



2021-2022 COVID-19 Re-Entry Plan Guidelines & Expectations

Last Update: 8.6.2021

Table of Contents

| | |
|--|-----------|
| HHSC Core Values | 2 |
| Important Considerations | 2 |
| HHSC Board of Trustees Approved Statement on Return to In-Person School | 2 |
| Guidance for the Plan | 4 |
| Public Health Organization Information and Updates | 4 |
| Essential Questions and Answers for Re-Entry | 4 |
| Supporting Social and Emotional Needs | 9 |
| Busing and Transportation | 9 |
| Cafeteria and Food Service | 10 |
| Buildings and Cleaning Processes | 10 |
| School Nurses and Clinics | 11 |
| Staff and Human Resources | 11 |
| FAQs and Answers (Updated after Initial Publication) | 11 |
| Log of Updates and Changes to the Re-Entry Plan | 11 |

HHSC Core Values

- *Safety* - the health and safety of all HHSC students and staff is our highest priority
- *Innovation* - seek and encourage creativity in strategies, methods, solutions and resources
- *Community* - serve the common good of our community and the needs of our students
- *Accountability* - demonstrate ownership and a sense of duty to our educational mission
- *Respect* - admire and value each individual
- *Encouragement* - inspire the spirit and realize the potential within each person
- *Excellence* - pursue exemplary performance from students and staff

Important Considerations

- **These guidelines, strategies, and plans are dynamic and can quickly change.** Per state guidelines, we will update this plan at least once every six months. Current recommendations from government agencies could become requirements. We will communicate any changes to the plans outlined below to all families when adjustments are necessary or required.
- Please click [here](#) to review the HHSC 2020-2021 School Year COVID-19 Re-Entry Plan (THIS IS LAST YEAR'S PLAN for your reference) and all of its updates. While some elements from the previous plan remain, the majority of the plan has been significantly updated and adjusted.
- Parents and guardians play an essential role in helping set a positive tone for the school year by encouraging, informing, and preparing students as they transition back to school. We appreciate the support of our families and welcome feedback to help us improve this re-entry plan. We serve a community with a variety of perspectives. Criticizing or undermining the plan in front of students could make the re-entry for students more challenging. Again, our goal is for all students to return to school through a process that is safest for everyone involved while minimizing the negative impact of the pandemic. It will take all of us working together and cooperating through many challenges.
- HHSC will provide a copy of this plan to families and post it on the HHSC website.

HHSC Board of Trustees Approved Statement on Return to In-Person School

- This statement was open for public comment and officially approved by the HHSC School Board of Trustees at the May 19, 2021 Public Meeting.

May 19, 2021

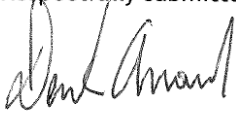
RE: HHSC Official Statement on Returning to Regular Full-time School Formats in Fall 2021

Dear Hamilton Heights School Board:

The Hamilton Heights School Corporation leadership team is requesting that the School Board of Trustees formally state, in their official capacity as the governing Body of HHSC in this Public Board Meeting, that as of this date the plan is for all HHSC schools (HHES, HHMS, and HHHS) to fully return to our pre-pandemic, in-person school format for the 2021-2022 School Year for our students. We are not planning to provide an Off-site or a Hybrid option for next year.

We appreciate your flexibility and support during the unprecedented times of this COVID-19 Pandemic. We were able to balance safety, student learning needs, and the needs of our staff throughout the last 14 months. Our staff, students, and families are looking forward to the new school year when we can get back closer to a normal school experience. Your formal approval of this request gets us very close to this reality. We appreciate your consideration of this request.

Respectfully submitted,



Derek Arrowood, PhD
Superintendent
Hamilton Heights School Corporation



Guidance for the Plan

- We used several sources to develop this plan: CDC, Indiana State Department of Health, collaboration with other school district leaders, feedback from staff, Hamilton County Health Department, and HHSC's experiences over the last 18 months navigating through the pandemic.
- HHSC believes it's important for all students to attend classes On-site to minimize the multiple negative impacts of students missing school. **HHSC is NOT providing an Off-site learning option this year.**
- It is possible that we will need to make adjustments to our plan if the current situation regarding COVID-19 in our community and schools changes.
- Our goal is to return to school in the fall in a normal format with minimal disruptions to the regular learning environment.
- It's our belief that families now have more opportunities to make choices for how to best maintain their health and safety. Vaccines are widely available and effective for students 12 and older if families choose to participate in the vaccination program. It's critical for students to get back to a normal school year for their academic, social, and emotional health.

Public Health Organization Information and Updates

- [Hamilton County Health Department](#)
- [Indiana State Department of Health](#)
- [Centers for Disease Control and Prevention](#)

Essential Questions and Answers for Re-Entry

- **When will school start for Hamilton Heights students?**
 - Students will begin school on Tuesday, August 10, 2021.
- **Will we have normal back-to-school or orientation events?**
 - Yes, all regular back-to-school and orientation events are now scheduled without restrictions.
- **Will masks or face coverings be required for students and staff?**
 - No, we are not requiring masks for students in the buildings at HHSC. We highly recommend masks for students and staff. Students and staff may wear a mask if they choose, but masks will not be required at this time. It is possible that face-covering requirements could return if we begin seeing several confirmed cases of COVID-19 in our schools.

- Per Federal mandate, students and staff must still wear a face covering when riding the bus.
- **What quarantine guidelines will HHSC follow this year?**
 - All vaccinated people (students and staff) no longer need to be quarantined, unless a vaccinated person has a breakthrough infection of COVID-19 and has symptoms.
 - We will not be requiring any close contacts to quarantine unless they develop symptoms or test positive. We will notify parents if a student in one of their classes or lunch table tested positive, but this is only for information purposes. No quarantine will be required, but families may choose to have their child quarantine due to a close contact.
 - Students and staff who test positive for COVID-19 will be required to quarantine for 10 days from the onset of symptoms or starting the date of their positive test.
- **Will vaccinations be required for students and staff?**
 - No, vaccinations will not be required for anyone. We will NOT request vaccination information from staff or students.
- **Are COVID-19 tests mandatory for students who will be participating in school?**
 - No, students are not required to take a COVID-19 test prior to coming to school. If a student is showing symptoms of COVID-19, we recommend getting a confirmation of the diagnosis by having the student tested for COVID-19.
- **What physical distancing and other mitigation measures will be taken?**
 - HHSC students and staff will transition back to normal capacities and spacing this school year.
- **Who is considered a close contact to someone with COVID-19?**
 - For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person who receives a positive test result (OR a written doctor's diagnosis for COVID-19) for at least 15 minutes starting from 2 days before the person began feeling sick until the time the patient was isolated. (The distance is no longer 3 feet because we have eliminated the mask requirement.)
- **Who will screen students and staff for COVID-19 symptoms each day?**
 - Parents must screen their children for COVID-19 symptoms each morning. All staff must self-screen for symptoms each day prior to coming to school.

- Please click [here](#) to view ISDH Parent Guidance for screening and re-entry for students. (Updated 2.8.21)
- People with COVID-19 can have a wide range of symptoms – ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
- Daily Screening Process - If the answer is “yes” to any of the following, parents/guardians must keep the student home and contact the school nurse:
 - **In the last 14 days, have you been asked to self-isolate by a public health official or medical personnel**
 - **Fever (100.0 or > fahrenheit)**
 - **New loss of taste or smell**
 - 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
 - Sore throat
 - New onset of severe headache, especially with a fever
- HHSC will NOT be screening every student and staff member each day.
- **What is the process for reporting a suspected COVID-19 infection for a student or staff member?**
 - In order to prevent the spread, it is necessary to report absences due to COVID-19 symptoms or exposure to an infected person. Please notify your child’s school immediately based on the following guidance:
 - Students – follow the normal absence reporting process
 - Staff – direct supervisor
 - Visitor – school building and the individual with whom you met
 - A student or staff member who is awaiting the results of a COVID-19 test cannot return to school IF he/she is, or has been, experiencing symptoms. If a student or staff member does not have symptoms (is asymptomatic) and is only taking a COVID-19 test out of an abundance of caution, he/she may return to school immediately and self-monitor for symptoms.
 - Anyone with symptoms of COVID-19 who had a negative test may return to school:
 - Must be 1 day fever free without the use of fever-reducing medications
 - Other symptoms resolved
 - No doctor’s note required
 - If having symptoms, must complete 10-day quarantine

- Anyone with symptoms who is not tested must isolate. Siblings may attend school unless they receive a positive result from the COVID-19 test or develop symptoms.
 - Anyone with symptoms in a household who is tested should quarantine while waiting for test results.
 - If the symptomatic person without a positive test is diagnosed with another condition that explains the symptoms, or tests negative, then no quarantine for close contacts is necessary.
 - If not tested, a provider's note with alternate diagnosis will be needed to return to school.
 - Parents may choose for their other child or children to stay home and quarantine if a household member is awaiting a COVID-19 test result, but the siblings or other family members are not required to quarantine at this time.
 - The school WILL NOT send students or staff home who are feeling well when one of his/her family members is sent home by a school nurse because he/she is sick at school.
- **What will happen if a student or staff member has a confirmed case of COVID-19?**
 - Notify the attendance line or the school's clinic.
 - HHSC's nurse or school principal will contact the Hamilton County Health Department.
 - If a closure or change in school format is necessary, the school may consult with the Hamilton County Health Department to determine the status of school activities including the length of closure, extracurricular activities, co-curricular activities, and before- and after-school programs.
 - School nurses will closely track student and staff absences. When a parent or guardian notifies the school that a student is ill, the 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 school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
 - School nurses will work with each family to plan the re-entry for on-site learning. A doctor's note may be required for re-entry.
 - Siblings of students who are sent home because they are sick do not need to be sent home from school as long as they do not exhibit any symptoms.
 - **What will happen if a student or staff member has an unconfirmed case of COVID-19, yet exhibits symptoms?**
 - Parents and guardians MUST communicate with the school nurse when they believe a child could have an unconfirmed case of COVID-19.

- School nurses will work with each family to plan the re-entry for on-site learning. A doctor's note may be required for re-entry.
- **Will there be an Off-site Learning option for my child this year?**
 - All students will return to On-site classes for the 2021-2022 School Year. HHSC will NOT provide an Off-site Learning Program.
 - **E-Learning**
 - All 3 HHSC schools will have 4 pre-scheduled E-Learning Days for all students: **September 3, November 5, February 7, and May 20.** These E-Learning Days are **NOT** related to COVID-19.
 - **Students in Quarantine**
 - Students who are required to quarantine at home because of symptoms or a positive COVID-19 test need to continue working from home so that they do not fall behind in their learning. We count students in quarantine as present at school for attendance as long as they complete their work each day. If a student is too ill to continue schoolwork, then he/she will be counted absent and need to follow the student handbook policy for make-up work for their school.
- **How will HHSC implement the attendance plan this year?**
 - All schools will not use attendance incentives, like perfect attendance awards, to promote attendance, but all schools will follow the regular attendance plan and procedures.
 - HHSC staff will still contact parents of students who are chronically absent to discuss the reasons for being absent, but we will do so with the understanding that health concerns are a priority to ensure the safety of all students and staff.
- **Will I be allowed to visit my child's school?**
 - All visitors and volunteers need to have a background check on file through Safe Visitor.
 - At this time, visitor processes will return to normal, pre-pandemic expectations.
 - Parents are permitted to eat lunch with their child in school.
 - Parents may choose to attend a case conference on-site. Our preference is for all case conferences to be completed using video conferencing to minimize any health risks for all who are involved on the Case Conference Committee. We also found this option to be extremely convenient and efficient for families.

- If the parent/guardian chooses an on-site conference, he/she MUST complete the COVID-19 self-check for possible symptoms prior to entering the school.
- **Will students attend field trips throughout the year?**
 - Yes, field trips will return to normal.
- **What is the plan for athletic teams and student athletes?**
 - The HHMS athletic supervisor and HHHS athletic director will develop updated plans using guidelines and expectations provided by the IHSAA.

Supporting Social and Emotional Needs

- We recognize the importance of providing students and staff with extra social and emotional support as they return to school this year. Expect to see special welcome activities, extra time for building relationships and establishing new routines, and focus on coping strategies.
- Our counselors will be ready to assist students and staff in need of support. Additionally, school-based mental health professionals will be available. We'll be sharing additional resources throughout the year as we get closer to the start of school. As parents/guardians and students prepare for the start of school, please click [here](#) to view the *Common Behaviors and Reactions from COVID-19* by the Indiana Department of Education for some helpful information on typical behaviors that we might see from our young people as we return to school.
- The National Association of School Psychologists developed guidance on how to help children cope with all the changes due to COVID-19. Click [here](#) to view this resource.
- Click [here](#) to view a sample model of an intervention framework called the PREPaRE Model that our counseling team and staff are using to guide us in providing social and emotional support for our students.

Busing and Transportation

- All students who ride a bus will be provided an assigned seat.
- Per Federal mandate, all students and staff must wear a mask while riding the bus for school, extracurricular activities, and athletic event transportation.
- If a student shows any COVID-19 symptoms on the bus, he/she will be sent directly to the clinic upon arrival at school for evaluation by a school nurse.
- If parents are overly concerned, they have the option of having their child be a car rider. Administration will closely monitor and adjust car lines to improve efficiency for the expected increase in traffic.

- The process for transfer student transportation requests will remain the same. However, approval may be limited with resident enrollment student transportation needs.

Cafeteria and Food Service

- Hand sanitizer will be located at the entry of the cafeteria and serving lines for students to use. Students will also be encouraged to use hand sanitizer after use of the pin pad/finger scanner prior to eating.
- Staff will regularly disinfect Pin pads/finger scanners.
- Students may be assigned a seat for lunch.

Buildings and Cleaning Processes

- **All cleaning and disinfecting solutions are EPA approved products.**
- HHSC will follow normal cleaning routines for classrooms and restrooms, with additional cleaning routines for high traffic areas/items.
- Teachers and students will be encouraged to wipe down surfaces as often as possible whenever they prepare to leave an area – supplies will be provided.
- Principals will work closely with the Head Custodians to understand non-routine use of spaces to ensure areas are cleaned and disinfected between uses.
- Staff will clean and disinfect areas between the changes in student cohorts (for example Early Childhood AM and PM classes).
- HHSC will place hand sanitizer bottles and stations throughout buildings in entrances, classrooms, offices, cafeterias, and other locations.
- HHSC will post CDC signage in main areas throughout each building.
- Water fountains will be available for use and encouraged for use as bottle filling stations only. The fountains will be wiped down throughout the day to prevent the spread of any germs.
- Our goal is to have a practice of simply cleaning our areas and materials after we use them. We will use an approved solution and/or disinfectant wipes when they are available to clean and sanitize the areas we use. No student will be required to clean. We will make this option available to students and staff to help protect the safety of students and staff as we share spaces and equipment.

School Nurses and Clinics

- Regular immunizations (NOT vaccinations for COVID-19) remain a requirement for this school year.
- We are NOT requiring COVID-19 vaccinations for students or staff.

- Each building will provide a separate room, holding area, or curtained space for students/staff who might have COVID-19 symptoms or other communicable diseases and are waiting for pickup.
 - The isolation room will be disinfected (after 2 hours if possible) and restricted to authorized staff/students. We will keep a record of all who enter the room.
 - We will provide a mask to the infected person while he/she waits to be picked up. We will walk the student out of the building to his/her parents.

Staff and Human Resources

- All employee questions or concerns should be directed to Kristin McCarty.

FAQs and Answers (Updated after Initial Publication)

Log of Updates and Changes to the Re-Entry Plan

| Date | Change/Addition/Clarification | Location |
|-------------|---|-----------------|
| 7.12.2021 | Made changes to mask recommendation and elimination of quarantine requirements for close contacts. | Pgs. 4-9 |
| 8.1.2021 | Clarified that we will NOT be requesting vaccination information from staff nor students. | |
| 8.1.2021 | Made some edits to clarify some wording throughout the plan to make clear that we are not requiring quarantines for close contacts. | |
| 8.6.2021 | Made some edits and removed language to clarify that we are not requiring quarantines for close contacts. | Pgs. 6 & 7 |