

**Upper Scioto Valley**  
**Reopening Guidelines/Procedures**  
**2020/2021 School Year**  
**Updated 10/13/2020**

**Signs of Illness/Nurse's Office**

- 1) Staff should not come to school if they have any of the symptoms of Covid-19
  - a) Temperature above 100°
  - b) Cough
  - c) Shortness of breath
  - d) Body aches
  - e) Vomiting or diarrhea
  - f) Fatigue
- 2) Staff will be completing a health check daily.
- 3) Students should not come to school if they have any of the symptoms of Covid-19
  - a) Temperature above 100°
  - b) Cough
  - c) Shortness of breath
  - d) Body aches
  - e) Vomiting or diarrhea
  - f) Fatigue
- 4) First period or home room teachers will complete a health check with students daily.
- 5) If students or staff are sick, they should follow the same procedures as before and notify the appropriate school staff of the absence.
- 6) If a student or staff becomes ill at school, they will be immediately removed from other people in the building and will be sent home.
- 7) Student visitation to the nurse's office will be limited. The nurse will be going to see students rather than students coming to the office.
- 8) Medicine distribution will be handled in the cafeteria or other predetermined location in the building by the school nurse or other trained school staff.
- 9) Medical training completed by students and staff will be completed in the same manner as in previous years.
- 10) The small conference room in the administration hallway will be used as the holding area for sick students with Covid-19 symptoms.
- 11) As stated, before the nurse's office will be very limited for students. A student must have explicit permission from a teacher to go to the nurse's office.
- 12) Chronic health information will be shared as in the past on a need to know basis.

## **Facility Preparations**

- 1) Cleaning Protocols
  - a) Electrostatic disinfectant sprayers will be used throughout the building and grounds on a regular basis.
  - b) Desks will be wiped down by teachers between classes. Supplies will be given to teachers for this purpose.
  - c) Extra custodial staff will be hired as needed.
- 2) There will be four entries used this year rather than the two that were used last year. (See Arrival and Dismissal for details)
- 3) Transitions and common areas will have protocols posted and explained for social distancing reasons. More specific information will be provided by the principal for each building.
- 4) Classroom arrangement
  - a) Classrooms will be set up in a more traditional manner.
  - b) Material and supplies that are not necessary for the education of students will be removed from the classrooms.
  - c) Signs to remind of protocols and hand sanitizer will be provided in all classrooms.
- 5) PPE – Facial coverings are being provided to students that need them. As of now facial coverings will always be required for all staff/adults. All students will be required to wear facial coverings on school transportation and throughout the school day. USV will work to create times for safe breaks of wearing facial coverings. If outside, a student can remove the facial covering if 6-foot social distancing protocols are maintained.
- 6) The USV School Library will have additional protocols in place. Mrs. Moore will provide these to the students and families.
- 7) Student needs. If there are specific needs a student has that may cause a concern for any of these protocols, please contact the principal. If these needs are of a medical nature please, contact both the principal and the school nurse.
- 8) Handwashing and hand sanitizing - There will be extra hand washing required during the school day. There will be handwashing stations in all K-6 classrooms. There will also be hand sanitizer available in all classrooms and other locations.
- 9) Health and safety protocols will be explained and modeled to the students at the beginning of the school year. These will be reinforced throughout the year.
- 10) Limiting of spaces:
  - a) Restrooms - limit of four students at a time
  - b) Teachers work area/lounge limit of four staff at a time
  - c) Hallway/transition protocols will be implemented by principals.

## **Security vs. Health concerns**

- 1) Classroom doors may be closed (not totally shut or latched) during the school day if there is a reason to do so. Examples: taking an assessment, room beside a high traffic area, showing a movie... However, only staff should touch the doors to open and close

them. If a student leaves to use the restroom or another reason, please leave the door all the way open until he/she returns to the room.

- 2) Bathroom doors will be propped open. (These are designed so that even when door is open you cannot see into the restroom area)
- 3) Visitors to the building will be very limited.
- 4) Expanded entry points at arrival and dismissal.

### **Communications**

- 1) Changes to plans will be communicated through various means. Including the school website, Facebook, One-call system, US Mail, text messaging
- 2) Health and safety protocols will be explained and modeled to the students at the beginning of the school year. These will be reinforced throughout the year. Changes and/or updates will be explained and communicated with students.
- 3) Planned fire drills, safety drills and tornado drills will be announced. During these planned drills social distancing will be maintained and facial coverings for all grades will be required. These drill procedures will be discussed with students and staff.

### **Visitor Procedures**

- 1) Schedules for grades 7-12 will be mailed home. Homeroom assignments will be mailed home for grades K-6.
- 2) Screening
  - a) Staff - a check sheet will be created for screening daily
  - b) Student teachers and other similar people will be treated as staff
  - c) Students - temperature will be checked when entering the building. Other Covid-19 symptoms will be reviewed by the teacher first thing in the morning.
  - d) Vendors - will be screened at the main office and will follow all safety procedures required for staff
  - e) Visitors will be very limited. If necessary, an appointment should be made. Visitors will be required to complete the Covid-19 symptoms check and follow all safety procedures of staff while in the building.
- 3) Staff that are screening others will follow safety protocols.
- 4) Volunteers will not be permitted in the building.
- 5) All groups using the USV school building or facility must follow all safety procedures that are put into place.

### **Classroom Instruction and Learning Activities**

- ~~1) Class sizes for instruction: The weekly decision will be made on the preceding Thursday following the release of the updated level on the Ohio Public Health Advisory System.
  - a) When Hardin County is listed under Level 1 **Yellow** or Level 2 **Orange**, USV will keep class sizes the same. (All students are face to face)~~

- ~~b) When Hardin County is under Level 3 Red, USV will implement a blended learning plan. (During a blended learning plan K-6 grade students will report to school as normal, 7-12 will attend four days a week. They will be remote learning on Wednesdays.~~
- ~~c) When Hardin County is listed Under Level 4 Purple, USV will implement a 100% remote learning option.~~

- 1) The Superintendent will determine the days, hours, and times for attendance based on recommendations from the Kenton-Hardin County Health department and the 4 Risk Levels outlined in the Ohio COVID-19 Risk Level Guidelines for the Public. Types of instruction may include, but are not limited to 100% face-to-face learning, hybrid (reduced capacity of face-to-face learning), and remote learning. Upper Scioto Valley will communicate any change in their instructional model to all members of the school community in a timely fashion. Remote learning may be necessary for all students should the school building or district need to be shut down due to an outbreak, need for contact tracing, need for extensive cleaning, or other change in recommendations, orders, etc.
- 2) Community supplies will be limited to only those that are necessary for education. Supplies used communally will be disinfected between use.
- 3) Home Based Instruction will be an option for families to choose. Form is available on the school website or by contacting Jane Shepherd at [jshepherd@usvschools.org](mailto:jshepherd@usvschools.org) or (419)757-4451. Deadline to complete the form is August 5, 2020.
- 4) There will be procedures to follow for students planning on completing Home Based Instruction. The Home Based Instruction will be an option. However, this will not be as good as face to face learning. The Home Based Instruction programs will follow state standards.
- 5) Students will not leave assigned rooms to assist in other rooms as has been done in the past.
- 6) All students will be provided with a Chromebook in grade 1-12. The backpack rule that was instituted last year in grades 7-12 for safety reasons may be adjusted in order to limit student congregation at lockers.
- 7) School to work programs will be completed in the same manner as in previous years.
- 8) More classes may choose to hold lessons outside during warmer months. Band and Choir classes will explore this as an option.
- 9) Parent/teacher conferences in the fall will take place. The way these occur will be decided and communicated at a later date.
- 10) Recess will occur with the following protocols.
  - a) Maintain a 6-foot social distance policy
  - b) Disinfect hands before and after recess
  - c) Disinfect equipment, high touch surfaces between groups
  - d) Limiting the number of students at a time on the playground

### **Curriculum and Assessment**

- 1) Some teachers will need training in Google Classroom and other on-line learning or communication programs.
- 2) Upper Scioto Valley will have to add on-line learning programs for students in Home Based Instruction.
- 3) The above programs will be an added expense for the district.

### **Special Education**

- 1) Special education services will be handled on an individual basis based on the needs of the student. These needs will be taken into consideration when reviewing procedures with students.
- 2) Progress monitoring and assessments will be completed in a timely manner.
- 3) Parent collaboration will take place through meetings and contacts. These meetings may be held virtually or in person depending on the situation. Various forms of communication will be used to collaborate with parents. Including email, US Mail, text messaging, Remind App, phone calls, Zoom meetings, Goto Meeting...
- 4) Upper Scioto Valley will work with students with disabilities to meet their needs based on the IEP.
- 5) Compensatory services will be provided to students in need based on the decisions of the IEP team.
- 6) If home visits are required these will take place with no fewer than two staff members. All school safety protocols should be followed during home visits.

### **Grade Promotions, Transitions and Transfers**

- 1) Career advising and college processes are being reviewed by the school counselor.
- 2) Educational options policies will not need to be advised. However, USV will need to use these policies more to help students succeed.
- 3) College Credit Plus students will need to work with the school counselor, principal and secretary to create schedules on an individual basis. These students will need to be trained on safety protocols as well.

### **Social and Emotional Learning Supports**

- 1) USV has added the School and Community Resource Coordinator position to assist students with all their needs. (social, emotional, physical, health...)
- 2) Social/Emotional supports will be expanded through RAMS time and homeroom activities, and the addition of a social skills class for grade K-3.
- 3) Needs of the students will determine if these programs need expanded or adjusted.
- 4) Re-entry back to school will be completed with students on an individual basis. All students will need different supports to re-enter the school environment.

### **Student Discipline**

- 1) Students that refuse to comply with safety procedures may face consequences under the student code of conduct for insubordination.
- 2) Student discipline issues will be handled in much the same way as previous years. With the exception that students should be sent to the office in only extreme circumstances. Principals will call students to the office as needed.
- 3) Search and seizure of lockers, book bags and other areas will require the administration to wear gloves.
- 4) The backpack rule that was instituted last year in grades 7-12 for safety reasons may be adjusted in order to limit student congregation at lockers.

### **Before and After School Programs**

- 1) Before or after school programs will be addressed on a case by case basis.
- 2) During any before or after school programs all safety protocols will be followed.
- 3) Virtual programs for these activities will be encouraged when appropriate.

### **Enrichment Activities**

- 1) Co-curricular and Extracurricular groups will continue to operate as long as all safety protocols are followed. There may be additional protocols placed on these groups based on the individual program.
- 2) There will be no field trips during the school day until further notice.
- 3) Fundraising will be completed in the same manner as the past. Keep in mind we must follow the Smart Snacks guidelines for items sold or delivered at school.
- 4) School clubs that have the ability to meet virtually would be encouraged to do so.
- 5) Spectators at these events will be decided on a case by case manner. There will be guidelines created for spectators.

### **School Culture and Activities**

- 1) PBIS initiatives will be continued and expanded. 7-12 staff and students will work in RAMS time to build relationships.
- 2) Opening to school changes
  - a) There will be no Open House
  - b) Move student start date for students to Thursday, August 13 rather than Wednesday, August 12
  - c) Teacher Professional Development Day on Monday, August 10
  - d) Teacher workday on Wednesday, August 12
  - e) Classified PD day on Wednesday, August 12
- 3) USV will work to train staff and students on the new protocols/procedures during the week of August 10th -14th.

### **Certified Staff**

- 1) New teaching staff will work with a mentor teacher.
- 2) Teachers meetings will be held face to face with social distancing being followed.
- 3) Training to staff
  - a) Cleaning procedures - Mr. Rolston
  - b) Google Classroom and other programs - Mr. Snow
  - c) Cafeteria Procedures - Mrs. Daring
  - d) Playground procedures - Mr. Rolston and Mrs. Jeffers
  - e) Bathroom procedures - Mrs. Jeffers and Mrs. Thompson
  - f) Entry and Dismissal - Mrs. Jeffers and Mrs. Thompson
  - g) Transportation - Mr. Rolston
  - h) other ??
- 4) If athletic seasons are cancelled or shortened there will need to be an MOU created with the USVTA to adjust pay accordingly.
- 5) USV will work with staff on an individual basis if needed. If a group of staff need social/emotional support, we will work together to assist.

### **Classified Staff**

- 1) Classified staff levels will remain as current. There will be another custodial position as needed to assist in the additional cleaning/disinfecting of the building and grounds. Other areas will be monitored for staffing needs.
- 2) Staff responsibilities are changing and fluid, depending on the recommendation of the CDC, Governor DeWine, Ohio Health Department, Hardin County Health Department, Ohio Department of Education, and other organizations.
- 3) Work schedules and daily times may need to change based on recommendations of the above listed groups.

### **Human Resources**

- 1) USV administration and the USVTA and USV OAPSE will need to work together as issues arise throughout the 2020/2021 school year. Communication will be a key component if issues do arise.
- 2) OTES 2.0 will be implemented in the 2021/2022 school year at the earliest.
- 3) Upper Scioto Valley will work to ensure that all staff are working in the building throughout the school year as long as it is safe to do so.
- 4) If we are into a total remote learning environment, communication with students and families will be vital. Much of this communication will be the responsibility of the teachers. Guidelines and procedures will be given by the principals.

### **Informational Technology**

- 1) Devices will not be exchanged between students or staff. If a device needs to be fixed a teacher should contact Drew and let him know. He will then pick up the device or make arrangements for the device to get to him.
- 2) USV has purchased Chromebooks for grades 1-12. There is a limited supply of loaner Chromebooks that may be available if one breaks.
- 3) USV is looking into all options for technology offerings for our students. Including, the possibility of purchasing hot spots for students.

### **Transportation**

- 1) USV is fully staffed with drivers and has several substitute drivers available.
- 2) Drivers will have access to facial coverings and gloves will be available if needed.
- 3) Masks and hand sanitizer will be available for students entering the bus. All students will be required to wear facial coverings while on school transportation.
- 4) Seating will be two per seat and three may be used if all are from the same residence.
- 5) Buses will be sanitized between each route.
- 6) Bus stops will not be monitored to ensure social distancing. For this reason, we are adding more stops to the routes to allow for less students at each stop. Seating: load from back to front in the morning and reverse in the afternoon to limit passing in aisles.
- 7) More specific procedures and protocols will be given to students by the transportation department.

### **Arrival and Dismissal**

- 1) USV will be entering through 4 doors this year rather than just the two that were used last year. All students' temperatures will be taken while entering the building.



- a) Bus riders will enter through the back doors. 7-12 students will enter on through the north door nearest the transportation office. PK - 6 will enter through the south door by Officer Mulligan's old office.
  - b) Non-bus riders will enter through the front doors. 7-12 students will enter through the north door to the right of the flagpole. K-6 will enter through the south door to the left of the flagpole. Pre-school will enter through the south end of the building nearest the classroom.
- 2) There will be extra staff on duty for arrival and dismissal of students.
  - 3) Additional procedures will be given by the principals.
  - 4) Students arriving late or leaving early will be handled as previous with the following changes:
    - a) Parents do not need to come into the building to sign students out
    - b) Parents can call office from cell phone and someone will escort the student out or parents can come up to the door and use the intercom system to have the student dismissed

### **Breakfast and Lunch**

- 1) Cafeteria tables will have limited seating and assigned seats will be used at lunch time.
- 2) Breakfast procedures will remain the same for K-6 students and this will take place in the classroom. 7-12 breakfast procedures will be given to students by cafeteria staff and principal.
- 3) Cleaning procedures were already very good in the cafeteria. This will continue and be added to, to ensure safety.
- 4) More detailed procedures and protocols will be provided by Mrs. Daring, Mrs. Jeffers and Mrs. Thompson

### **Restroom Procedures**

- 1) There will be a limit of four students in a restroom at a time.
- 2) Teachers will monitor this in the elementary. The HS/MS students will self-monitor the number of students.
- 3) Restrooms will be checked periodically by teachers. Custodial staff will be disinfecting restrooms throughout the school day.
- 4) Water fountains will be shut off. We have ordered touchless water filling stations for all water fountains. Students will need to have a refillable water bottle with them daily.

### **Main Office Visits**

- 1) Office phones may be used by students or staff. They will need to be disinfected after each use.
- 2) Parents and students will have limited access to the main office area. An appointment should be made to come to the office when possible.
- 3) Meetings that need to take place with parents will be held in the conference room.
- 4) Paperwork will be encouraged to be filled out online whenever possible.

### **Budgetary Concerns**

Many of the new protocols and procedures outlined above will come at a financial cost to the district. USV will keep a close watch on the financial implications of these protocols and procedures. However, we will not allow finances to put the safety of students and staff at risk.

**This plan is a fluid document and may need to be changed or adjusted based on the needs of the students and staff.**