



## Fall 2020 Reopening

This plan was developed in collaboration between St. Bernard Elmwood-Place teachers, staff, and administrators, Hamilton County Educational Service Center, Hamilton County Superintendents, and the Hamilton County Board of Health Department

*Last Updated: August 3, 2020*

### **RETURN TO LEARNING OUTLINE**

By order of Gov. Mike DeWine and the Director of the Ohio Department of Health, all schools in Ohio were closed for the remainder of the school year beginning March 16, 2020 in response to the COVID-19 pandemic.

Hamilton County's Collaborative of Superintendents developed Common Planning Considerations for students to return to school in the fall of 2020.

#### **The two overarching objectives of that plan are to:**

- Achieve a high level of coordination across districts to facilitate plans as similar to one another as possible; and,
- Produce a framework of guidelines and considerations for reopening schools that provides flexibility for districts to customize plans tailored to their distinctive attributes and fluidity to adjust to changes in recommendations and requirements made subsequent to creation of the framework.

Utilizing the guidance from the Hamilton County-wide plan, St. Bernard Elmwood-Place School District began planning in May to reopen school in the fall. The district surveyed parents and held many meetings with staff to determine the best and safest way to bring students back into classrooms.

We thank the following staff for their commitment and time during the summer months to help develop this plan:

Leslie Koehl, Kristine Deirkers, Karen Develin, Maggie Goller, Ron Spears, Kathy McFadden, Nick Hendricks, Robert Reynolds, Bret Bohannon, Sherry Peters and Dr. Mimi Webb.

St. Bernard Elmwood-Place School District is committed to providing quality learning opportunities in a safe environment while consistently re-evaluating and adjusting as needed.

This plan was created with the intention of providing the safest, most feasible option for our 973 students and 100 staff members. School will not look the same as it did prior to March 2020. These changes may be temporary or they may be permanent. Time will tell. Our goal in developing this plan is to make the return to school as safe as possible.

In order for any plan to be successful, we must be able to collaborate with and count on our students and families, and count on their flexibility and consideration during this uncertain and unprecedented time. For this plan to be successful, we know the school district, families, students, and community must each do its part, working together to provide quality learning opportunities in the safest environment for all students.

Although the District and each school building has safety protocols in place, *students who attend school in person will incur a level of risk.* We will utilize hygiene, cleaning, and safety procedures in each building in an attempt to decrease the likelihood of infection, but a certain level of inherent risk of being in a public place cannot be eliminated.

**We have developed two Return to Learning Options:**

**Option 1 Full-time In-Person Learning, or**

**Option 2 Full-time Remote learning through Jefferson County ESC maintaining enrollment in SBEP Schools.**

## Option 1 Full time in-person learning

Students will be in-person and in buildings daily with safety protocols in place. The goal of the safety protocols is to keep school buildings open as long as possible.

### Plan Details

In this option, students will be in-person and in buildings daily with safety protocols in place. The goal of the safety protocols is to keep school buildings open as long as possible. Although the District and each school building has safety protocols in place, students who attend school in person *will* incur a level of risk. We will utilize hygiene, cleaning, and safety procedures in each building in an attempt to decrease the likelihood of infection, but a certain level of inherent risk of being in a public place cannot be eliminated.

**Please note: there is not an online option for Preschool. Preschool will be open for In-Person only. IEP teams will meet to determine special education services for preschool students, if necessary.**

### Wellness Check Protocols

- Parents will be asked to conduct a student wellness check each morning before sending their child to school, including a temperature check. Students with temperatures 100°F or more, sore throat, new uncontrolled cough, diarrhea, vomiting severe headache, etc. should stay home.
- Staff are asked to conduct a self wellness check each morning before coming to school, including a temperature check. Staff with temperatures of 100°F or more should stay home.

### Face Masks and Coverings

- Wearing a mask or face covering is required for all staff and all students in grades K-12 when within 6 feet of another person.
- Staff are required to wear a mask at all times in the school building, unless working alone in an office.
- Students are required to wear a mask or face covering when working directly with staff (one-on-one, small group instruction, etc.)
- Students are required to wear a mask or face covering when working closely with other students in small groups or in lab settings.
- Students are required to wear a mask or face covering when moving around the building.

## Enhanced Health, Safety and Cleaning Protocols

- **Students and staff are required to maintain maximum physical distance whenever possible.**
- Students in grades K to 12 will clean their desk and seat at the conclusion of each class.
- Students in grades K to 12 will, as needed, obtain a paper towel when entering a classroom to wipe any residual cleaner off their desk and chair before being seated.
- Staff are directed to eliminate shared classroom materials.
- Custodians will:
  - Ensure teachers are provided with supplies needed daily, including disinfectant and paper towels.
  - Disinfect classrooms daily after school.
  - Use electrostatic sprayer equipment as scheduled.
  - Disinfect common areas regularly, including but not limited to: door handles, handrails, toilets, stalls, and sinks.
- **It is highly recommended that parents provide students with a full water bottle daily. Students will not be able to drink from the water fountains. Water bottle refill stations will be available.**
- **Students may be subject to random non-contact temperature checks during the school day as needed.**

## Notification Protocols for a Positive Covid 19-test result for staff or students

These protocols were developed by Hamilton County Board of Health Department:

- Hamilton County Board of Health (HCBH) will be contacted when the district is made aware of a staff or student who has tested positive for COVID-19.
- A positive case will prompt an investigation. The school district will work with HCBH in contact tracing to identify close contacts of the case and possible exposure to COVID-19.
- **Quarantine periods will be required of any student or staff who is determined to have 'close contact exposure' as determined by HCBH.**
- **If a student is diagnosed with COVID-19, teachers will provide instructional materials for the students to work on during the period of quarantine. These materials will include online content, and the students will receive full credit for completed work.**
- **In order to return to school, the person must first receive a negative COVID-19 test and provide the school with the negative results in writing. Students cannot return to school until documentation of a negative result has been provided.**
- HCBH will assist in developing a letter for the district to use to communicate to parents and the letter will explain/define what is

considered 'exposure' to the COVID-19 case and the possible need for quarantine.

- The letter will specify which classroom the confirmed case was in.
- To protect personal health information, neither the district nor HCBH will disclose protected health information, including the name of the person with the positive COVID-19 test.
- HCBH will provide guidance to the district on the appropriate course of action once the case investigation is complete and contact tracing has been identified. Only those individuals who were in close contact with the COVID-19 case will be required to quarantine. Close contact is defined as less than 6 feet for at least 15 minutes.

Example- If a student is reported to the building administration as having tested positive for COVID-19 the following steps will be taken:

1. The building will immediately notify district administration.
2. District administration will contact the Hamilton County Board of Health.
3. Building administration will work with the family of the student to trace with whom the student has come in contact. Building administration will also review the student's schedule and his/her method of transportation to and from school.
4. The building staff will be notified of the positive test.
5. The building will then follow guidelines given by the Hamilton County Board of Health regarding the seriousness of the exposure and the recommended status of the building.
6. District and building administration will work together to communicate the positive test and share with the district families recommendations provided by the Hamilton County Board of Health.

## **Classroom Modifications**

### **Parents/Guardians**

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100°F or more must stay home.
- Provide a mask for your student to wear at all times during the school day.

### **Students**

- Wearing a mask is required when entering, exiting, or moving around the room.
- Wearing a mask is required when working directly with staff (i.e.- one-on-one, small group instruction, etc.) or when distancing protocol cannot be maintained.
- Wearing a mask is required when working closely with other students in small groups or in lab settings.
- Maintaining physical distance from peers whenever possible is required.
- Students in grades 7-12 will clean desks and seats at the conclusion of each class.

### **Teachers/Assistants**

- Ensure classroom setup of desks provides 6 foot physical distancing for students.
- Wear a mask when working one-on-one with students or when circulating around the room and proper physical distancing cannot be maintained.
- Ensure students maintain physical distance whenever possible.
- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.
- Eliminate shared classroom materials.
- Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.
- Have students use supplies provided to spray desks, chairs, etc. at the end of each class.

### **Custodians**

- Make sure teachers are provided with all supplies needed including disinfectant and paper towels.
- Disinfect classrooms throughout the day.

### **Administration**

- Ensure classrooms are physically distanced.
- Ensure classrooms are disinfected between classes, during plan bells, at lunch, and after school.
- Ensure supplies are readily available for custodians and teaching staff.

## **Hallways and Lockers**

### **Parents/Guardians**

- Provide a mask for your student to wear at all times during the school day.
- Provide your student with a water bottle daily as water fountains will not be available for use.

### **Students**

- Wearing a mask is required when in hallways.
- Report immediately to your TA upon arrival to school unless you are going to breakfast
- Carry a water bottle, as water fountains will not be available for use.
- When possible, stay to the right when traveling down hallways and using stairs.
- Lockers will be issued to students in the Jr./Sr. High School but they will only be accessed at specific times of the day.

### **Teachers/Assistants**

- Supervise hallways to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.

### **Custodians**

- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.

### **Administration**

- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/guardians, and issue consequences to repeated expectation violators.

## **Drop-off, Pick-up, and Building Visitors**

### **Parents/Guardians**

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100° or more, sore throat, new uncontrolled cough, diarrhea, vomiting, severe headache, etc. should stay home.
- Provide a mask for your student to wear on the bus and while at school.
- Limit visits to school as much as possible.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100°F or more or showing other symptoms
- Wearing a mask is required when entering the building.

### **Students**

- Wear a mask when entering, exiting, and at all times while in the school building.
- Report directly to your assigned classroom/area upon arrival to school unless you are getting breakfast.
- Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.

### **Teachers/Assistants**

- Supervise hallways to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.

### **Custodians**

- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.

### **Administration**

- Ensure adequate supervision for parking lots, lobbies, and common areas of the building.
- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/guardians, and issue consequences to repeated expectation violators.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.
- Eliminate parent and community volunteers to ensure safety and health of students and staff.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

### **Transportation**

#### **Parents/Guardians**

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100°F or more should stay home.
- Provide a mask for your student to wear on the bus and while at school.

#### **Students**

- Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.
- Sit two per seat on the bus and sit in your assigned seat.
- Wear a mask while riding the bus.
- Remain seated, facing forward while riding the bus.

#### **Drivers**

- Wear a mask or face shield while students are on the bus.
- Provide reminders to students of bus expectations- two per seat, wearing masks, seated facing forward.
- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.
- Ensure the bus is disinfected following outlined safety protocols.

#### **Administration**

- Schedule buses to minimize the number of students per bus.
- Monitor drop-off and dismissal to ensure students do not congregate in groups.



- Provide consequences, including loss of privilege to ride the bus to those who violate rules.

## **Meetings and Conferences**

### **Parents/Guardians**

- During the first semester, notify the school of your preference to attend meetings via phone or using a virtual platform.
- Necessary In-person meetings should follow appropriate physical distancing protocols and masks must be worn when entering, exiting, and moving around the building.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100°F or more or showing other symptoms.

### **Students**

- Participate in meetings as requested by parents/guardians or school staff.
- Follow physical distancing protocols.
- Wearing a mask is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.

### **Teachers/Assistant**

- When possible, attend meetings from the classroom using video technology.

### **Custodians**

- Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.

### **Administration**

- Provide parents/guardians with options for in-person, phone, or video conferencing.
- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure physical space used for meetings allows for distancing guidelines.

## **Health Services**

### **Parents/Guardians**

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100°F or more should stay home.
- Provide a mask for your student to wear on the bus and while at school.
- Complete FinalForms to ensure all information is up-to-date in the event the nurse needs to contact home.
- Ensure there are multiple, planned methods of getting a student home from school should he or she become ill or exhibit symptoms.

### **Students**

- Follow physical distancing protocols as much as possible when in office.
- Wear a mask when in or moving around the nurse's office.
- Wearing a mask is required if a student is determined to have a fever or other symptoms.

### **Nurse**

- Wear a mask when working individually with students.
- Ensure the workspace is kept clean and sanitized.
- Ensure physical distancing protocols are followed whenever possible.

- Isolate students who are showing symptoms to a separate area away from other students already in the nurse's office.
- Ensure the nurse's office is disinfected immediately following a student entering who exhibited symptoms.

### **Custodians**

- Disinfect the clinic based on a schedule the school administration provides. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.
- Disinfect the isolation area after students who utilize the area have left the building.

### **Administration**

- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.
- Ensure the student isolation area is properly supervised when in use.

## **Restrooms**

### **Parents/Guardians**

- Provide a mask for your student to wear when in hallways and in restrooms.

### **Students**

- Wearing a mask is required when in hallways and in restrooms.
- When possible, stay to the right when traveling down hallways to get to restrooms.

### **Teachers/Assistants**

- Assist in supervision of restrooms and hallways between classes.
- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.

### **Custodians**

- Disinfect restrooms based on a schedule the school administration provides. This includes but is not limited to door handles, toilets, stalls, and sinks.

### **Administration**

- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/guardians, and issue consequences to repeated expectation violators.
- Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.

## **Lunches and Cafeteria**

### **Parents/Guardians**

- Provide a mask for your student to wear while at school at all times.
- Limit visits to school as much as possible including visits to drop off forgotten items. Parents are not permitted to bring treats or to eat lunch with their children during the school day. No restaurant food deliveries are permitted.

### **Students**

- When possible, stay to the right when traveling down hallways.
- Wearing a mask is required when in line or moving around the cafeteria.
- Sit in designated seats.

- Follow guidelines for restroom use during lunch periods.
- If bringing a packed lunch, report immediately to your designated seating area.
- Follow physical distancing guidelines as much as possible when in line and in the serving areas.

### **Teachers/Assistants**

- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.
- Wear a mask when circulating around designated eating areas.

### **Custodians**

- Disinfect all tabletops and seats before and after each lunch.
- Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.

### **Cafeteria Staff**

- Wear masks while serving food.
- Clean and disinfect serving areas and tables between lunches.
- Serve all food to students. (Students will not self-serve items as they have in the past.)

### **Administration**

- Ensure proper signage is installed in designated eating areas.
- Ensure enough seating is provided to ensure proper physical distancing can be practiced.
- Add additional seating areas as needed to ensure proper physical distancing.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/guardians, and issue consequences to repeated expectation violators.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

## **Office**

### **Parents/Guardians**

- Conduct a personal health screening prior to coming to a school building and do not come to school if you are running a fever of 100°F or more or showing other symptoms.
- Wearing a mask is required when entering, exiting, and moving around the office/building.
- In-person office visits should follow appropriate physical distancing protocols.

### **Students**

- Follow physical distancing protocols while in the office
- Wear a mask while in or moving around the office.

### **Teachers/Assistants**

- Wear a mask when moving around the office area.
- Follow physical distancing protocols.

### **Secretaries**

- Monitor and control the number of people in the office at any one time.

- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.

### **Custodians**

- Disinfect office based on a schedule the school administration provides. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.

### **Administration**

- Install barriers to protect employees working in the main office.
- Eliminate community and parent volunteers to ensure safety of all students.
- Ensure proper signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.

## **Option 2 Full time Remote Learning**

Students who choose online learning will not attend in-person. This completely-remote learning model goes above the virtual learning curriculum that students and families experienced while schools were closed this past spring. With this option St. Bernard Elmwood-Place teachers will not provide direct instruction.

## **Plan Details**

This is a completely-remote learning model that goes above the virtual learning curriculum that students and families experienced while schools were closed this past spring. The plan includes:

- Students who choose an option for full time remote learning through Jefferson County ESC will maintain enrollment in SBEP Schools and will not attend in-person.
- Pacing and instruction on the standard curriculum will be provided by Jefferson County ESC.
- Students choosing this option will follow the Jefferson County protocol for completion of assignments.
- Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies).

## **Expectations**

### **General**

- Each student will be expected to complete work in a virtual environment every day.
- Students will be provided with a chromebook to complete assignments
- Transportation - not needed for virtual environments
- Communications- Building administration will use the district website, FinalForms emails, and other social media platforms to communicate with parents regarding pertinent school information on a regular basis. As changes are made by the state to testing, graduation requirements,

health and safety, etc., we will continue to update staff, parents, students, and community stakeholders.

- Specialized student needs:
  - IEP students will be assessed within the first few weeks of school to determine their gaps and identify what recovery services are required. Intervention specialists will reassess IEP goals and services to meet their needs. Intervention specialist teaching will be amended as required to meet the instructional needs of their students.
  - 504 students will be assessed within the first few weeks of school to determine their gap and identify what recovery services are required. The school psychologist will lead the 504 team to reassess goals and modifications to meet these students' needs. Schedule changes may be required to help these students keep up.
  - English Language Learners will be assessed within the first few weeks of school to determine their gaps and identify what recovery services are required.

#### Parents

- Monitor student progress on coursework.
- Develop a “school schedule” to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to Jefferson County ESC.

**PreSchool: Please note: there is not an online option for Preschool. Preschool will be open for In-Person only. IEP teams will meet to determine special education services for preschool students, if necessary.**

## Plan to transfer to Remote Learning in the event of building closure

Remote Learning under Option 1 will only happen if the district is closed or if a specific building is closed. **Remote Learning in this situation for Option 1 students will mean that they receive daily face-to-face learning online from their teachers.** Remote learning will not look the same as it did in spring of 2020. Students who were in Option 2 will continue full-time remote learning through Jefferson County ESC.

**Remote Learning will mean that students receive daily face-to-face learning online from their teachers.**

## **Expectations**

### **Parents**

- Contact the school if a Chromebook is needed for their student.
- Monitor their student's progress on coursework.
- Develop a "school schedule" for home to keep routines in place for students while they work remotely from home.
- Communicate questions and concerns immediately to staff.

### **Students**

- Follow a regular "school schedule" to keep routines in place while working remotely from home.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.

### **Teachers**

- Teachers will work from their assigned building and classroom.
- Create lessons that are engaging for students using a variety of strategies.
- Conduct lessons on video and record them so students could refer back to them if needed.
- Take attendance for remote lessons.
- Be available for office hours, small group meetings, or flexible learning time.
- Use Google Classroom as the platform for all assignments, links to resources, etc.
- Grade work in a timely manner and provide feedback to students on assignments.

### **Administration**

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