

PRAIRIE HEIGHTS



PANTHERS

Back To School Plan

2020-2021

Prairie Heights Community School Corporation's number one goal is to start school on August 12 at full capacity. We believe that the best instruction for our students takes place in the classroom with our teachers. In order to accomplish this, we will follow recommendations and guidelines from the CDC, Indiana State Department of Health, LaGrange County Health Department, and the Department of Education.

Key Areas of Focus:

Focus Area 1: Health and Safety

Focus Area 2: Operations/Logistics

- A. Arrival/Dismissal**
- B. Classroom Environment**
- C. Cohorts**
- D. Recess**
- E. Food Service/Lunch**
- F. Special Education – Case Conferences**
- G. Remote Learning**
- H. Field Trips**
- I. Buildings and Grounds**
- J. Transportation**

Focus Area 3: Extra-Curriculars

Focus Area 1: Health and Safety Protocols – (Modified from the IDOE’s IN-CLASS Document)

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

Symptoms Impacting Consideration for Exclusion from School

Students and employees shall be trained to recognize the following COVID-19 related symptoms:

- A fever of 100.4 degrees Fahrenheit or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Congestion, runny nose
- Nausea, vomiting
- Diarrhea

What happens if a student/adult tests positive for COVID-19 or has been exposed?

When there is confirmation that a person infected with COVID-19 was on school property, PHCSC will contact the LaGrange County Health Department immediately and notify the Indiana Department of Education. Unless extenuating circumstances exist, PHCSC will work with the LaGrange County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. PHCSC will also work to communicate with individuals/families that may be involved.

PHCSC will follow the current recommendations for those with a positive test or COVID-19 symptoms. If a student or adult shows any of the above symptoms or test positive, the current recommendations are as follows:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); AND
- At least 10 calendar days have passed since your symptoms first appeared.
- The state has a list of over 200 testing facilities, their location, and hours of operation located on their website, www.coronavirus.in.gov/2524.htm. This list is updated frequently.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever for 72 hours (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared
- Or, the individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they;

- Have gone 10 calendar days since a positive test and without symptoms and;
- Have been released by a healthcare provider.

Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure.

- All PHCSC students and employees are required to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 (*See Symptoms Impacting Consideration for Exclusion from School listed above*) without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, PHCSC may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, PHCSC will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, PHCSC will make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a confirmed case of COVID-19, has someone in their home being tested who is symptomatic for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, PHCSC may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Personal Protective Equipment for Employees

All PHCSC employees are required to wear personal protective equipment in any circumstance where social distancing is not an option. PHCSC will work with high-risk employees if additional accommodations are necessary. Face shields will be allowed instead of masks.

Personal Protective Equipment for Students

All students are required to wear masks inside the school building. Some students may be required to wear additional PPE when directed to do so by student health plans. Masks should follow PHCSC dress code guidelines.

Clinic

Masks are required inside the clinic and social distancing will be in place as much as possible. Vinyl curtains will be placed between beds and both will be cleaned regularly.

Clinic Space Non-Covid-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding), and those with individual health plans.

The use of nebulizers will not be permitted during the school day.

Confirmed Case of Covid-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, PHCSC will contact the LaGrange County Health Department immediately and notify the Indiana Department of Education. Unless extenuating circumstances exist, PHCSC will work with the LaGrange County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that may determine building closure.

If a closure is determined necessary, PHCSC will consult with the LaGrange County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as PHCSC becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Immunizations

Immunization requirements will remain unchanged. The corporation nurse will continue to coordinate with local and state health officials and parents, as needed.

Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick students and non-students stay home. Additionally, students and non-students should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate PPE.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. PHCSC will reinforce that employees and students wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol.

PHCSC will promote the use of handwashing/sanitizing in the following situations:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Water fountains will not be used, but the automatic bottle fillers may be used by students. Students may also ask teachers to refill water bottles at designated water stations.

All staff will receive professional development training regarding COVID-19 symptoms, screening and prevention. All staff will use PPE as recommended.

Focus Area 2: Operations and Logistics

A. Arrival/Dismissal

- Student drop-off – Students will come in and go to regular locations, social distance as much as possible
- Buses will be dismissed individually at MS/ES. Different entrances for HS.
- Locker use will be determined at the MS and HS levels and subject to change
- Change to middle school and elementary pick up – Middle school parents will park in the parking lot in front of the AG Building/Bus Garage. Students will walk down the sidewalk and then out to cars. If a parent has an elementary student and middle school student, they will also park in the ms lot to help with traffic flow at the elementary. Elementary students will be walked down to the MS lot. No buckling student in cars, that is the parent's responsibility.

B. Classroom Environment

- Social distancing should occur as much as possible, rearrange desks to increase space between students
- Students will sit in assigned seats
- Desks should be in straight rows and used instead of tables when possible
- Masks are required until the LaGrange County Health Department lifts their mandate. The mask policy will be revisited at that point. Student masks should follow dress code guidelines.
- Group work or sharing of supplies should be limited. If this should occur, students should sanitize or wash hands immediately afterwards. Supplies should be cleaned when possible.
- All classrooms will be provided hand sanitizer for students to use. Students are allowed to bring their own hand sanitizer
- Upon availability, disinfectant wipes will be provided to each classroom for teachers to use at their discretion
- At the classroom teacher's discretion, doors or windows may be propped open for air movement
- High school students will still participate in vocational programs. (IMPACT, ICE, etc.)
- Additional procedures may vary between buildings.

C. Cohorts

- For grades K-8, students should be in cohorts as much as possible

D. Recess

- Students are required to wear masks if playing on equipment or in close proximity with other students. There will be areas for students to play where they can remove their masks.
- Hand sanitize before and after recess

E. Food Service/Lunch

- Students in grades K-8 will be eating in the classroom

- Students in grades 9-12 will split between eating in the cafeteria and West Gym
- Eliminate self-serve items
- Prohibit food sharing
- Ensure personnel handling cash do not handle food
- Provide access to hand sanitizer at lunch
- Food service personnel are required to wear PPE including masks and gloves while preparing and serving food
- Food service personnel will deliver lunch to the classrooms in grades K-8
- High School students will pick up their own lunch in the cafeteria
- Breakfast will be offered at all three buildings. Elementary and middle school students will grab their breakfast from the cafeteria and take it to their classroom. High school students will eat breakfast in the cafeteria and socially distance while eating.
- Microwaves will be available for high school students to use at lunch, but will not be available at the middle school or elementary school.

F. Special Education – Case Conferences

- Conferences should be conducted virtually if possible
- Conferences held in person will require the use of masks and social distancing

G. Remote Learning - We understand that not all students or parents will be comfortable returning to school under these conditions. We will offer remote learning as an option for those of you who prefer to learn from home.

- Elementary students will be assigned a specific teacher and will follow the plans of that teacher.
- Middle school and high school students will use an online platform for educational delivery.
- PHCSC will provide a chromebook to all students in grades K-12

- PHCSC will provide wifi enabled hot spots for families to check out. PHCSC will also cover the monthly fees for the device. These are limited and needs based. Families should contact building principals for information.
- Remote learning will have daily attendance and participation requirements, and these students are expected to meet the same academic standards of their peers.
- Parents should contact the building principals by July 24 if they want to participate in online education.
- All students and families should be prepared for remote/online learning, short term and long term if needed.

H. Field Trips

- First semester field trips will be cancelled. We will re-evaluate second semester at the break.

I. Buildings and Grounds

- High touch areas will be cleaned as much as possible during the day
- All classrooms will be disinfected each night
- Sneeze guards will be placed on secretary desks
- Visitors to PHCSC will not be permitted beyond the security check-in booths in each building. Volunteers will be limited to only those who are providing educational benefits to the students and schools. Volunteers will be approved by the building administrators and required to follow health guidelines in place; social distancing and wearing face masks.

J. Transportation

- All students will be required to wear a mask on the bus
- Drivers are encouraged to wear masks at all times, especially while students are entering or leaving the bus. There may be exceptions where a driver needs to remove their mask
- Family members should sit together

- Assigned seating is required and drivers will keep a seating chart
- Open windows during the route are encouraged
- Buses will be disinfected daily

Focus Area 3: Extra-Curriculars

The restarting of extra-curriculars at PHCSC will be completed during a three stage process following the IHSAA guidelines.

Phase I: July 6-July 19

- **ALL SUMMER ACTIVITIES ARE VOLUNTARY**
- Student athletes should be limited to 15 hours per week on campus.
- Individual student athletes are limited to 15 total hours of school contact activity per calendar week.
- School contact activity includes conditioning and sport-specific activities.
- No sport may have more than two activity days per calendar week. Each sport must register their activity days in the office of the Athletic Director at least 10 days in advance. Sport-specific activity days may not occur on consecutive calendar days.
- Activity days are limited to three hours per day. (Six hours per calendar week.)
- Conditioning is limited to four days per week. Conditioning sessions may be held multiple times each day, each session limited to two hours. Student athletes may attend only one conditioning session per day.
- All State and local guidelines for group limitations must be followed and social distancing is encouraged.
- Any student who prefers to wear a face covering for activities should be allowed, if doing so will not cause a health risk.
- Students, when not engaging in vigorous activity and when practical, should wear face coverings.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. should wear face coverings at all times unless under rigorous activity or poses a health risk.

- Only essential student athletes, student participants, coaches, medical staff, related supervisors, directors, and security should be in attendance.
- Consideration should be given to vulnerable individuals and PHCSC encourages those individuals to seek medical guidance regarding his/her individual level of participation.
- An alternate command structure for coaching staff should be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSA pre-participation physical, but should provide a 2020-21 IHSA Health History Update Questionnaire and Consent & Release Certificate prior to participation.
- All students and staff will be trained and screened for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.
 - Any person with COVID-19-related symptoms should not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
 - The State has a list of over 200 testing facilities, their location and hours of operation located on their website. This list is updated frequently.
 - Any person with COVID-19 symptoms or a positive test will not be allowed to attend or take part in workouts, rehearsals, or practices until cleared under CDC guidelines.
 - Coaches must track COVID-19 impacted attendance and report to PHCSC administration.
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Locker rooms will not be utilized. Students should report to their activity in proper gear and immediately return home to shower at the conclusion. Restrooms should remain available for student athletes and athletic staff, however social distancing is encouraged.

- Gathering sizes should be decreased as much as possible to reduce risk. Workouts should be conducted in defined, smaller groups of students with the same students always together. Reduce gathering size by half capacity in large areas (weight room, band rooms, wrestling rooms, etc.).
- PHCSC will consider scheduling adjustments to reduce the number of events, duration, and/or participants present.
- Cleaning schedules should be created and implemented for all facilities and equipment to mitigate any communicable diseases.
- Appropriate clothing/shoes should be worn at all times to minimize transmission.
- No sharing of clothing, shoes, personal gear, towels, or water bottles.
- Hand sanitizer should be plentiful and available at all times.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment should be cleaned prior to use and immediately following usage. Responsibility for cleaning should be clear and appropriate training and PPE should be provided.
- Students are expected to shower at home and wash workout clothing immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- Free weight exercises requiring a spotter cannot be conducted. Safety measures in all forms must be strictly enforced in the weight room.
- For contact sports, no contact is allowed.
- Shared hydration stations (water trough, water fountains, water hose, etc.) will not be utilized except for filling individual, labeled water bottles.
- No formal competition is allowed.

Phase II: July 20-August 15

Phase 1 guidelines will still be in place except for the following modifications:

- Limitations on student participation hours reverts back to traditional IHSA and PHCSC guidelines.

- The use of locker rooms or meeting rooms are limited to 50 percent capacity.
- Free weight exercises requiring a spotter can be conducted.
- For contact sports (football and competitive cheer), contact is permitted per traditional IHSAA and PHCSC guidelines.
- No formal competition is allowed except girls golf.

Phase III: August 15

Phase I and 2 guidelines will still be in place except for the following modifications:

- The use of locker rooms or meeting rooms are limited to 50 percent capacity whenever possible.
- Students and non-students are recommended to wear appropriate PPE in any circumstance where social distancing is not an option.
 - For sidelines, benches, or other holding areas, consider establishing guidelines for students and coaches.
- Hospitality rooms for officials will not include shared food service and will allow for social distancing when possible.
- Team transportation will adhere to PHCSC transportation guidelines outlined above.
- Contact will be limited to only contact necessary to compete as defined by IHSAA
- PHCSC will provide appropriate PPE for personnel laundering uniforms or athletic equipment.
- Competition may begin.
- Spectators, media, and vendors may be present, but PHCSC recommends all parties implement social distancing when possible.
- PHCSC or Athletic Boosters event concession service personnel must use appropriate PPE when preparing, handling, and serving concession items.

Since Prairie Heights Community School Corporation buildings lie in LaGrange County, PHCSC is under the direct jurisdiction of the LaGrange County Health Department. Therefore, all students that attend PHCSC are also under that LaGrange County Health Department jurisdiction while attending and being transported on PHCSC school owned buses.

MASK POLICY

On June 15, 2020, the LaGrange County Health Department issued a press release wherein it was mandated that, in any indoor area open to the public or private indoor area where a distance of six feet from individuals outside of a household cannot be maintained, a mask was to be worn covering the nose and mouth of the individual wearing it.

As the Prairie Heights Community School Corporation prepares to reopen holding in-person classes, meetings were held with Dr. Pechin of the LaGrange County Health Department in order to discuss what, if any, options were available to the Prairie Heights Community School Corporation as it determines when and where individuals attending said school corporation or employed thereby were going to be mandated to wear masks.

It is the position of the LaGrange County Health Department that a health emergency exists, and during the temporary period of said emergency, and until further decision by the LaGrange County Health Department, the above mandate concerning the wearing of masks will apply to students, faculty and staff at the Prairie Heights Community School Corporation.

This means, and these questions have been specifically answered by the LaGrange County Health Department, that all individuals riding on buses, walking in hallways, or sitting in classrooms of the Prairie

Heights Community School Corporation will wear masks. It is understood and anticipated that the school situation will require staff and faculty exceptions for purposes of instruction, speech and safety. The LaGrange County Health Department has made it clear that they will not permit any exceptions to this rule unless they are specifically generated by necessity, safety or other health concerns. Further, the administration, understanding that this requirement is of course temporary and only until further order of the LaGrange County Health Department, will be doing everything in its power to permit outside educational experiences to occur where social distancing and non-mask participation in the education process can occur.

These are not times which any of us chose to be a part of, but they are a part of the educational experience that each of our children will encounter. Please work with the staff, faculty and administration of the Prairie Heights Community School Corporation to make your child's educational experience both healthy and meaningful given the nature of the health emergency which faces us.