



Metropolitan School District of
Steuben County

Re-opening Plan 2021-22

Addressing Community Spread in MSD of Steuben County

(As determined by local Health Department and State Health Department, but Governor's Orders and directives from IDOE will supercede local guidance)

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none">COVID spread is such that rolling closures are needed (could be short-term or long-term)Substantial <u>active exposure cases or absences</u> impacting school building attendance and staffing	<ul style="list-style-type: none">Establish and maintain communication with Local Health Department OfficialsMinimal or moderate <u>active exposure cases at school buildings</u>	<ul style="list-style-type: none">Establish and maintain communication with Local Health Department OfficialsLow to few known active exposure cases <u>at school buildings</u>

Risk Mitigation Approach


Conduct self-screening (prevent sick people from attending school)
Provide options (take care of all who cannot attend, until they can)
Promote hygiene (handwashing)
Increase cleaning (disinfect surfaces)
Keep kids in cohort groups as much as possible (support tracing)
Maximize distance (as feasible)
Avoid large groups (where possible)
Allow masks (support those who do)

Decisions based on 1) medical advice, 2) what is feasible, 3) what parents will support.

Should my student come to school today?

Current Statistics for Steuben County:	Source: https://www.coronavirus.in.gov/2393.htm
Parent Screening Measures before a child leaves home (keep a child home if one or more symptoms not otherwise explained):	<p>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</p> <p>A child (or employee) should stay home from school if they test positive for COVID-19 or exhibit <u>one or more of the symptoms</u> of COVID-19 listed above based on CDC Guidance that is not otherwise explained. Parents call and report absences if remaining home for this reason.</p>
Return to school after having one symptom above and <u>NO COVID 19 test</u> :	<p>No fever for at least 24 hours (that is no fever without the use of medicine that reduces fevers); and</p> <ul style="list-style-type: none"> • Other symptoms have improved (for example, when your cough or shortness of breath has improved); and • Any student, teacher, administrator, or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website www.coronavirus.in.gov has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.
Return to school after having one symptom above and testing negative for COVID 19 :	Return when the fever /symptoms have been gone for 24 hours without the use of medicine that reduces fevers or upon feeling better.
Return to school after having one symptom above and testing POSITIVE for COVID 19 with symptoms :	<p>First: Notify your school immediately of any positive test. Also, call 260-668-1000 ext. 1500 immediately to report.</p> <p>Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:</p> <ul style="list-style-type: none"> • The individual no longer has a fever (without the use medicine that reduces fevers); and • Other symptoms have improved (for example, when your cough or shortness of breath have improved); and • At least 10 calendar days have passed since the test.
Return to school after having one symptom above and testing POSITIVE for COVID 19 asymptomatic :	Persons who have not had symptoms but test positive for COVID-19 may return when they have gone <u>ten calendar days without symptoms</u> and <u>have been released by a healthcare provider</u> .
If someone in your home has symptoms or is being tested for COVID 19 :	Students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. All stay home until negative test results are returned. If a positive result is returned, all remain in quarantine for 14 days. Parents and employees notify the school if someone in your home has tested positive for COVID-19.
If someone in your home has tested positive for COVID 19 :	If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic. Return to school after documented infection with COVID-19 should be directed by the individual's health care provider, no sooner than 10 days. Parents and employees notify the school if someone in your home has tested positive for COVID-19.

Transporting Students

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> School buildings are closed 	<ul style="list-style-type: none"> Same as transporting students in low to no spread if school is in session. 	<ul style="list-style-type: none"> Parents/guardians are encouraged to transport children to and from school if they can do so Bus drivers and students must wear masks if required by the CDC guidelines or the Steuben County Health Department (As of June 29, 2021, IDOH requires masks on buses for all) Assigned seats on buses, siblings sit together, fill the bus back to front. No switching buses. No switching seats. Changes to drop/off pick up can only be changed from assigned bus to parent pick up or walking (if available at your school) All staff self-screen each day before starting routes Hand sanitizer available on the bus Parents are to conduct health screening before placing students on the bus and have students wash hands before getting on the bus. Do not send children to school if they have any symptoms The bus is cleaned and disinfected between each route Students only dropped off/picked up at assigned bus stops. Ventilation, including opening windows, when possible is also important on buses.

Protective Measures

Substantial Spread

- No students or staff in buildings



Minimal or Moderate Spread

- Same as low to no spread
- Facilities and buses re-evaluated to allow for even more social distancing

Low to No Spread

- All staff self-screen for symptoms each day before starting the day. Students/families screen before coming to school.
- Masks are optional (highly recommended for non vaccinated individuals.)
- Teach and reinforce good hygiene practices like hand washing, covering coughs, etc.
- Signs posted throughout the school about how to minimize the spread, how to wash hands, appropriate social distancing, and staying home when you are sick
- Hands washed/sanitized at the start of school, before eating, after using the restroom, after blowing nose, coughing, or sneezing, and after using shared equipment (art class, etc)
- Shared equipment in hands-on classes will be limited. Any shared equipment will be sanitized between uses
- Playground—recess times are staggered, hand sanitization before and after recess, equipment is cleaned daily with antibacterial/antiviral wipes, spray, etc.
- If desks are shared, they are cleaned between use with antibacterial/antiviral wipes, spray, etc.
- Minimize the use of shared supplies and materials. Sanitize between each use if shared as feasible with antibacterial/antiviral wipes, spray, etc.
- Protocols established for students who begin to feel sick at school, including isolation rooms in each building
- Water fountains are closed. Students may bring water bottles from home to be filled at stations if allowed by the individual building. Bottled water provided if filling stations are not an option.
- Reporting process in place to track symptoms, absence, COVID cases, and to communicate with the health department
- Consider being outside as much as possible. If indoors, bring in as much fresh air into classrooms and buildings as possible
- Open windows and doors, when possible, use fans to increase the effectiveness of open windows.

Cleaning and Sanitizing

Substantial Spread

- Deep cleaning procedures conducted by custodial staff at the direction of the Director of Facilities or Designee when the building is empty



Minimal or Moderate Spread

- Same as cleaning in low to no spread
- Possible deep cleaning of some areas/buildings

Low to No Spread

- Cleaning budget increased to hire additional staff, support more work hours, more equipment, increased supplies, and contracted services as needed
- All staff self-screen each day before starting shifts
- Soap and hand sanitizer are available throughout the building and in each classroom
- Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash, and other building based tasks
- Ventilate the space when using cleaning products if possible
- Supplemental cleaning is performed by custodial staff over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically to prevent the spread of disease. This includes disinfecting cafeteria tables, playground equipment, desks, etc. Door knobs, handles, countertops in common areas will be disinfected with wipes or spray on a regular basis throughout the day. Common area/shared restrooms will be cleaned every 2-4 hours as directed by the health department, or more often as time allows.

Decision-Making Model Based on Level of COVID-19 Spread			
Level of Spread	Substantial Spread (Plan C, until we can return to plan B)	Minimal or Moderate Spread (Plan B, until we can return to Plan A)	Low to No Spread (Plan A)
Instructional Model	Virtual learning until Community Spread decreases and then transition back to traditional learning with 100% virtual learning option maintained for families who have selected it for the current nine-week grading period.	Traditional Learning (brick and mortar) with intensive mitigation strategies and enhanced social distancing -and/or- Targeted, short term virtual learning for school building(s)/grade level(s)/district-wide virtual learning as necessary for cleaning/self-quarantining due to increased spread	Traditional Learning (brick and mortar) where 100% of students attend traditional school every day. Mitigation strategies in place to prevent the spread of COVID-19.
Level of Response	Virtual learning will provide instruction from the teacher just as if the student was in the classroom. Students will be expected to attend all sessions and complete all work. Counselors are available for students and special education, EL, and Title I services will be provided. Extended closures for community spread.	School buildings are open with additional cleaning, safety, and protective measures in place. Teachers will provide instruction based on a traditional schedule. Short-term virtual learning for a specific building(s), grade level(s), or the entire district will provide instruction from the teacher just as if the student was in the classroom, covering new, grade-level content. Students will be expected to attend all sessions and complete all work. Counselors are available for students and special education, EL, and Title I services are provided.	School buildings are open with additional cleaning, safety, and protective measures in place. Teachers will provide instruction based on a traditional schedule.

Note: Based on changing data on the spread of COVID-19 in our area, the entire district, an individual school building, multiple school buildings, or a specific grade level or classroom may move to a different instructional model as necessary to keep students and staff safe.

Visitors and Volunteers

Substantial Spread

- School buildings are closed. The exception will be the After School Child Care program unless the district's waiver is approved by the State allowing the program to be closed for the safety of our students and staff.




Minimal or Moderate Spread

- School buildings are closed to visitors and volunteers. No parents or guardians will be allowed to eat lunch with students, no youth group advisors, no guest speakers (must use virtual options), no Junior Achievement presentations, etc. will be allowed. The only exceptions will be regularly scheduled After School Child Care staff and volunteers and therapists, school psychologists, etc from the special education co-op providing services to students.

Low to No Spread

- School buildings are open to approved visitors and volunteers including guest speakers, Junior Achievement presentations, Pre-ETs etc.
- Unvaccinated guests must wear masks


Student Attendance

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> No students or staff in buildings. Attendance for virtual learning communicated from each building principal. 	<ul style="list-style-type: none"> Same as low to no spread Students who move to targeted, short term virtual learning must, at a minimum, complete the exit ticket for the day's assignment (there is an exit ticket in each class at middle school and high school level) to be counted present for the virtual day. 	<ul style="list-style-type: none"> Students are expected to attend school or have a parent/guardian call in the absence. Absences due to COVID-19 symptoms or self-quarantine will be excused absences. Students absent from school will receive make-up work and be expected to make up assignments to earn grades and credits for courses.


After School Child Care

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> School buildings are closed. The exception will be the After School Child Care program unless the district's waiver is approved by the State allowing the program to be closed for the safety of our students and staff. 	<ul style="list-style-type: none"> Same as Low to No Spread. 	<ul style="list-style-type: none"> Different spaces will be used to accommodate social distancing. Students will be required to wear masks when social distancing is not possible if required by a Governor's order. Parents will not be permitted in the schools. They will ring the bell and wait for their children to come out. Staff will sign students out. Students will sanitize hands often and always before any transition (snack, recess, restroom, table, etc.) Equipment will be sanitized after each use. Water fountains will not be in operation; only bottle filling stations will be available.

Serving Meals

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> School buildings are closed Meals served/offered per Indiana Department of Education Division of Community Nutrition guidance and waiver availability All staff in masks 	<ul style="list-style-type: none"> Same as serving meals in low to no spread if building(s) are open with the addition of staff wearing masks Re-evaluate social distancing guidelines. Extra spaces may be utilized in a building to allow for more distancing Meals served/offered per Indiana Department of Education Division of Community Nutrition guidance and waiver availability if school building(s) closed 	<ul style="list-style-type: none"> All students/staff wash hands or use hand sanitizer prior to breakfast and lunch Foodservice staff wear masks as needed during meal preparation and all meal service if required by Governor's order or Steuben County Health Department Disposable packaging utilized for all meal components to include utensils and served if required by Board of Health guidance Food Service Staff will minimize contact while serving meals Assigned seating in the lunchroom or other space used for lunch in the building. Students cohorted to every extent possible to support contact tracing. Scan cards used in place of keypads The dining room/eating space is cleaned between each meal service Food should not be shared. No share pans available. Students go in small groups to dispose of trash in cans spread throughout the dining room/other eating space

Extra-Curricular and Co-Curricular

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> No students or staff in buildings or on school grounds All school practices, meetings, activities, concerts, performances, and competitions are canceled unless county health department and or state health department issues guidelines to allow safe practices or competitions Established protocols in place 	<ul style="list-style-type: none"> Same as low to no spread Events, activities, and crowd attendance evaluated with the county health department Re-evaluate mask policy based on Governor or Health Dept orders Gathering sizes should be decreased. Workouts should be in small groups with the same group. Free weight lifts may be conducted. Spotters should wear masks while spotting a lift Contact is limited to only contact necessary to compete as defined by the IHSAA Schedule may be adjusted to reduce the number of events, duration, and participants present Spectators may be present at competitions, but must social distance. Spectators may be limited. Concessions can be sold if prepackaged; food handlers and cashiers must be separate. 	<ul style="list-style-type: none"> First-time athletes are required to have an IHSAA pre-participation physical Returning athletes are not required to obtain a new physical, but must provide a 2021-2022 IHSAA Health History Update Questionnaire and Consent and Release Certificate Adhere to all social distancing guidelines as feasible All equipment must be sanitized before and after every use Students must supply water bottles and no sharing of water bottles will be allowed Students must wash hands for 20 seconds or use hand sanitizer before and after all workouts Facilities open for spectators

MSD School Nurse Information Contact Tracing in School

- Contact tracing will be done in the school if a student, staff member, or teacher tests positive for COVID-19 or becomes symptomatic, and has been at school 48 hours prior to testing/symptoms of COVID-19.
- Any student, staff member, or teacher who was within 3 feet for 15 cumulative minutes to a positive case, will be quarantined if they have not been fully vaccinated.
- If an individual has had the COVID-19 vaccine, is fully vaccinated, and has no symptoms, he/she will not need to be quarantined as long as the person stays asymptomatic for 14 days. Fully vaccinated individuals are defined as those who are 2 weeks after their last dose of the COVID vaccine.
- Those individuals who have had COVID-19 within the last 3 months, do not need to be quarantined, but should continue to monitor daily for symptoms and report any symptoms to the school for 14 days.
- Positive cases and close contacts will be entered into the IDOH K-12 Gateway portal by the School Nurse.
- Positive cases and close contact spreadsheets will be shared with our local Health Department, so they can further contact-trace others outside of school contacts.

Close Contact Quarantine Guidelines Quarantine Length and Monitoring

- Quarantine length is 14 days from the last contact with the positive case. ***(see 10-day return policy below)**
- Monitor your child's symptoms daily, looking for any signs of illness. (Fever, cough, sore throat, severe headache, chills, and any other symptoms).
- Have your child keep their distance from other members of the household and practice good handwashing.
- Have them wear a mask if they must be close to other members of the household.
- If your child has symptoms of COVID, testing is recommended.
- A negative COVID test will not bring your child back any sooner from quarantine.

***10 Day Return Policy--Student must meet all the criteria to return early**

- If your child has remained **symptom free for 10 full days** of the quarantine, **AND** **your child does not live with anyone that tested positive for COVID-19** during the 10 days, then they may return after 10 full days of quarantine.
- Please call the school on day 10 to inform them that your child will be returning the next day to school.

Efforts to provide vaccinations in our school community

Our School district, located in Steuben County, Indiana, has several convenient locations available for students and school staff to receive the COVID-19 vaccine.

Walmart Pharmacy

Pharmacy · Angola, IN · (260) 665-7033

[WEBSITE](#)

Walgreens Pharmacy

Pharmacy · Angola, IN · (260) 665-5560

Appointment required·Limited to certain patients·Drive-through

[WEBSITE](#)

Meijer Pharmacy

Pharmacy · Angola, IN · (260) 668-1110

Appointment required·Limited to certain patients

[WEBSITE](#)

Steuben County Community Center

317 S WAYNE STREET STE. 3A, ANGOLA, IN 46703

Visit <http://ourshot.in.gov/> to schedule an appointment

Accommodations for Children with Disabilities with respect to health and safety policies.

- **Parents of students with disabilities or high risk medical conditions should talk with their health care provider to determine if it is safe for them to attend school in-person. If it is not, a Section 504 plan, or IEP if appropriate, with homebound instruction will need to be created for the student.**
- **Masks are optional but highly recommended, especially if a student has a medical condition causing a compromised immune system. This will be up to the parents discretion. A mask or face shield is acceptable.**
- **Special masks with a clear visible window can be worn by teachers and therapists to aid in speech, hearing, and language development of students.**
- **As much as possible students in Special Education classes will be in a cohort throughout the day to minimize contact with others outside of the cohort. Dedicated staff will remain in these classrooms as much as possible.**

Coordination with State and Local Health Departments

- **MSD Steuben School District will follow the Indiana State Health Department Guidance and coordinate with our local Steuben County Health Department in regard to COVID-19.**
- **Any updated changes to our school COVID guidelines will be shared with our local Health Department and the Superintendent for approval before implementing these in our school district.**
- **Our school district will continue to utilize Indiana's color-coded map and guidance, in relation to having events, spectators at sporting events, and other extracurricular activities.**
- **As CDC, State, and Local guidance changes, our school district will make the appropriate updates to these reopening guidelines.**

These are the reopening guidelines as of:

Date: 6/10/2021

Date: 7/20/21

Date: 8/5/2021