

Trimble Local School District Return to School Plan 2020-21



John Hurd, Superintendent
Jared Bunting, Treasurer/CFO
Matt Curtis, High School Principal
Jamie Taylor, Elementary/Middle School Principal
Thaddeus Fields, Director of Exceptional Children
Phil Faires, Dean of Students
Diane Hobson, Director of Curriculum
Mike Kunzler, Director of Technology
Billie Jo Limo, Director of Food Service
Bob Lowery, Director of Transportation

Board Members:
John Standley
Norma Arnold
Kathy Trace
Kevin Coey
Dave Owen

One Tomcat Drive
Glouster, Ohio 45732

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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

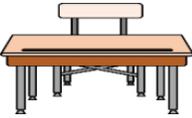
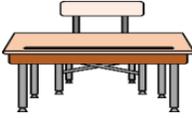
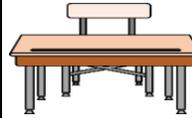
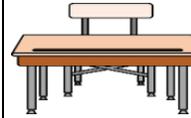
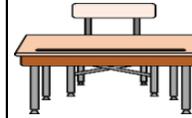
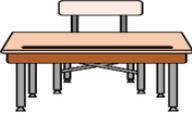
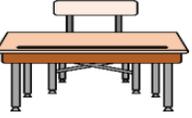
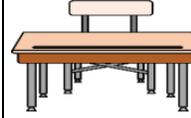
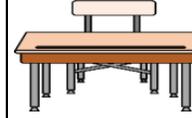
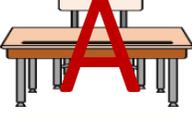
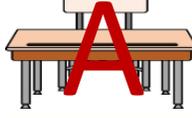
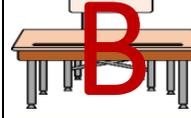
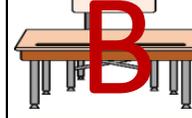
The overall plan is to bring students back to school safely when appropriate with instruction occurring 5 days a week in the classroom. Trimble Local intends to use a hybrid model when necessary for instructions in the absence of “traditional classroom instruction”. One of the following three options will be utilized in the absence of a 5 day a week model. 1. Students will attend four days in school and one day out using remote instruction. 2. Students will be in attendance four days a week utilizing cohorts. For example, student “A” will receive face to face instruction on Monday /Tuesday. Student “B” would receive instruction on Thursday /Friday. Non-attendance days would be considered remote learning opportunities. Wednesday will be a remote learning day for students and the day of planning and blended/remote learning and planning for teachers. 3. a complete online option which provides remote learning utilizing google classroom and district chrome books to help drive out instruction. An appropriate plan for the health and welfare of the district and community will be chosen and implemented throughout the 1st nine weeks period with an evaluation and official communication of the district’s plan moving forward for the second grading period. **(Please see the illustration below)**

Families who are interested in an all-online home-schooling option where the computer and the curriculum are provided by the school should contact the technology department and your building administrator at 740-767-4444.

TRIMBLE LOCAL SCHOOL DISTRICT

RETURN TO SCHOOL PLAN

OPTION RECOMMENDATIONS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Option 1 (5 Days a Week)					
Option 2 (4 Days a Week)					
Option 3 (Cohorts)					
Option 4 (100% Online)					



SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID19 and reduce the potential risk of exposure to our employees, we will be requiring employees and students to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19
- **While we encourage all parents to screen their child for a temperature prior to departure for school Trimble Local intends to take temperature measurements prior to the start of school each day.**

All screening information will be kept confidential.

HEALTH PROTOCOLS

- If an employee/student becomes ill at school or if another person is exhibiting symptoms of COVID19 at school, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact their building administrator and the superintendent's office. You may be asked to submit a healthcare provider's note before returning to work.
- Staff and students with a fever of 100.0 degrees Fahrenheit or higher should stay home until they are fever-free without the use of fever reducing medication for 24 hours.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 7 days have passed since symptoms first occurred

WELLNESS COORDINATOR OFFICE

Staff and students should stay home when displaying symptoms of COVID, such as: cough, shortness of breath or difficulty breathing, extreme fatigue, unusual muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Staff and students who become sick at school will be isolated until they can be safely removed from the school environment.

Sick students whose families cannot be reached will remain in isolation until a parent arrives. If a parent cannot be reached, law enforcement will be called to take the child home or into protective services. **The sick student will not be sent home on a bus.**

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Trimble Local School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – One-way hallways will be established whenever possible.
- Transitions will be staggered to allow for fewer people in the hallways.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID19, PPE is needed to prevent certain exposures. PPE can include:

Face coverings/masks: All staff members and students K-12 will be required to wear a face covering/mask when contact with others, within the 6ft distance is likely (i.e. class change, arrival, dismissal, class activities, etc.). Staff and students will be provided face covering/mask, additional disposable masks will be available for those in need.

Face shields: Staff members will be issued as needed face shield may be worn when conducting classroom activities at a distance. These activities may include lecture or monitoring independent work from the front of the room. (Face shields do not replace the use of a mask when activities require less than 6ft distance.)

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

Employees are **encouraged** to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Students will be asked to wipe down their workspaces at the end of each class session. Social distance should be practiced at all times when possible.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Trimble Local Schools has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Trimble Local Schools custodial team will clean all workspaces several times per day.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity – Trimble Local Schools will be monitoring the number of employees in the offices.

Copy Room – There will be limited access to the copy room. Machines will be wiped down after each use. Please allow a limit of 3 total people at one time in these spaces.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily/after each use
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 3 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

SIGNAGE

Signage will be placed throughout the offices and school indicating important reminders and information regarding COVID19.

PREVENTIVE MATERIAL INVENTORY

Trimble Local Schools has an adequate supply of soap, hand sanitizer, paper towels, and tissues. There is also a supply of gloves, disposable masks, and other protective gear. Touchless thermometers are on-site for employee and student screening.

BUS DRIVERS/ BUS PROTOCOLS

Bus drivers must disinfect the buses at a minimum:

- Immediately before starting a route to pick up students
- Immediately following the morning and afternoon routes

Students will sit two per seat unless students are from the same family. **All students will wear face coverings while on the bus**, and all students will have access to hand sanitizer before taking a seat on the bus. Bus drivers will wear appropriate PPE that has been approved by the local health department.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed exposure to COVID-19.

ARRIVAL AND DISMISSAL

Students will stagger themselves upon entry and report directly to their classrooms. Additional points of entry may be considered by the building principal depending on congestion. Students will be released by classroom and staggered to provide for distancing. Following dismissal, all classrooms will be sanitized, and all surfaces wiped down thoroughly.

VISITOR RESTRICTIONS

Generally, parents and visitors will not be permitted on campus. Whenever possible, visits must be scheduled in advance.

Generally, the following procedures will be used:

- Parents and visitors will be asked to call the front office to discuss their needs with the secretaries
- Parents and visitors who ring the bell will be asked the nature of their business through the intercom
- Parents requesting the release of students will wait outside or in their car for the child to be brought to them
- Volunteers who are pre-approved will be permitted entry and screened just as employees
- Visitors who enter the building will be asked to self-assess their health and possibly have a temperature screening
- **Visitors will be required to wear a mask** if students are in the building

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **Wellness Coordinators** and the case form will be completed.

Once the employee or student arrives at the isolation room, they will immediately be provided with a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The wellness coordinator must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The wellness coordinator and others attending the suspected infected person will wear a protective mask and gloves while working with the suspected infected person.
- The Wellness Coordinator/Administration/Office will direct an ill employee to leave work or call the parent of the student to be picked up and go home.
- The wellness Coordinator and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

Please do the following:

- Quarantine yourself in a specific room away from others in your home
- Contact the following (in order of priority), let them know you have been exposed to COVID19, and follow their instructions.
 - Your healthcare provider
 - Trimble Local Schools Administrative Office
 - Your supervisor
- Your supervisor will work with our administrative office and the wellness coordinator to determine appropriate next steps.

CLASSROOM INSTRUCTION AND LEARNING ACTIVITIES

The following guidelines will be in effect:

- Students will stay in one room whenever possible.
- Students and staff K-12 will wear face coverings when remaining 6ft apart is not possible.
- Teachers will be provided face shields for use when conducting lessons or activities that allow them to remain 6ft from their students when identified as appropriate by the teacher and administration.
- Community supplies will not be made available.
- Students will be asked to remain in their seats as much as possible.
- Meeting with parents will be held remotely or by phone whenever possible.
- No field trips will be approved at this time.
- Prior to any class changes, students will be asked to wipe down their desk and chair surfaces. Students entering the class will be given hand sanitizer and an option to wipe down the surfaces as well.
- During class changes, students will be staggered by classroom and required to walk one way down the halls.
- Students will not be permitted to congregate at their lockers or in the halls.

RESTROOM USAGE DURING THE WORK-DAY

The maximum capacity of each restroom will be posted outside the area. If capacity is reached, students must wait outside the restroom until someone exits. Every other stall will be available; others will be closed. Hand washing signs will be posted. **Restrooms will be wiped down at least once an hour by custodial staff. A clipboard will be placed in each restroom and initialed by custodial staff as cleaning is completed.**

LOCKER ROOMS

While in locker rooms, students are to stay 6 feet from others as a normal practice. Contact with others, such as handshakes, will be prohibited. Athletes will be advised to avoid touching common surfaces to the extent feasible.

BREAKFAST AND LUNCH

Students will eat in their classrooms whenever possible. When in the cafeteria, students will sit approximately 6ft apart. Students will remain 6ft apart in the lunch line when obtaining their food. All students will remain seated during the lunch period as the lunch will be provide for the students at their table. **The decision to eat in the cafeteria or classroom will be made on a building level by the principal.** The cafeteria will be cleaned and sanitized between lunches and at the end of the day.

CLASSROOM ARRANGEMENTS

Classrooms will face students in one direction and space student desks 6ft apart when possible. Students will stay in one room whenever possible. Teachers are asked to remove all material which are not used on a daily basis from their classrooms to allow for greater space for social distancing.

MAIN OFFICE VISITS

Chairs will be removed from the office area to prevent students/parents/visitors/staff from congregating. Office phones used by students will be sanitized before and after use. Any meetings or conferences will be held by appointment only, and meeting spaces will be wiped down before and after each use.

STAFF TRAINING

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content which may be covered:

- School/District checklists
- Response Teams
- Disinfection Measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Protocols

COMMUNICATION METHODS

COVID 19 information and any updates will be relayed through email and posted on our social media pages.

Beginning of the year information, including new protocols and procedures, will be mailed home to students in August.

All-calls will be made to district families as is necessary to convey important information.

To stay updated on the most up-to-date information:

- Teachers, students, and parents need to check their email often.
- Visit our district website.
- Follow our social media platforms.
- Maintain consistent access to your Google Classroom.
- Provide the district with up-to-date and accurate phone, address, and email information

TRAVEL RESTRICTIONS

Trimble Local Schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved the office of the Superintendent.

ACADEMICS AND HOME-BASED LEARNING

GRADING POLICY

To receive credit for the courses for this school year, students are expected to complete the work assigned. Grades will not be pass/fail but will instead follow the district grading policy located on our district's webpage and in the student handbook.

STUDENT WORK IF DISTRICT CLOSES

In the event the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work:

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades K-12. Google Classroom will provide a means of communication for parents to be able to contact the classroom teachers as well as provide assignments and enrichment activities that can be completed at home. While Google Classroom will be used during the hybrid educational model, it can also be accessed full-time should the buildings be completely closed. Zoom will also be utilized for group meetings and classroom enrichment and lecture.

To support our students without internet access, we are offering a paper solution for families. This system will involve distributing paperwork packets for the students to complete while at home and includes phone access to teachers during certain days/times of the week.

PACKET PREPARATION

- No school personnel who have symptoms consistent with COVID-19 will prepare packets. Each day that a staff member is involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
- No school personnel will be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic.
- Any location in our school used for packet preparation will be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

PACKET RETURN

- In the event the district does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.
- From this point forward, any additional packet distributions will now include a self-addressed, stamped envelope for return. In the packets going home to students, Trimble Local Schools will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school.
- In the event the parent needs to drop off the packet, Trimble Local Schools will establish a drop-off location at the front entrances of each school. A clearly marked bin will be used for parents to drop off assignments.
- Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc.) or via photo sharing.

ONLINE INSTRUCTION

Google Classroom is our online component to help deliver weekly live and recorded instruction from the classroom teacher. Students will have the option to complete assignments via Google classroom instead of utilizing the paper/pencil option. Chromebooks will be provided to all students K-12 for home use. Instruction will be provided by Trimble Local teachers, and those teachers will be available either by email or by phone to assist students and/or parents with any questions.

Families who are interested in an all-online home-schooling option where the computer and the curriculum are provided by the district should contact our technology department and their building administrator at 740-767-4444.