



McComb Local School

COVID-19 Operations Plan

Last updated: August 10, 2020

Choice A

STUDENTS IN ATTENDANCE: ALERT LEVEL YELLOW/ORANGE
STUDENTS IN REMOTE SETTING: ALERT LEVEL RED/PURPLE

Choice B

STUDENTS AT HOME DAILY WITH ONLINE CURRICULUM
USING THE MCCOMB VIRTUAL CLASSROOM OPTION

This plan is a collaboration with the Hancock County Health Department and other local school districts.

On March 12, 2020, the Governor of Ohio and the Director of the Ohio Department of Public Health ordered the closure of Ohio's public schools to students. This closure of public schools remained in place for the rest of the 2019-2020 school year. On July 2, 2020, the Governor of Ohio issued guidance on reopening schools providing a framework that left many important decisions about how to reopen to local school districts.

We recognize that everyone's risk tolerance level is different, and this reopening plan provides options for our families in an effort to balance the safety of our students with the desire of families in the district. The McComb Local School District will implement recommended safety protocols to the highest degree possible and will work closely with the Hancock County Public Health Department to promote safety in each building. As a school district, we remain committed to being transparent with our community that some level of risk will always exist when school district facilities are in operation.

The goal of this plan is to create and maintain a school environment that places the health and safety of students and staff first and minimizes potential risk factors for them.

GUIDING PRINCIPLES:

- **Provide academic instruction and social-emotional support**
- **Parent choice regarding acceptable level of risk for their child(ren)**
- **Alignment of school operations to the Ohio Public Health Advisory System**
- **Practical & responsible safeguards - "what you can, where you can, when you can"**

**Choice A-Students Attend Each Day or Hybrid With Safety Protocols
Classrooms**

Student and Parent/Guardian Expectations	McComb School Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">• Conduct wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home• Provide a face covering for your student to wear <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering is required• Maintain maximum physical distance from peers when possible <p><u>Specific Differences</u></p> <ul style="list-style-type: none">• Students in grades 7-12 will clean own desks and seats at the conclusion of each class	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none">• Ensure classroom setup provides appropriate distancing for students• Wear a mask or face covering (compliance with state requirement)• Ensure students maintain physical distance whenever possible• Issue warnings and report repeated expectation violators to the office• Reduce shared classroom materials as much as possible• Maintain ventilation as much as possible• Use supplies provided to clean any common materials• Assist in student cleaning of desks, chairs, etc. when necessary <p><u>Custodial Staff</u></p> <ul style="list-style-type: none">• Make sure teachers are provided with all supplies needed daily including cleaner/disinfectant and paper towels• Wear a mask or face covering (compliance with state requirement)• Disinfect classrooms on a routine schedule or as necessary <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide supplies as needed for custodians and teaching staff• Ensure classrooms are physically distanced being mindful of each space• Ensure classrooms are disinfected on a routine schedule• Wear a mask or face covering (compliance with state requirement)

Choice A-Students Attend Each Day or Hybrid With Safety Protocols
Hallways, Lockers and Educational Areas

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Provide a mask or face shield for student to wear • Provide a water bottle daily for bottle filling <p><u>Students</u></p> <ul style="list-style-type: none"> • Report immediately to your designated area upon arrival • Wearing a face covering is required • Bring own bottle of water or container for filling • Follow all signage in the hallways and other school spaces • Stay to the right when in hallways as much as possible • Use locker schedules provided by school staff <p><u>Specific Differences</u></p> <p>McComb Elementary (PK-6)</p> <ul style="list-style-type: none"> • Use cubbies or other individual spaces when given permission • Use floor markings and other signage when standing in lines to maximize social distancing <p>McComb Middle/High (7-12)</p> <ul style="list-style-type: none"> • Follow established procedures concerning locker use as well as teacher permission 	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none"> • Be visible in hallways to make sure students report directly to assigned areas • Issue warnings and report repeated expectation violators to the office • Assist with locker use supervision • Wear a mask or face covering (compliance with state requirement) <p><u>Custodial Staff</u></p> <ul style="list-style-type: none"> • Clean all common areas on a routine schedule including: handles, railings, sinks, stalls, toilets, etc. • Wear a mask or face covering (compliance with state requirement) <p><u>Administration</u></p> <ul style="list-style-type: none"> • Provide all appropriate signage • Wear a mask or face covering (compliance with state requirement) • Provide water bottle filling options • Issue reminders/warnings, contact parents/guardians, and issue consequences to repeated expectation violators • Develop and implement locker use schedules for buildings where lockers are issued to students • Implement staggered dismissal times if necessary to maximize physical distancing and student safety

Choice A-Students Attend Each Day or Hybrid With Safety Protocols

Visitors-Drop Off-Pick Up

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">• Perform a student wellness check with temperature prior to sending a student to school and students with temperatures over 100°F should stay home.• Perform a personal health screening prior to coming to school and do not come if with a fever higher than 100° or other CDC symptoms• Provide a mask or face shield for your student to wear on the bus and while at school when needed• No parent/guardian will escort child to class• Follow all guidelines and read all signage whenever entering the building.• Wearing a mask or face shield is required• Use hand sanitizer upon entrance to building in designated areas <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask or face shield is required• Use hand sanitizer upon entrance to building in designated areas• Report directly to your assigned area upon arrival to school• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none">• Be visible in hallways to make sure student report directly to assigned areas• Wear a mask or face covering (compliance with state requirement)• Issue warnings and report repeated expectation violators to the office <p><u>Custodians</u></p> <ul style="list-style-type: none">• Clean areas on a routine schedule including: handles, railings, sinks, stalls, toilets, etc.• Wear a mask or face covering (compliance with state requirement)• Check doors during arrival and dismissal <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide supervision both inside and outside the building• Make sure signage is displayed in hallways and common areas• Wear a mask or face covering (compliance with state requirement)• Supply custodians will all necessary cleaning products• Provide reminders, issue warnings, contact parents/Guardians, and issue consequences to repeated expectation violators• Check doors during arrival and dismissal• Avoid parent and community volunteers• Develop staggered dismissal times where appropriate for maximum distancing <p><u>Specific Differences</u></p> <p>Preschool</p> <ul style="list-style-type: none">• Preschool guidelines require school staff to check temperatures upon arrival

Choice A-Students Attend Each Day or Hybrid With Safety Protocols

Transportation

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">• Perform a student wellness check with temperature prior to sending a student to school and students with temperatures over 100°F should stay home• Provide a mask or face shield for your student to wear on the bus and while at school <p><u>Students</u></p> <ul style="list-style-type: none">• Maintain appropriate social distancing at all bus stops and while entering the building• Use provided hand sanitizer entering and leaving the bus• Face mask or face shield is required while riding the bus• Sit two per seat on the bus and sit in assigned seat• Remain seated, facing forward while riding the bus	<p><u>Drivers</u></p> <ul style="list-style-type: none">• Wear a mask or face covering (compliance with state requirement)• Remind students about all bus riding guidelines• Issue warnings and report repeated expectation violators to the office• Follow district protocols and routine schedule for bus cleaning <p><u>School/District Administration</u></p> <ul style="list-style-type: none">• Limit bus transfers and riding time when available• Wear a mask or face covering (compliance with state requirement)• Ensure students do not gather at drop off or dismissal• Consequences such as loss of ridership are possible for refusal to comply with reasonable bus expectations

Meetings and Conferences

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">• Phone and virtual meetings are preferred• Conduct a personal health screening prior to coming to a school building and do not come if running a fever higher than 100° or showing other CDC related symptoms• Appropriate social distancing will be practiced for all in-person meetings and a mask or face shield is required <p><u>Students</u></p> <ul style="list-style-type: none">• Participate in meetings as requested by parents/guardians or school staff• Follow physical distancing protocols• A mask or face shield is required	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none">• Use video technology to hold meetings as much as possible• Wear a mask or face covering (compliance with state requirement) <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect meeting rooms after meetings or provide materials for cleaning and disinfecting to take place• Wear a mask or face covering (compliance with state requirement) <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide parents/guardians with options for in-person, phone, or video conferencing• Wear a mask or face covering (compliance with state requirement)• Ensure physical distancing guidelines are followed when in-person meetings are held

Choice A-Students Attend Each Day or Hybrid With Safety Protocols

Restrooms

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">• Provide a mask or face shield for your student to wear <p><u>Students</u></p> <ul style="list-style-type: none">• A mask or face shield is required• Stay to the right when in hallways as much as possible• Follow all signage in the hallways and restrooms.• If restrooms are occupied wait in the hallway using appropriate social distancing	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none">• Be visible in hallways to make sure student report directly to assigned areas• Issue warnings and report repeated expectation violators to the office• Wear a mask or face covering (compliance with state requirement) <p><u>Custodians</u></p> <ul style="list-style-type: none">• Clean all common areas on a routine schedule including: handles, railings, sinks, stalls, toilets, etc.• Wear a mask or face covering (compliance with state requirement) <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide all appropriate signage• Wear a mask or face covering (compliance with state requirement)• Supply custodians will all necessary cleaning products• Issue reminders/warnings, contact parents/guardians, and issue consequences to repeated expectation violators• Provide supervision of restrooms when possible to ensure social distance practices• Close sinks or urinals when necessary to allow for appropriate physical distancing

Choice A-Students Attend Each Day or Hybrid With Safety Protocols
Lunches and Cafeteria

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Provide a mask or face shield for your student to wear • Limit visits to school as much as possible <p><u>Students</u></p> <ul style="list-style-type: none"> • Stay to the right when in hallways as much as possible • A mask or face shield is required when in line or moving around the cafeteria. • Follow designated seating arrangements • Those with a packed lunch should report directly to designated area • Follow social distancing guidelines when moving about cafeteria as much as possible 	<p><u>Teachers/Paraprofessional</u></p> <ul style="list-style-type: none"> • Supervise to ensure students ensure social distancing is practiced as much as possible • Issue warnings and report repeated expectation violators to the office • Wear a mask or face covering (compliance with state requirement) <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Disinfect all table tops and seats before and after each lunch • Wear a mask or face covering (compliance with state requirement) • Clean all common areas on a routine schedule including: handles, railings, sinks, stalls, toilets, etc. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> • Wear a mask or face covering (compliance with state requirement) • Serve all food to students <p><u>Administration</u></p> <ul style="list-style-type: none"> • Provide all appropriate signage • Wear a mask or face covering (compliance with state requirement) • Consider staggered dismissal after lunch • Arrange cafeteria seating to maximize appropriate distancing • Consider using other areas of school including outside space • Supply custodians will all necessary cleaning products • Issue reminders/warnings, contact parents/guardians, and issue consequences to repeated expectation violators

Choice A-Students Attend Each Day or Hybrid With Safety Protocols

Office

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Conduct a personal health screening prior to coming to the school building and do not come if running a fever higher than 100° or showing other CDC related symptoms • Wearing a mask or face shield is required in or moving around the office • In-person visits should follow all distancing guidelines <p><u>Students</u></p> <ul style="list-style-type: none"> • Only use designated entrances and exits to the office • Following physical distancing protocols as much as possible when in office • Wearing a mask or face shield is required 	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none"> • Wear a mask or face covering (compliance with state requirement) • Follow physical distancing protocols <p><u>Office Staff</u></p> <ul style="list-style-type: none"> • Limit the number of people in the office at any one time • Follow social distancing guidelines as much as possible <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. • Wear a mask or face covering (compliance with state requirement) <p><u>Administration</u></p> <ul style="list-style-type: none"> • Modify office spaces if necessary • Wear a mask or face covering (compliance with state requirement) • Reduce volunteers as much as possible • Provide all appropriate signage • Schedule frequent cleaning of office areas

Remote Learning (If state or local regulations require a school closure)

Student and Parent/Guardian Expectations	McComb Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Monitor student progress on coursework. • Develop a "school schedule" as much as possible • Communicate questions and concerns immediately to staff. • Be active in Google Classroom to stay informed <p><u>Students</u></p> <ul style="list-style-type: none"> • Follow a "school schedule" as much as possible • Communicate frequently with teachers • Participate in scheduled virtual sessions with teachers • Watch lessons provided by teachers and complete assignments according to timelines • Use appropriate online/video etiquette 	<p><u>Teachers</u></p> <ul style="list-style-type: none"> • Create engaging lessons for students using a variety of strategies • Continue to grow in utilizing technology as instructional • Post available office hours • Use Google Classroom for all assignments, links to resources, etc. • Grade work in a timely manner and provide feedback <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • Offer help desk sessions • Be timely with all technology related requests <p><u>Administration</u></p> <ul style="list-style-type: none"> • Provide all K-12 students with a device • Assist families with connectivity issues • Monitor progress • Assist staff in areas when necessary • Develop appropriate guidelines and procedures for remote learning

**Choice B-MCCOMB VIRTUAL CLASSROOM REMOTE ONLINE ONLY OPTION
INDIVIDUAL LEARNING WITH SUPPORT FROM MCCOMB SCHOOL STAFF**

Student and Parent/Caregiver Expectations and Additional Information

Parents/Caregivers

- Monitor student progress to ensure proper pacing and completion
- Develop a "school schedule" for routines
- Communicate questions and concerns immediately to staff
- Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information

Students

- McComb Virtual Classroom is different than traditional classroom learning
- Students participating in this option will be using an online curriculum and platform designed by an outside company specializing in virtual learning
- Students will not come to a school building for instruction and will not be in the same classes or have the same teachers as students participating in Option A
- It is recommended students follow a schedule to complete online learning, assignments, and assessments
- The online curriculum meets all state standards but will not necessarily match the same pacing or activities delivered on the school campus
- Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies)
- Students will have limited access to special area courses (K-6) and elective courses (7-12)
- Grades 7-12 may not have access to their full schedule as planned this past spring.
- Communicate questions and concerns immediately to teachers.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.
- Students will earn grades for their work.
- If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum
- Students may continue to participate in afterschool activities at their school building, including extra-curricular activities

McComb Staff Expectations

Teachers

- Teachers support students with pacing, feedback, and technical issues
- Teachers will schedule virtual check-in meetings
- Teachers will be available for support during scheduled times
- Teachers will grade work in a timely manner

Technology Department

- McComb School will provide a laptop for each student to use at home
- The district will support families without internet access
- The district will provide help desk assistance should technology issues occur
- All security and filter devices will be active on Board owned devices

Administration

- Ensure each student has a device
- Monitor and assist teachers in the delivery of content for students
- Implement appropriate grading procedures and work from home guidelines for teachers