

ELKHART COMMUNITY SCHOOLS  
**RE-ENTRY PLAN**

**2020-2021  
SCHOOL YEAR:**

**SAFELY EDUCATING ELKHART'S STUDENTS WHILE  
ADDRESSING THE CHALLENGES OF COVID-19**



**ELKHART**  
COMMUNITY SCHOOLS

**JULY 15, 2020**

# MESSAGE FROM SUPERINTENDENT AND BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools is fully committed to working together with community agencies and parents to prepare for the reopening of schools in Fall 2020.

As COVID-19 continues to change our collective landscape, school districts must find a way to meet the challenges of providing safe instruction to all students. Elkhart Community Schools is committed to working with our neighboring school districts, the Elkhart County Department of Health, Elkhart Emergency Management, and the Indiana Department of Education as we navigate this time together.

Recognizing that there is no one-size-fits-all approach to reopening schools and meeting parents' preference, we've reached out to parents, staff, and community members to seek feedback. This invaluable feedback provided voices to help us shape the coming months of school. We recognize that flexibility will be paramount as we embark on the 2020-2021 school year and hope the options presented in this document help parents and staff find a system that works best for their family.

The district will continue to work with our local agencies and neighboring school districts to evaluate the conditions in Elkhart County and make adjustments to this plan as needed. ***These plans are subject to change.***

Regards,

Dr. Steve Thalheimer / *Superintendent of Schools*  
Babette Boling / *Board of School Trustees, At Large*  
Susan Daiber / *Board of School Trustees, District A*  
Rodney Dale / *Board of School Trustees, At Large*  
Rocky Enfield / *Board of School Trustees, District B*  
Carolyn Morris / *Board of School Trustees, District D*  
Kelli Mullins / *Board of School Trustees, At Large*  
Doug Weaver / *Board of School Trustees, District C*

# ELKHART COMMUNITY SCHOOLS

# RESOURCES

The Elkhart Community Schools 2020-2021 School Year Planning Guide was created using the guidance and expertise of many local and national resources. ECS encourages parents and staff to review the following resources in full detail.

- *Indiana’s Considerations for Learning and Safe Schools (IN-CLASS), joint guidance issued June 5 by the Indiana Department of Education (IDOE), the Indiana State Department of Health (ISDH), and the Indiana Family & Social Services Administration (FSSA)*
- *Governor Eric Holcomb’s “Back on Track” plan*
- *Centers for Disease Control and Prevention (CDC) “Considerations for Schools” and Decision Tree*
- *“Roadmap to a Healthy Opening” from Parkview Health and Greater Ft. Wayne Metro Chamber Alliance*
- *Georgia Department of Public Health’s “Path to Recovery for K-12 Schools”*
- *American Academy of Pediatrics “COVID-19 Planning Considerations: Guidance for School Re-entry”*
- *Butler University Experiential Program for Preparing School Principals “EPPSP Blueprint 2020: A Guidebook for School Leaders Moving Forward”*
- *California Department of Education Coronavirus Response and School Reopening Guidance*
- *White House and CDC “Opening Up America Again” plan*
- *EDWeek Video Highlighting Updated CDC Guidance*

## GUIDELINES FOR A HEALTHY RE-OPENING

FEDERAL: The federal government’s “Opening Up America Again” criteria include:

- *Downward trajectory of influenza-like illness reported within a 14-day period AND downward trajectory of COVID-like syndrome cases reported within a 14-day period.*
- *Downward trajectory of documented cases of COVID-19 within a 14-day period OR downward trajectory of positive tests as a percent of total tests within a 14-day period.*
- *Capacity for hospitals to treat all patients without crisis care AND implementation of robust testing program for at-risk healthcare workers, including emerging antibody testing.*

STATE: Governor Holcomb’s “Back on Track” plan for Indiana follows four Guiding Principles:

- *The number of hospitalized COVID-19 patients statewide has decreased for 14 days*
- *The state retains its surge capacity for critical care beds and ventilators*
- *The state retains the ability to test all Hoosiers who are COVID-19 symptomatic, as well as healthcare workers, essential workers, first responders, and others as delineated on the ISDH website*
- *Health officials have symptoms in place to contact all individuals who test positive for COVID-19 and complete contact tracing*

EDUCATION: IDOE’s IN-CLASS re-entry guidance highlights two considerations:

- *The school’s ability to maintain a safe and healthy school environment, and*
- *The prevalence of COVID-19 in their community*

# SURVEYS

While Elkhart Community Schools must adhere to guidelines set forth by the CDC and IDOE, the district does have *some* flexibility on how our schools may look and deliver instruction, based on the local status of COVID-19, local guidance from the Elkhart County Health Department, staff feedback, and feedback from parents and guardians. The decisions made by the district strongly take into account the feedback of staff and parents/guardians.

ECS staff were invited to participate in an online survey from June 23 through July 2. ECS parents and guardians were invited to participate in an online survey from June 24 through July 2. The parent/guardian survey was available in English and Spanish. Respondents represented all buildings, grade levels, and departments.

In their respective surveys, staff and parents/guardians were asked to rank their preference (1-3, with 1 being the most preferred and 3 being the least preferred) of three options:

### **Option 1: All students every day with the following considerations:**

- CDC recommendations and current Elkhart County directives indicate that when social distancing is not possible people should wear masks. In full classrooms and on buses where there is not room to physically distance, students and staff would be expected to wear masks.
- Schedules within the day may not be “normal” as there will be adjustments necessary for certain activities. For example, physical education, other ‘specials’ classes, and lunch service may be different from the past.
- Transportation may be altered as we attempt to reduce capacity on some buses to provide distancing as much as possible.

### **Option 2: Half of the students reporting on alternating days with the following considerations:**

- CDC recommendations and current Elkhart County directives indicate that when social distancing is not possible people should wear masks. In classrooms with fewer students, there would be opportunities for masks to be removed during parts of the day. On buses where there is not room to physically distance, students would be expected to wear masks.
- Two or three days per week would be conducted in person while the other days would be online learning from home; there would be expectations for work completion and participation daily in eLearning on the days when a student is not reporting to school.
- Students participating in after-school activities would need to provide their own transportation to those activities on the days not in school.
- Transportation may be altered as we attempt to reduce capacity on some buses to provide distancing as much as possible.

### **Option 3: Online virtual learning full time with the following considerations:**

- All student learning would take place daily online. This could be a combination of videos, live-streamed instruction, online resources, and teacher-created materials.
- Students enrolled exclusively in online classes would have a teacher or teachers assigned to multiple students doing online learning in a virtual classroom setting.
- A schedule for online learning and daily expectations for participation would be outlined by the teacher at the beginning of the course. Based on current guidance, selecting an online option could adversely affect the ability of a Career & Technical Education student to complete a pathway or program.

# SURVEY RESULTS

## ELKHART COMMUNITY SCHOOLS: STAFF

1,037 participants

Options	Preference 1	Preference 2	Preference 3
<b>Option 1</b> All students, every day	38.09% 395	29.41% 305	32.50% 337
<b>Option 2</b> Half of students on alternating days	46.38% 481	45.42% 471	8.20% 85
<b>Option 3</b> Online virtual learning	15.53% 161	25.17% 261	59.31% 615

## ELKHART COMMUNITY SCHOOLS: PARENTS/GUARDIANS

2,320 participants, representing a total of 4,135 students

Options	Preference 1	Preference 2	Preference 3
<b>Option 1</b> All students, every day	37.97% 881	23.45% 518	38.58% 895
<b>Option 2</b> Half of students on alternating days	36.68% 851	53.84% 1,249	9.48% 220
<b>Option 3</b> Online virtual learning	25.34% 588	22.72% 527	51.94% 1,205

## ANALYSIS

While the parent survey yielded no strong preference toward any single option, the staff survey did demonstrate a noticeable preference for Option 2. *When considering first and second choices, over 91% of ECS staff prefer Option 2.*

Looking at the parent feedback, *over 90% of parents list Option 2 as their first or second preference*, much higher than Option 1 (*with 61.42% of parents ranking Option 1 as their first or second preference*) and Option 3 (*with 48.06% of parents ranking Option 3 as their first or second preference*). *The district also strongly took into account survey questions focused around Option 2, regarding parents/guardians' ability to provide meals, childcare, and transportation to afterschool extra-curriculars.*

While the district recognizes many strong outlying opinions on how to re-open schools, we have placed a significant emphasis on the comprehensive results of the survey to guide our decisions. We are striving to prioritize student, staff, and community health, while using parent/staff feedback to guide how we re-open schools.

# EDUCATIONAL PLAN OPTIONS

*Elkhart Community Schools has established two plan options for students for the first half of the 2020-2021 school year. The district will formally review the status of COVID-19 in Elkhart County, as well as overall climate, health, and educational progress of our students/schools, in late November 2020. At that time, the district will determine if we continue with the two plans described below for the second half of the school year or adjust based on the needs and health of our families and community.*

## PLAN 1: HALF OF STUDENTS, ALTERNATING DAYS

- ***Students will attend school two days per week, with three days of scheduled eLearning per week.***
- Elementary: Students will physically attend school on M/W (Group A) or T/Th (Group B). On the days when students are not physically attending school, they will be expected to complete eLearning activities. For elementary students, “specials” classes will alternate weeks between in-person and online.
- Middle: Students will physically attend school on M/W (Group A) or T/Th (Group B). For the first nine weeks, middle school students will complete periods 1, 2, 5, and 6 in person. For the second nine weeks, middle school students will complete periods 3, 4, 7, and 8 (period 8, if applicable) in person.
- High: Students will physically attend school on M/W (Group A) or T/Th (Group B). For the first nine weeks, high school students will complete Blue days (periods 1, 2, 3, 4) in person. For the second nine weeks, high school students will complete Gold days (5, 6, 7, 8) in person.
- On the days when students are not physically attending school, they will be expected to complete eLearning activities.
- Fridays will be eLearning for all students in grades K-12.
- Plan 1’s eLearning will be planned and led by students’ classroom teachers, and focus on practicing and demonstrating proficiency on skills on which students have received in-person instruction.
- Content covered in eLearning will be connected to content covered during in-person instruction.
- Students will be grouped in Group A / B based on home address to ensure siblings who live together will attend school on the same day.

## PLAN 2: ONLINE VIRTUAL LEARNING FROM HOME

- ***Students will stay enrolled in their home school, but will complete all learning online from home.***
- Elementary: Depending on the total number of students, a teacher (or multiple teachers) will be assigned a specific grade level. This teacher (or teachers) will have a co-hort (“classroom”) of students from across the district.
- Middle and High School: Depending on the total number of students, a teacher (or multiple teachers) will be assigned a class (or multiple classes), based on topic. This teacher (or teachers) will teach many students from across the district.
- Instruction will look much different than the emergency eLearning our students experienced from mid-March through May 2020. Teachers will use digital video to deliver curriculum and engage with students. Students will have an opportunity to engage in group discussions focused on classroom curriculum.
- Students may be clustered according to their identification as high ability, special education, etc. to ensure they are learning engaging and challenging content based on their specific needs. Appropriately licensed teachers will lead these classrooms.

# WHAT FAMILIES CAN EXPECT WHEN SCHOOLS REOPEN

The health of students and staff at Elkhart Community Schools has been, and will continue to be, the most important consideration when the district makes decisions. When the 2020-2021 school year begins, parents and students will notice drastic differences in the operation of our school buildings.

Elkhart Community Schools will focus sharply on academic instruction to maximize student learning. At the same time, we will try to maintain some extracurricular programs, clubs, and athletics that are important to the physical, mental, and social well-being of our students.

Parents can expect extra precautionary measures, such as limited capacity in offices and classrooms, hand sanitizer, extra handwashing and extra sanitization throughout the building. Parents will also notice, or hear about, changes in lunch procedures, recess, gym, music, and assemblies.

**Each student will receive two washable/reusable masks from the school district.** Students are expected to wear masks on buses and in common areas of the school, such as hallways, cafeterias, school offices, nurses offices, and restrooms. Once seated in their classrooms, the teacher will inform students when it is safe for them to remove their masks. **Elkhart Community Schools remains committed to the safe education of all students.**

Throughout this pandemic, schools across the state and country are coping with continued decreases in funding. Schools are being asked to do much more, including operating buses at less than half-capacity, classrooms at less than half-capacity, additional sanitization, extra health precautions, masks, flexible hybrid learning, home wellbeing checks, additional mental health support, additional family support, and more with no additional baseline funding. We will continue to do these things to the best of our ability because they are the right thing to do. The greatest thing you can do to support our efforts in taking care of your children, and in taking care of the people who take care of your children, is to remain enrolled, engaged, and patient with us as we navigate this unknown educational landscape. Your support of public education is all the more important now as we enter the call to serve in ways we never expected.

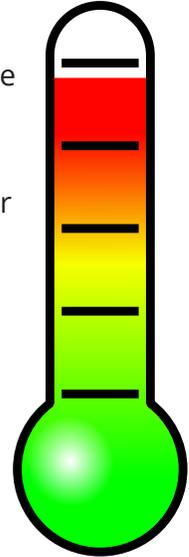
To read more about the specific things families can expect when schools reopen, please see the following pages. We are including the basic information, followed by detailed information that takes into account the level of community spread, as determined by the Elkhart County Health Department.

# SAFETY PRECAUTIONS

## HOME SCREENING (IMPORTANT)

Parents need to take their children's temperatures before going to school. Anyone with a fever of **100.4 F** or higher should **not go to school**. *Please do not give your child medicine to reduce the fever and send him/her to school. If your child has a fever, you need to consider him or her contagious.* Students should be free of fever without medicine for **24 HOURS** before returning to school. We must insist these CDC guidelines are followed to protect our students, staff, and community. The school district has also asked all staff members to take their temperature before work and to stay home if they are symptomatic.

Additionally, students (parents) and staff should also screen themselves for **sore throat, new uncontrolled coughing that causes difficulty breathing** (for students with existing/chronic respiratory issue - watch for any change in their normal coughing/breathing), **diarrhea, vomiting, abdominal pain, new onset of a severe headache** (especially with a fever), and **loss of taste or smell** prior to coming to school each day. Students and staff experiencing any of these symptoms (including a fever) should not come to school/work.



## TRANSPORTATION

All students who ride an Elkhart Community Schools bus will be **required** to wear a mask. Bus drivers will assign seats to all students who ride buses. Students will be seated two children per seat. Siblings who ride the bus together will be asked to sit together.

## ARRIVAL

For bus riders, students will exit the bus and go straight to their classroom (or stop in the cafeteria first to pick up breakfast), where they should apply hand sanitizer upon arrival. For students who are car riders, we ask parents to not drop off earlier than when the doors are open to prevent students from gathering. Students who walk to school will be asked to do the same. Schools will use staggered arrival and dismissal times to prevent groups from gathering.

**Students should arrive at school wearing a mask.** They will be allowed to remove their mask when they are at their desks and their teachers have instructed that it is safe to do so.

To begin the school year, students and staff will have random temperature checks taken upon arrival. This policy will be revisited upon consideration of improving health conditions within Elkhart County.

## MAIN OFFICE

Elkhart Community Schools' main school building offices will be fit with plexiglass where possible to ensure safety for our office staff and students. Parents who are picking up their child for an appointment are asked to call the school prior to pick-up. Parents who are picking up their child for an illness are asked to call the school from the parking lot.

# **SAFETY PRECAUTIONS**

## **CLASSROOM INSTRUCTION**

Within classrooms, student desks will be facing the same direction. Students will be discouraged from actively moving around the classrooms unless instructed by a teacher. If students can be seated 6' apart, they will be allowed to remove masks if they choose to do so. Students will also be allowed to keep their masks on if they choose to do so, unless specifically instructed otherwise by a teacher or staff member.

If students engage in small group work or discussion, they will be required to wear masks.

Teachers will utilize outdoor spaces as weather permits and large spaces (gym, auditorium, etc) when possible. Spaces that are outdoors or with ample room for social distancing will not require masks to be worn.

Students will be discouraged from sharing personal items, such as pencils, crayons, markers, notebooks, and iPads. Parents are asked to clearly label items when possible.

## **TRANSITIONS AND PASSING PERIODS**

All students will be required to wear masks while walking through hallways. All hallways will have designated directional arrows for students to follow or may require students to remain near the lockers and walls. Passing periods for middle and high school students may be staggered as needed to reduce traffic. Students who intentionally do not abide by the hallway guidelines may face disciplinary action.

Drinking fountains in all buildings will be disabled. Students are encouraged to bring a bottle from home and will be allowed to refill it as needed. ECS Food Service is looking into offering bottled water as part of breakfast and lunch.

Elementary students will use restrooms facilities attached to their classroom, if their classroom has attached facilities. For classrooms without attached restroom facilities, bathroom breaks will be scheduled and staggered with other classrooms to allow frequent restroom sanitation and to reduce students from congregating. All schools will schedule transitions to minimize the risk of student gatherings.

# SAFETY PRECAUTIONS

## BREAKFASTS/LUNCHES

Elementary students' breakfasts will be "grab and go" from the cafeteria. Students will eat breakfast at their desks. Middle/high school students will pick up breakfast before the start of their first class.

Students will be allowed to wash their hands before and after meal service. Additionally, hand sanitizer stations will be available to students and staff prior to entering the serving line and when exiting the serving line. Additional hand sanitizer will be available at tables throughout the cafeteria. Masks will be required while students are in line. Masks can be removed to eat.

Students will eat lunch in the cafeteria. Elementary students will have designated areas where they may eat with their class. Students will be distanced and allowed to remove their masks to eat. Middle/high school students will be expected to socially distance.

## SPECIALS / MUSIC

When possible, students will attend specials in their designated area (i.e. gym, art room, etc). For the beginning of the school year, elementary music will be taught inside students' traditional classroom.

Additional information will be announced soon for band, orchestra, and choir students in Grades 6-12.

## VISITORS

Elkhart Community Schools will limit visitors to essential support, such as mental health partners, government agencies, and construction contractors. All visitors will be asked to complete a screening checklist and a temperature check will be taken. All visitors must wear a mask, unless proper social distancing is possible. Parents will not be able to eat lunch with their children or visit their child's classroom. For the time being, there will not be special guest speakers or assemblies. The school retains the right to deny admittance to outside visitors.

## NURSES OFFICE

Each school building will contain a nurse's area for traditional use - bumps, scrapes, medications - and a separate isolation area for any individual who is exhibiting symptoms of COVID-19. If a student is exhibiting symptoms of COVID-19, a parent or emergency contact **must** pick up the child within an hour. Please ensure you have emergency contacts who can promptly pick up your child.

If your child has a medical condition that may mimic symptoms of COVID-19, such as asthma that results in labored breathing, please contact your family physician for documentation for the school.

# **SAFETY PRECAUTIONS**

## **ROUTINE SANITIZATION / CLEANING**

Elkhart Community Schools has a high standard for cleanliness and safety and is committed to upholding these standards with our intensive cleaning process. Enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

The custodial staff at ECS will use EPA-registered cleaning agents for disinfection, with an increased frequency of disinfecting high touch surfaces throughout the day:

- Door knobs
- Handrails
- Light switches
- Restroom fixtures
- Keyboards and mouse

Areas of enhanced focus:

- Restrooms and locker rooms
- Cafeterias
- Classroom desks
- Media centers
- Kitchen and/or break areas
- Vending machines
- Copier/printers
- Front desk and lobby areas
- Equipment

Students will also play a part in keeping their areas clean. Students may be asked to put their items away and wipe down their desks or equipment at the end of the day.

Buses will be thoroughly cleaned and sanitized between routes and at the end of the day.

## **HANDWASHING**

One of the greatest preventive measures that can be taken against the spread of COVID-19 is handwashing. Students will be asked to wash their hands multiple times throughout the day and will be provided with extra opportunities and time to do so. Our staff will emphasize proper handwashing and all sinks will have handwashing instructions with words and photos. Classrooms will have hand sanitizer for use when handwashing may not be possible. Students are welcome to bring hand sanitizer for personal use, but are not required to do so. Students will be discouraged from sharing personal items from home.

# RESPONSIVE MEASURES: COMMUNITY SPREAD

## ELKHART COUNTY HEALTH DEPARTMENT

Elkhart Community Schools is working with the Elkhart County Health Department to assess community spread and how it may impact our students. The ECHD has determined three levels of spread:

**Substantial Spread**, **Minimal/Moderate Spread**, and **Low/No Spread**

Please review the following pages to understand what this means and how it will impact our schools.

<b>Addressing Community Spread in Schools: Stages of Spread Defined</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<ul style="list-style-type: none"> <li>• COVID spread is such that rolling closures are needed (could be short term or long term)</li> <li>• Substantial active exposure cases or absences impacting school building attendance, and staffing</li> <li>• Coordinate with local and state department of health officials</li> <li>• Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)</li> <li>• Schools that are closed, remain closed. Implement distance/remote learning</li> <li>• Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.</li> <li>• Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal or moderate active exposure cases at school buildings or in the community.</li> <li>• Establish and maintain communication with local and state department of health officials</li> <li>• Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)</li> <li>• Implement enhanced social distancing measures</li> <li>• 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</li> <li>• Establish a protocol for students/staff who feel ill/experience symptoms when they come to school</li> <li>• Isolate and deep clean impacted classrooms and spaces</li> <li>• Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness</li> </ul>	<ul style="list-style-type: none"> <li>• Low to few known active exposure cases at school buildings or the community</li> <li>• Establish and maintain communication with local and state health officials</li> <li>• 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</li> <li>• Establish a protocol for students/staff who feel ill/experience symptoms when they come to school</li> <li>• Consider ways to accommodate needs of children, teachers</li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>School Opening Decisions Based on Community Spread</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<ul style="list-style-type: none"> <li>District moves to full-time eLearning until community spread decreases or local/state mandated closures are lifted; schools transition back to the Hybrid A/B Schedule with eLearning or to traditional learning as appropriate</li> <li>100% eLearning option maintained for students in that setting</li> </ul>	<ul style="list-style-type: none"> <li>Hybrid A/B Schedule of alternating days; 50% of students attend traditional school every other day. eLearning on days students not in school.</li> <li><u>Elementary schedule</u> <ul style="list-style-type: none"> <li>Group A reports Mondays and Wednesdays and has eLearning on Tuesdays and Thursdays</li> <li>Group B reports Tuesdays and Thursdays and has eLearning on Mondays and Wednesdays</li> <li>Friday is eLearning for all students</li> </ul> </li> <li><u>Middle School schedule</u> <ul style="list-style-type: none"> <li>Students only take 3 or 4 of the 7 classes on their class schedules in the first nine weeks and take the remaining 3 or 4 classes in the second nine weeks</li> <li>Group A (50% of students in a class) will have a schedule like Group A for elementary students</li> <li>Group B (the remaining 50% of students in a class) will have a schedule like Group B for elementary students</li> <li>Fridays will be eLearning for all students</li> </ul> </li> </ul> <p><i>-continued on next page-</i></p>	<ul style="list-style-type: none"> <li>Traditional learning where 100% of students attend traditional school every day</li> </ul> <p>-or-</p> <ul style="list-style-type: none"> <li>100% eLearning option available for students who are high risk or for families that do not feel safe or comfortable returning to learning in person. District teachers will be specifically assigned to eLearning students for individualized instruction in a virtual setting.</li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>School Opening Decisions Based on Community Spread</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
	<p><i>-continuation of previous page-</i></p> <ul style="list-style-type: none"> <li>• <u>High School schedule</u> <ul style="list-style-type: none"> <li>• Students only take 4 of the 8 classes on their class schedules in the first nine weeks and take the remaining 4 classes in the second nine weeks</li> <li>• Group A (50% of students in a class) will have a schedule like Group A for elementary students</li> <li>• Group B (the remaining 50% of students in a class) will have a schedule like Group B for elementary students</li> <li>• Fridays will be eLearning for all students</li> </ul> </li> <li>• <u>Elkhart Area Career Center (EACC)</u> <ul style="list-style-type: none"> <li>• Determined in conjunction with sending school district needs and schedules</li> </ul> </li> <li>• Special programs and student placements that allow for social distancing may continue with in-person instruction daily. Teachers and directors of such programs will work with families to determine appropriate attendance level.</li> </ul> <p><i>-or-</i></p> <ul style="list-style-type: none"> <li>• 100% eLearning option available for students who are high risk or for families that do not feel safe or comfortable returning to learning in person. District teachers will be specifically assigned to eLearning students for individualized instruction in a virtual setting.</li> </ul>	

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Practicing Prevention</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<p><b>District/School Protocol</b></p> <ul style="list-style-type: none"> <li>Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols</li> <li>Encourage COVID-19 testing</li> </ul> <p><b>CDC Guidance*</b></p> <ul style="list-style-type: none"> <li>How to Protect Yourself and Others</li> <li>COVID-19 Symptoms</li> <li>COVID-19 and Children</li> <li>Communication Tools</li> </ul> <p><i>*CDC Guidance Document Links can be found at the end of this document</i></p> <p>July 15, 2020 Page 15 of 34</p>	<p><b>District/School Protocol</b></p> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>Provide masks and other appropriate PPE to staff</li> <li>Allow students and staff to bring hand sanitizer and face masks/coverings to use from home</li> <li>Allow staff to wear other appropriate PPE as desired</li> <li>Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</li> <li>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.</li> <li>Clean/disinfect frequently touched surfaces at least daily and shared objects after each use</li> <li>Take steps to ensure all water systems and features are safe</li> <li>Turn off water fountains and provide bottled water or allow students and staff to bring water bottles from home</li> <li>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff</li> <li>Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks</li> </ul> <p><b>CDC Guidance*</b></p> <ul style="list-style-type: none"> <li>Reopening Guidance for Cleaning and Disinfecting Schools</li> <li>Guidance for Reopening Buildings After Prolonged Shutdown</li> </ul>	<p><b>District/School Protocol</b></p> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</li> <li>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.</li> <li>Clean/disinfect frequently touched surfaces at least daily and shared objects after each use</li> <li>Take steps to ensure all water systems and features are safe</li> <li>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff</li> <li>Conduct deep cleaning of schools prior to students/staff returning; schedule periodic cleanings during weekends or school holidays/breaks (to the extent practicable)</li> </ul> <p><b>CDC Guidance*</b></p> <ul style="list-style-type: none"> <li>Reopening Guidance for Cleaning and Disinfecting Schools</li> <li>Guidance for Reopening Buildings After Prolonged Shutdown</li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Transporting Students</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<p>School buildings are closed. No student transportation.</p> <p>District/School Considerations:</p> <ul style="list-style-type: none"> <li>Potentially use transportation to deliver student meals</li> <li>Reduce contact by delivering a week's worth of meals during a designated time (ex: delivering a week's worth of meals every Monday)<sup>2</sup></li> </ul> <p><sup>2</sup>Subject to future USDA meal waiver approval</p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li><b>Training:</b> Drivers, bus monitors and aides, and other transportation personnel will be trained in signs and symptoms of COVID, proper cleaning protocols, and managing students in the age of COVID</li> <li><b>Social Distancing:</b> Given the setting of the school bus, we acknowledge that social distancing is not regularly feasible and therefore, the expectation for students to remain seated, facing forward using good social habits will be emphasized using assigned seating and a one stop location policy to assist with contact tracing. The district will transport with two students per seat and students and driver wearing face coverings</li> <li><b>Personal Hygiene and Health, PPE:</b> Per mandate of Elkhart County, masks are required for all staff and students on buses wherever physical distancing is not possible. The district will provide masks and other appropriate PPE to staff and allow students and staff to bring hand sanitizer and face masks/coverings to use from home. Staff may wear other appropriate PPE as desired. Staff will promote behaviors and use of personal hand sanitizer to reduce spread of germs and support school building education regarding these behaviors. In the event that social distancing on a bus is not feasible, riders and staff will be expected to wear face covering to reduce the potential spread of germs.</li> </ul> <p style="text-align: center;">-continued on next page-</p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>Implement standard operating procedures while taking preventative measures such as:                             <ul style="list-style-type: none"> <li>Providing hand sanitizer for students and bus drivers</li> <li>Requiring bus drivers and students to wear face masks/coverings when distancing is not possible</li> <li>Limiting field trips (to areas of limited/low transmission)</li> <li>Inspecting buses prior to students returning and as part of a regular rotation</li> <li>Cleaning and disinfecting frequently touched surfaces on the bus at least daily</li> <li>Airing out buses when not in use</li> </ul> </li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Transporting Students</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
	<p><i>-continuation of previous page-</i></p> <p>District/School Considerations:</p> <ul style="list-style-type: none"> <li>• <b>Cleaning:</b> Frequently touched surfaces will be cleaned with approved cleaning supplies that are stored safely. Cleaning protocol will be established and occur at least daily and between bus use as much as possible</li> <li>• <b>Ventilation:</b> Safe and proper use of open windows and hatches along with fans will be encouraged to allow for increased ventilation</li> <li>• <b>Bus Stops:</b> Social distancing at bus stops is encouraged. Parents/guardians will have responsibility for students at bus stops</li> <li>• <b>Loading and Unloading:</b> Drivers will evaluate and establish loading and unloading procedures customized to their route and ridership to minimize student contact where feasible. Schools will evaluate and establish loading and unloading procedures customized to their building procedures to limit student contact where feasible. Students will be assigned to seats; this will assist with contact tracing should it be required. Students first on the bus should be seated in the rear of the bus to not pass by other students, and students last on the bus toward the front should be the first ones to unload. Siblings should sit together</li> <li>• <b>Learning/Field Trips:</b> Learning/Field trips will be suspended until further evaluation</li> </ul>	

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Entering School Buildings</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
School buildings are closed. Only essential staff report in-person to carry out functions that are absolutely necessary. <ul style="list-style-type: none"> <li>District/school leaders must remain vigilant and purposeful in reporting, refraining from blanket reporting requirements</li> <li>District/school leaders should leverage virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures</li> </ul>	<b>District/School Considerations:</b> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>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.</li> <li>Mark spaced lines to enter the building and designate entrance and exit flow paths</li> <li>Screening of students and staff upon arrival to buildings will be implemented</li> <li>All visitors to buildings will follow established protocol</li> <li>Follow the protocol for student pick/drop up (will be determined and communicated at the building level)</li> <li>Follow the established protocols for students/staff who feel ill/ experience symptoms when they come to school</li> </ul>	<b>District/School Considerations:</b> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>Implement standard operating procedures while taking preventative measures such as: limit unnecessary congregations of students and staff, 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</li> <li>All visitors to buildings will follow established protocol</li> <li>Follow the protocol for student pick/drop up (will be determined and communicated at the building level)</li> <li>Follow the established protocols for students/staff who feel ill/ experience symptoms when they come to school</li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Serving Meals</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<p>School buildings are closed. Meal service for breakfast and/or lunch is provided to the extent that it is possible.</p> <p>District/School Considerations:</p> <ul style="list-style-type: none"> <li>Practice established social distancing protocols to the greatest extent practicable</li> <li>Provide PPE to participating staff</li> <li>Reduce contact by delivering a week's worth of meals during a designated time (ex: delivering a week's worth of meals every Monday)<sup>2</sup></li> <li>Distribute printed instructional packets/ materials and district/school communications along with meals</li> </ul> <p><sup>2</sup>Subject to future USDA meal waiver approval</p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible. <b>Masks can be removed to eat</b></li> <li>Allow student hand washing before and after meal service                             <ul style="list-style-type: none"> <li>(ELEM): Teachers will allow time before and after lunch/recess for students to wash hands.</li> <li>(HS/MS): Students will be allowed opportunities to wash hands before and after meal service.</li> </ul> </li> <li>Provide hand sanitizer for students and staff                             <ul style="list-style-type: none"> <li>(ALL SCHOOLS): Hand sanitizer stations will be available to students and staff prior to entering the lunch line and when exiting the serving area.</li> <li>Additional hand sanitizer bottles will be available at tables. Staff will properly train students on how much sanitizer is necessary to ensure supplies are not misused. One pump should be all that is needed.</li> </ul> </li> <li>Food service will begin the year with packaged and wrapped foods for individual students.</li> <li>Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use                             <ul style="list-style-type: none"> <li>(ALL SCHOOLS): Each building will implement the following procedures:                                     <ul style="list-style-type: none"> <li>One-way marking for entering and exiting the cafeteria</li> <li>Social distancing marking in halls and lunch lines</li> <li>Lunch schedules allowing for staggered use of cafeteria</li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;">-continued on next page-</p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible. <b>Masks can be removed to eat.</b></li> <li>Implement standard operating procedures while taking preventative measures such as:                             <ul style="list-style-type: none"> <li>Providing hand sanitizer for students and staff</li> <li>Allowing students and staff to wear face masks/coverings while in large group gatherings</li> <li>Conducting cleaning of cafeterias and high-touch surfaces throughout the school day</li> </ul> </li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Serving Meals</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
	<p><i>-continuation of previous page-</i></p> <ul style="list-style-type: none"> <li>• Conduct cleaning of cafeterias and high-touch surfaces throughout the school day</li> <li>• Head Custodian, Cafeteria Manager and Building Principal will work with cafeteria supervisors to develop a plan for cleaning tables, chairs and other high-touch surfaces during the serving times, between student groups, and after food service.</li> </ul> <p>Alternative Serving Models:</p> <ul style="list-style-type: none"> <li>• Serving meals in classrooms considered if the CDC mandates this arrangement</li> <li>• Meals will be provided/offered via insulated bags for students on the days they are not in attendance at school for eLearning.</li> </ul>	

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Transitions</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<p>School buildings are closed.</p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>• Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>• <b>Hallway</b> <ul style="list-style-type: none"> <li>• Traffic Patterns (left side of hall/ right side of hall)</li> <li>• Elementary students travel in lines by class to and from locations</li> <li>• Secondary students have staggered release times</li> <li>• Minimize number of classes in hall at one time based on schedule</li> </ul> </li> <li>• <b>Specials/Electives</b> <ul style="list-style-type: none"> <li>• Conducting specials and electives is based on spaces, needs, rooms, etc.</li> <li>• Secondary electives are vital to student well-being and their total education and will be maintained as much as possible</li> <li>• Elementary P.E.: In gym</li> <li>• Elementary Art: In classrooms or art room as appropriate with proper cleaning of materials; no sharing</li> <li>• Elementary Music: In classrooms or music room as appropriate with proper cleaning of instruments/ materials</li> <li>• Elementary Technology: Support of projects in classroom via iPads</li> <li>• Elementary Library: need to look into ability or inability to check out books, online books</li> <li>• Elementary Minds In Motion: Possible as long as students are distanced from each other, wash hands before and after course, and surfaces are wiped down following use</li> </ul> </li> </ul> <p style="text-align: center;"><i>-continued on next page-</i></p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>• Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>• Implement standard operating procedures while taking preventative measures such as:</li> <li>• Allowing students and staff to wear face masks/coverings while in large group gatherings</li> <li>• Conducting cleaning of hallways and high-touch surfaces throughout the school day</li> <li>• Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable)</li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<p style="text-align: center;"><b>Transitions</b></p> <p style="text-align: center;">Level of Community Spread will be determined by the Elkhart County Health Department</p>		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
	<p style="text-align: center;"><i>-continuation of previous page-</i></p> <ul style="list-style-type: none"> <li>• <b>Restroom</b> <ul style="list-style-type: none"> <li>• Grades and rooms that have restrooms in the classroom will use those all day</li> <li>• Grades that do not have restrooms in the classroom will use the restrooms on a schedule to limit traffic in hallways and to allow for more frequent restroom sanitization; secondary students will be asked not to congregate in restrooms and keep moving in order to allow staggered class release to alleviate congestion</li> <li>• Students need to wash hands frequently</li> <li>• Schedule for handwashing prior to lunch in hallway restrooms, grades with restrooms in classrooms will use those classroom restrooms</li> </ul> </li> <li>• <b>Arrival Transitions</b> <ul style="list-style-type: none"> <li>• Publish an opening of the door time to families/students and do not open until then</li> <li>• No waiting in vestibules or airlocks</li> <li>• Bus students enter as they arrive, stagger if needed, depending on school building bus schedule</li> <li>• Encourage students to come in, wash hands, get items organized for the day at one's seat.</li> <li>• Breakfast: Grab and go breakfast and eat in classrooms as has been practice in elementary schools; secondary buildings utilize cafeteria space</li> </ul> </li> </ul> <p style="text-align: center;"><i>-continued on next page-</i></p>	

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Transitions</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
	<p style="text-align: center;"><i>-continuation of previous page-</i></p> <ul style="list-style-type: none"> <li>• <b>Going to and from Lunch</b> <ul style="list-style-type: none"> <li>• If eating in the cafeteria, schedule with transitions so there is enough time for hand washing.</li> <li>• Suggestion to have teachers on duty with support staff while students are transitioning to and from lunch to support social distancing</li> </ul> </li> <li>• <b>Transitions to Buses at End of Day</b> <ul style="list-style-type: none"> <li>• Move away from holding in holding areas</li> <li>• Bus transitions from classrooms. Administrators and deans coordinate. Students stay in classrooms until buses can be released.</li> </ul> </li> <li>• <b>Transition to Car Pick Up</b> <ul style="list-style-type: none"> <li>• Increase space between students waiting in halls to be called for pick up line</li> <li>• Use tape/sit spots to mark where elementary students wait; maybe assign a number to each student group instead of by last name</li> </ul> </li> <li>• <b>Student Drivers</b> <ul style="list-style-type: none"> <li>• Students are released on a staggered bell schedule and encouraged to move right to vehicles and not congregate in school hallways or common areas</li> </ul> </li> </ul>	

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<p style="text-align: center;"><b>Large Group Gatherings</b></p> <p style="text-align: center;">Level of Community Spread will be determined by the Elkhart County Health Department</p>		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<p>School buildings are closed. Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order.</p> <p><i>**Under Governor's order, in a situation of a local emergency, Elkhart Community Schools' facilities may be used for emergency purposes as directed by local or state government order.</i></p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order</li> <li>Implement social distancing protocols</li> <li>Discourage the congregation of students in parking lots and common areas</li> <li>Implement standard operating procedures while taking preventative measures such as:                             <ul style="list-style-type: none"> <li>Providing hand sanitizer for students and staff</li> <li>Allowing students and staff to wear face masks/coverings</li> <li>Limiting unnecessary congregations of students and staff</li> </ul> </li> </ul>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Per mandate of Elkhart County, masks are required for all staff and students in classrooms, hallways, common areas, cafeterias, buses and wherever physical distancing is not possible.</li> <li>Implement standard operating procedures while taking preventative measures such as:                             <ul style="list-style-type: none"> <li>Providing hand sanitizer for students and staff</li> <li>Allowing students and staff to wear face masks/coverings</li> <li>Limiting unnecessary congregations of students and staff</li> </ul> </li> </ul> <p><b>**Elkhart Community Schools will prohibit buildings for use by outside groups until there is a substantial sustained period of low or no spread.</b></p>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Supporting Teaching and Learning</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<p>School buildings are closed.</p> <p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>• Implement a robust distance learning plan</li> <li>• Distribute printed instructional packets/ materials and district/ school communications along with meals; designate and communicate collection/drop off points</li> </ul> <p><i>Distance Learning*</i></p> <ul style="list-style-type: none"> <li>• IDOE eLearning Resources Page</li> <li>• IDOE Remote Learning Resources</li> <li>• IDOE eLearning Day Guidance for Students with Disabilities</li> <li>• IDEA/Article 7 Timelines</li> <li>• IDOE eLearning Requirements and Support for English Learners</li> </ul> <p><i>*Distance Learning Document Links can be found at the end of this document</i></p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>• Survey families to gauge which students may want to conduct their schooling virtually for the 2020- 2021 school year</li> </ul> <p>Traditional Instructional Model</p> <ul style="list-style-type: none"> <li>• Schools can deliver traditional instruction under Minimal/ Moderate Spread by implementing the recommendations outlined in guidance. District or school-wide distance/remote learning is allowable and a local decision.</li> <li>• Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)</li> <li>• Limit physical interaction through partner or group work</li> <li>• Establish distance between the teacher’s desk/board and students desks</li> <li>• Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing</li> </ul> <p><i>-continued on next page-</i></p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>• Implement standard operating procedures while taking preventative measures such as:                             <ul style="list-style-type: none"> <li>• Providing hand sanitizer for students and staff</li> <li>• Conducting cleaning of classrooms and high-touch surfaces each day</li> <li>• Limiting physical interaction through partner or group work</li> <li>• Surveying families’ interest in continuing online learning to reduce number of students requiring face-to-face, traditional instruction</li> </ul> </li> <li>• Establish an academic baseline:                             <ul style="list-style-type: none"> <li>• Administer formative assessments toward the start of the school year</li> <li>• Conduct meetings with teachers to identify where students are academically</li> </ul> </li> <li>• Discuss the shared experience with students and focus on relationships</li> <li>• Target interventions and supports</li> </ul> <p><i>-continued on next page-</i></p>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Supporting Teaching and Learning</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
	<p><i>-continuation from previous page-</i></p> <p><i>Social &amp; Emotional/Mental Health Resources:</i></p> <ul style="list-style-type: none"> <li>• School Counseling During COVID-19: Online Lessons and Resources (American School Counselor Association)</li> <li>• Helping Children Cope with Changes (National Association of School Psychologists)</li> <li>• Talking to Children about COVID-19 (American Academy of Child &amp; Adolescent Psychiatry)</li> <li>• Teaching Through a Pandemic (Edutopia)</li> </ul> <p><i>School Library Media Specialists</i></p> <ul style="list-style-type: none"> <li>• School Media Specialists Can Help During Crisis (School Library Journal)</li> <li>• Reopening School Libraries Safely (Indiana Library Federation)</li> </ul> <p><i>*Document links can be found at the end of this document</i></p>	<p><i>-continuation from previous page-</i></p> <ul style="list-style-type: none"> <li>• Provide additional instructional supports to:                             <ul style="list-style-type: none"> <li>• students at-risk of not graduating on time</li> <li>• students with disabilities (compensatory services)</li> <li>• students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.)</li> <li>• other students identified as being behind academically by teachers and parents.</li> </ul> </li> <li>• Identify essential concepts/skills by grade level and provide access to enrichment (fine arts, music, world languages, CTE, computer science, AP/IB, dual enrollment, physical education/play, STEM/STEAM, etc.)</li> <li>• Prepare for potential future distance/remote learning by increasing current blended learning:                             <ul style="list-style-type: none"> <li>• Develop a digital learning plan</li> <li>• Integrate virtual learning practices by digitizing lessons and requiring a certain number of online assignments for each grading period</li> <li>• Provide virtual learning-specific professional learning for educators</li> <li>• Schedule specific planned district/school-wide digital learning days as part of the traditional school calendar</li> </ul> </li> </ul>

# RESPONSIVE MEASURES: COMMUNITY SPREAD

<b>Protecting Vulnerable Populations</b> Level of Community Spread will be determined by the Elkhart County Health Department		
Substantial Spread	Minimal/Moderate Spread	Low/No Spread
<p>School buildings are closed.</p> <p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Employ additional nurses, health care aides, and full-time substitute employees</li> </ul> <p><i>Society for Human Resources Management (SHRM)*</i></p> <ul style="list-style-type: none"> <li>Employment FAQ</li> <li>What to Do When Scared Workers Don't Report to Work Due to COVID-19</li> <li>Where can I find government and other reliable resources for workplace issues related to the coronavirus?</li> </ul> <p><i>National Association of School Nurses*</i></p> <ul style="list-style-type: none"> <li>Role of school nurses, providing care, and participating in return to school planning</li> </ul> <p><i>*Document links can be found at the end of this document</i></p>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials</li> <li>Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations</li> <li>Adhere to FERPA and HIPPA requirements</li> <li>Adhere to state and federal employment law and extended leave allowances</li> <li>Offer an Employee Assistance Program to all staff members</li> </ul> <p><i>Resources*</i></p> <ul style="list-style-type: none"> <li>Families First Coronavirus Response Act: FFCRA</li> <li>COVID-19 and the Family and Medical Leave Act: FMLA</li> </ul>	<p><b>District/School Considerations:</b></p> <ul style="list-style-type: none"> <li>Implement standard operating procedures while taking preventative measures such as:                             <ul style="list-style-type: none"> <li>Human Resources administrators Maggie Lozano and Cheryl Waggoner: Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>Human Resources administrators Maggie Lozano and Cheryl Waggoner: Determine work assignments or accommodations appropriate for employees with verifiable health conditions</li> <li>Sarah Nelson from the business office will oversee OSHA protocols</li> <li>Chief of Staff and Legal Counsel Doug Thorne will serve as point-of-contact with the local health department</li> <li>Identify local COVID-19 testing sites</li> <li>Provide hand sanitizer for students and staff</li> <li>Provide PPE to vulnerable students and staff as appropriate</li> <li>Allow vulnerable students to complete their coursework virtually</li> <li>Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)</li> <li>Establish a process for regular check-ins with vulnerable students and staff</li> <li>Allow an early transition for vulnerable students to go to classes</li> <li>Limit large group gatherings/interactions for vulnerable students and staff</li> </ul> </li> </ul>

# RESPONSIVE MEASURES: WITHIN THE SCHOOL

## EDUCATION

Nurses will use the CDC's *Standard Precautions for All Patient Care* and *Transmission-Based Precautions* when caring for sick individuals.

Students and staff will be trained to recognize the following symptoms, as identified by the CDC:

- **Fever of 100.4 or higher**
- **Sore Throat**
- **New, uncontrolled cough that causes difficulty breathing** (for students with existing/ chronic respiratory issue - watch for any change in their normal coughing/breathing)
- **Diarrhea, vomiting, or abdominal pain**
- **New onset of a severe headache** (especially with a fever)
- **Loss of taste or smell**

## COVID-19 SYMPTOMS / SUSPECTED COVID-19 / UNTESTED

All school buildings will have an isolation area for individuals (students, staff, visitors) who exhibit symptoms of COVID-19.

If an individual appears symptomatic, the school nurse will come to the individual in the classroom to evaluate. If the individual has symptoms of COVID-19, he or she will be moved to the isolation area until they are picked up. After the individual has left, the isolation room will be thoroughly disinfected. The school nurse will notify ECS Student Services and Chief of Staff, who will notify the Elkhart County Health Department and await further guidance. *If the symptomatic individual is a student, all same-household siblings and household occupants must be picked up immediately and quarantine for 14 days, per the Indiana State Department of Health.*

A symptomatic individual (student or staff) may return to school when the following conditions are met:

1. The individual has been fever-free for 24 hours without fever-reducing medication **AND**
  2. Other symptoms have improved **AND**
  3. At least 10 calendar days have passed since symptoms first appeared
- OR**
4. The individual (and siblings, if applicable) can return to school if tested negative **AND** with a note from the provider stating they believe the patient to have an alternate diagnosis and it is appropriate for the patient to return to school.

*Any same-household siblings of a symptomatic student must quarantine for 14 days. If any school-aged same-household siblings develop symptoms during this time in quarantine, they should follow the guidance above to determine when to return. If the symptomatic child tests negative, all same-household siblings can return to school immediately, as long as they do not have symptoms.*

# RESPONSIVE MEASURES: WITHIN THE SCHOOL

## CONFIRMED COVID-19 POSITIVE / SYMPTOMATIC

*Elkhart Community Schools will notify parents/guardians of students who are considered “close contacts” of an individual (student/staff) who has a positive test results. Only families of those identified as close contacts will receive direct communication from the school district. Families should monitor the COVID dashboard on the ECS website to see cases within their child’s school. The COVID dashboard is updated in real time with the “current week” spanning from Sunday to Saturday.*

An individual (student or staff) who tested positive may return to school only if ALL of the following conditions are met:

1. It has been at least 14 days since the test was taken **AND**
2. At least 10 calendar days have passed since symptoms first appeared **AND**
3. The individual has been fever-free for 24 hours without fever-reducing medication **AND**
4. Other symptoms have improved.

## CONFIRMED COVID-19 POSITIVE / ASYMPTOMATIC

*Elkhart Community Schools will notify parents/guardians of students who are considered “close contacts” of an individual (student/staff) who has a positive test results. Only families of those identified as close contacts will receive direct communication from the school district. Families should monitor the COVID dashboard on the ECS website to see cases within their child’s school. The COVID dashboard is updated in real time with the “current week” spanning from Sunday to Saturday.*

An individual (student or staff) who tested positive may return to school only if the following condition is met:

1. At least 10 calendar days have passed (since the test was taken) with no symptoms.

## CONTACT TRACING / HOUSEHOLD CASES

Close contact is described as “more than 15 minutes within 6 feet.” Anyone with close contact to an individual who tests positive will be contacted by Elkhart Community Schools. CDC guidelines state that any person who comes into “close contact” with a known positive case of COVID-19 should isolate for 14 calendar days. *CDC/ISDH guidelines also state that siblings (or other household contacts) of a symptomatic student or any positive case of COVID-19 need to quarantine for 14 days after the last day the positive case was infectious.* This means the siblings will need to stay home when the positive case is in isolation plus 14 calendar days after the positive case is released.

# COMMUNICATION

### POWERSCHOOL / SCHOOL MESSENGER

Elkhart Community Schools uses School Messenger, a service provided through PowerSchool, to communicate with families. For all COVID-19 related communication, the district will email families. If you do not have an email address, we encourage you to sign up for a free email account through a service like Google/Gmail.

After July 20 (when our system has rolled over students to the next grade), please log in to PowerSchool to ensure your communication preferences are up to date. After logging on to PowerSchool, click on the **ABC: Annual Back-to-School Check-In** to review and sign your annual forms and review your contact information. At any time during the year, you can review your communication preferences by logging on to PowerSchool, finding the "Contact Manager" in the left-side menu, then launching School Messenger. Once in School Messenger, you can select which types of information to receive and how to receive it. **Please note, the district will utilize EMAIL to communicate COVID-19 information to parents.**

# REFERENCED DOCUMENTS/LINKS

## Center for Disease Control (CDC)

- *How to Protect Yourself & Others:* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- *Symptoms of Coronavirus:* <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- *Frequently Asked Questions:* <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children>
- *Communication Resources:* <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>
- *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes:* <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- *Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation:* <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

## Indiana Department of Education (IDOE)

- *IDOE eLearning Resource Page:* <https://www.doe.in.gov/elearning/elearning-day-program>
- *IDOE Remote Learning Resources:* <https://www.doe.in.gov/elearning/2020-covid-19-remote-learning>
- *IDOE eLearning Day Guidance for Students with Disabilities:* <https://www.doe.in.gov/sites/default/files/elearning/elearning-day-program-guidance-students-disabilities-rev-052219.pdf>
- *IDEA / Article 7 Timelines:* <https://www.doe.in.gov/sites/default/files/news/march-13-covid-191-jmccomms-edits.pdf>
- *IDOE eLearning Requirements and Support for English Learners:* <https://www.doe.in.gov/sites/default/files/elme/elearning-requirements-and-supports-english-learners.pdf>

## Social and Emotional / Mental Health Resources

- *School Counseling During COVID-19: Online Lessons and Resources (American School Counselor Association):* <https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/coronavirus-resources>
- *Helping Children Cope with Changes (National Association of School Psychologists):* <https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/helping-children-cope-with-changes-resulting-from-covid-19>
- *Talking to Children about COVID-19 (American Academy of Child & Adolescent Psychiatry):* [https://www.aacap.org/App\\_Themes/AACAP/Docs/latest\\_news/2020/Coronavirus\\_COVID19\\_Children.pdf](https://www.aacap.org/App_Themes/AACAP/Docs/latest_news/2020/Coronavirus_COVID19_Children.pdf)
- *Teaching Through a Pandemic (Edutopia):* <https://www.edutopia.org/article/teaching-through-pandemic-mindset-moment>

## School Library Media Specialists

- *School Media Specialists Can Help During Crisis (School Library Journal):* <https://www.slj.com/?detailStory=school-librarians-can-help-during-crisis-but-some-fear-being-shut-out-coronavirus-covid19>
- *Reopening School Libraries Safely (Indiana Library Federation):* <https://drive.google.com/file/d/10K45dgDkezdwC3CnoTwWFVr-gS-u35iE/view?usp=sharing>

**PLEASE SEE THE FOLLOWING PAGES FROM THE INDIANA DEPARTMENT OF EDUCATION**

# Back-to-School Face Covering Guidance for Families

Students and educators are facing many new challenges when they return for the 2020-2021 school year, including the recommendation that face coverings be worn. This two-sided document is designed to help families support students with acclimating them to appropriately wear a face covering and provide protocols for safe and effective maintenance of face coverings.

## 1 Get Familiar

Follow these steps when using your face covering:

- Wash your hands before touching the face covering.
- Put it over the nose and mouth and secure it under the chin.
- Make sure the covering fits snugly against the sides of the face.
- Make sure your child can breathe easily.

## 2 Start Now

It takes a lot of repetition to develop a habit. It is recommended that families begin having their school-aged children practice wearing a face covering for short periods in the days leading up to the start of school.

## 3 Set Rules

Talk to your child about appropriate use for their own face covering and the face coverings of others. Remind your child of the following examples of face covering etiquette:

- Keep your hands to yourself. Do not touch anyone else's face covering.
- Do not share face coverings with other people.

## 4 Reassure

The changes students experience at school can be scary to our youngest Hoosiers. Take the time to reassure your child that the protective measures being taken are meant to keep students, teachers, and other adults in the school healthy. Remember, families mold the attitude of students. Your support is appreciated!

July 15, 2020  
Page 32 of 34

**More Information on the Reverse Side**

# Caring for Your Cloth Face Covering

## Take Off Your Face Covering Carefully, When You Are Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine or wash by hand
- Be careful to not touch your eyes, nose, or mouth and wash hands immediately after removal



## How to Clean Your Face Covering

- **Washing Machine**
  - Wash your face covering with your regular laundry
  - Use regular laundry detergent and the warmest appropriate water setting for the cloth used for the face covering



## How to Clean Your Face Covering

- **Washing by Hand**
  - Prepare a bleach solution by mixing:
    - 5 tablespoons ( $\frac{1}{3}$  cup) household bleach per gallon of room temperature water
    - 4 teaspoons household bleach per quart of room temperature water
  - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing may not be suitable for disinfection
  - Ensure the bleach product is not past its expiration date
  - **Never mix household bleach with ammonia or any other cleanser**
  - Soak the face covering in the bleach solution for five minutes
  - Rinse thoroughly with cool or room temperature water

## How to Dry Your Face Covering

- Make sure to completely dry cloth face coverings after washing
- **Dryer**
  - Use the highest heat setting and leave in the dryer until completely dry
- **Air Dry**
  - Lay flat and allow to completely dry. If possible place the cloth face covering in direct sunlight



July 15, 2020  
Page 33 of 34

More Information on the Reverse Side



**ELKHART**  
COMMUNITY SCHOOLS

## 2020-2021 Re-Entry Plan

### Revisions

- July 16, 2020: Clarification on high school schedule for Plan 1 (page 6); added page numbers to document*
- July 20, 2020: Fixed minor typos (pages 2, 11, 18, 24)*
- July 22, 2020: Updated to include revised CDC guidance from 72 hours to 24 hours fever-free (pages 8, 28, 29); added information about "Close Contacts" and Household Cases (page 29)*
- August 20, 2020: Updated criteria/procedure for suspected cases (page 28) and confirmed cases (page 29)*
- August 27, 2020: Updated criteria for return (pages 28-29), based on updated guidance from the Indiana State Department of Health*
- September 2, 2020: Updated list of COVID-19 symptoms (pages 8, 28), based on updated guidance from the ISDH*
- October 15, 2020: Updated communication procedures for positive cases (pages 29-30)*