

Maconaquah School Corporation COVID-19 Back to School Guidelines

It is essential for Maconaquah School Corporation to work in unison with our staff, parents, students, and community to prevent the introduction and spread of COVID-19. Our goal in introducing these rules and regulations is to create a safe and effective environment for students and staff while still providing a quality education program. All guidance within this document comes directly from the CDC, Indiana Department of Education, Indiana State Department of Health, and Miami County Health Department. This is a fluid document, meaning it can be changed or altered at any time based on new guidance from the previously mentioned entities.

Table of Contents:

Appendix A: Health Protocols	3
Appendix B: Social Distancing in the School Environment	7
Appendix C: Cleaning Guidance	9
Appendix D: Special Education Overview	10
Appendix E: Student Transportation	12
Appendix F: Communications Guidance	13
Appendix G: COVID-19 Vaccine	14
Appendix H: Extracurricular and Co-curricular Re-Entry	15
Appendix I: FAQ and Answers	17

Appendix J: Document Change Log**20**

Appendix A: Health Protocols

Symptomatic Individuals

All positive COVID-19 cases at Maconaquah School Corporation will be reported to the Miami County Health Department to determine next steps. There will be a constant line of communication between the corporation nurse and the county nurse/doctor to keep the community as up to date as possible.

Employees will be trained to recognize the following COVID-19-related symptoms:

- A fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9).

Return to School After COVID-19 Exposure

- The safest option is a 14-day quarantine after the date of the last exposure to the positive individual. A COVID-19 test is not required to return to school if the individual quarantines for the entire 14 day period.
- An individual can choose a 10-day quarantine if the student or staff member in close contact chooses not to get tested, never develops symptoms and wears a mask for the additional 4 days after returning to school. The student will also be required to eat lunch 6 feet from any other student.
- The final option is a seven-day quarantine if a negative PCR nasal swab test is conducted on days five, six, or seven, or a negative rapid antigen test upon return to school on day 8 (the rapid antigen test needed on day 8 for return to school will not be given at school. Students and staff choosing this option will need to have the test given by a health care provider or by a testing site on day 8. The results will need to be sent to the school prior to the student or staff member returning to school under this provision). This option is requiring that the student or staff never developed any symptoms and wears a mask at all times when returning. The student will also be required to eat lunch 6 feet from any other student.

If an individual develops any symptom anytime after their return to school on days 8-14, they will then be considered symptomatic and will be required to follow quarantine rules based on the date of their first symptom.

Please note that a COVID-19 antibody test is not a substitute for a PCR test or a rapid antigen test, or a means to avoid being quarantined. If a person in the household tests positive and the student/staff cannot isolate from that positive individual, their quarantine does not start until the positive person's 10-day isolation period has ended.

Positive COVID-19 Test

If an individual tests positive for COVID-19, they should let the school nurse know immediately so that proper disinfecting and contact tracing can be done. The positive individual must quarantine for 10 days from the date of the positive test.

Tested Positive- Impact on School Operations

All individuals (student, staff, or parent/guardian) are required to contact the corporation nurse (765-689-9131 ext. 1310 or hatcherb@maconaquah.k12.in.us.) immediately if they or a person in the same household has tested positive for COVID-19. When there is confirmation that a person infected with COVID-19 was on school property, Maconaquah's corporation nurse will contact the Miami County Health Department immediately. Unless extenuating circumstances exist, the school will work with the health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. Maconaquah School Corporation will contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing. If a closure is determined necessary, the school will consult with the Miami County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs. As soon as the school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, cleaning will occur immediately. If not possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting.

Screening

Maconaquah School Corporation has previously released information to parents, students, and staff about the symptoms of COVID-19. All individuals are required to self-screen before coming to school.

Students and employees exhibiting **any one of the** symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to districts/schools in this circumstance to make

additional medical inquiries of staff, students, and visitors than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Clinical Space COVID -19 Symptomatic

Maconaquah High School, Maconaquah Middle School, Maconaquah Elementary School, and Pipe Creek Elementary School will each have a room or space separate from the nurse's clinic where students and employees who are feeling ill will be evaluated for COVID-19 symptoms. Any individual proven to be symptomatic will be allowed to wait in this same area for pick up. All staff and students who enter this location will be required to wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required in this room. Students who are awaiting pick up due to Covid-19 symptoms will be walked out of the building to their parents. Students who are symptomatic WILL BE REQUIRED to be picked up from school. These students WILL NOT be allowed to ride the bus home.

Students with Daily Medication

Building nurses will no longer administer nebulizers or aerosol producing treatments unless medically advised to do so. All medications will be administered in the primary nurses office. No medication will be administered in the COVID-19 room unless medically required.

Proper Hygiene

Handwashing and avoiding touching your face, eyes, nose, or mouth are important steps that must be taken to avoid becoming sick or spreading germs to others. Employees and students must wash their hands often, and if soap and water are not readily available, hand sanitizing stations will be distributed throughout each of our buildings as an alternative. There will be key times built into the school day when all persons will have the opportunity to wash their hands. Each building will have their own specific schedule, so please contact your building principal for questions regarding those times.

Students and staff should familiarize themselves with the following key times necessary for handwashing:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment
- Before and after recess

Students are required to wash their hands whenever directed by a staff member.

Use of Face Coverings

Face coverings will be optional for all students and staff inside of any Maconaquah School building. Outside face coverings will be allowed, but must be school appropriate. If a face covering is determined to be inappropriate, the individual will be provided a mask from the school. Reusable face coverings must be sanitized daily.

Access to Water

Water fountains will be opened in each school building, but students and staff will be allowed to bring in their own water bottles if preferred. There will be water bottle filling stations located in each building for the purpose of refilling personal or school provided water bottles. There should be absolutely NO sharing of water containers at any time.

Appendix B: Social Distancing in the School Environment

Social Distancing in the School Environment

In order to maintain social distancing to the best of our ability, our Corporation will put in to place the following practices:

- Space between students will be increased as much as possible during in-person instruction.
- Classes will be moved outdoors whenever possible.
- Desks/tables will be rearranged to increase space between students.
- Students will be asked to remain seated in the classroom as much as possible
- Visitors will be limited by necessity (to be determined by the school administrator) and must self screen prior to entering the building.
- Teachers will have access to extra materials for students who might need them in order to minimize sharing of high touch materials (pencils, art supplies, equipment, etc.) and items will be cleaned and disinfected often.

Additionally, we will implement measures to decrease students congregating in one location by doing the following:

- Restroom breaks will be scheduled in certain buildings to avoid overcrowding.
- Rearrange and remove furniture to avoid clustering in common areas.
- Implement measures to decrease employees congregating in one location.
- Limit usage of the staff/teacher's lounge.
- Make alternate plans for whole staff gatherings.
- Rearrange workstations to encourage social distancing.
- Use assigned seating when possible.
- Use sign-in sheets for in-person meetings to document attendees.
- Keep accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel.
- Restrict vendor access to the school to times when students are not present.

Breakfast and Lunch Procedures

Students at all levels will continue to have group lunches. Each building will attempt to follow social distancing guidelines if possible. Some buildings may utilize additional spaces outside of the cafeteria to allow students more room to space out. Additional steps that will be taken to help control the spread of germs will be as follows:

- Napkins and silverware will be provided and will be disposable.
- Food-sharing is discouraged.
- Cash transactions will be accepted, but are not encouraged.
- There will be no eating on the bus unless medically necessary.

- PPE will be provided to all food service staff.

Appendix C: Cleaning Guidance

Cleaning Guidance

- Janitorial staff will clean high touch hot spots such as door handles, light switches, faucets, elevator buttons, tables, desks, countertops, chairs, benches, and walls daily.
- Restroom cleaning, spot mopping, interior glass cleaning, and equipment cleaning will be done daily.
- Vacuuming and dusting will be done weekly.
- Outside of school operating hours, chemical cleaning sprays will be applied daily to allow more thorough cleaning of all surfaces.
- Windows will remain closed and air conditioning units will run throughout the day. Janitorial staff will change out air handler unit filters every 3 months in accordance with IAQ (Indiana Air Quality) guidelines in order to ensure adequate air filtration.

Maconaquah's Director of Buildings and Grounds have developed, and will continue to modify, a quality control system on new tasks and frequencies. Head custodians have developed job/task cards for routine and enhanced cleaning procedures. All custodial staff will be trained on new procedures. Custodial staff schedules will be staggered, and additional help will be employed to allow for a more extensive cleaning regimen.

Sanitizing wipes will be used for desks and manipulatives in classrooms. Students will be allowed to use sanitizing wipes, but **MUST** wash their hands immediately after. Students are not allowed to use sanitizing wipes without first having teacher consent. If a parent does not want their student to use sanitizing wipes, they may opt out by contacting their student's homeroom teacher.

Appendix D: Special Education Overview

Case Conferences and Annual Case Reviews

Maconaquah School Corporation will continue to conduct annual case reviews, including transition assessments/services (where applicable) within the one- year timeline. Case conference meetings with parents may be requested by parents or school staff and scheduled to review the provision of services and the educational progress of each student. These discussions will determine whether or not there is a need for an IEP revision.

Educational needs will be measured by considering:

- Whether the student participated in continuous learning opportunities provided by the school and district during COVID-19 school building closures
- Teacher and parent observations of the student's learning during the continuous learning opportunities provided by the school
- Whether the student continued making progress toward meeting his/her IEP goals
- Whether the student experienced any additional or new social-emotional health issues during building closure
- Whether the student experienced any regression during the period of school building closure

Evaluations

Requirements for evaluations remain unchanged.

Homebound Services

Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel will follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19.

Homebound Timelines

The CCC will continue to reconvene at least every 60 instructional days when a student is receiving services in a homebound setting.

Special Transportation

If a student is being provided in-person services and requires transportation, then the IEP will reflect this service. Administrator will collaborate with the school transportation director to implement a bussing plan that meets CDC guidelines.

Physical/Occupational Therapy

By following the provision of IEP-required therapies in accordance with the CDC community-level guidance for schools, our corporation will implement the following:

- Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions
- Class and therapy group size reductions, staggered (alternate days/rotation)

scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids

- Instruction about and observance of frequent handwashing and face covering recommendations
- Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings
- Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures
- Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies
- Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.

Appendix E: Student Transportation

Transportation Preparation and Cleaning

Staff will inspect all buses and transport vehicles for cleanliness and safety before and after routes. Currently, federal guidelines do require masks on all public transportation. We ask that all students who utilize public transportation take note of this. Whenever possible, bus windows will remain partially rolled down. Affected buses can be used immediately after cleaning and disinfection.

Transportation Training

All drivers and maintenance/cleaning staff will be properly trained on the following:

- Correct information about COVID-19, how it spreads, symptoms, and risk of exposure.
- Who to contact if a student or the driver exhibits symptoms of COVID-19.
- The appropriate methods, tools, and products for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.
- The hygiene expectations of staff.
- Using gloves when handling and disposing of trash.
- Avoiding touching surfaces often touched by passengers.
- Universal precautions when handling bodily fluids.

Appendix F: Communications Guidance

Reporting Positive COVID-19 Cases

All teachers, administrators, staff and students (parents/guardians) are required to report any documented positive cases of COVID-19 in their school. All reports should be made to the building principal to share with the corporation nurse. The corporation nurse will give all reported positive COVID-19 case findings to the Miami County Health Department.

Appendix G: COVID-19 Vaccine

Miami County and Howard County COVID-19 Vaccination Sites

Pfizer-BioNTech, Moderna and Johnson & Johnson vaccines are currently available for ages 12 and up. A COVID-19 vaccination is not required for students enrolled at Maconaquah School Corporation. For families interested in receiving the vaccine, visit <https://www.coronavirus.in.gov/vaccine/index.htm>.

Appendix H: Extracurricular and Co-curricular Re-Entry

Extra-Curricular and Co-Curricular Activities

- All State and local guidelines for group limitations will be followed
- Any student who prefers to wear a face covering for activities will be allowed, so long as doing so will not cause a health risk
- Face masks may be required in certain circumstances
- Athletes are required to wear face coverings only if opposing school requires it
- Consideration will be given to vulnerable individuals and it is encouraged for those individuals to seek medical guidance regarding his/her individual level of participation.
- An alternate command structure for coaching staff will be established in case of illness.
- All students and staff will be required to self screen for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices. See Appendix A.
 - Any person with a combination of COVID-19-related symptoms will not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
 - Any person with a positive COVID-19 test must reference page 3, “When a confirmed case has entered a school, regardless of community transmission.”
 - Coaches must track COVID-19 impacted attendance and report to district/school administration.
 - Follow specific return to school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19. See Appendix A, reference *Return to School After Exclusion*.
- Individuals must wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer will be available to individuals as they transfer from place to place.
- Cleaning schedules will be created and implemented for all facilities and equipment to mitigate any communicable diseases.
- Appropriate clothing/shoes must be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Contact will be limited to only contact necessary to compete as defined by IHSAA. Modified sportsmanship practices will be observed.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment must be cleaned prior to use and immediately following usage.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered or discarded.
- Students are expected to shower at school or at home and wash workout clothing

immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.

- Spectators, media, and vendors can be present but must implement social distancing and follow established mass gathering guidelines. Face Coverings might be required if social distancing guidelines cannot be met.
- Concessions will be open, and all food handlers and cashiers will utilize appropriate PPE and only prepared, prepackaged food is available.

Appendix I: FAQ and Answers

Frequently Asked Questions and Answers

Q: Does Maconaquah have any outdoor learning plans? What kind of outdoor programs do you have?

A: Maconaquah's Farm to School program offers in-class and outdoor learning opportunities. Students enrolled in the course spend time in the cattle barns learning the ins and outs of taking care of the animals. Additionally, all teachers will be encouraged to utilize outdoor space for learning when possible.

Q: Who can we talk to if our student is immune-compromised?

A: If your student is immune-compromised it is important for you to first discuss best practices with your family doctor. If the doctor says it is ok for your student to return to in-class learning, be sure to find out if there are any requirements or adjustments that need to be made. Please provide your building principal with any pertinent information provided by the doctor.

Q: How will choir and band change in order to adhere to CDC guidance?

A: In buildings that have access to bigger practice areas, band, choir, and music classes will utilize these larger areas to allow students to spread out and follow social distancing guidelines. Each building's plan will vary slightly, so please view each building's specific plan for more information.

Q: Will building windows be opened during the school day? If so, will that create safety concerns?

A: Windows will remain closed and air conditioning units will run throughout the day. Janitorial staff will change out air handler unit filters every 3 months in accordance with IAQ (Indiana Air Quality) guidelines in order to ensure adequate air filtration.

Q: Will students still have social interaction through school (i.e. play sports, go to games, have choir concerts, theater, band, dances, group projects)?

A: Athletics, band, choir, and theatre will still be a part of Maconaquah's academic and athletic plan. There will be some new rules, regulations, and requirements, all of which are spelled out in this document.

Q: Will new students have the opportunity to see where their classes are prior to starting?

A: This question is building specific. Parents can contact the building principal to find out if there is a scheduled open house, or to schedule a private tour if necessary.

Q: If my child is in a class and that class has a positive case, how long is my child out of school and do they have to be tested prior to coming back?

A: Whether or not the entire class will need to quarantine will be up to the Miami County Health Department. If a student is directly exposed, we require that individual to follow the guidance in Appendix A: Health Protocols.

Q: How will classrooms be set up to promote social distancing?

A: All extra furniture will be removed in order to allow more space for separation. Desks and tables will be spaced both side to side and back to back.

Q: Will there be new protocols for students that have non covid sickness (i.e. will they be able to return to school just as they had before, and will that student be required to utilize the remote learning option or will he/she be allowed to make up learning when they return to school?)

A: First and foremost, tell your school nurse prior to the start of the year if your child has chronic illness in order to try to prevent COVID-19 being questioned. It will be helpful for students who are out with sickness other than COVID-19 to provide their school nurse with a doctor's note stating their diagnosis. Students who are kept home from sickness other than COVID-19 will be allowed to make up school work upon their return to school.

Q: Will Maconaquah Schools still contact trace?

A: Contact Tracing will still be required in all Maconaquah School buildings. The following Quarantine protocol will be utilized:

- Vaccinated close contacts do not have to quarantine but should monitor for symptoms, isolate and get tested if symptoms develop.
- Unvaccinated individuals who are identified as a close contact must quarantine. Asymptomatic close contacts may return on day 8 (with specific negative testing and precautions), day 11 (with precautions), or day 15 (without testing or precautions).

Q: What will students do educationally if they are required to be out of school for an extended period of time due to a possible exposure or a positive COVID-19 test.

A: Students who are required to quarantine will have eLearning material available for them during their extended absence.

