



# Baugo Community Schools Reentry Overview

Updated 7/14/2021

## Considerations and Recommendations for Baugo Community Schools

This re-entry document has been prepared to improve the readability of the Baugo Community Schools Reentry Plan. Our plan was developed after carefully considering the guidance provided by the Indiana Department of Education, the state and local health departments, and other local guidance within and out of our district.

Since the body of knowledge surrounding COVID-19 continues to grow, it is likely that this document will be revised. Baugo Community Schools will continue to seek guidance from state and local officials and legal counsel to review and revise this plan in an effort to keep our schools safe. The Baugo Community Schools administration may amend this re-entry plan as needed to comply with local and state health guidelines pending board ratification action.

From the beginning of this pandemic, our goal has been to limit the spread of COVID-19. Regardless of the number of restrictions or guidelines put into action, we know that there will be instances that individuals will show no signs of illness but be capable of transmitting the disease to others. Thus, it is important that we continue to demonstrate the three most important mitigation strategies which are social distancing, frequent handwashing, and appropriate personal protection equipment (PPE).

## Addressing Community Spread in Schools

Level of Community Spread Will Be Determined by The Elkhart County Health Department

### Baugo Community Schools Ongoing Mitigation Strategies

- Coordinate and maintain communication with local and state department of health officials
- Participate in contact tracing efforts as directed by local health officials (to the extent feasible)
- Develop, implement, and monitor **enhanced** social distancing measures including physical barriers to reduce the spread
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Implement protocols for students/staff who feel ill/experience symptoms when they come to school
- Train and implement deep cleaning protocols for impacted classrooms and spaces
- Consider ways to accommodate the needs of children, teachers/staff, and families at higher risk for severe illness
- Maintain plans to effectively move to a distance/remote learning platform should spread require doing so

### Definitions

#### Face Coverings



Recommendations regarding face coverings differ based on the level of community spread. In order to limit spread in our buildings, mask wearing is encouraged for unvaccinated individuals. Information will be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings will be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.

#### Hand Sanitizer



Hand sanitizers should contain at least 60% alcohol. Hand soap should be used for younger children whenever possible.

#### Clean/Disinfect



Ensure safe and correct application of disinfectants and keep them out of reach of children.

# BCS Reentry Overview

## Practicing Prevention



### Wearing Masks

Baugo Community Schools supports mask wearing as an effective strategy for limiting the spread of COVID-19. Mask wearing is an optional mitigation strategy for reducing the spread of COVID-19 in our schools and is encouraged but no longer required unless identified school based close contact. Individuals identified as out of school close contact will be required to follow the existing guidance for quarantine:

- Every student may wear a mask when they are not seated at a desk
- Employees who are not vaccinated are encouraged to wear a mask unless they are providing direct instruction from the front of a classroom
- Students will not be required to wear a mask while they are seated at their desks or while eating. Additional PPE including physical shields will be provided to reduce the risk of spread
- Employees are not required to wear their masks when they are alone, eating, or in the case of teachers, instructing in the front of the classroom providing social distancing is being maintained

### Social Distancing

Social distancing can be accomplished in many ways. Each school within our district has different responsibilities due to the age of the students. All will work to implement social distancing protocols as consistently as possible and will include:

- Adjusted hallway passing protocols (additional time or delayed passing)
- Expansion of cafeteria seating when possible into other open spaces to reduce the concentration of students
- Create directional hallways to keep moving in one direction where possible
- Placement of tape marks and symbols on floors and walls to promote social distancing while walking or waiting in line
- Rearranging furniture to avoid clustering
- Arranging desks to increase space between students including facing desks in one direction
- Expecting students to remain seated and limit to an assigned seat
- Minimizing whole staff and student gatherings/meetings

### Hand Washing

Handwashing and avoiding touching your face, eyes, nose, or mouth are important steps to avoid becoming sick or spreading germs. Handwashing should be embedded into daily routines to improve patterned behavior. Schools will take deliberate steps to increase opportunities for handwashing that may look different from building to building.

## Transporting Students



### Pre-Trip

- Maintain mask inventory on each bus (Minimum 50 ~ Maximum100).
- Ensure current student rosters are on the bus.

### Post-Trip

- Inventory masks and cleaning supplies.

### Masks

- All bus drivers will wear a mask while transporting students.
- Drivers will have masks available for students.
- Students are expected to wear masks while on the bus. This is for the health and safety of all students and drivers.

### Ridership

- Students will be given assigned seats.
- Only students assigned to the bus will be allowed to ride.
- Riders are limited to a single bus.
- All buses will carry the roster and seating chart for the route.

### Disinfecting vs Cleaning

Cleaning refers to the physical removal of dirt and grime, and in the process, some portion of the germs on a given surface. Disinfecting, on the other hand, refers to killing a high percentage of the germs on a surface or rendering them incapable of reproducing. Busses will be disinfected using an approved disinfectant, following manufacturer instructions.

- Drivers will disinfect the bus regularly.
- After surfaces are cleaned the bus will be disinfected.

## Entering School Buildings



### District/School Considerations:

- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school district specific protocols.
- Provide hand sanitizer for students and staff
- Enforce protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*)
- Mark spaced lines to enter the building and designate entrance and exit flow paths
- Encourage Self-Screening of students and staff:
  - Take temperatures ideally before leaving for school
  - Isolate and keep home if internal temperature over 100.4°F (38°C)
  - Monitor for the following other Covid-19 related symptoms:
    - Sore throat
    - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
    - Diarrhea, vomiting, or abdominal pain
    - New onset of severe headache, especially with a fever
    - Loss of taste or smell
    - Muscle pain, fatigue, and chills
- Enforce protocol for visitors: calling the front office before entering. Restrict nonessential visitors and volunteers.
- Enforce protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup

## Serving Meals



Baugo Community Schools food service department will implement the following guidelines to minimize exposure:

- Disposable flatware, napkins, and trays provided directly by staff
- Engineering controls installed to limit germ transfer such as sneeze guards
- Optional seating for medically fragile students
- Prohibited food-sharing
- Reduced and socially spread seating
  - In addition to these guidelines, all food service staff are required to properly wear gloves, masks and if unvaccinated other appropriate PPE to increase food safety

### **Food Preparation and Distribution:**

- Keep three feet apart between individuals as much as possible when preparing, serving, and cleaning.
- To ensure personal hygiene and cleanliness for preparation areas are maintained, re-wash hands frequently, change gloves and sanitize any surfaces touched and between operating hours.
- All food will be prepped and cooked according to manufacturer instructions and maintained at recommended temperatures.
- Most of the food will be pre-packaged or cupped either from the manufacturer or food service staff to ensure no contamination is transmitted by students or staff upon receiving a meal.
- Students will face forward and keep three feet apart in the lunch serving line.
- Prepackaged utensils will be used for all meals.
- Water in coolers will be available during mealtimes. Water will not be self-serve. A staff member will assist.
- Extra food will be DISCARDED immediately in the trash following the student's meal.
- NO share tables, sharing of food, etc. will be allowed.
- Hand sanitizing stations will remain readily accessible in cafeterias for student use.
- Students will be able to serve themselves on some food items. On the food items where serving utensils are used, the serving utensils will be changed regularly.
- Serving lines, rails, and keypads will be properly sanitized regularly.

## Transitioning



### District/School Considerations:

- Implement standard operating procedures while taking preventative measures such as:
  - Encouraging unvaccinated students and staff to wear face masks/coverings while in the building and when not sitting in classrooms inappropriately socially distanced desks.
  - Conducting cleaning of hallways and high-touch surfaces regularly
  - Placement of signage on floors and walls to promote social distancing while walking or waiting in line
- For class changes and other transitions throughout the school day:
  - Provide additional time for transitions or stagger movement (where appropriate or practical)
  - Avoid congregating-keep traffic moving
  - Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated
- For beginning and end of the school day:
  - Protocols for staggered student release will be implemented in each building that improves social distancing

## Conducting Large Group Gatherings



### District/School Considerations:

- Discourage the congregation of students in parking lots and common areas
- Stagger the schedule to eliminate large group gatherings (i.e. recess and school meals)
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
- Follow *Indiana High School Athletic Association* guidelines for sporting events and practices

### Recess Equipment Use and Sanitation:

- Disinfect all high touch surfaces regularly.
- Students will handwash/sanitize before and after each recess
- Unvaccinated students are encouraged to wear masks while on the playground equipment where social distancing cannot be consistently achieved.
- Staggered recesses and other strategies will be used to reduce student numbers on playgrounds

### Disinfecting vs Cleaning:

Cleaning refers to the physical removal of dirt and grime, and in the process, some portion of the germs on a given surface. Disinfecting, on the other hand, refers to killing a high percentage of the germs on a surface or rendering them incapable of reproducing. Recess Equipment will be disinfected using an approved disinfectant, following manufacturer instructions.



## Supporting Teaching and Learning



### District/School Considerations:

All students are expected to attend school in a traditional instruction model for the 2021/2022 school year. Rare exceptions which might include out of school close contact or other medically specified events could necessitate the virtual learning option.

### Virtual Learning Option when Quarantine Necessitates

The virtual learning option provides student's live virtual participation in real time during the traditional school day. This option would allow a teacher to student interaction during the learning experience. The virtual learning option will:

- Closely replicate in person school structures, routines, and learning times
- Provide a viable solution to students who are impacted by the COVID-19 pandemic
- Provide an opportunity to maintain connections through frequent interactions while not being in a traditional in-person setting

Students engaged in the virtual learning option will be:

- Provided a technology device for school use
- Expected to engage in virtual learning consistently, as if they were attending traditional in-person instruction
- Required to engage in eLearning on days that in-person instruction uses the eLearning platform

### Hybrid Instructional Models

*Hybrid models should only be implemented if necessary and after factoring in additional logistical requirements/ costs as well as childcare requirements placed on working families and unnecessary burden on staff.*

#### *A/ B schedules*

- *Alternating Days:* students would be divided into 2 groups, likely geographically. Groups would alternate face-to-face and virtual instruction during the week. One example: Group A would attend Monday and Tuesday and work virtually the remainder of the week. Group B would attend Thursday and Friday and work virtually the other days of the week. Wednesday would be a virtual day for most employees so buildings could be cleaned during the week between groups. Another example: Group A Students Monday/Wednesday and Group B Students -- Tuesday/Thursday; Friday – distance learning for all students.
- *Alternating Weeks:* Group A Students – Week 1 and Group B Students Week 2; using certification flexibility to relocate teachers as needed and allowable

#### *Response to School Closure*

Implement a robust distance learning program

- Distribute printed instructional packets/ materials and district/school communications along with meals; designate and communicate collection/drop

**When a Child,  
Staff Member,  
or Visitor  
Becomes Sick  
at School**



**District/School Considerations:**

Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms: Temperature 100.4 degrees Fahrenheit or higher when taken by mouth (or school board policy if the threshold is lower) Sore throat, new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline), diarrhea, vomiting or abdominal pain, new onset of severe headache, especially with a fever, loss of taste or smell

- School nurses and other healthcare providers should use *Standard and Transmission-Based Precautions for All Patient Care* when caring for sick people.
- Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Advise sick staff members and children not to return until they have met state ISDH criteria to discontinue home isolation.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow state ISDH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state ISDH guidance for home quarantine.

**Exclusion from School:**

- Baugo Community Schools will consider the following symptoms when considering excluding students or employees from schools: Temperature 100.4 degrees Fahrenheit or higher when taken by mouth (or school board policy if the threshold is lower) Sore throat, new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline), diarrhea, vomiting or abdominal pain, new onset of severe headache, especially with a fever, loss of taste or smell.
- Students or employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19.

**Update on Unvaccinated Quarantine of Siblings and Household Members:**

If an unvaccinated student, faculty, or staff member has symptoms of COVID-19 as described above and tests positive or does **NOT** get tested for COVID-19, then unvaccinated siblings and household members should be considered close contacts and advised to quarantine. If the symptomatic person is diagnosed with another condition that explains the symptoms, or tests negative, then no quarantine for close contacts is necessary, but a provider's note with an alternate diagnosis will be needed to return to school.

A symptomatic student, faculty or staff member, and anyone unvaccinated living in their household should quarantine while waiting for test results.

**Update to School Based Close Contact:**

**If an unvaccinated student or staff member has been identified as a close contact outside of the school setting:**

- Staff members or students will be required to quarantine for up to 14 calendar days.
  - Staff members that elect quarantine will be expected to utilize sick leave during the absence.
  - Students that elect to quarantine will be marked as absent and will be expected to make up any missed assignments.
- Per updated guidance from the ECHD, all school based close contacts may return to school immediately but shall
  - Immediately quarantine if symptoms develop
  - Practice good hand hygiene by washing with soap and water for at least 20 seconds or using a hand sanitizer with at least 60% alcohol
  - Stay at least 3 feet from other individuals
  - Wear a mask over your nose and mouth at all times when around others
  - Maintain three feet of physical distance and remain masked at all times during indoor extra-curricular activities

- Maintain three feet of physical distance from others during outdoor extra-curricular activities unless effective participation in the activity requires otherwise. In those situations, the individual will abide by the health protocols established by the particular extracurricular activity.

**Update on When a Student or Faculty/Staff Can Return to School:**

**If an unvaccinated student, faculty, or staff member is symptomatic (according to the above definition), NOT tested for COVID-19, and NOT a close contact with a COVID-19 positive person:**

- The individual must remain at home for at least 10 days from the start of symptoms, be fever-free for 24 hours without the use of fever-reducing medications and show improvement of symptoms. Siblings and household contacts should be considered close contacts and quarantine for 14 days. Students do not need a note for return to school and should be allowed to return at the end of the recommended isolation.
- Individuals with an alternate diagnosis (such as an ear or urinary tract infection) do not need to isolate but will need a note from a healthcare provider saying “student may return to school on [date] and his/her illness was not related to COVID-19” or “Cleared to return to school.” No diagnosis should be listed, as that is a HIPAA violation.

**Symptomatic according to the above definition and tested NEGATIVE for COVID-19 and NOT a close contact of a COVID-19 positive person:**

- The individual must be 24 hours fever-free without the use of fever-reducing medication and show improvement of symptoms unless advised otherwise by a healthcare provider. The individual does not need an alternate diagnosis.
- Close contacts do not need to quarantine.

**Symptomatic and tested POSITIVE for COVID-19 (whether or not a close contact):**

- The individual must isolate at home for at least 10 days, be 24 hours fever-free without the use of fever reducing medications and show improvement of symptoms.
- Siblings, household contacts, and other close contacts need to quarantine for 14 days after the last exposure to the positive person.
- Repeat testing is NOT recommended for deciding when people can return to work or school.

**Symptomatic and NOT tested for COVID-19 and IS a known close contact of a COVID-19 case:**

- The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.
- The individual must also isolate at home for at least 10 days, be 24 hours fever-free without the use of fever reducing medications and show improvement of symptoms.
- The criteria for both must be met prior to the person returning to school.
- Siblings, household members and other close contacts must quarantine.

	<p><b>Symptomatic and tested <b>NEGATIVE</b> and <b>IS</b> a known close contact of a <b>COVID-19</b> positive person:</b></p> <ul style="list-style-type: none"> <li>• The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.</li> <li>• The individual must be 24 hours fever free without the use of fever-reducing medications. An alternate diagnosis is not required.</li> <li>• The criteria of both need to be met before returning to school.</li> </ul> <p><b>NO symptoms and was <b>NOT</b> tested for COVID-19:</b></p> <ul style="list-style-type: none"> <li>• May attend school.</li> </ul> <p><b>NO symptoms and tested <b>NEGATIVE</b> for COVID-19 and <b>IS NOT</b> a known close contact of a <b>COVID-19</b> positive person:</b></p> <ul style="list-style-type: none"> <li>• May attend school.</li> </ul> <p><b>NO symptoms and tested <b>POSITIVE</b> for COVID-19 and whether or not a close contact of a <b>COVID-19</b> positive person:</b></p> <ul style="list-style-type: none"> <li>• Must isolate at home for 10 days after the date the sample was collected.</li> <li>• Siblings, household members, and other close contacts must quarantine for 14 days from the last date of exposure before returning to school. If the exposure is a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last date of isolation for the case.</li> </ul> <p><b>NO symptoms and not tested for COVID-19 and <b>IS</b> a known close contact of a <b>COVID-19</b> positive person:</b></p> <ul style="list-style-type: none"> <li>• Must quarantine for 14 days from the last date of exposure before returning to school. If the exposure is a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last date of isolation for the case.</li> </ul> <p><b>NO symptoms and tested <b>negative</b> for COVID-19 and <b>IS</b> a known close contact of a <b>COVID-19</b> positive person;</b></p> <ul style="list-style-type: none"> <li>• Must quarantine for 14 days from the last date of exposure before returning to school. If the exposure is a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last date of isolation for the case.</li> </ul>
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