

# *Mooresville Schools*

## Return to In-Person Instruction Plan



Our priority for the start of the 2021-22 school year is returning our students to high-quality learning in a safe environment, with in-class and online options to fit our families' needs. The following guidelines are created as a supplement to the Return to In-Person Instruction Plan of Mooresville Schools for the 2021-22 school year.

***All guidelines in this document are in effect until further notice. These guidelines may be updated should recommendations from federal, state or local authorities provide new information and guidance.***

## Mooresville Schools Return to In-Person Instruction Plan

### Practicing Prevention





- All families will be required to complete school registration prior to the start of the year, including information regarding COVID-19 guidelines and protocols.
- Prior to arrival at school, all staff members and all parents are responsible to check for signs of COVID-19, including fever and cough. Anyone displaying symptoms should remain at home and contact the school to explain their absence.
- Students and staff will:
  - Bring refillable water bottles. All water fountains will be covered or be repurposed for water bottle refilling stations.
  - Have the option to wear face masks. Masks are encouraged by the CDC for anyone who is unvaccinated. All face coverings must meet student dress codes.
  - Be encouraged to bring personal-sized hand sanitizer for use as needed.
- All students will be advised to thoroughly wash hands prior to and after lunch and throughout the school day.
- Custodial staff will clean/disinfect frequently touched surfaces daily
  - Disinfectants provided to teachers for cleaning as needed.
  - Daily cleaning to include: clean & disinfect all high-touch surfaces; use of disinfectant sprayers; sweep/mop before exiting room
- Hand sanitizer and cleaning supplies will be available in each classroom.
- Shared used items will be cleaned frequently and students encouraged to use hand sanitizer as needed.

### Transporting Students






- Additional information in regard to Transportation can be found on the “Transportation” supplement at the end of this document.
- Prior to the start of school, all families must designate if their child will be a bus rider.
- Students may only ride their designated bus.
- Bus riders will be required to wear masks to enter the bus and throughout the bus ride per CDC guidance.
- All bus riders will have assigned seats. Bus lists and seat assignments will be kept in case needed contact tracing efforts.
- Bus drivers will be trained to watch for signs of COVID-19. Any child displaying symptoms will be left with their caregiver or delivered directly to the school nurse upon arrival at the school building.
- Arrival Procedures (times vary by building).
  - Upon entering the building, students are to report directly to designated areas or their classrooms (varies by building). On the way to class, students may stop at a restroom and/or a cafeteria breakfast location (cafeteria or grab & go cart).
  - Bus riders may not take off their masks until after they disembark the bus.
- Dismissal Procedures
  - Dismissals will be staggered to lessen the number of individuals in any place at any one time.
  - Bus riders will be required to put on their masks before entering the school bus and for the duration of the bus ride.

## Mooresville Schools Return to In-Person Instruction Plan

<p><b>Entering Our School Building</b></p> 	<ul style="list-style-type: none"><li>• Students will arrive in designated entryways following directional signage or staff instruction.</li><li>• The wearing of masks/face coverings is recommended for anyone who has not been vaccinated against COVID-19.</li><li>• Staff members will monitor students as they arrive. Any child exhibiting COVID-19 symptoms will be sent to the school nurse designated COVID-19 area.</li><li>• See “Transporting Students” section for building arrival procedures.</li><li>• School visitors will be allowed in entryway and reception/waiting area only.</li><li>• Essential business visitors must wear masks and must complete screening prior to entry (including contact information for possible tracing). Essential business personnel must follow school mask and social distancing procedures.</li><li>• Students participating in an afterschool club, team or before &amp; after school care will be dismissed to go directly to their after school location. Attendance for after school groups must be taken daily for contact tracing. All groups must remain in their designated space and utilize only one designated restroom for nighttime cleaning purposes. Group leaders and students must follow all school protocols.</li><li>• Any outside group requesting the use of school facilities must follow school protocols and may be subject to additional cleaning fees due to COVID-19.</li></ul>
<p><b>Class Transitions</b></p> 	<ul style="list-style-type: none"><li>• Mixing between classes and student groups will be limited to the extent practicable.</li><li>• Students will be advised to not congregate and to continue moving to their next class during passing periods.</li><li>• Students will follow directional signage or staff instruction while transitioning to their next class.</li><li>• To provide for social distancing in hallways:<ul style="list-style-type: none"><li>○ To reduce congestion, some hallways or stairwells may be designated as one-way.</li><li>○ In two-way traffic areas, everyone should stay to the right side while walking.</li></ul></li><li>• To provide for social distancing at restrooms<ul style="list-style-type: none"><li>○ The number of students in a restroom at one time will be limited.</li><li>○ Social distancing markers will be on the floor outside of restrooms.</li><li>○ Staff will be flexible with student restroom needs.</li></ul></li><li>• Disinfectants will be provided to teachers for cleaning between classes or other transition times.</li></ul>

## Mooresville Schools Return to In-Person Instruction Plan

<p><b>Food Services</b></p> 	<ul style="list-style-type: none"><li>• Food service payments should be made prior to the start of school or online instead of in the lunch line.</li><li>• All students will be advised to thoroughly wash hands or use hand sanitizer prior to and after lunch.</li><li>• Cafeteria lines:<ul style="list-style-type: none"><li>○ Food options will be the same in all lines.</li><li>○ Self-serve items will not be available.</li><li>○ Students will scan their ID badge or Mobile ID Card (on Skyward app) for purchases.</li><li>○ Students will social distance while in line. Social distancing markers will be placed on the floor.</li></ul></li><li>• Cafeteria seating:<ul style="list-style-type: none"><li>○ Students will sit at the same table for the duration of the semester for contact tracing purposes.</li><li>○ Tables will be spaced throughout the cafeteria and other areas if available to maximize distance between tables.</li><li>○ Unattached chairs cannot be moved to another table.</li><li>○ Students must stay at their lunch table until dismissal.</li></ul></li><li>• Tables, seats, and high-touch surfaces will be cleaned between lunch periods.</li><li>• Serving surfaces will be cleaned using approved germicidal detergent between each serving group</li></ul>
<p><b>Conducting Group Gatherings, Including Athletics</b></p>  	<ul style="list-style-type: none"><li>• No school-wide convocations will be held until further notice.</li><li>• No field trips will be held until further notice.</li><li>• Student pick-up will be at a designated location and students must wait at that location.</li><li>• Student drivers will exit directly to their cars and promptly exit school property after their activity.</li><li>• MHS &amp; PHMS will follow IHSAA and ISSMA guidelines in conjunction with school board policies for events and practices.</li><li>• Students participating in an afterschool club, team or before &amp; after school care will be dismissed to go directly to their after school location. Attendance for after school groups must be taken daily for contact tracing. All groups must remain in their designated space and utilize only one designated restroom for nighttime cleaning purposes. Group leaders and students must follow all school protocols for social distancing and wearing of masks if social distancing cannot occur.</li><li>• Any outside group requesting the use of school facilities must follow school protocols and may be subject to additional cleaning fees due to COVID-19. Any separate outside organizations using the same area must have a ½ hour break between groups for cleaning. Facility rental is limited to school district or student-based activities at this time.</li><li>• All state-mandated safety drills (fire, tornado, lockdown, etc.) will be completed with safety modifications outlined by the Indiana Department of Education.</li><li>• Further measures will be considered on a case-by-case basis.</li></ul>



## Mooresville Schools Return to In-Person Instruction Plan

### Supporting Teaching and Learning



- Prior to the start of school, families must designate whether their child will participate in in-class learning or online learning.
- Families/students taking part in online learning will be required to:
  - Complete a contract denoting that the child has high-speed internet access and a tablet or PC for completing lessons. The ability to scan work is strongly recommended.
  - Be present online and complete assigned lessons each school day as per their learning contract.
  - The online learning curriculum will be limited and cannot match the full curriculum/experience of in-person instruction.
    - Many core-content classes will be offered synchronously (live instruction) while other courses will be offered asynchronously (no live instruction).
    - Some courses will not be available through online learning because of course requirements and online learning capabilities.
  - Complete the same assignment deadlines and test schedule as their in-class peers.
  - Come to school to take Indiana Department of Education required State Assessments.
- Students must stay in their chosen Instruction Plan for a semester with exception of extenuating circumstances as approved by principal.
- All families (online or in-class) should contact the school any morning the student will be absent from learning. Families of in-class learners should disclose if their student exhibits any symptoms of COVID-19.
- Classroom protocols:
  - Hand sanitizer will be available.
  - Desks will be spaced out and extra furniture will be removed.
  - Students will be seated in the same direction, if possible. Students should not sit in reading circles or other close gatherings/groups.
  - Any shared items will be cleaned often and students encouraged to use hand sanitizer between uses of shared items.
  - Cleaning supplies will be available in each room.
- Parents will be able to access Skyward and Canvas Parent Observer to monitor student academic progress.

## Mooresville Schools Return to In-Person Instruction Plan

<p style="text-align: center;"><b>Health Consideration, Vaccinations, and Protecting Vulnerable Populations</b></p> 	<ul style="list-style-type: none"> <li>• All staff members will complete COVID-19 training prior to the start of school.</li> <li>• All families will be required to complete school registration prior to the start of the year, including information regarding COVID-19 guidelines and protocols.</li> <li>• Families whose students have Individualized Education Plans, 504 designations, or health plans who believe adjustments to those plans may be needed for COVID-19 should contact their child's school prior to the start of school. Those families may choose an online learning plan for their student.</li> <li>• For students with Individual Educational Plans, case conferences may be held virtually. If an in-person conference is requested, all participants must wear a mask and practice social distancing.</li> <li>• School Health Clinic:             <ul style="list-style-type: none"> <li>○ There will be separate entrances and waiting areas for healthy students (visiting for regular medicine, shot records, Band-Aids, etc.) and sick students.</li> <li>○ Masks may be required in the clinic. Students and staff must follow the instruction of the Student Health Services staff regarding mask wearing.</li> <li>○ There will be a separate designated area for any students who exhibit symptoms of COVID-19.</li> <li>○ The clinic will be cleaned and disinfected frequently.</li> </ul> </li> <li>• The school will adhere to FERPA and HIPPA requirements.</li> <li>• The school district will work with the IDOH and MCHD to provide vaccination clinics that are accessible to the Mooresville Schools community.</li> </ul>
<p style="text-align: center;"><b>When Someone Displays Symptoms or Becomes Sick</b></p> 	<ul style="list-style-type: none"> <li>• Close off areas used by a sick person and do not re-use before cleaning and disinfection. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.</li> <li>• Advise sick staff members and students not to return until they have met <u>IDOH criteria</u> to discontinue home isolation.</li> <li>• Should a student or staff member test positive for COVID-19, the school will follow IDOH protocols for contact tracing, including:</li> <li>• If a positive case is determined, deep cleaning will take place in all affected/potentially affected areas, including classrooms, buses, cafeteria, and common-use areas.</li> </ul>

## Mooresville Schools Return to In-Person Instruction Plan Facilities/Maintenance Protocols

Low/No Spread	Minimal/Moderate Spread
<p><b>Preparedness:</b></p> <ul style="list-style-type: none"> <li>• All staff members will take part in COVID-19 training.</li> <li>• All staff members will have training on cleaning and disinfecting processes. Training will include proactive and reactive measures.</li> <li>• All staff members will be provided with personal protective equipment.</li> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>○ Provide hand sanitizer for students and staff</li> <li>○ Disinfectants provided to teachers for cleaning between classes or other transitions</li> <li>○ Daily cleaning to include: clean &amp; disinfect all high-touch surfaces; use of disinfectant sprayers; sweep/mop before exiting room.</li> </ul> </li> </ul> <p><b>Throughout the Day:</b></p> <ul style="list-style-type: none"> <li>• Teachers provided with personal protective equipment and district-approved cleaning supplies.</li> <li>• Throughout the day, teachers will continue to wipe down and disinfect all high-contact surfaces.</li> <li>• Teachers remind student to use hand sanitizer multiple times during day.</li> <li>• Teachers inform custodians if refills of cleaning supplies or sanitizer are needed.</li> <li>• Maintenance staff will monitor ventilation in all buildings for continued circulation of external air.</li> </ul> <p><b>Daily Cleaning (after end of school each day)</b></p> <ul style="list-style-type: none"> <li>• Maintenance staff will wear disposable gloves.</li> <li>• Staff will clean and disinfect all high-touch surfaces (water fountains, desks, chairs, sinks, bathrooms, countertops, doors &amp; door handles, air vents, teacher desks &amp; chairs, trash cans, light switches, pencil sharpeners, white boards, mop floors, etc.).</li> <li>• Rooms will be treated with disinfectant sprayers.</li> <li>• Staff will sweep and mop floors and then exit room.</li> <li>• Hallways/common areas will be treated with disinfectant sprayers.</li> </ul> <p><b>Monthly Deep Cleaning Plan:</b></p> <ul style="list-style-type: none"> <li>• <u>Disinfect</u> all high-touch surfaces</li> <li>• Clean all overhead surfaces, including ceilings</li> <li>• Dust, wipe, sweep, and mop all surfaces</li> <li>• Spray down all rooms with disinfectant sprayer</li> <li>• Change filters</li> </ul>	<p><b>Continue Previous Measures. Also:</b></p> <p><b>If a case of COVID-19 is confirmed, enact Monthly Deep Cleaning Plan in areas identified as recently occupied by COVID-19 patient:</b></p> <ul style="list-style-type: none"> <li>• <u>Disinfect</u> all high-touch surfaces</li> <li>• Clean all overhead surfaces, including ceilings</li> <li>• Dust, wipe, sweep, and mop all surfaces</li> <li>• Spray down all rooms with disinfectant sprayer</li> <li>• Change filters</li> </ul> <p><b>Support other staff in cleaning/disinfecting:</b></p> <ul style="list-style-type: none"> <li>• Any school bus recently occupied by patient</li> <li>• Any common areas recently occupied by the patient (cafeteria, library, etc.)</li> </ul> <p><b>Continue to follow any updated guidance from the CDC, IDOH, and other officials on updated COVID-19 precautions and cleaning procedures.</b></p>

## Mooresville Schools Return to In-Person Instruction Plan

### Transportation

Low/No Spread	Minimal/Moderate Spread
<p><b>Preparedness:</b></p> <ul style="list-style-type: none"> <li>• All staff members will take part in COVID-19 training, including how to assess students who may exhibit symptoms of COVID-19.</li> <li>• All staff members will have training on cleaning and disinfecting processes. Training will include proactive and reactive measures.</li> <li>• All staff members will be provided with personal protective equipment.</li> <li>• Review number of students riding bus and balance routes for the lowest numbers of students per bus.</li> <li>• Bus routes and stops will be continuously updated to help social distancing.</li> <li>• Drivers will use established protocol for student pick/drop up at each building to lighten traffic: staggered entry and release (by grade, class, or bus).</li> </ul> <p><b>Throughout the Day:</b></p> <ul style="list-style-type: none"> <li>• Drivers will wear a mask while students are boarding the bus or while facing students. Masks will be lowered while driving for visibility purposes.</li> <li>• Aides will wear a mask and gloves on Pre-K/Special Education routes.</li> <li>• Drivers will clean and disinfect their bus after each route. This includes wiping down seats, handrails, windows, and dashboards.</li> <li>• Students will be allowed to sit two per seat. If bus load requires any students to sit 3 per seat, those students must reside in the same household. Personal masks are required for students to use while on the bus per CDC guidance.</li> <li>• Students must sit in their assigned seats at all times while on the bus.</li> <li>• Food and/or drinks are to be in students' backpacks while on the bus.</li> <li>• Students who appear sick will be sent to the nurse as soon as they arrive at the school.</li> </ul> <p><b>Periodic Cleaning</b></p> <ul style="list-style-type: none"> <li>• Floors will be cleaned at least once a week.</li> </ul>	<p><b>Continue Previous Measures. Also:</b></p> <p><b>If a case of COVID-19 is confirmed, the bus will be taken out of service for at least one day and deep cleaned, including:</b></p> <ul style="list-style-type: none"> <li>• <u>Disinfect</u> all high-touch surfaces</li> <li>• Clean all overhead surfaces, including ceilings</li> <li>• Dust, wipe, sweep, and mop all surfaces</li> <li>• Spray down bus with disinfectant sprayer</li> <li>• Change filters</li> </ul> <p><b>Continue to follow any updated guidance from the CDC, IDOH, and other officials on updated COVID-19 precautions and cleaning procedures.</b></p>









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### Food Services

Low/No Spread	Minimal/Moderate Spread
<p><b>Preparedness and District-wide Practices</b></p> <ul style="list-style-type: none"> <li>• As of this time, the CDC, FDA, and IDOH are not aware of any reports of human illnesses that suggest COVID-19 can be transmitted by food or food packaging. However, it is always important to follow good hygiene, food safety, and sanitation practices when handling food.</li> <li>• All food service staff are trained in COVID-19, food safety and sanitation practices.</li> <li>• All cafeteria managers are certified in safe food handling management.</li> <li>• Food safety, sanitation, and Hazard Analysis and Critical Control Point (HACCP) principles audit of operations performed by third party verification every 6 weeks of operation.</li> <li>• Daily detailed cleaning will be performed. We will clean frequently touched food contact surfaces using EPA approved sanitizing solution and change it at least every four hours. Clean nonfood contact services using EPA approved germicidal detergent.</li> <li>• Prior to any meal service, all students should utilize hand washing or sanitizing to ensure safe eating practices.</li> <li>• Barriers will be installed between cashiers and students.</li> <li>• PPE will be provided to all food service staff. Masks for staff will be required during serving and during prep when social distancing cannot be observed.</li> <li>• Eliminate any self-service items where students will repeatedly touch same surface, such as condiments requiring tongs.</li> <li>• <b>Hand Sanitizer stations</b> placed throughout the cafeteria and serving areas.</li> <li>• <b>Sanitize with germicidal detergent</b> serving lines, tables, and chairs as frequently as possible and at minimum between serving groups.</li> <li>• Place <b>social distancing</b> reminders in service areas and markers on floor to space students out.</li> </ul> <p><b>PHMS/MHS General Practices</b></p> <ul style="list-style-type: none"> <li>• Replace pin pads with devices to read ID cards. Students can swipe student ID badge to prevent touching pin pad.</li> <li>• Reduce the number of choices and spread all menu items across several service lines so popular items don't cause long lines. <ul style="list-style-type: none"> <li>○ Breakfast <ul style="list-style-type: none"> <li>▪ Students will get their breakfast and take it to their first class instead of gathering in the cafeteria before the bell rings.</li> <li>▪ Implement breakfast serving kiosks located close to various entrances in addition to a cafeteria serving line to spread students out during arrival. Separate serving areas for MHS students being dropped off as well as drivers, MHS bus riders, PHMS bus riders, and PHMS students being dropped off.</li> </ul> </li> <li>○ Lunch (one lunch period for 7<sup>th</sup> grade, one for 8<sup>th</sup> grade, and three for MHS, with 5 minutes between groups for cleaning) <ul style="list-style-type: none"> <li>▪ Use 2 kiosks to add additional lunch lines.</li> <li>▪ Spread out tables and chairs, including removal of booth seating and set up of folding tables with attached seats in hallways around courtyard. Schools will determine students' seating arrangements into consistent small groupings.</li> <li>▪ Spread out menu items on all serving lines.</li> </ul> </li> </ul> </li> </ul> <p><b>Elementary General Practices</b></p> <ul style="list-style-type: none"> <li>• Discontinue use of pin pads, with students sent by class and in alphabetical order for cashier to type in student codes. <ul style="list-style-type: none"> <li>○ Breakfast <ul style="list-style-type: none"> <li>▪ Breakfast eaten in classroom.</li> <li>▪ Students arrive, pick-up breakfast, and take to class.</li> </ul> </li> <li>○ Lunch <ul style="list-style-type: none"> <li>▪ Spread out seating and serve in cafeteria and adjoining areas available. Each school will handle this individually.</li> </ul> </li> </ul> </li> </ul>	<p><b>Continue Previous Measures. Also:</b></p> <p><b>If a case of COVID-19 is confirmed, the cafeteria area where the COVID-19 patient sits will be deep cleaned, including:</b></p> <ul style="list-style-type: none"> <li>• <u>Disinfect</u> immediate seating and table area</li> <li>• Clean all nearby surfaces</li> <li>• Dust, wipe, sweep, and mop all nearby surfaces</li> <li>• Spray down room with disinfectant sprayer</li> </ul> <p><b>Continue to follow any updated guidance from the FDA, EPA, CDC, IDOH, and other officials on updated COVID-19 precautions and cleaning procedures.</b></p>

## Mooresville Schools Return to In-Person Instruction Plan

### Definitions & Information

<b>Face Coverings</b> 	<p>In situations when social distancing cannot occur, wearing a mask is recommended for unvaccinated students and staff. Information is available to staff, students, and families on proper use, removal, and washing of cloth face coverings. Policies regarding face coverings take into account the needs of students and staff with documented medical issues that make the wearing of a face covering inadvisable.</p> <p>&gt; <a href="#">CDC Guidance</a></p>	<b>Hand Sanitizer</b> 	<p>Hand sanitizers containing at least 60% alcohol will be available. Students and staff may bring their own personal-use bottle as well. Use of hand soap is encouraged for all, and especially used for younger children or children with special needs who may be unable to safely use hand sanitizer.</p> <p>&gt; <a href="#">CDC Guidance</a></p>	<b>Disinfect</b> 	<p>We will utilize EPA-registered disinfectants to kill germs on surfaces. Ensure safe and correct application of disinfectants and keep out of reach of children.</p> <p>&gt; <a href="#">CDC Guidance</a></p>
<b>Food Safety Standards</b> 	<ul style="list-style-type: none"> <li>• All food service staff are trained in food safety and sanitation practices.</li> <li>• All cafeteria managers are certified in safe food handling management.</li> <li>• Detailed food safety plan implemented in every school building.</li> <li>• Food safety, sanitation, and Hazard Analysis and Critical Control Point (HACCP) principles audit of operations performed by third party verification every 6 weeks of operation.</li> <li>• Daily detailed cleaning will be performed. Frequently touched food contact surfaces will be cleaned using EPA approved sanitizing solution and change it at least every four hours. Clean nonfood contact services using EPA approved germicidal detergent.</li> </ul>	<b>Deep Cleaning Procedures</b> 	<p><u>Deep cleaning procedures include:</u></p> <ul style="list-style-type: none"> <li>• Disinfect all high-touch surfaces</li> <li>• Clean all overhead surfaces, including ceilings</li> <li>• Dust, wipe, sweep, and mop all surfaces</li> <li>• Spray down all rooms with disinfectant sprayer</li> <li>• Change filters (monthly)</li> </ul>	<b>High-Touch Surfaces</b> 	<p>Cleaning and preventive measures for high-touch surfaces include but are not limited to:</p> <p>water bottle filling stations, desks, chairs, sinks, bathrooms, countertops, doors &amp; door handles, air vents, teacher desks &amp; chairs, trash cans, light switches, pencil sharpeners, white boards, mop floors, etc.</p>