

Spencer-Owen Community Schools
Safe Re-opening to In-Person Instruction (IPI) Plan
2021-2022
Board Approved 7/22/2021

Overview

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Appendix B: Preparation for a Positive Student/Staff: K-12 Schools

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Overview

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program. The conditions, current medical landscape, and growing body of knowledge surrounding COVID-19 continue to evolve. However, Spencer-Owen Community Schools will continue to follow guidance from state and county officials as we plan for the 2021-2022 school year.

State statute provides public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). Special considerations concerning the SOCS attendance policy will be allowable as it relates to addressing individual student needs as it relates to COVID-19.

In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, school districts are encouraged to work closely with their local health departments.

The superintendent of schools, in collaboration with school staff, the school board, and the local health department, will revise the plan as needed. Spencer-Owen Community Schools anticipates establishing a task force of stakeholders to develop the details of SOCS' plan to start the 2021-2022 school year as related to COVID-19.

Expectations

1. **School Calendar:** Schools will be in session according to the School Board approved 2021-2022 calendar.
2. **Health Protocols:** The following health protocols will be implemented at each school. Variations in the protocols will be adjusted based on the needs of students.
 - a. Students and staff will regularly be reminded of the importance of practicing recommended preventive measures such as appropriately washing hands, avoiding touching one's face, eyes, ears, and nose and staying home when sick or when potential exposure to COVID-19 has occurred.
 - b. Hand sanitizer will be readily available throughout each school.

- c. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained are prohibited from coming to school, and if they do come to school, they will be sent home immediately.
- d. Attendance: Schools will implement policies listed in the student handbook. Covid related absences will be treated on a case by case basis.
- e. Please understand each potential positive test for COVID-19 will be addressed on a case-by-case basis.
- f. The school corporation will continue to collaborate with the Owen County Health Department anytime a student or employee may have potentially been exposed to COVID-19.
- g. Wearing of Personal Protective Equipment (PPE) Students (Face Coverings):
 - i. Nothing in this plan concerning facial coverings/masks can contradict any Executive Order from the Governor's Office or Federal level.
 - ii. As Orders from the Governor or State Health Department change, Spencer-Owen Community Schools will consult with the Owen County Health Department on matters where our discretion may be used.
 - iii. Effective with the start of the 2021-2022 school year, there will be situations when social distancing cannot be observed; therefore, students will have the option to wear masks; however, masks will not be required.
 - iv. All forms of bullying and/or harassment associated with masks will not be tolerated. Each teacher's classroom rules and/or procedures will prohibit bullying and/or harassment.
- h. Wearing of Personal Protective Equipment (PPE) Non-Students (Face Coverings):
 - i. There will be situations when social distancing cannot be observed; therefore, all employees will have the option to wear masks; however, masks will not be required.
 - i. Water fountains at each school may be turned off and not accessible. Schools will provide water for students through water filling stations.

- j. Clinical Space COVID-19 Symptomatic
 - i. Each school building has a nurse's office for daily medication and routine health issues. Any student experiencing COVID-19 symptoms will be provided a mask and monitored until a parent can pick up the student. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff and students must wear appropriate PPE in the room. In addition, all staff and students should wash their hands before entering the clinic. Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever for any reason, the staff or student must be fever-free, without the use of fever-reducing medications, for 24 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 are encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 24 hour window has elapsed if they are approved to do so in writing by their healthcare provider.
- k. Clinic Space Non-COVID-19 Related
 - i. Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.
- l. Students will be assigned specific seats in the classrooms, cafeterias, and on the buses to assist with potential contact tracing as required by the Owen County Health Department.
- m. Visitors: Only visitors and volunteers who have scheduled an appointment will be allowed to enter the school. Please call to schedule an appointment should you need to visit a school. This allowance will begin after Fall Break per the recommendation of the Owen County Health Department.

3. Social Distancing Guidelines

The following are examples of how schools will implement social distancing. Each school will share more information with parents and students.

a. Classrooms

- i. Assigned seats and students encouraged to keep hands to self.
- ii. Student seats will be spaced as far apart as possible.
- iii. Handwashing breaks or hand sanitizer will be available for student use.
- iv. Classes will be moved outside when possible.
- v. All students will sanitize or wash their hands when entering the building from recess or outside classes.
- vi. Daily activities that combine classes or grade levels will be limited.
- vii. Classroom visitors will be limited.
- viii. Every effort will be taken to ensure adequate supplies are available to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. will be assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- ix. Classes will also avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.
- x. Students and staff will be encouraged to socially distance whenever possible and maximize distance between themselves in situations less than six feet.
- xi. Students will be allowed to have closed containers in which to carry water. Clear containers are preferred.

b. Hallways

- i. Middle School/High School
 1. No loitering in the hallways. Teachers may assist students moving from class to class during passing periods.
 2. Walk on the right hand side of the hall to class.
 3. Passing periods may be shortened.
- ii. Elementary:
 1. Students will only be gathered in hallways for a short period.
 2. Breaks will be scheduled throughout the day between classrooms so that classrooms will not be in the hallway at the same time.

3. Routes will be created for grade levels to move about the building.
4. Special schedules will be adhered to keep students from passing additional students in the hallway.
5. Classes will distance themselves when walking down the hallway as much as possible.

c. Specials

- i. Classes will go to specials as scheduled with cleaning between groups.
- ii. Assigned seats similar to classroom for the purpose of contact tracing as necessary and needed.

d. Lunch/Breakfast: Keypads will not be used.

- i. Middle School/High School:
 1. No self-serve areas.
 2. Students will be assigned seats for contact tracing purposes.
 3. No salad bar, fruit bars at the middle and high school. Most items will be pre-portioned or served by an employee.
 4. Areas will be cleaned between groups.
 5. Handwashing will be encouraged before lunch. Students will also have access to hand sanitizer.
- ii. Elementary
 1. No self-serve areas.
 2. Students will be assigned seats for contact tracing purposes.
 3. Areas will be cleaned between groups.
 4. Handwashing before lunch will be required.
 5. Schools will develop a schedule to maximize social distancing.
 6. One class at a time through the food line.

e. Recess

- i. Elementary:
 1. Hand washing/sanitizing before and upon returning from recess.
 2. Students will be encouraged to stay six feet apart while on the playground.
- ii. Middle: Limit the number of students in the gym during lunch.

f. Other events taking place outside the school day

i. Latchkey

1. More outside activities or spreading out within the area inside (with assigned seats).
2. Hand washing more often.
3. Parents will be signing in/out without entering the building.
4. All games and equipment will be disinfected, nightly.

ii. Tutoring

1. Teachers will keep a log of who was in attendance and location for tracking purposes.
2. Classroom protocol will be followed.
3. Teachers escort the students outside after tutoring to limit parents coming into the building.

iii. Clubs: Same process used for tutoring.

4. Special Education Considerations:

- a. The individual student's case conference committee will determine decisions affecting individual students, including transportation.
- b. Therapists who move between buildings and/or corporations may wear masks or face shields.

5. Transportation:

- a. Students and staff are required to wear a mask while on the bus per the current Federal mandates. This will be closely monitored and changed as the Federal requirements change.
 - i. Any student refusing to wear a mask will not be permitted to ride a bus.
 - ii. Bus drivers will prioritize the safety of each student and therefore, it may be necessary to transport a student without a mask. These situations will be handled on a case-by-case basis.
 - iii. Buses will be cleaned after each trip of transporting students.
 - iv. Students will be assigned a seat for purposes of contact tracing.

6. Pick up and drop off lines:
 - a. Parents should expect longer wait times as an increased number of parents may utilize the pick-up and drop off option for their child. To help with the flow of traffic and to help social distance among family groups, we are asking all parents to remain in their cars this year.
7. Virtual School: Spencer-Owen Community Schools will not offer virtual school during the 2021-2022 school year.
8. Vaccinations: Spencer-Owen Community Schools will continue to work with the Owen County Health Department to provide opportunities for vaccine shots to our employees and to the community as a whole. Our schools will continue to be available to serve as vaccination clinics as determined by the county health department.
9. Immunizations: Standard immunization requirements have remained unchanged for the 2021 – 2022 school year. Assistance through local health departments and health systems will be provided.
10. Field Trips will be reviewed and approved on a case-by-case basis by the school building administrator. There will be no over-night field trips at this time. This will be reviewed prior to the conclusion of the first semester.

2021-2022 Calendar

Revised 2-11-21

2021

August				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

2022

December				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

February				
M	T	W	Th	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Aug. 4, 2021 First Teacher Day (no students)
Aug. 5, 2021 First Student Day
Sept. 6, 2021 Labor Day-No School
Oct. 4-8, 2021 Fall Break-No School
Oct. 22, 2021 e-Learning Day AND Parent-Teacher Conferences
Nov. 24-26, 2021 Thanksgiving Break-No School
Dec 17, 2021 No School or Make-up Snow Day
Dec. 20-Dec. 31, 2021 Christmas Break-No School
Jan. 17, 2022 MLK Day-No School or Make-up Snow Day
Feb. 21, 2022 President's Day-No School or Make-up Snow Day
March 14-18, 2022 Spring Break-No School
May 20, 2022 Last Student Day (unless additional make-up days are needed*)
May 23, 2022 Last Teacher Day (Unless additional make-up days are needed*)
May 24, 2022 Department Chair Work Day (unless additional make-up days are needed*)
May 30, 2022 Memorial Day-No School


**If make-up days are necessary due to school cancellation, they will be added in the following order: 12/17, 1/17, 2/21; Make-up days after 2/21 will be e-Learning.*

Grading Period One Ends Oct. 1, 2021	41 Days
Grading Period Two Ends Dec. 16, 2021	46 Days
Grading Period Three Ends March 11, 2022	48 Days
Grading Period Four Ends May 24, 2022	45 Days

Daily Parent Screening Tool

COVID-19 Screening for Parents

Every morning before you send your child to school please check for signs of illness:

<input type="checkbox"/>  FEVER 100.4* OR CHILLS <small>*or school board policy if threshold is lower</small>	<input type="checkbox"/>  SORE THROAT	<input type="checkbox"/>  COUGH* OR SHORTNESS OF BREATH <small>*especially new onset, uncontrolled cough</small>
<input type="checkbox"/>  DIARRHEA, NAUSEA OR VOMITING, ABDOMINAL PAIN	<input type="checkbox"/>  HEADACHE* <small>*particularly new onset or severe headache, especially with fever</small>	<input type="checkbox"/>  NEW LOSS OF TASTE OR SMELL

*May present with more than one symptom. This list does not include all possible symptoms.

- 1 Does your child have any sign of illness above?
 - 2 Were you in close contact (within 6 feet for a total of 15 minutes over a 24-hour period) with anyone confirmed with COVID-19?
 - 3 If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Have you been tested for COVID-19? Only a positive test or provider diagnosis can confirm if someone has a current infection.
 - 4 Please keep your student home until they meet the criteria.
- ➔ If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face **CALL 911!**



Parent can monitor child daily and should keep student home if symptoms of COVID – 19 or other illness are present

Stay Home if Sick

Appendix B as of
7.22.21 from IDH

- Students and staff should stay home if they are sick or have symptoms of illness.
- Symptoms of influenza and COVID should prompt a referral to the individuals health care provider for testing and care directions.
- Seek COVID testing if you have symptoms of COVID infection
 - Especially if you are not vaccinated
 - If mild symptoms become more severe
 - If you are identified as a close contact

Quarantine and Isolation

- **Quarantine** must be used for unvaccinated students, teachers, and staff who have been exposed to someone with COVID-19. Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms.
 - Students, teachers, and staff who are in quarantine should stay home and follow the direction of the local public health department about when it is safe for them to be around others.
- **Isolation** must be used for individuals with COVID-19 illness to separate them from those who are not infected (even at home).
 - At home, anyone sick or infectious should separate from others, stay in a specific “sick room” and use a separate bathroom if available.
 - Stay home for at least 10 days following the onset of symptoms or a positive test result. Individuals may return after 10 days as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications.

Guidance for Testing and Quarantine Options

- All fully vaccinated individuals who remain asymptomatic (even if a close contact) do not need to quarantine but should monitor for symptoms throughout the 14 days following their exposure.
- Close contacts who are unvaccinated **MUST** quarantine
- Options for quarantine
 - Asymptomatic close contact may return after Day 10 with enhanced precautions in place Days 11-14
 - Asymptomatic close contact may return after Day 8 with negative PCR on day 5, 6, or 7 or negative BinaxNOW (if performed in your school) after Day 8. Continue enhanced precautions Days 8-14
 - Asymptomatic close contact return on Day 15. May return to all prior activities without enhanced precautions or testing

Remember MASK

- M** – Minimize risk by getting vaccinated
- A** – Anyone fully vaccinated can resume most normal activities
- S** – Stay aware of local requirements
- K** – Keep taking precautions if you're unvaccinated

<https://publichealthcollaborative.org/wp-content/uploads/2021/06/MASK-Guidance.pdf>



Tips for Communicating Mask Guidance in Your Community

Remember "MASK"

M Minimize risk by getting vaccinated

We're making progress in defeating COVID-19, but the virus remains a threat. Vaccination is the path to normalcy, and getting vaccinated is the best way to safely resume normal activities. The vaccines are safe and extremely effective at preventing people from getting sick and transmitting the virus to others.

A Anyone fully vaccinated can resume most normal activities

The vaccine is extremely effective at protecting people from contracting and spreading COVID-19. People who have been fully vaccinated can safely resume most activities without a mask. Exceptions: Everyone should continue to wear masks on public transportation and planes, and in health care settings, homeless shelters, and correctional facilities.

S Stay aware of local requirements

Everyone should continue to follow state and local laws, rules, and guidelines. Local transmission rates are important, and where infection rates are high, continuing to require mask-wearing in public can help protect everyone's health. Businesses may choose to require mask-wearing or vaccination, depending on the type and size of the company, local infection rates, and other factors.

K Keep taking precautions if you're unvaccinated

People who are not fully vaccinated should continue to take precautions including social distancing and wearing masks, especially indoors and in crowded areas, to protect themselves and others.





SPENCER-OWEN

COMMUNITY SCHOOLS

Stages of Learning



Due to the increase in COVID-19 numbers in Owen County, Spencer- Owen Community Schools has developed alternative plans in order to be prepared. Please refer to the chart and linked documents for specific details.

www.socs.k12.in.us

STAGE 1

- Safety Precautions
 - *Masks
 - *Social-Distancing
 - *Cleaning Procedures

K-12 In-Person Instruction

STAGE 2

Stage 2 Plan
(Click for Link)



Safety Precautions
(Continued)

K-6 In-Person Instruction

7-12 Hybrid Instruction

STAGE 3

Stage 3 Plan
(Click for Link)



Safety Precautions
(Continued)

K-12 Hybrid Instruction

STAGE 4

Stage 4 Plan
(Click for Link)



K-12 Remote Instruction