attend school and activities normally. School and activities are operating normally.
- If they choose to do so, staff may self-identify as having a high-risk medical condition to the Human Resources department.
  - Human Resources will work with staff on potential options for leave or work arrangements that may be available. Such options are not guaranteed and will be determined on a case by case basis.
- If they choose to do so, students may self-identify as having a high-risk medical condition to school staff for planning purposes in the event of an outbreak.
  - Parents should submit student health information to school officials utilizing a school-provided form, documenting medical information provided by physician.

### Minimal to Moderate Community Spread

- If they choose to do so, staff may self-identify as having a high-risk medical condition to the Human Resources department.
  - Human Resources will work with staff on potential options for leave or work arrangements that may be available. Such options are not guaranteed and will be determined on a case by case basis.
- In consultation with school officials, parents may elect to keep children with underlying health conditions at home and pursue education through remote learning.
  - Parents should submit student health information to school officials utilizing a school-provided form, documenting medical information provided by physician.
- Ultimately, individual decisions to attend school in-person will be left to parents, students, and staff.

### Substantial Community Spread

- All teaching should be moved to video conferencing platforms. Schools should enact abbreviated teaching schedules that allow core subject matter to be transmitted on a regular basis. Elective material may be discontinued at school discretion.

## **Procedures for Serving Students through KCS Counseling Services**

Counseling services are available to all KCS students via a variety of methods. Services are available from our school counselors at school locations along with contracted counseling services in partnership with local agencies.

In a crisis event, please be aware of resources that are available. In a true emergency, please call 911 or report to the emergency room. If you or a loved one is in a mental health crisis, please call the Frontier Health Mobile Crisis Response Team at 877-928-9062. To report suspected child abuse or neglect, call 877-237-0004. If you are in crisis and want to speak with someone immediately, please use these resources: Suicide Prevention Lifeline 1-800-273-8255.

### **No to Minimal Community Spread**

- Counseling services will operate in a normal fashion as all students and staff are able to attend school and activities.
- Counselors will try to maintain six feet of spacing between themselves and students as much as possible, but are strongly encouraged to appropriately wear masks if closer than six feet.
- As needed, specific attention will be focused on assisting students, family and staff that have faced challenges during the recent moments.
- Mental health resources will be provided to students and families in person and via district and school social media platforms and ongoing newsletter communications.

### **Minimal to Moderate Community Spread**

- The counseling office will be arranged so the counselor and student will have as much space between them as possible.
- Counselors will try to maintain six feet of spacing between themselves and students as much as possible, but are strongly encouraged to appropriately wear face masks if closer than six feet.
- Students should try to maintain six feet of spacing between themselves and the counselor, but are strongly encouraged to appropriately wear face masks if closer than six feet.
- Mental health resources will be provided to students and families in person and via district and school social media platforms and ongoing newsletter communications.

### **Substantial Community Spread**

- All counseling services will transition to phone or virtual methods, following national professional counselor guidelines and protocols.
- Each school will publish specific “office hours” where counselors are available for contact to parents and students via phone or virtual methods as appropriate.
- Mental health resources will be provided to students and families via district and school social media platforms and ongoing newsletter communications.

## Procedures for Academic Services

Kingsport City Schools will offer two options for student learning this fall.

### **Option 1: In-School Learning Face-to-Face (F2F)**

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This option will be available when there is **No to Minimal Community Spread** and **Minimal to Moderate Community Spread**.

- **What this looks like for students and teachers**
  - Changes to many normal academic processes for in-school instruction may occur, though students and staff are strongly encouraged to appropriately wear face masks, frequently wash their hands, and utilize social distancing measures (minimum 6 feet) whenever possible.
  - All classes will have assigned seating and rotate through labs or learning stations in static cohorts to facilitate contact tracing should the need arise.
  - Students will engage in learning activities including core content and related arts in school buildings.
  - Students will utilize print materials and gain digital skills including using some online resources and navigating the Learning Management System.
  - Students and teachers will thoughtfully interact with each other to build social emotional resilience.
  - Formal and informal assessments will inform where students are relative to learning goals.
- **What this looks like for families**
  - Pre-screen child/children (temperature and symptom check) prior to sending them to the bus or school or dropping them off at the school. If any COVID-19 symptoms are present (temperature greater than 100.0, coughing, etc.), please keep your child/children at home and consider taking them to see your healthcare provider.
  - If your child/children become symptomatic while at school and you are contacted to come pick them up, please do so promptly. You may also consider taking them to see your healthcare provider.

**Temporary Remote Setting – Due to health/quarantine:** Processes for virtual/remote academic delivery and support services(s) will be utilized for students and/or teachers temporarily learning at home for COVID-19 related reasons.

- **What this looks like for students and teachers**
  - Students learn independently online using a program or digital content organized in the Canvas Learning Management System (LMS).
  - Students with Individualized Education Plans (IEPs) and English Language Learners will continue to receive appropriate services.
  - Teachers organize online learning experiences for students and manage work submissions.
  - Teachers provide feedback and support via email, video conferencing (Zoom), or through the LMS.

### **What this looks like for families**

- Families have access to technology and sufficient internet bandwidth.
- Families establish routines and expectations for their child to work on school assignments.
- Families monitor communication from their child's teachers.
- Families take an active role in helping their child progress through their assignments.
- Families encourage their child to exercise and be active.
- Families need to remain mindful of their child's stress or worry and seek help when needed.

**If/When Substantial Community Spread occurs:** KCS will consider transitioning students and teachers to remote learning.

- **What this looks like for students and teachers**

- Students learn independently online using a program or digital content organized in the Canvas Learning Management System (LMS).
- Students with Individualized Education Plans (IEPs) and English Language Learners will continue to receive appropriate services.
- Teachers organize online learning experiences for students and manage work submissions.
- Teachers provide feedback and support via email, video conferencing (Zoom), or through the LMS.

- **What this looks like for families**

- Families establish routines and expectations for their child to work on school assignments.
- Families monitor communications from their child's teachers
- Families take an active role in helping their child progress through their assignments.
- Families encourage their child to exercise and be active.
- Families need to remain mindful of their child's stress or worry and seek help when needed.

### **Option 2: Remote Settings – Choice Virtual Option**

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Processes for virtual/remote academic delivery and support services(s) will be utilized for students learning at home by choice.

- **What this looks like for students and families**

- An orientation will be provided to parents to guide them to support their child/children with online learning.
- Students learn independently using online content - note that a full catalog of courses may not be available virtually.
- Families establish routines and expectations for their child to work on school assignments.
- Families take an active role in helping their child progress through their assignments.
- Families encourage their child to exercise and be active.
- Families need to remain mindful of their child's stress or worry and seek help when needed.

## Contributors to the KCS Operations Manual

Thank you to the many individuals that provided feedback, suggestions, and input in the development of the Framework for Opening the 2020-21 School Year - KCS Operations Manual.

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