

East Holmes Local School District
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East Holmes Local School District COVID-19 Restart and Reset Guide

UPDATED: 10/30/20



East Holmes Local School District has developed this guide utilizing guidance from various sources, including the Holmes County Health Department, Ohio Department of Health and Ohio Department of Education. This plan will be used in a universal way across the district and then allowing individual building specifics to be determined following this plan. These plans are subject to change as new mandates, guidance and the environment related to COVID-19 change.

East Holmes will return to school in the traditional 5 days a week format, with new hygiene and cleaning procedures and routines in place. However, we also anticipate that there is the potential to change back to a “Remote Learning” method like we finished the 2019-20 school year should the environment change. We ask that all stakeholders remain flexible and prepared for sudden changes that may occur throughout the year.

The plan is focused on addressing the 5 focus areas outlined by Ohio governing organizations in the COVID-19 Health and Prevention Guidance for Ohio K-12 Schools:

- 1) Assessment of Symptoms
- 2) Washing and Sanitizing Hands
- 3) Cleaning and Sanitizing Surfaces
- 4) Social Distancing
- 5) Face Coverings

We remain committed to returning to school in the safest way possible and will adjust to the changing environment, taking into account stakeholder feedback, consistently communicating, and making decisions in a changing environment.

In an effort to give staff additional time to prepare and adapt to new procedures the following changes have occurred to the beginning of the school year. **The first day of school for students is now Thursday, August 20th and the first 5 days of the school year will be 2-hour Early Release days (Aug. 20, 21, 24, 25, 26).**

BASIC OPERATIONS

- East Holmes will work closely with the Holmes County Health Department when a confirmed case of COVID-19 occurs in school. The Health Department will lead the contact tracing process and provide guidance to district staff when staff or students may be required to quarantine. Maintaining a Healthy and Safe environment will require parents and staff to do daily health symptom assessments and to stay home when not feeling well.
- East Holmes is prepared to provide an online learning environment for any family who does not feel comfortable sending their child to school. In addition, we will utilize available online learning options at Hiland, Berlin, Walnut Creek and Winesburg should we be required to change to a “Remote Learning” environment.
- East Holmes will increase routine cleaning and disinfecting practices in common high-touch areas and surfaces throughout the day. New sanitizing equipment will be utilized in each building on a daily basis. Custodial staff will receive additional training on instructions for best practices when using cleaning products.
- East Holmes will provide transportation to and from school for all students. In an effort to reduce the number of students riding, parent transportation of students to school is encouraged when possible.
- East Holmes will provide breakfast and lunch to all students daily. For students who select online learning, the district will consider ways to provide meals.

LEARNING OPTIONS:

East Holmes will provide 2 options for students during the 2020-21 school year.

OPTION 1

Traditional 5 Days a Week

- Students will report to school buildings 5 days per week.
- No action is required by parents to use this option.
- The traditional environment will include new hygiene practices: reduced movement in the building by staff/students, increased sanitations procedures, limited visitation to building by visitors, desks spaced, table barriers, required seating charts, students not sharing supplies, and promoting healthy hygiene and social distancing to students.

OR

OPTION 2

Online Learning

- Students will work independently from home utilizing online curriculum platforms as directed by district staff.
- Students will be in class for 5 days a week in this online format.
- Students will be asked to commit for 1 semester at a time.
- Students will be asked to commit by completing the district agreement form by August 13, 2020.

Should the environment change and school be required to shutdown, East Holmes will shift to the “Remote Learning” method like we finished the 2019-20 school year. In addition, there is potential for this “Remote Learning” model to occur by building or by classroom. We ask that all stakeholders remain flexible and prepared for sudden changes that may occur throughout the year.

DAILY SCHOOL OPERATION TOPICS:

-Face Coverings (updated 10/30/20): *Students-* wearing a face covering is required for students Kindergarten to 12th grade at school and on the bus (per Governor's order 8/13/2020): Students will be given frequent mask breaks throughout the day when seated at their or as directed by their teacher (min. 1x per hour or class period). Students will not be required to wear masks when eating and at recess. Every effort will be made to make the student comfortable. We commit to reviewing any changes to the mandate and promptly update and communicate with you and changes to the mandate. *District Staff-* will be required to use a face covering when they are within six feet of students. Face covering can mean a shield, mask or bandana. Visitors will be asked to wear masks.

-School Open Houses and Orientations: No "traditional" Open Houses will be held. Scheduled visits will be scheduled for kindergarten students, 5th graders at Wise, 7th graders at Hiland and new students throughout the district. All students will be asked to bring school supplies on the first day of school.

-Visitors/Volunteers: Generally prohibit visitors/volunteers in schools except for emergencies or scheduled appointments. Temperature checks, symptom assessments and masks will be required for visitors. Buildings will develop procedures for parents to drop-off items without having to enter the building.

-Special Events, Building Assemblies and Field Trips: Will not be held until further notice. Guidance from the Holmes County Health Department, ODE, ODH and OHSAA will be used to make decisions for large events.

-Building Signage: Buildings will display additional signs communicating best practices for hygiene, social distancing, hand washing, face masks, and staying home when sick.

-IEP/ETR/504 Meetings: When possible, IEP/ETR/504 meetings will be held virtually for parents and staff, with the Director of Student Services facilitating the process as the District Representative.

-Parent/Teacher Conferences: Will be held remotely using technology (zoom/meet) or by phone if possible. If in person will be held by increased scheduling appointments.

-Bussing (updated 8/14/20): Students will be required to wear face coverings on the bus. Drivers will be required to wear a face covering. Busses will use assigned seats. Students will be assigned seats by family if applicable. Hand sanitizer will be provided and used when getting on the bus. Student temperatures will be taken when getting off the bus and/or getting dropped off at school.

-Washing and Sanitizing Hands: Staff and students will wash or sanitize hands frequently throughout the day. Hand sanitizer will be provided in each classroom. Hand sanitizer will be available in key areas at each building. Especially at key times of the day; before/after eating, before/after recess, before/after specials. Hand sanitizer will be available for use on school busses.

-Staff, Daily Health Assessment: Staff will complete a daily health assessment, including taking temperature and reviewing COVID-19 specific symptoms. Staff with Temperatures above 100.3 will be asked to stay home.

-Students, Daily Health Assessment: Parents will be asked to conduct a daily health assessment for their child(ren). This will include reviewing COVID-19 specific symptoms and taking temperatures. Students with symptoms or a temperature above 100.3 will be asked to stay home. In addition, student temperatures will be taken when getting off the bus and/or entering the building.

-Cleaning and Sanitizing: East Holmes will increase routine cleaning and disinfecting practices in common high-touch areas and surfaces throughout the day. New sanitizing equipment will be utilized in each building on a daily basis. School busses will be sanitized daily. Custodial staff will receive additional training on instructions for best practices when using cleaning products. Cleaning and disinfection should be done after each cohort of students leaves a classroom including between class changes, between groups in the cafeteria. Limited sharing of school supplies between students or sanitize between student use.

-Social Distancing: When possible, additional space (3ft-6ft) between students in classrooms maintained. Social distancing will be encouraged through signs at each building. Key typical 'large congregating' times of the day will be addressed by building. For example, beginning and end of the day, lunch times and transitions between classes. Floor markings will be used in office areas and hallways to encourage distance between students and staff. Table barriers will be used throughout the building to address spaces that are difficult to maintain social distance: teacher desks, classroom tables and cafeterias.

-Cafeteria: Cafeteria schedules will be developed by buildings to reduce the number of students in the cafeteria or students will eat lunch in classrooms. When eating in the cafeteria, student seating will be distanced, table barriers used and tables disinfected after each class/group use.

-Snacks/Food: Only pre-packaged food will be allowed for classroom snack use.

-Sick Students: Parent/guardians will be asked to pick-up students when a student might not be feeling well. School transportation for taking students home will be limited. Should a student have COVID-19 related symptoms they will be isolated in a designated sick room, the school nurse contacted, parent/guardian contacted and health department protocol followed.

-Recess: Recess and physical activity is an important part of a student being a successful learner. Recess will be allowed with safety measures and guidelines in place. Including washing or sanitizing hands before/after recess. Parents may opt-out of recess.

-Restrooms: Restrooms will be sanitized several times throughout the day. Restroom use by classes will occur as scheduled by buildings allowing for distancing to be followed. Students will use hand sanitizer prior to using the restroom. Signs and floor markings will be used inside and outside the restroom to communicate best practices.

-Drinking Fountains: Bottle filling drinking fountains will be installed in each building and will be the only fountains open for use. Schedules will be developed in each building for filling water bottles. Students will be asked to bring a water bottle each day to use at school. Limited supplies of bottled water will be provided each day for student and staff use.

COVID-19 POSITIVE PROCEDURE:

Communications when a student/staff member has been diagnosed with a COVID-19 positive case

-Communication will be developed by the Health Department, not the school district. A common template will be developed to include the following:

- Specify to parents which classroom the confirmed case was in (ex: Mr. Smith).
- More generalized statement to building staff.

-(Updated 9/29/20) 10-day quarantine will be required of any student or staff member who tests positive with COVID-19 and a 14-day quarantine will be required of a student who is determined to have “exposure” as determined by the Health Department. The Health Department will perform all contact tracing.

-The school district will cooperate with the Health Department’s work in contact tracing.

-(Updated 9/29/20) The Holmes County Health Department will write a letter for the school district to use and the letter will explain/define what is considered “exposure” to COVID-19 that will result in quarantine. As defined in this letter exposure is, “A close contact is defined as any individual who was within 6 feet of a positive COVID-19 case for at least 15 minutes (cumulative).”

(See attached Health Department Letter at the end of document)

-Current guidance from the CDC is being used to determine the amount of quarantine days, should this guidance change, school districts will work with the Health Department to make changes.

CLASSROOM SPECIFIC TOPICS:

Routine Procedures:

-Classrooms will do their best to maintain social distancing between desks or tables as space allows. Teachers will design their classrooms to maximize all available space, including removal of “extra” furniture.

-Hand sanitizer will be available in every classroom and used throughout the day.

-As much as possible students will remain in one classroom and staff will rotate to them unless an IEP requires the students to transition among multiple settings. Hiland HS/MS will switch classes and in some cases at grades 4-8.

-Regular sanitizing will occur in the classroom throughout the day. Sanitization will occur between classes if students “change” classrooms.

-Student “classroom” supplies will be eliminated with exception of when materials can be sanitized between use.

-Snacks provided by parents must be in sealed packaging, no home-baked snacks.

Instruction and Academics:

-The 1st 9 week period of the school year will focus on Language Arts/Reading and Math in grades K-8. Utilizing Science and Social Studies time as possible and scheduled by building.

-At the beginning of the year teachers will work to assess student ability using iReady Diagnostics and other classroom assessments. These results will be used to make instructional decisions knowing that students missed 9 weeks of typical classroom instruction. Identifying and grouping specific student areas of need and standards that need to be re-taught.

-Group work will be reduced and only done when appropriate distancing can be followed, barriers used, or used through technology options.

ONLINE STUDENTS

- All students will be issued a Chromebook if needed.
 - Chromebook insurance can be purchased. By opting into the Technology Protection Plan, parents can protect their child's device from accidents. Below are links to the plan as well as a series of frequently asked questions. [Technology Protection Plan](#); [Repairing/Replacing the Chromebook](#)
 - More information can be found on the [Hiland Website](#) under Parents & Students
- Odysseyware (3-12) and or Jefferson ESC (K-2) online learning curriculum will be utilized for students in grades 6-12.
- Teachers will follow remote learning guidelines as it relates to the number of minutes for learning and class structure of Odysseyware and/or Jefferson ESC curriculum.
- Students who opt for remote learning will be expected to complete the grade-level curriculum and all assignments that are part of the learning process using Odysseyware and/or Jefferson ESC curriculum.
- K-8 students will be asked to take district iReady reading and math diagnostic assessments and weekly iReady progress monitoring assessments.
- Students will be subject to grading, as it exists in a live classroom setting, and as outlined in each building(s) student handbook. Student promotion will be dependent on work completion, online time, and work accuracy.
- Parent/student declaration must be signed and complied with to remain remote, or the student will be considered truant. A parent/student orientation must also be attended in order to participate in this program.
- A student who is eligible for IDEA services will receive them remotely during typical school hours.
- Parent/student agree to remote learning for a semester at a time (unless otherwise approved by the Superintendent).
- For remote learning, the teacher will establish the hours that he/she is available for assistance and office hours. Arrangements will be made with the student(s) via school email accounts.
- Communication with parents/guardians and students will be via phone or email.
- Parents and students must maintain internet access for remote learning.

Parent/Student Declaration form must be submitted by August 17, 2020, in order to participate in this all online option.



Parent-Student Declaration Form -- Online Learning Option

You have elected online learning for your child for the 2020-2021 school year. In order to ensure that your child receives a quality education that is reflective of the guidelines established by the Ohio Department of Education, you must agree to the following (Due to school district by August 17, 2020):

Student (s)	_____	Grade _____
	_____	Grade _____

I, parent/guardian, of student(s) listed above, have elected to enroll my child(ren) in the online learning program(s) [Odysseyware and/or Jefferson ESC curriculum] with East Holmes Local Schools for the 2020-2021 school year. This program of learning was created as a result of the COVID-19 virus pandemic and may not be an option in future school years.

In order to create the best environment for learning, I agree to the criteria outlined below. I understand that the school can terminate the online learning of my child after I have been given 2 warnings about lack of engagement (both written). I must turn in this commitment form by August 13, 2020; to secure my child(ren)'s spot in the online learning class.

I agree to the following and will participate as outlined below, or my child(ren) will be expected to be in attendance at school in person for the 2020-2021 school year (please initial next to each item):

____ I will attend a parent/student orientation that will include training on technology (8/17/20 @ 2pm- Hiland Auditorium).

____ My child(ren) will meet the grade level attendance and seat time expectations as outlined for his/her specific grade level.

____ I will secure access to reliable internet and ensure that this is maintained through the course of the school year.

____ I am liable for any damage that occurs to the school-issued device, unless covered by the purchased protection plan, and will pay for the replacement to ensure that my child can meet his/her learning goals.

____ I understand that grading, assessment, and reporting policies are consistent with in-person instruction; and as outlined in each building(s) student handbook.

____ I understand that if my child(ren) receives special education-related services, these services will be provided within the school day hours.

DISTRICT HEALTH & SAFETY ADDITIONS:

- Hand sanitizer available in each classroom, busses and key common areas
- Additional sanitizing equipment for each building. To be used daily to sanitize high-touch areas frequently. School busses will be disinfected each day.
- Additional Thermometers for buildings
- Masks for all staff members, masks available for students
- Face shields for teachers and other district staff
- Additional Latex Gloves
- Plexi Glass installed at building offices
- Barrier devices to be used on tables throughout the district, teacher desks, classroom tables and cafeterias.
- Sanitizing Wipe Stations installed in multiple key areas around the building for ease of access.
- Bottle filling drinking fountains installed at buildings. Bottled water may be considered as needed.
- Building signage to communicate best practices and procedures.
- Installation of classroom air conditioning throughout the district.



September 29, 2020

Dear Parents and Caregivers,

This letter is to provide you with information about the process known as “contact tracing” and to address related concerns. Contact tracing is used by health departments to prevent the spread of infectious disease, and has been a part of disease investigation in public health for many years—this is not a new process with COVID-19, despite misinformation circulating in the media. Contact tracing is required by health departments under ORC. 3701-3-02 for communicable disease investigation. Contact tracing is not used to punish or infringe upon privacy or liberties.

In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious
- A close contact is defined as any individual who was within 6 feet of a positive COVID-19 case for at least 15 minutes (cumulative)
- Notifying contacts of their potential exposure
- Referring contacts for testing
- Monitoring contacts for signs and symptoms of COVID-19
- Connecting contacts with services they might need during the self-quarantine period

In the event of a positive case, the student or staff member (or a parent/caregiver) will be contacted by a Health District employee to identify close contacts. From there, contacts will be notified of their exposure. To aid in contact tracing, schools will cooperate with the HCGHD by supplying demographic information for those who have been exposed. Due to privacy laws, the school cannot release names or other identifying information of positive COVID-19 cases to any other individual. For this reason, a generalized letter from the school will be sent home in the event of a positive COVID-19 case.

Health District staff will work with those who have tested positive (and/or their parents/caregivers) and close contacts to provide guidance and follow-up. Isolation and quarantine periods may vary depending on the individual case. For non-COVID-19 illnesses, schools will follow any current policies for students and staff who are ill. In order to contain the spread of COVID-19 and provide excellent care to those who have tested positive or been exposed, it’s important that everyone works together for the well-being of others in Holmes County.

Respectfully,

Tara Conner, BSN, RN
Director of Nursing

REMOTE LEARNING PLAN - **East Holmes Local School District -- 2020-21**

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____ I understand that if my child(ren) receives special education-related services, these services will be provided within the school day hours.