

## North Conejos School District Plan 2020-21 School Year

The NORTH CONEJOS School District Schools will reopen for student attendance on August 19, 2020. Student activities and sports activities are already open to the point permissible given current orders from our Governor and pre-approved through the Colorado High School Activities Association ([www.chsaanow.com](http://www.chsaanow.com)) ; workouts, weight room use and any meetings now follow those guidelines. The plan we are putting in place aligns with many local and state plans and has the support of the Conejos County Health Team and the physician under whose license they operate, and by our school nurse; it also has pre-approval from our NCS D Board of Education, and subsequent changes will be made with their approval. We will continue to work closely with these entities to provide up-to-date feedback and make any necessary adjustments as data on COVID 19 changes. The NCS D wants to do its part in being good citizens while advocating, and remaining confident that our plans and protocols will allow our students and staff to return safely and receive the education for which NCS D is known, and the education students need and deserve.

We have in place safety measures for our campus as well as events, but also the supports we have in place should a student or his/her family be affected by COVID 19. NCS D wants to provide options should this pandemic affect our student populous and school families, and can assist you in whatever it is your family may face. \*\*\*Please note, any plan we put forth is ever-changing, just as the data on COVID 19, executive orders and health guidance/restriction changes, and therefore will change to meet the needs of our students and staff given whatever we face.

**The NORTH CONEJOS SCHOOL DISTRICT** meets the Colorado Department of Education's Checklist for Reopening Schools.

- >Local Conditions to Guide Reopening Decisions
- >Plan to Address Positive COVID-19 Cases or Community Surges
- >Injury and Illness Prevention Plan
- >Campus access
- >Hygiene
- >Protective Equipment
- >Physical Distancing
- >Cleaning/Disinfecting
- >Employee Issues
- >Communication with Students, Parents, Employees, Public Health Officials and the Community

### NORTH CONEJOS SCHOOL DISTRICT Overview

\*This document is a general overview for the entire NCS D. Site plans will continue to develop and add any protocols to ensure the health, safety and welfare of staff and students, and the greater school community. The NCS D will adhere to all local, state, and federal health and safety guidelines as they are released. \*\*We are under executive order by Governor Polis that masks will be worn in any indoor situation ages 11 and up, until further notice.

**Timeline** - In this section, the school start date and plans for learning options are explained. The district offers in-person learning as well as a remote learning option for families. **The first 2 days (Wednesday, August 19 and Thursday, August 20) of in-person learning will be done at 50% capacity (All students with the last name beginning with A through L will be GROUP 1 go on August 19<sup>th</sup>, Wed, and all students with the last name beginning with M through Z will be GROUP 2 and will attend on August 20<sup>th</sup>, Thurs----to keep families together with multiple last names in a household, go by the last name of the oldest enrolled sibling)** in order for staff and students to learn and implement new safety procedures and routines. (All students will attend full time starting Monday, August 24<sup>th</sup>.) Our goal is to ensure all staff and students that choose in-person learning understand, feel comfortable, and become efficient with these new procedures; the safety of our community is a priority and we want to be sure all safety procedures are done to the best of our abilities. The suggested schedule changes are pending school board approval.

**Custodial Practices and Procedures** - This section outlines the daily cleaning routines and procedures for all campuses. Sections that are highlighted in yellow are still being discussed in regards to details.

**Students/Staff/Visitor Health Information** - This section outlines health recommendations from CDC and common expectations. This is general information that we hope will guide all parties in practicing proper safety precautions and monitoring their own health and wellness.

**Daily Check-in Process for Staff and Students** - The daily check-in procedures for all will include temperature checks and completion of the required CDC symptom questionnaire. This procedure is to ensure that we do our best to maintain a healthy learning environment and prevent the spread of any illness.

**Classroom Logistics and Practices** - This section will outline what the in-person learning environment and classroom instruction will look like. The remote learning option is described as well; families that choose this option will be provided more detail from the specific building.

**Campus Logistics and Practices** - This section provides details about the different physical locations throughout the buildings in the district and the safety protocols and expectations that are associated with each area.

**What happens/PROTOCOLS when someone becomes sick?** - This section was written using current local/state/federal health guidelines and in cooperation with a local physician. It will discuss how COVID related illness as well as non-COVID related illnesses will be managed.

**Athletics and Extracurricular Activities** - This section describes safety protocols for the various school activities. Guidelines from CHSAA will be followed and changes will be made as necessary. Again, highlighted sections are still a work in progress. [www.chsaanow.com](http://www.chsaanow.com) for up to date information.

**Transportation Practices and Procedures** - While schools are not required to provide transportation, our district believes it to be an important service to the community and have worked hard to put proper safety protocols in place to the best of our ability. Specific routes, drop-off/pick-up locations and details are still being worked out and will be released at a later date.

**Office Practices and Procedures** - Our school offices are the hub of each building and will be working incredibly hard to ensure strong communication and safety for everyone. Because they are the main point of contact, we've outlined safety protocols and expectations specific for this area.

**Remote Learning Options for Students** - During the COVID-19 pandemic, the NCSd will offer a full-time remote learning option for families. This section provides an overview of this process. Each building will provide further details specific to the student's grade level should remote learning be chosen.

## Timeline

Our timeline is based on our most current information and can change based on factors when school starts or if state guidance changes.

### Present Day

Co-Curricular and extracurricular activities have begun with safety protocols already in place.

### August 19, 2020 or August 20, 2020 (Student populous split 50/50: see below)

- Classroom-based "Traditional" school begins
- All district students will come to school at 50% capacity for the first two days. Student GROUP 1 will come on Wednesday (Last name beginning with A through L and student GROUP 2 (Last name beginning with M through Z) will come on Thursday. (Multiple last names in a family will go by the last name of the oldest enrolled sibling.)
- All students will attend **full-time beginning Monday, August 24, 2020.**
- Remote learning is available for any students that wish not to return to campus with added safety protocols. Refer to remote learning section.
- Home to School Transportation begins with safety protocols. Details on this will be outlined in the transportation section. Bus transportation is not a district requirement for all students and students on buses will likely be in closer proximity than is recommended by guidance. Parents with concerns may want to transport students themselves. Face coverings must be required on buses each day until the student arrives on campus and completes the check-in procedure, then, those 11 years of age and up will continue to wear a mask, aligning with the Governor's order.
- Staff are required to wear face coverings (including cloth masks, N95 masks, or face shields that wrap around the face and extend below the chin) while indoors.; this is in alignment with a state order.
- Students will be required to properly wear face coverings during the check-in process, common areas, and during transitions (all students 11 and up). While face coverings are strongly encouraged at all times for all ages, other considerations that will be utilized are ensuring adherence to social distancing guidelines in as much as possible and the use of partitions within the classroom to provide added safety.
- The district asks students bring their own mask, with some in stock in the case of damage, lost, etc. We recommend that cloth face coverings be washed daily and that students find a version of mask that best meets their needs.
- After school practices and activities continue with safety protocols.

- Extracurricular contests/events may begin without spectators (subject to change depending on the CHSAA and Health Officials). See [www.chsaanow.com](http://www.chsaanow.com) for more details and current guidelines.
- Extracurricular and Co-curricular event travel **may** begin. Parents will have to **abide by the home school's policy** on allowing spectators.
- Any specific accommodations that a student may need in regards to the safety policies and expectations outlined in this document **MUST** be cleared prior to any event by an administrator.

### **Tentative Fall 2020**

- Spectators allowed at sporting events, performances, etc. **\*\*Subject to changes**
- School Dances, Programs, etc. may resume following protocols at the current date
- Students and Staff travel to conferences and conventions may begin. The destination city/county must also be in the stage that allows for public events.

## **Custodial Practices and Procedures**

North Conejos School District Maintenance and Operations takes great pride in the care and cleanliness of our facilities. Details as to all cleaning practices and procedures can be found in our district custodial guide and in our Injury and Illness Prevention Program (IIPP). In this plan we highlight some key areas on which we are focusing, and additional procedures, equipment, and practices being added to ensure a safe return to school.

- Hand Sanitizing Stations in all classrooms, gyms, labs, offices, etc. Hand wipes are also available.
- Disinfecting Spray Bottles and paper towels or rags in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting. Rags and towels will be washed daily.
- Disinfecting Foggers on site for daily disinfecting. **\*\*District purchased the most advance systems available and will use profusely.**
- Soap and Paper Towel Dispensers checked and stocked regularly.
- Restrooms will be cleaned frequently.
- Posting and floor markings for areas where disinfecting is needed.
- All buildings will post signage regarding handwashing practices, proper use of face coverings, appropriate social distancing, etc.
- Classroom furniture arrangements to improve distancing capabilities, keeping social distancing to the extent possible.
- Staff face coverings (cloth masks, face shields, N95 masks) will be available for those who request or require them for their own personal use at school or work.
- Removal of unnecessary furnishings and clutter from classrooms and office areas.
- Playground equipment cleansing will take place.

### **All Students, Staff, and Visitors Should:**

We Strongly encourage Students, Staff and Visitors to:

- Cover your mouth and nose with a face cover when around others in accordance with public health guidance!

- It is possible to spread COVID-19 to others even if you do not feel very sick.
- If you do not feel well (even if you do not have a fever) **please do not come to school.**
- The cloth face cover is meant to protect other people in case you are infected.
- Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. \*\*See current executive mask order.
- Cloth face coverings should NOT be worn during strenuous exercise such as during PE or athletic practices.
- Students and staff MUST wear face coverings when riding on buses and vans. In the event face coverings are encouraged but not required, face coverings will be required on buses each day until the student arrives on campus and completes the check-in procedure.

### **Daily Check-In Process for Students**

- ALL students will be screened prior to entering the building each day.
- The check-in process will begin at 7:15 am each day; students should NOT come to school earlier than this time.
- Temperature Checks – must be below 100.4° to attend school.
- Hands stamped when students have had their temperature checked.
- Each student will be given the **daily symptoms check survey**:
  - **Do you have a cough?**
  - **Are you having shortness of breath or difficulty breathing?**
  - **Are you experiencing chills?**
  - **Are you experiencing muscle aches?**
  - **Do you have a sore throat?**
  - **Are you experiencing a new loss of taste or smell?**
  - **Have you been exposed to someone with COVID or COVID related symptoms?**
- Students that are tardy will need to go directly to the front office to complete the check-in process prior to entering their classroom.
- Face coverings will be required on buses each day until the student arrives on campus and completes the check-in procedure.

### **Daily Check-In Process for Staff**

**Bus Drivers:** Temperature screenings will be conducted by Maintenance and Transportation Leader prior to departure for bus routes as well as self-check. All staff will complete the symptom check survey daily.

**Certified and Classified:** Temperature checks for staff when arriving on campus (conducted by the health aide/nurse or district office staff/building staff); temperature must be below 100.4° to stay at school. All staff will complete the symptom check survey daily.

### **Classroom Logistics and Practices**

The North Conejos School District believes that classroom-based instruction and the structure of attending school on a daily basis is critical to our students' educational and social-emotional well-being. To ensure they can have that opportunity, we have implemented some of the following practices for our classroom spaces. NCS D has a wide variety of classroom spaces including traditional classrooms, labs, shops, band/choir, activity rooms, etc. We ask for all staff to abide by the following guidance to the degree practicable for their space. The following serves as guidance, but each space has nuances that staff members will take into consideration as they prepare their rooms. Although classroom spaces are being cleaned and disinfected daily by custodial staff, these additional practices are designed to increase safety throughout the day.

### **Classroom Arrangements**

- To the degree and extent practicable, all student desks and tables should be arranged to allow for maximum student to student distancing.
- All students should face the same direction rather than sitting in groups or facing each other.
- In shops, gyms, etc. consider taking attendance and providing instruction in larger spaces or outdoors rather than classroom seating.
- Large band, choir, etc. classes may want to make arrangements for larger spaces or outdoor practice when possible.
- Disinfecting supplies, hand sanitizer, and classroom plans for cleaning between classes will be in place.
- Ensure equipment cleaning and disinfecting practices by students and staff in gyms, weight rooms, labs, and shops are followed. We will not allow "loaner" materials such as PE clothes/shoes, etc.
- Classrooms need to be free of any additional or unnecessary furniture or clutter that may get in the way of distancing or disinfecting practices.
- Windows and doors will be open to the extent possible to provide proper airflow, weather permitting.

### **Instructional Practices**

- The NCS D knows cooperative and collaborative learning is a best practice, during this time, students should not participate in cooperative learning structures that require physical contact or close proximity.
- During this time consider assignments and projects that reduce the need for collaboration and sharing of materials.

### **Remote Classroom Arrangements - Secondary**

In situations in which a student may become ill and need to stay home for an extended period of time or if a family member is ill and the student is asked to stay home until they are cleared to return, it will be critical that simple access to classwork be available. Also, in a worst-case scenario in which the school would be forced to close for a period of time, instruction needs to remain as seamless as possible. Using Google Classroom/Zoom, blended learning platform extensively can aid in this case. To that end, students and teachers SHALL:

- Ensure Google Classroom/Zoom is being utilized as part of or in tandem with daily in-class instruction.
- Students and parents must ensure that student devices are readily accessible and able to connect to Wi-Fi and check both Gmail and Google Classroom daily.
- Reinforce student use of Google Suite Apps, particularly Google Docs to align with Google Classroom usage. Ensure Zoom available.
- Reinforce the use of student Gmail as the common means of student communication.

### **Remote Classroom Arrangements - Elementary**

In situations in which a student may become ill and need to stay home for an extended period of time or if a family member is ill and the student is asked to stay home until they are cleared to return, it will be critical that simple access to classwork be available. Also, in a worst-case scenario in which the school would be forced to close for a period of time, instruction needs to remain as seamless as possible. Preschool through 5th grade will rely on Google Classroom/Zoom/Dojo for all school to home communication.

#### **Preschool through 2nd grade**

- Google Classroom/Zoom/Dojo for both communication as well as an instructional platform.
- Parent pick-up of any necessary materials will be available upon request.
- Students and parents must ensure that student devices are readily accessible and able to connect to Wi-Fi. Offers on internet deals that the district receives will be announced.

#### **3rd through 5th grade**

- Google Classroom/Zoom/Dojo will be used as an instructional platform.
- Students and parents must ensure that student devices are readily accessible and able to connect to Wi-Fi and check both Gmail and Google Classroom daily.

## **Campus Logistics and Practices**

Our schools include many areas for student daily activities including cafeterias, gyms, shops, libraries, etc. Areas will be clearly marked with reminders to distance along with general safety protocols to remind students of the importance of proper hygiene and personal protection. These spaces are cleaned and disinfected daily, but we will take extra precautions to promote distancing and cleanliness around campus and all facilities.

### **Common Areas/Shops**

- Areas will be clearly marked with reminders to distance along with general safety
- Water dispensers will be available for water bottle filling.
- Students in close proximity or close physical contact will be asked to separate.
- Some tables and spaces may be closed or have some seats closed.

### **Athletic Facilities, Gyms Weight Room, etc.**

- All gyms and workout areas will have disinfecting supplies readily available.

- Students and staff will be provided training and guidelines to wipe down and disinfect equipment between use. PE/COACHES
- Playground/Recess usage will be staggered and social distancing will be monitored to the extent possible. Students will remain in their cohort groups as much as possible.

### Cafeteria / Food Service

- Students will be served breakfast and lunch in the cafeteria/classroom on a rotating basis to help reach social distancing goals in as much as possible and will be allowed to eat in gyms/outside, etc. as weather permits or advised by building administration.
- Food lines will not require touching a keypad. Students will give their number to the Food service worker.
- Food service workers will wear appropriate personal protective equipment.

### School Offices

- The North Conejos School District will be limiting outside guests to individuals or agencies providing direct services to our students, delivery, mail and only necessary visitors should come on campus.
- Parents and guardians will be limited to waiting areas in offices\*\* unless they have an appointment on campus with an individual.
- **All guests must wear face coverings** until the guidance rules say otherwise. Guests will go through the Check-In Process if they are interacting with students and staff.

### CTE/AG Farm/ Labs/Computer Labs

- Areas will be clearly marked with reminders to distance along with general safety.
- Students and staff will be provided training and guidance to wipe down and disinfect equipment between uses.

### **All Students, Staff, and Visitors Should....**

- We Strongly encourage Students, Staff and Visitors to:
- Cover your mouth and nose with a face cover when around others in accordance with public health guidance!
- It is possible to spread COVID-19 to others even if you do not feel very sick.
- If you do not feel well (even if you do not have a fever) please do not come to school.
- The cloth face cover is meant to protect other people in case you are infected.
- Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Cloth face coverings should NOT be worn during strenuous exercise such as during PE or athletic practices.
- Students and staff **MUST** wear face coverings when riding on buses and vans. In the event face coverings are encouraged but not required, face coverings will be required on buses each day until the student arrives on campus and completes the check-in procedure.

### **What Happens When Someone Becomes Sick?**



The COVID-19 virus is spreading throughout our community and will continue to do so until either a vaccine or herd immunity ends the spread altogether. As we learn more and more about the virus, we now know that our youth are least affected and generally recover quickly. We also know much more about how the disease spreads and for how long a person may be contagious. With that knowledge, we are well prepared for what to do when a student or staff member exhibits symptoms or tests positive for COVID-19. Students, staff, and parents need to remember to self-screen daily. If they are exhibiting symptoms, they need to stay home and schedule an appointment with their health care provider to determine if they need to be tested. The CDC offers this Self-Checker to aid in this decision.

If a student, staff member, or family member within the household tests positive for COVID-19:

- 1) Seek medical care from your healthcare provider in accordance with CDC and County Guidelines.
  - a) If a student tests positive, they must complete the mandatory 14-day quarantine, respiratory symptoms have improved, and fever free (without medication) for 72 hours.
  - b) If a family member tests positive, the student must complete the 14-day quarantine and not be exhibiting any COVID-19 related symptoms to return.
- 2) Alert the school administration as quickly as possible to ensure the student can be provided with resources to get started with the Remote Learning Program.
- 3) Student should not come to school until they have been cleared to do so by their healthcare provider. If a family member is the one who is sick, you must follow the guidance from Public Health prior to returning to school.

If a student/staff member becomes sick while at school and exhibits any COVID-19 symptoms (fever, upper respiratory concerns):

Teacher will call the Health Aide/Nurse then student directly to the Health Aide Office where they will be:

- 1) Evaluated by a school nurse and required to seek further medical attention.
- 2) Asked whom they have been in close physical contact with (i.e. shared food or beverage, held hands, hugged, etc.).
- 3) Held in an isolation area until a parent/guardian comes to pick them up.
- 4) Asked to remain home until medically cleared to return to school.

If a student/staff member is sent home from school with a fever but is NOT exhibiting COVID-19 related symptoms:

- 1) Must be fever free for 72 hours without medication before returning to school. This has been extended from the 24-hour guideline used in the past due to extraordinary circumstances.

**\*\*Students sent home for exhibiting symptoms or awaiting test results will be provided Remote Learning opportunities while they are out.**

**\*\*Only students who were in close physical contact with any student who tests positive or exhibits symptoms will be monitored by health staff. Being in the room with someone who was ill does not constitute close physical contact.**

## **Athletics and Extracurricular Activities**

The North Conejos School District believes that classroom-based instruction, athletics, FFA, band, and other extracurricular and co-curricular activities play an integral role in student educational success and social-emotional wellbeing. Therefore, we have already resumed these types of programs, including conditioning, practices, and meetings with additional safety protocols in place.

Coaches, Assistants, etc. will receive additional guidance as to safety protocols in alignment with the National Federation of State High School Association's (NFHS) Guidance and Colorado High School Athletics and Activities Association (CHSAA) Guidance. Some protocols include, but are not limited to:

- Daily Health Screening
- Daily Equipment Disinfecting
- Hand Sanitizer in Practice Facilities
- Locker room cleaning/storage practices
- Hydration and hygiene practices
- When and when not to wear face coverings
- Athletic Contests/Games
- Waiting on results from CHSAA Task Force

## **Transportation Practices and Procedures**

The North Conejos School District remains committed to transporting its students to and from school and to school events. There has been much debate about how students could be socially distanced on school buses across the country with some districts opting out of bussing altogether for the next school year. Although the NCSA is not required to provide bussing to all students, we know that it is in their best interest to continue doing so. However, there is not a realistic or feasible way in which we can substantially distance students on our school buses. Parents of students that wish to ride the bus will be asked to sign an acknowledgement regarding transportation. Therefore, it is solely the student's and parent's choice to ride the bus. Parents and students who are not comfortable with riding the school bus will need to walk or be transported by parents. For those who do plan to continue riding the bus, we have these safety measures in place:

- Disinfecting and cleaning after each route.
- Hand sanitizer on each bus.
- Open windows on buses as much as practicable, weather permitting.
- In the event face coverings are encouraged but not required, face coverings will be required on buses each day until the student goes through the check-in procedure. Students will be temperature checked upon arrival at school.
- Any student exhibiting symptoms associated with COVID-19 after getting on the bus they will be sent directly to the Health Aide office. Any student exhibiting symptoms before getting on the bus the student will not be allowed on the bus.
- Specific transportation plans (routes, pick-up locations, etc.) will be released at a later date!

## **Office Practices and Procedures**

Our school and district offices are here to support students and parents. However, during this time, it is critical that we reduce the number of outside visitors to our sites as much as possible. To assist in this, we ask that parents and guardians:

- Use phone calls and emails as often as possible to handle office communication and attendance.
- When coming on campus we ask that parents and visitors use the service windows located in the schools.
- Ensure all contacts are up to date in case we need to contact you or an approved contact for student pick-up.
- Limit school visits to just one family member.
- Wear a facial covering.
- Remain in designated areas only.

### **General Office Protocols**

- Distancing signage and markers
- Hand sanitizer stations
- Wipe down and disinfect desks and chairs after office visitors
- Facial coverings available for guests who need one
- Additional spacing or partitions for first point of contact areas

## **North Conejos Online Learning Program**

Although we believe that classroom-based instruction is still the best option for students from an educational and social-emotional standpoint and that our campuses will provide a safe learning environment for our students, we are aware and prepared for students and parents who may not feel ready to physically return to school daily. We also want to ensure that we have options for students who may be medically fragile or have a compromised immune system.

North Conejos School District currently has an online program for students. Odysseyware <https://www.odysseyware.com/> This online platform is **free of charge** to any student who is enrolled as a district student. Odysseyware has been used as part of the district online program for seven years. Centauri High School has also used the program as part of credit recovery. The Odysseyware curriculum closely aligns with district wide Curriculum Maps with onsite (local) teachers for grading, student feedback and tutoring.


### **Short-Term Remote Learning**

- Student must have a qualifying reason (COVID-19 related concerns, etc.)
- Students who choose remote learning will be required to stay for a 9-week period. After the first 9-weeks students may opt to return to in-person learning at the respective district school buildings.

**Please note:** online learning will be available at **any time** during the school year when a student experiences any health related issue that would warrant remote learning.

If you have any questions or would like information, please contact:

Susan Hamilton 719-580-5864 or 719-274-4220.

Read and approved 7/22/2020  
  
Oregon County medical Director