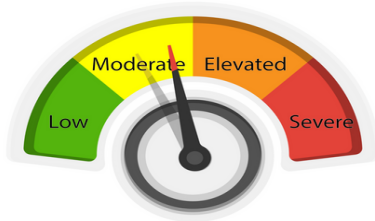


# *Harvard Public School*

## *Safe Return to Learn Plan 2021-22*

*Harvard Public School intends to be prepared to meet the health and safety needs of its students and staff during the 2021-22 school year, in light of the COVID-19 pandemic. This framework is structured to allow the district to be responsive to the current health climate and to articulate expectations for students, staff, and parents, amid changing school and community health conditions. The tiered structure of this framework coincides with the “Risk Dial for COVID-19” from the South Heartland District Health Department. This framework may be adjusted, as needed, to meet the needs of students, staff, and parents of Harvard Public School. A committee of the Board of Education will give guidance to the Superintendent in regards to any change of protocol due to changes in the Risk Dial and will determine the appropriate local level of Risk.*

### **Risk Dial Zones**



*Click picture to go to South Heartland District Health Department*

### **Description & Rationale for Use of Risk Dial Zones:**

South Heartland District Health Department provides a Covid-19 “Risk Dial” for the geographic area it serves, which informs the public about the activity level of COVID-19 virus in its service area and the area medical services’ ability to respond to current demands. This “risk dial” will serve as a barometer for the school’s operational response to the virus. The school will use the “risk dial” in conjunction with the school’s monitoring of the virus activity within the school to determine which “risk dial operational zone” the school will operate in. The current “risk dial operational zone” will be clearly communicated to students, staff, and parents through the school’s website and through the school’s messaging system, along with specific guidance based on the school’s current operational zone. By fostering collaboration between the South Heartland District Health Department, the school’s nurse, and the school’s administration to closely monitor current health conditions relevant to the COVID-19 virus, the

administration will be able to assess the safest and most non-restrictive educational environment for students, staff, and parents at Harvard Public School.

Risk Zone Indicators			
Green--Low Risk	Yellow---Moderate Risk	Orange--Elevated Risk	Red--Pandemic
<ul style="list-style-type: none"> <li>No confirmed cases in the immediate geographic area (Clay County or Health District) or within in the school</li> <li>No Directed Health Measures that limit the school building capacity</li> <li>A vaccine for the virus is available</li> </ul>	<ul style="list-style-type: none"> <li>Limited confirmed case(s) in the immediate geographic area (Clay County or Health District) or within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed and increasing case(s) and transmission in the immediate geographic area (Clay County or Health District) and/or within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures which limit building capacity</li> <li>Governor or Commissioner of Education Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Widespread confirmed case(s) and transmission in the immediate geographic area (Clay County or Health District) or within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> </ul>

District Procedures - Local Risk Determination				
	Green--Low Risk	Yellow--Moderate Risk	Orange--Elevated Risk	Red--High Risk
<b>School/Academic Plan</b>	<ul style="list-style-type: none"> <li>School conducted as normal</li> <li>Buildings open</li> <li>Students may enter building at 7:30 a.m. or later</li> </ul>	<ul style="list-style-type: none"> <li>Increased social distancing</li> <li>Buildings open</li> <li>Students may enter building at 7:30 a.m. or later</li> </ul>	<ul style="list-style-type: none"> <li>Possible limited student contact depending on Health Department recommendations.</li> <li>Possible implementation of Orange phase of School Closure Committee recommendation</li> </ul>	<ul style="list-style-type: none"> <li>School moves to remote learning. If possible, teachers / staff will still report and all services will be provided.</li> </ul>

			<ul style="list-style-type: none"> <li>● Increased social distancing</li> <li>● Students may enter building at 7:30 a.m. or later</li> </ul>	
<p><b>Temperature Checks</b></p>	<p>All students and staff should perform “self screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home:</p> <ul style="list-style-type: none"> <li>● Flu-like or COVID-like symptoms</li> <li>● Temperature of 100.4 or greater</li> <li>● Difficulty breathing</li> <li>● Sore throat</li> <li>● Cough</li> </ul> <p>Temperature checks for students riding the bus will be performed by parents in the morning. If a student’s temperature is 100.4 or greater, the parent will need to inform the driver that the student will not be riding the bus and report the student’s 24-hour required absence to the school’s office.</p> <ul style="list-style-type: none"> <li>● An earlier return to school may be possible with a doctor’s “return to school” note.</li> </ul> <p>Other screenings / temperature checks may be implemented upon Administrative discretion.</p>	<p>All students and staff should perform “self screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home:</p> <ul style="list-style-type: none"> <li>● Flu-like or COVID-like symptoms</li> <li>● Temperature of 100.4 or greater</li> <li>● Difficulty breathing</li> <li>● Sore throat</li> <li>● Cough</li> </ul> <p>Temperature checks may be conducted upon first entrance to school each day.</p> <ul style="list-style-type: none"> <li>● Students with a temperature of 100.4 or greater will be required to stay home 24 hours and be fever free, without medication, before returning to school.</li> <li>● An earlier return to school may be possible with a doctor’s return to school note.</li> <li>● Temperatures for tardy students will be taken in the office prior to going to class.             <ul style="list-style-type: none"> <li>○ Temperature checks indicating a temperature of 100.4 or greater will be</li> </ul> </li> </ul>	<p>All students and staff should perform “self screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home:</p> <ul style="list-style-type: none"> <li>● Flu-like or COVID-like symptoms</li> <li>● Temperature of 100.4 or greater</li> <li>● Difficulty breathing</li> <li>● Sore throat</li> <li>● Cough</li> </ul> <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> <li>● Students with a temperature of 100.4 or greater will be required to stay home 24 hours and be fever free, without medication, before returning to school.</li> <li>● An earlier return to school may be possible with a doctor’s “return to school” note.</li> <li>● Temperatures for tardy students will be taken in the office prior to going to class.</li> </ul>	<ul style="list-style-type: none"> <li>● The school will be secured and only authorized personnel will be allowed to enter the facility.</li> <li>● Administration will determine staffing assignments and/or required procedure modifications.</li> <li>● Cleaning of buildings             <ul style="list-style-type: none"> <li>○ The school will be cleaned as directed by the Health Department, with heightened disinfecting and cleaning performed.</li> </ul> </li> </ul>

		<p>verified by the School Medical Staff or Office Staff through a second temperature check before sending a student home.</p> <p>Staff Temperature Check:</p> <ul style="list-style-type: none"><li>• Staff will take their own temperature every morning</li></ul> <p>All students or staff who have a temperature of 100.4 or greater will be sent to the School Medical Staff or Office Staff.</p>	<ul style="list-style-type: none"><li>○ Temperature checks indicating a temperature of 100.4 or greater will be verified by the School Medical Staff or Office Staff through a second temperature check by the School Medical Staff or Office Staff before sending a student home.</li><li>• Temperatures will be taken in the morning upon arrival and prior to the start of the school day and again before lunch, while in the lunch line. Elementary classes that have PE immediately before lunch will have their temperatures taken prior to PE. Temperatures will not be taken immediately after recess (preK-6) or open gym (7-12) to minimize false elevated temperature readings due to physical activity.</li></ul> <p>Staff Temperature Check:</p> <ul style="list-style-type: none"><li>• Staff will report to their assigned staff person upon arrival to have their temperature taken.</li></ul>	
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			<p>All students or staff who have a temperature of 100.4 or greater will be sent to the School Medical Staff or Office Staff.</p> <p>A screening log will be maintained by the school district for all school district personnel and students who record temperatures at or above 100.4.</p>	
<p><b>Custodial</b></p>	<ul style="list-style-type: none"> <li>• All normal custodial routines will be in effect with an emphasis on specific duties related to disinfecting due to COVID.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff members may spray high traffic / contact spaces during school day. For example:             <ul style="list-style-type: none"> <li>○ Classrooms when students are at specials, etc.</li> <li>○ Lunch tables before, between, and after lunches.</li> <li>○ Lockers and hallways between passing periods.</li> <li>○ All horizontal surfaces.</li> </ul> </li> <li>• Staff members may spray at the end of the school day.             <ul style="list-style-type: none"> <li>○ Lockers</li> <li>○ Classrooms and desks</li> <li>○ Common Areas including lunch room.</li> <li>○ All horizontal surfaces.</li> </ul> </li> <li>• Spray bottles / wipes with disinfectant provided for all</li> </ul>	<ul style="list-style-type: none"> <li>• Administration, Head Custodian, Medical Staff and possible other staff will meet to discuss what appropriate steps should be taken above and beyond the measures in place from Yellow risk phase. The broadened measures will be based upon current knowledge and understanding of issue and experience to date.</li> </ul>	<ul style="list-style-type: none"> <li>• Custodians will take measures to clean to keep facility ready for necessary staff.</li> </ul>

		<p>PK-12 classrooms, athletic areas, vehicles</p> <ul style="list-style-type: none"> <li>• Hand sanitizing dispensers will be placed strategically around the building.</li> <li>• Staff members will encourage / teach about handwashing / hygiene.</li> </ul>		
<p><b>Lunch and Breakfast</b></p>	<ul style="list-style-type: none"> <li>• All normal routines in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing may be in place along with dividers. Students may eat in the Multipurpose room sitting only where directed (one student per table per side).</li> <li>• Students may social distance in the lunch line and when dumping trays.</li> <li>• All kitchen staff may wear gloves and face coverings while serving meals.</li> <li>• All ‘choice’ items may be served - no buffet self serve may be available.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>NA</p>
<p><b>Recess</b></p>	<p>Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry.</p>	<ul style="list-style-type: none"> <li>• Schools may implement zones for recess for assigned students to support physical distancing.</li> <li>• Schedules may be modified to ensure max of 1 grade level on the playground at one time.</li> <li>• Cleaning will be completed daily</li> <li>• No balls, jump ropes, or hula hoops available.</li> <li>• Students cannot bring their</li> </ul>	<p>Same as yellow zone</p>	<p>NA</p>

		own equipment for recess.		
<b>PK-12 Field Trips</b>	Regular field trip opportunities can be scheduled. Field trips will only be taken to locations that are also listed in the green for COVID risk.	Field trips may not be available. Virtual events may be explored.	No field trips will be available	
<b>Specials</b>	Students transition to music, art, PE, and media	Students transition to music, art, PE, and media	Some specialist teachers transition to classrooms if needed.	All specialist teachers transition to classrooms to support learning as needed..
<b>Handwashing and hand sanitation</b>	<ul style="list-style-type: none"> <li>Sanitize when entering any classroom.</li> <li>Hand washing before lunch</li> <li>Hand sanitizing stations will be set up in hallways for additional access.</li> </ul>	<ul style="list-style-type: none"> <li>Sanitize when entering any classroom.</li> <li>Hand washing before lunch</li> <li>Hand sanitizing stations will be set up in hallways for additional access.</li> </ul>	<ul style="list-style-type: none"> <li>Sanitize when entering any classroom.</li> <li>Hand washing before lunch</li> <li>Hand sanitizing stations will be set up in hallways for additional access.</li> </ul>	
<b>Hallways</b>	<ul style="list-style-type: none"> <li>PK-5 students transition normally with staff support</li> <li>6-12--Regular transitions with encouraged social distancing</li> </ul>	<ul style="list-style-type: none"> <li>PK-5 students transition and some specialists come to classrooms.</li> <li>6-12--Some areas of the building off limits. Scheduled transitions.</li> </ul>	<ul style="list-style-type: none"> <li>PK-5 students don't transition and all specialists come to classrooms.</li> <li>6-12 students may be in isolated classrooms with only limited and scheduled hallway access.</li> </ul>	
<b>Lockers</b>	<ul style="list-style-type: none"> <li>Buildings will implement a limited and staggered use of lockers</li> </ul>	<ul style="list-style-type: none"> <li>Buildings may implement a limited and staggered use of lockers</li> </ul>	<ul style="list-style-type: none"> <li>Buildings will implement a limited and staggered use of lockers</li> </ul>	
<b>Beginning of the day staff</b>	<ul style="list-style-type: none"> <li>Teachers will report for duty as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will report for duty as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will report for duty as assigned.</li> </ul>	Teachers will report based on the schedule created and direction provided by the administration.

<p><b>Beginning of the day students</b></p>	<ul style="list-style-type: none"> <li>Students will enter the building when doors open at 7:30am and go directly to their assigned areas as determined by the principal or they may go to breakfast.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers should be in their rooms by 7:45.</li> </ul>	<p>Students will report based on the schedule created and direction provided by the administration.</p>	<p>All learning will most likely be via remote access.</p>
<p><b>End of the day</b></p>	<ul style="list-style-type: none"> <li>Regular dismissal.</li> <li>All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<p><b>Building Access</b></p>	<ul style="list-style-type: none"> <li>Activities and events will not require a mask, but masks or face coverings are encouraged if needed with appropriate social distancing utilized when possible.</li> </ul>	<ul style="list-style-type: none"> <li>Temp checks for visitors that enter the building.</li> <li>Masks or face coverings may be required for all visitors and not provided by the district.</li> </ul>	<ul style="list-style-type: none"> <li>No outside visitors or groups allowed.</li> </ul>	
<p><b>Facemasks</b></p>	<p>Face masks will be provided but not required.</p>	<ul style="list-style-type: none"> <li>Staff may be required to wear face masks.</li> <li>Students are not required to wear masks but encouraged to wear one.</li> <li>Masks will be provided but individuals may provide their own.</li> </ul>	<ul style="list-style-type: none"> <li>All individuals in buildings are required to wear masks.</li> <li>Masks will be provided but individuals may provide their own.</li> </ul>	



<p><b>Restrooms</b></p>	<p>Regularly scheduled</p>	<ul style="list-style-type: none"> <li>Restroom use during passing periods is discouraged.</li> <li>Students are encouraged to use the restroom with permission from their classroom teacher.</li> </ul>	<ul style="list-style-type: none"> <li>K-5 teachers will schedule restroom breaks.</li> <li>Students are encouraged to use the restroom with permission from their classroom teacher.</li> </ul>	
<p><b>Water Fountains</b></p>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> </ul>	<ul style="list-style-type: none"> <li>Students are encouraged to bring individual water bottles.</li> <li>Water fountain may be closed, but students may use filling stations.</li> <li>PreK-5 will work with individual water plans.</li> </ul>	<p>Same</p>	
<p><b>Classroom Seating/Materials Usage/Sanitization</b></p>	<ul style="list-style-type: none"> <li>Regular classroom/teacher preferred arrangement</li> <li>Social distancing will be utilized when possible.</li> <li>Regular classroom supply usage.                             <ul style="list-style-type: none"> <li>Encourage individual student supplies.</li> </ul> </li> <li>Regular classroom cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Desks may be separated and not in pods. (Avoid face to face seating options)</li> <li>Row seating</li> <li>May require student individual supplies</li> <li>Minimize furniture and center items</li> <li>Contaminated materials will be isolated for cleaning each day</li> </ul> <p>Note: In classrooms where students are working in small groups for activities such as experiments or cooking, masks may be required and provided by the teacher.</p>	<ul style="list-style-type: none"> <li>Students will be limited to specific classrooms.</li> <li>Locations in the building as determined and outlined in the alternate schedule.</li> <li>Increased sanitization measures</li> <li>Some materials will not be allowed. Only necessary items</li> </ul>	
<p><b>Transportation</b></p>	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> <li>Drivers will spray down</li> </ul>	<ul style="list-style-type: none"> <li>Drivers may be required to wear masks.</li> <li>Regular transportation</li> </ul>	<ul style="list-style-type: none"> <li>Drivers required to wear masks.</li> <li>Regular transportation</li> </ul>	

	bus with sanitizer at the end of each route.	<p>schedule</p> <ul style="list-style-type: none"> <li>• Temperature checks may be required upon entering bus</li> <li>• Masks provided for students but not required</li> <li>• Drivers will spray the bus down with sanitizer at the end of each route.</li> </ul>	<p>schedule</p> <ul style="list-style-type: none"> <li>• Temperature checks upon entering bus</li> <li>• Masks required for all individuals on bus</li> <li>• Drivers will spray the bus down with sanitizer at the end of each route.</li> </ul>	
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Regular use of devices with 1 to 1 students in grades 3 - 12 Chromebooks remain at school.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular use of devices with 1 to 1 students in grades 3 - 12 Chromebooks remain at school..</li> </ul>	<ul style="list-style-type: none"> <li>• Devices will remain at school, unless learning plan requires some remote learning.</li> </ul>	Devices will remain at home.
<b>6-12 Activities</b>	<b>Activities and Athletics will be conducted in accordance with NSAA guidelines.</b>	<b>Activities and Athletics will be conducted in accordance with NSAA guidelines.</b>	<b>Activities and Athletics will be conducted in accordance with NSAA guidelines.</b>	<b>Activities and Athletics will be conducted in accordance with NSAA guidelines.</b>
<b>Student Attendance</b>	<ul style="list-style-type: none"> <li>• All students in grades PK-12 will attend school in person.</li> <li>• Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous if possible or asynchronous if needed online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with</li> </ul>	<ul style="list-style-type: none"> <li>• Same</li> </ul>	<ul style="list-style-type: none"> <li>• All students in grades PK-12 will attend school in person and / or on a modified attendance schedule in addition to remote portions.</li> </ul>	<ul style="list-style-type: none"> <li>• Remote learning.</li> </ul>

	<p>their class at certain set times during the school day.</p> <ul style="list-style-type: none"> <li>• Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated and COVID related reason.</li> </ul>			
<b>Staff Attendance</b>	<ul style="list-style-type: none"> <li>• All staff will report as normal.</li> <li>• Any questions or concerns relative to work expectations should be directed to their direct supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff will report as directed.</li> <li>• Any questions or concerns relative to work expectations should be directed to their direct supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff will report as directed.</li> <li>• Any questions or concerns relative to work expectations should be directed to their direct supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff will report as directed.</li> <li>• Any questions or concerns relative to work expectations should be directed to their direct supervisor.</li> </ul>

\*Masks means face coverings

This plan includes addressing each of the following:

- a) Universal and correct wearing of masks

- b) Modifying facilities to allow for physical distancing (e.g., including use of cohorts/podding)
- c) Handwashing and respiratory etiquette
- d) Cleaning and maintaining healthy facilities, including improving ventilation
- e) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments
- f) Diagnostic and screening testing
- g) Efforts to provide vaccinations to school communities
- h) Appropriate accommodations for children with disabilities with respect to the health and safety policies
- i) Coordination with State and local health officials. Including the needs for support and technical assistance to implement strategies consistent to the greatest extent practicable, with relevant CDC guidance.