





# Alcester-Hudson School District

## Return to Learning Plan 2023-2024

LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3
No risk/spread	Low to moderate risk/spread	High risk/spread	Severe risk/spread
<b>Education Delivery Level 1 (Normal)</b>	<b>Education Delivery Level 1 (Normal + Accommodations)</b>	<b>Education Delivery Level 2 (Hybrid)</b>	<b>Education Delivery Level 3 (Remote)</b>
			
All students will return to school full-time for	All students will return to school with a mix of	All students will return to school with a mix of	All students will be offered
<b>IN-PERSON LEARNING</b>	<b>IN-PERSON AND REMOTE LEARNING</b>	<b>IN-PERSON AND REMOTE LEARNING</b>	<b>REMOTE LEARNING ONLY</b>
In school 5 days a week	In school 5 days a week	Potential of Alternate Schedules	School buildings closed to students and visitors
<i>-Masks optional-</i>	<i>-Masks recommended-</i>	<i>-Masks required-</i>	

*Remote Learning option is available for families not ready to return to in-person learning in each phase.*



*NOTE: In the event of increased risk of the spread of COVID-19 in our community, A-H schools may return to a 100% remote learning model during any phase.*

# Alcester-Hudson School District

## Return to Learning Plan 2023-2024

The Alcester-Hudson School District is committed to a safe and secure learning environment for all students and staff. Due to the COVID-19 pandemic, our District has developed the following plans and protocols for the 2023-2024 school year. At this time, we plan to open our school year as scheduled on Thursday, August 17, 2023 at Level 0 with in-person delivery of instruction - normal learning with accommodations.

Our District will continue to monitor the virus and adjust plans and protocols as necessary for the safety of our students and staff. We have developed models that will allow us to switch to another method, as required by public health officials. The health and safety of all students and staff will drive our decision-making. All families should have a plan in place in the event that we must switch from one deliver model to another.

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### *INFECTION LEVELS AND ACTIONS:*

**Level 0:** Zero cases in our communities. School in session. *Level 1 Educational Delivery.*

**Level 1:** Case(s) in our communities, but not in our school. No recommend school closures if the ongoing spread is not identified in our school community. *Level 1 Educational Delivery.*

**Level 2:** Case in our school. Administration will determine what type of school closure will occur, if any. *Level 2 Educational Delivery.*

Factors to consider are:

1. What is the level of contact spread
2. Who has been possibly exposed? (CDC defines exposure as within 6 feet for 15 minutes or more).
3. When the positive case was reported, determined, etc.
4. When the Alcester-Hudson School District becomes aware of a COVID-19 case, the school will contact SD DOH for guidance and recommendations.

Possible closures:

1. Same grades only
2. PreK-4 only, 5-8 only, 9-12 only
3. Students only
4. Cleaning cycles (1-3 days)
5. 14 day quarantine cycles

**Level 3:** Substantial COVID-19 cases occur in our schools within 14 days of the first. *Phase 3 Educational Delivery.* The school campus will close for 14 days to reduce the spread and conduct environmental cleaning and move to remote learning.

Options for remote learning attendance:

1. All staff report to school, students do not
2. All facilities closed to all

The Alcester-Hudson School District will remain in Level Three until positive cases have been determined to no longer be contagious and the amount of quarantine days have passed.

## ***LEVELS OF EDUCATION DELIVERY:***

### **Level 1: Normal Operation with optional remote learning.**

Mitigation Strategies for Learning/Instruction:

- Inform parents/families/students of distance platforms that will be integrated into regular instruction.
- Distribute 1:1 technology (K through 12).
- Train all staff on Google Tools/Google Meet/etc.
- Train PreK - 2 staff on other tools that will be used. (Kickstand).
- Integrate remote learning methods into regular instruction all grade levels.
- Train students on schedules/responsibilities etc. should delivery Levels 2 or 3 be initiated.
- Initiate routine classroom cleaning procedures.
- Initiate reasonable distancing measures while learning.
- Initiate regular hand washing breaks, teaching personal hygiene.
- Buildings closed to all visitors during school hours.

### **Level 2: School is open but mitigation strategies are in place.**

- Inform parents/families of minimized contact measures by building.
- Increased isolation measures by building/classroom (PE/Music alternative instruction, staggered passing periods, students remain within limited number of classrooms).
- Increase use of remote learning tools within classrooms.
- Additional prep of students for 2 week closure plans. (expected schedule of homework, Google Meetings, etc.).
- Consider implementation of Flex Learning Schedule (i.e. students attend school two days a week, remote learning two days a week). If implemented, the following may be considered:
  - Students provided assignments to support their learning on days in which they do not report to school.
  - Assignments could include paper packets, remote learning, or a combination.
- Hybrid models of instructional delivery will be needed if there is a resurgence of COVID-19. These models may look different at the JK-5, 6-8, and 9-12 levels.

### **Level 3: School is closed with move to remote learning platform, re-evaluate after 2 weeks.**

- Inform parents/families of move to closure.
- Initiate remote learning.

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A-H School District Protocols 2023-2024	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3
School Calendar	- Follow regular school calendar.	- Follow regular school calendar.	- Potential for alternate schedules based on building needs (i.e. staggered days, 3-day weekend for cleaning and planning, or other alternate schedule)	- Follow regular school calendar.
Pre-Screening for Students	- Parents screen children at home each day prior to start of school day – see <a href="#">COVID-19 Screening Guidelines</a> . - Students may not report to school if symptomatic. Contact medical professional.	- Parents screen children at home each day prior to start of school day – see <a href="#">COVID-19 Screening Guidelines</a> . - Students may not report to school if symptomatic. Contact medical professional.	- Parents screen children at home each day prior to start of school day – see <a href="#">COVID-19 Screening Guidelines</a> . - Students may not report to school if symptomatic. Contact medical professional.	- Not applicable.
Pre-Screening for Staff	- Staff self-screen at home each day prior to start of school day – see <a href="#">COVID-19 Screening Guidelines</a> . - Staff may not report to school if symptomatic. Contact medical professional.	- Staff self-screen at home each day prior to start of school day – see <a href="#">COVID-19 Screening Guidelines</a> . - Staff may not report to school if symptomatic. Contact medical professional.	- Staff self-screen at home each day prior to start of school day – see <a href="#">COVID-19 Screening Guidelines</a> . - Staff may not report to school if symptomatic. Contact medical professional.	- Staff self-screen at home each day prior to start of school day – see <a href="#">COVID-19 Screening Guidelines</a> . - Staff may not report to school if symptomatic. Contact medical professional.
Pick-up / Drop-off of Students	- Follow normal protocols.	- No congregating at entrance of exit area while waiting for students. - <a href="#">Social Distancing</a> practices should be followed. - Parents/family members are encouraged to stay in their vehicle during drop-off and pick-up.	- No congregating at entrance of exit area while waiting for students. - <a href="#">Social Distancing</a> practices should be followed. - Parents/family members are encouraged to stay in their vehicle during drop-off and pick-up.	- No students or visitors allowed in the school buildings during this time. - Staff to follow <a href="#">Social Distancing</a> practices.
Entering / Exiting Building	- Follow normal protocols.	- <a href="#">Social Distancing</a> practices should be followed.	- <a href="#">Social Distancing</a> practices should be followed.	- No students or visitors allowed in the school buildings during this time. - Staff to follow <a href="#">Social Distancing</a> practices.

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## Return to Learning Plan 2023-2024

A-H School District Protocols 2023-2024	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3
Busing	<ul style="list-style-type: none"> <li>- Students are assigned seats and following masking guidelines.</li> <li>- Hand sanitizer installed on all buses.</li> <li>- Surfaces are cleaned at the end of each day and/or sprayed with disinfectant spraying system.</li> </ul>	<ul style="list-style-type: none"> <li>- Students are assigned seats and following masking guidelines.</li> <li>- Hand sanitizer installed on all buses.</li> <li>- Surfaces are cleaned at the end of each day and/or sprayed with disinfectant spraying system.</li> </ul>	<ul style="list-style-type: none"> <li>- Students are assigned seats and following masking guidelines.</li> <li>- Hand sanitizer installed on all buses.</li> <li>- Surfaces are cleaned at the end of each day and/or sprayed with disinfectant spraying system.</li> </ul>	<ul style="list-style-type: none"> <li>- Bus routes will not run.</li> </ul>
Masks	<ul style="list-style-type: none"> <li>- Students and staff are not required to wear cloth masks/face coverings, but may if they so choose.</li> <li>-Staff reserve the right to require students to wear, as applicable (i.e. 1:1 setting, ADA approved or high-risk persons).</li> </ul>	<ul style="list-style-type: none"> <li>- Students and staff are recommended to wear cloth masks/face coverings upon entering the school building and buses.</li> <li>-Staff reserve the right to require students to wear, as applicable (i.e. 1:1 setting, ADA approved or high-risk persons).</li> </ul>	<ul style="list-style-type: none"> <li>- Students and staff are required to wear cloth masks/face coverings upon entering the school building and buses.</li> <li>-Staff reserve the right to require students to wear, as applicable (i.e. 1:1 setting, ADA approved or high-risk persons).</li> </ul>	<ul style="list-style-type: none"> <li>- Staff are required to wear cloth masks/face coverings upon entering the school building.</li> </ul>
Hand Washing / Sanitization	<ul style="list-style-type: none"> <li>- Sanitizer provided in all classrooms, common areas, and buses.</li> </ul>	<ul style="list-style-type: none"> <li>- Students and staff sanitize their hands upon entering the building, entering and exiting classrooms, cafeteria, buses, and exiting building. (60% alcohol)</li> </ul>	<ul style="list-style-type: none"> <li>- Students and staff sanitize their hands upon entering the building, entering and exiting classrooms, cafeteria, buses, and exiting building. (60% alcohol)</li> <li>**Staff responsible for ensuring sanitizer is used for all students upon entering and exiting classroom.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff sanitize their hands upon entering the building, entering and exiting classrooms, cafeteria, and exiting building. (60% alcohol)</li> </ul>
Touch Surface Cleaning	<ul style="list-style-type: none"> <li>- Touch points cleaned throughout the day by the District's custodial crew and deep cleaning each evening.</li> </ul>	<ul style="list-style-type: none"> <li>- Desks and door handles cleaned between each period. Restrooms cleaned during the day and evening (EPA standard).</li> <li>**Staff responsible for all cleaning protocols. No student responsibilities for cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>- Desks and door handles cleaned between each period. Restrooms cleaned during the day and evening (EPA standard).</li> <li>**Staff responsible for all cleaning protocols. No student responsibilities for cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>- Deep cleaning conducted by District's custodial staff.</li> </ul>

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A-H School District Protocols 2023-2024	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3
Water Fountains	- Water bottles are provided by students and families.	- Water bottles are provided by students and families. - No drinking from fountains. Only bottle fillers will be available.	- Water bottles are provided by students and families. - No drinking from fountains. Only bottle fillers will be available.	- Not applicable.
Cafeteria / Meals	- Follow normal protocols.	- Box/bag lunch options. - Limited contact lunch service provided. - Students and staff to follow <a href="#">Social Distancing</a> practices. - Use of overflow areas may be necessary to increase spacing. - Staggered lunch times to following social distancing practices.	- Box/bag lunch options. - Limited contact lunch service provided. - Students and staff to follow <a href="#">Social Distancing</a> practices. - Use of overflow areas may be necessary to increase spacing. - Staggered lunch times to following social distancing practices.	- Meal assistance for students.
Common Space Use (i.e. hallways, commons, restrooms, cafeteria, playground)	- Follow normal protocols.	- Utilization of common space needs to be scheduled to ensure social distancing and proper cleaning. - Assigned restroom utilization (i.e. by class, location, grade, etc.) - Increased frequency and level of cleaning.	- Utilization of common space needs to be scheduled to ensure social distancing and proper cleaning. - Assigned restroom utilization (i.e. by class, location, grade, etc.) - Increased frequency and level of cleaning.	- No students or visitors allowed in the school buildings during this time. - Staff to follow <a href="#">Social Distancing</a> practices. - Deep cleaning conducted by District's custodial staff.

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A-H School District Protocols 2023-2024	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3
Passing Periods	- Follow normal protocols.	<ul style="list-style-type: none"> <li>- Elementary staff will rotate classrooms instead of students.</li> <li>- Longer passing periods for JH/HS throughout the day to ensure enough time for touch-surface cleaning and to ensure social distancing.</li> <li>- Staggered period dismissals and one-way traffic to follow social distancing practices.</li> <li>- Staggered lunch times to following social distancing practices.</li> </ul>	<ul style="list-style-type: none"> <li>- Elementary staff will rotate classrooms instead of students.</li> <li>- Longer passing periods for JH/HS throughout the day to ensure enough time for touch-surface cleaning and to ensure social distancing.</li> <li>- Staggered period dismissals and one-way traffic to follow social distancing practices.</li> <li>- Staggered lunch times to following social distancing practices.</li> </ul>	- Not applicable.
Co-curricular activities	- Follow normal protocols.	- SDHSAA Guidelines will be followed.	- SDHSAA Guidelines will be followed.	- No co-curricular activities (postponed or cancelled).
Large Group Classes (i.e. band, chorus, P.E.)	- Follow normal protocols.	<ul style="list-style-type: none"> <li>- Sessions will be conducted outdoors as the weather allows.</li> <li>- In the event of inclement weather, sessions will be cancelled.</li> <li>- Equipment should not be shared between groups and will be thoroughly disinfecting before used by a different group.</li> </ul>	<ul style="list-style-type: none"> <li>- Sessions will be conducted outdoors as the weather allows.</li> <li>- In the event of inclement weather, sessions will be cancelled.</li> <li>- Equipment should not be shared between groups and will be thoroughly disinfecting before used by a different group.</li> </ul>	No co-curricular activities (postponed or cancelled).
Building Engineering	- Ventilation at proper level with fresh air exchange and regular filter changings, etc.	- Ventilation at proper level with fresh air exchange and regular filter changings, etc.	- Ventilation at proper level with fresh air exchange and regular filter changings, etc.	- Ventilation at proper level with fresh air exchange and regular filter changings, etc.
Facility Usage by Outside Organizations	- Follow normal protocols.	- No out of district or community use of indoor facilities.	- No out of district or community use of indoor facilities.	- No facility usage.



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Visitors	<ul style="list-style-type: none"> <li>- Follow normal protocols.</li> </ul>	<ul style="list-style-type: none"> <li>- Families are restricted from visiting the school to only activities that have been authorized by the school (i.e. authorization may include, but is not limited to, meetings with school representatives, conferences, IEP's, etc.).</li> <li>- For all students and all cases that would require a student to leave (i.e. student has an appointment, is ill, or needs to leave early), parents will call when they arrive at the building and their child will be released.</li> </ul>	<ul style="list-style-type: none"> <li>- Families are restricted from visiting the school to only activities that have been authorized by the school (i.e. authorization may include, but is not limited to, meetings with school representatives, conferences, IEP's, etc.).</li> <li>- For all students and all cases that would require a student to leave (i.e. student has an appointment, is ill, or needs to leave early), parents will call when they arrive at the building and their child will be released.</li> </ul>	<ul style="list-style-type: none"> <li>- No visitors allowed at this time unless authorized by the school (i.e. authorization may include, but is not limited to, meetings with school representatives, conferences, IEP's, etc.).</li> </ul>
Travel (Students and Staff)	<ul style="list-style-type: none"> <li>- No travel bans, unless ordered by the Governor of SD and/or SD DOH.</li> </ul>	<ul style="list-style-type: none"> <li>- Within South Dakota, travel restrictions set by the Governor of SD and/or SD DOH.</li> <li>- Out of district and out of state travel dependent upon the spread that exists in city and state.</li> </ul>	<ul style="list-style-type: none"> <li>- Within South Dakota, travel restrictions set by the Governor of SD and/or SD DOH.</li> <li>- Out of district and out of state travel dependent upon the spread that exists in city and state.</li> </ul>	<ul style="list-style-type: none"> <li>- Within South Dakota, travel restrictions set by the Governor of SD and/or SD DOH.</li> <li>- No out of state travel for activities, sports, or staff professional development.</li> <li>- Out of district travel dependent upon the spread that exists in city and state.</li> </ul>

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Positive Cases and Response	<ul style="list-style-type: none"> <li>- Work with Health Officials to develop necessary data collection for reporting purposes.</li> <li>- Work with families for step-by step directions to report positive cases to Health Officials and School District.</li> </ul>	<ul style="list-style-type: none"> <li>- Work with Health Officials to develop necessary data collection for reporting purposes.</li> <li>- Work with families for step-by step directions to report positive cases to Health Officials and School District.</li> <li>- A classroom will be closed for a minimum amount of time determined by DOH for deep cleaning.</li> <li>- Communication of student testing positive for COVID-19 (names will be kept confidential).</li> </ul>	<ul style="list-style-type: none"> <li>- Work with Health Officials to develop necessary data collection for reporting purposes.</li> <li>- Work with families for step-by step directions to report positive cases to Health Officials and School District.</li> <li>- A classroom will be closed for a minimum amount of time determined by DOH for deep cleaning.</li> <li>- Communication of student testing positive for COVID-19 (names will be kept confidential).</li> </ul>	<ul style="list-style-type: none"> <li>- Work with Health Officials to develop necessary data collection for reporting purposes.</li> <li>- Work with families for step-by step directions to report positive cases to Health Officials and School District.</li> </ul>
Response to Sick Student or Staff in Building (any sickness, not just COVID-19)	<ul style="list-style-type: none"> <li>- Follow established cleaning procedures for students or staff who became sick in a classroom during the school day.</li> <li>- Students will be removed from the classroom and the sick student or staff member will be sent home.</li> <li>- Communication provided by the SD DOH will be sent home to the student's family based on the situation.</li> <li>- If a positive case of COVID-19 occurs, the school will notify the school community of the exposure and next steps.</li> <li>- The school will maintain confidentiality and privacy of any sick student or staff member.</li> </ul>	<ul style="list-style-type: none"> <li>- Follow established cleaning procedures for students or staff who became sick in a classroom during the school day.</li> <li>- Students will be removed from the classroom and the sick student or staff member will be sent home.</li> <li>- Communication provided by the SD DOH will be sent home to the student's family based on the situation.</li> <li>- If a positive case of COVID-19 occurs, the school will notify the school community of the exposure and next steps.</li> <li>- The school will maintain confidentiality and privacy of any sick student or staff member.</li> </ul>	<ul style="list-style-type: none"> <li>- Follow established cleaning procedures for students or staff who became sick in a classroom during the school day.</li> <li>- Students will be removed from the classroom and the sick student or staff member will be sent home.</li> <li>- Communication provided by the SD DOH will be sent home to the student's family based on the situation.</li> <li>- If a positive case of COVID-19 occurs, the school will notify the school community of the exposure and next steps.</li> <li>- The school will maintain confidentiality and privacy of any sick student or staff member.</li> </ul>	- Not applicable.

## *VIRTUAL LEARNING*

If parents decide to not have their children return to on-campus in-person instruction, one of the following two options may be available in which 100% of the instruction will be provided online. Parents who select this option for their children must commit to one full semester of online learning. The Alcester-Hudson School District will not be providing the teacher(s) for semester-long and/or year-long online instruction. Our District's two providers are Acellus and Black Hills Learning Community.

### Edmentum

Edmentum is a web-based learning system developed for students in KG-12. It uses video-based lessons with cutting-edge technology to accelerate learning. It is aligned to the South Dakota Content Standards and offers students an opportunity to learn safely from home.

### Black Hills Learning Community

Students in grades K-8 using the BHOLC K12 platform will have a grade level online teacher who has contact with the learning coach (parent/guardian) throughout the school year. Students in grades 9-12 using the BHOLC Fuel Education option will have a content-based online teacher who provides content area support to the student and mentor provided by the BHOLC who provides engagement support. Black Hills Online Learning Community will provide the grades for the students.

## **OPERATIONS**

### **Health Services**

- School District Nurse will assist in determining health and safety practices required for all operations, including personal protective equipment (PPE) required for staff in various educational settings and provide the necessary training for PPE (See [Staff PPE Guidance](#)).
- All student and staff screenings will be completed at home on a daily basis prior to coming into the school building. The District has provided the [COVID-19 Screening Guidelines](#) for all families and staff.
- School District Nurse will assist in providing education on handwashing, respiratory hygiene, and social distancing.
- School District Nurse will screen students or staff that become ill during the school day for COVID-19 related symptoms.
- School District Nurse provide an isolated space for students or staff that become ill until the student or staff leaves the school.
- Health Services will follow SD DOH health exclusion guidelines.
- School District Nurse will assist in the development plans for medically fragile students and students with special healthcare needs.
- School District Nurse will monitor COVID-19 related data – daily tracking of attendance and monitoring for trends and daily tracking of students and staff with symptoms of COVID-19 and those who are sent home.
- School District Nurse will continue to uphold SDCL regarding vaccination requirements.

### **Child Nutrition Services**

- Touchless point of sale – lunch attendant will be responsible.
- Plastic gloves, face coverings, aprons, and hair restraints, worn by food service staff.
- Meals served by food service staff with students using sanitized hard trays.
- No self-serve.
- Prewrapped utensils used.
- Individual prepackaged condiments.
- Milk coolers used with individual cartons.
- Only individually wrapped items for self-serve, such as salads, sandwiches, fruits, and vegetables used at junior high and high school levels.
- Only prepackaged, individually wrapped, fresh fruit and vegetable items for elementary.
- Bleach solutions used for all sanitizing situations.
- All staff continue with sanitation and safety training.
- All food service staff are Serve-Safe certified.
- When and where possible, reduce the number of students eating in one location.
- If single or a limited number of school closings occur, feeding sites may be established at the closed school.
- All students will be eligible to eat meals at these sites regardless of free, reduced, or full pay status pending state and federal waivers.
- Meals distributed in two- or three-day quantities when needed.

## **Facility and Maintenance**

- Full deep summer cleaning will have been completed - Cleaning all furniture, fixtures, walls, extracting carpets, waxing floors etc.
- HVAC – Ensure multiple air exchanges prior to the scheduled staff and activity start times. Establish modes of operation earlier so adequate temperatures are achieved and building is pre-flushed.
- Operate HVAC systems during all scheduled student/staff activities to ensure air-exchanges in occupied areas.
- Increase minimum outside air settings by 100% moving from a minimum of 10-20% settings to 20-40% - Continue to operate with CO2 monitors modulating the outside air if greater is needed.
- Change air filters in August before the start of school to a higher efficient filter and then change filters in August, December, and April.
- Flush plumbing fixtures monthly during unoccupied periods.
- No drinking fountain use – bottle fill mode only.
- Provide building check-in protocols, staff, students, and visitors.
- Hand sanitation dispensers for community areas, lunchrooms, and multipurpose rooms.
- Classroom doors to remain open during passing periods and should be opened and closed only by staff to minimize touch points.
- Handwashing signage in all restrooms.
- Social distancing signage posted around schools and classrooms.
- EPA approved cleaning products will be used for all cleaning.
- All staff will be responsible for routinely wiping down frequently touched surfaces in their work area.
- Staff will be provided appropriate PPE routine cleaning (See PPE).
- Custodians will disinfect all common areas, door hardware and frequently touched surfaces on a consistent basis.

## **Technology and Connectivity**

- Building Computer Specialists will repair and maintain device fleet using proper cleaning procedures outlined by Operations Services and following Health Service's recommended processes.
- ITS will work with local repair vendors to ensure timely repair schedules when factoring in proper handling procedures.
- All students will use same device each day.
- ITS will work with local partners to bridge the connectivity gap for students.
- 1 to 1: JK-2 (iPad):
- 1 to 1: 3<sup>rd</sup>-68<sup>th</sup> (Chromebooks) will be deployed to each student.
- 1 to 1: 7<sup>th</sup>-12<sup>th</sup> (windows laptops) taken home daily by students
- ITS will standardize the check-in/check-out processes for devices through acquisition of inventory control system.
- ITS will purchase replacement chargers and loaner devices based on loss experienced from Spring semester.
- ITS will provide extra devices available for check-out by staff for remote work when possible.

- Implement support centralization in collaboration with other student services and curriculum functions to provide home-based education support for technology and other services
- Establish a single source for online support materials
- Activate internal resources for external use such as Time Management
- Establish Remote Learning Ticket Category for Tracking of Issues

### **Building Practices**

- Promote [Social Distancing](#) practices.
- Allow minimal mixing between groups as much as possible.
- Follow the District requirements of any restrictions to nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space seating/desks as much as possible.
- Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart as much as possible.
- Limit student sharing of materials.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Promote healthy hygiene practices.
- Teach and encourage washing hands and covering coughs and sneezes.
- Determine scheduled handwashing times for elementary students.
- Face coverings are highly recommended and encouraged for all staff. Some staff will be required to wear Personal Protective Equipment (PPE) due to the nature of their work.
- Students are strongly encouraged to use cloth face coverings.

### **Transportation**

- Staff will be recommended to wear cloth face coverings.
- Have hand sanitizer on the bus for staff and students to use - Encourage students to use the hand sanitizer as they get on the bus.
- Bus drivers must complete screening per [COVID-19 Screening Guidelines](#) daily before starting their bus route(s).
- Bus drivers will need to be trained on proper cleaning procedures.
- Students are encouraged to use cloth face coverings.
- Keep bus windows partially opened when possible.
- Assigned seating on buses, when possible.

## COVID-19 PPE GUIDANCE

STAFF	PPE
<ul style="list-style-type: none"> <li>All Staff (other than what is outlined below).</li> </ul>	<b>Encouraged</b> to wear cloth face coverings*
<ul style="list-style-type: none"> <li>All Staff for routine cleaning of frequently used surfaces.</li> </ul>	<b>Required</b> to wear disposable gloves
<ul style="list-style-type: none"> <li>Public Facing Staff (i.e. receptionist/clerical) unless Plexiglas partition is in place.</li> </ul>	<b>Required</b> to wear cloth face covering*
<ul style="list-style-type: none"> <li>Staff who <b>MUST</b> go into homes.</li> <li>Staff who are working hands on (less than 6 ft) with a student continuously for 15 minutes or greater (i.e. B-3, therapists, athletic trainer) **</li> </ul>	<p><b>Required</b> face shield <b>OR</b> procedural face mask***.</p> <p>Use both when possible.</p> <p>(some work such as speech therapy may not be conducive to wearing a procedural face mask)</p>
<p>Staff (i.e. Nurses and Clerical) who:</p> <ul style="list-style-type: none"> <li>Care for COVID-19 symptomatic students and staff.</li> <li>Perform asthmatic healthcare procedures (i.e. nebulizers).</li> </ul>	<b>Required</b> procedural face mask + face shield, gloves, gown.
<ul style="list-style-type: none"> <li>Custodial staff who clean areas where persons with COVID-19 or person suspected of COVID-19 have been.</li> </ul>	<b>Required</b> procedural face mask, gown, gloves.

**Encouraged** - Staff choice, not supplied by the District.

**Required** - Mandatory. Supplied by the District.

\*Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

\*\*School District Nurse will work with administrators to determine job duties/work that requires PPE based on CDC guidance.

\*\*\*Per the SD DOH procedural face masks can be used for two days.



# BEFORE SCHOOL!



Complete Daily -- Before Beginning of School Day.

Students and staff must complete a daily health check by answering these questions before attending school.

*(Parents do not need to send the questionnaire to school)*

## COVID-19 SCREENING QUESTIONS

- Yes     No    Has your child had close contact with a confirmed case of COVID-19 in the past 14 days (within 6 feet for?)
- Yes     No    Does your child have new or worsening shortness of breath?
- Yes     No    Does your child have new or worsening cough?
- Yes     No    Does your child have a fever of 100.4 or greater?
- Yes     No    Does your child have chills?
- Yes     No    Does your child have diarrhea?
- Yes     No    Does your child have unexplained muscle pain?
- Yes     No    Does your child have a headache (unrelated to a known health condition, i.e. migraines)?
- Yes     No    Does your child have a sore throat?
- Yes     No    Does your child have a new loss of taste or smell?



If answered **YES** to ANY of these questions, **STOP!** Do not send your child to school. Contact your healthcare provider. Contact your school to inform them of your child's symptoms. You may also contact the SD Department of Health with any COVID-19 questions 1-800-997-2880.



If you answered **NO** to ALL questions, go to school.



## *SOCIAL DISTANCING – CDC Guidance*

Keep a Safe Distance to Slow the Spread.

Limiting close face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

### **What is social distancing?**

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other [everyday preventive actions](#) to reduce the spread of COVID-19, including [wearing cloth face coverings](#), avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

### **Why practice social distancing?**

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

If you are sick with COVID-19, have [symptoms consistent with COVID-19](#), or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people [until it is safe to be around others](#).

COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. In addition to practicing [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in communities.

### **Tips for Social Distancing**

When going out in public, it is important to stay at least 6 feet away from other people and [wear a cloth face covering](#) to slow the spread of COVID-19. Consider the following tips for practicing social distancing when you [decide to go out](#).

- **Know Before You Go:** Before going out, know and follow the guidance from local public health authorities where you live.
- **Prepare for Transportation:** Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis.
- **Limit Contact When [Running Errands](#):** Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers during exchanges and [wear a cloth face covering](#).
- **Choose Safe Social Activities:** It is possible to stay socially connected with friends and family who don't live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g., at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members), stay at least 6 feet from others who are not from your household. Follow [these steps](#) to stay safe if you will be participating in personal and social activities outside of your home.
- **Keep Distance at [Events and Gatherings](#):** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and [wear a cloth face covering](#). Cloth face coverings are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.
- **Stay Distanced While Being Active:** Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of distance between yourself and other pedestrians and cyclists. If you decide to visit a nearby [park, trail, or recreational facility](#), first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.

*HUMAN RESOURCES*

It is the Alcester-Hudson School District’s desire to maintain its workforce and also fully utilize the skills of its staff members during all levels of educational delivery, including normal learning, normal learning with accommodations, hybrid learning, and remote learning. When a building is in remote or modified learning, building staff whose routine duties are significantly altered or not necessary due to the building status shall be available to work in another setting or will take the appropriate leave available to them.