

MANES R-V SCHOOL DISTRICT SAFE RETURN TO IN PERSON INSTRUCTION PLAN and CONTINUITY of SERVICES PLAN

2022-2023



Note: This is a living document. The Manes R-V School District will continue to monitor the situation and follow current guidelines and recommendations. Our decisions will be based on recommendations from CDC, DESE, Missouri Governor, and applicable state and local agencies.

INTRODUCTION

Manes R-V School District Return to School Plan IN RESPONSE TO COVID-19 Note: This is a living document. The Manes R-V School District School district will continue to monitor the situation and follow current guidelines and recommendations. Our decisions will be based on recommendations and data from CDC, DESE, Missouri Governor, and applicable state and local agencies. We have created this plan to aid in navigating the opening of the 2022-2023 school year where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The

guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO), the Department of Elementary and Secondary Education (DESE) and the Wright County Health Department (WCHD). Regular updates will be made to this plan based on information provided by these organizations.

GUIDING PRINCIPLES & COVID-19 TASK FORCE

In order to ensure the continued well-being of our employees and students the following guiding principles have been put in place:

- Employee and Student Safety Measures
- Health Guidelines
- Support for Families

Manes R-V School District developed a COVID-19 Task Force comprised of Manes staff, school board members, and parents to review and contribute for the district's reopening plan. The committee members met and provided recommendations and guidance for the return-to-school plan.

EMPLOYEE AND STUDENT SAFETY

TRAVEL RESTRICTIONS

Manes R-V School District will restrict staff travel to conferences and workshops unless pre-approved by the Superintendent.

STUDENT & EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, all staff and students will be screened for COVID-19 symptoms. Students and employees will be excluded from school if they test positive for COVID-19 or may be excluded if they exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained: (new or worsening)

- A fever of 100 degrees or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All screening information will be kept confidential by the District.

Return to School After Exclusion: Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. Untested (I think or I know I had Covid-19 and I had symptoms). Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - a. They have not had a fever for at least 24 hours (that is one full day of no fever, without the use of medicine that reduces fevers);
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least ten (10) calendar days have passed since your symptoms first appeared or symptoms can be accounted for by way of third party medical documentation dated within one week.
2. Tested with no symptoms (I tested POSITIVE for Covid-19 but had no symptoms). Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

HEALTH PROTOCOL

- If an employee or student becomes ill at work/school or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees and students returning to work from an approved medical leave should contact the Central Office. You may be asked to submit a healthcare provider's note before returning to work.
- If you have been in close contact with a confirmed COVID-19 person then you should follow the recommendations from the CDC and your health care provider.

The District will collaborate with the Wright County Health Department, following their guidance and instructions.

If you have been diagnosed with COVID-19, you may return to work or school when all 3 criteria are met:

1. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 10 days have passed since symptoms first occurred
 - If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.
 - If a student misses multiple days related to COVID-19 then we will look at each case on an individual basis and the student may be placed on an alternate educational plan.

Efforts will be made, in coordination with the Wright County Health Department to provide opportunities for vaccinations to be available for educators and students.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Manes R-V School District employees, students, parents, and visitors will practice social distancing for as long as the CDC and Missouri Governor recommends when possible.

Please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Handwashing will be scheduled frequently throughout the day and students will wash their hands before and after meals/snacks.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Masks will be allowed.
- If you choose to wear a mask the following steps will help insure the correct wearing of masks:

*Wash your hands or use hand sanitizer before putting on your mask

*Put the mask over your nose and mouth and secure it under your chin

*Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.

*If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.

*Make sure you can breathe easily.

WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Manes R-V School District has alcohol-based hand sanitizers in the classrooms and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. Manes R-V School District's custodian will clean all workspaces at their designated cleaning time. Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon returning, our school will be completely cleaned and disinfected and building and classroom ventilation. We will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the offices and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees/students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting, based on the frequency stated below.

GENERAL DISINFECTION MEASURES

| Category | Area | Frequency | Who is Responsible |
|-------------------|--|----------------------------|--------------------------------------|
| Workspaces | Offices, desks, chairs | At the end of each use/day | Students Teachers Custodial Staff |
| Appliances | Refrigerators, Microwaves, Coffee Machines | After each use | Teachers Staff |

| | | | |
|-----------------------------|--|--|-----------------------------|
| Electronic Equipment | Equipment Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day | Teachers Staff |
| General Used Objects | Handles, light switches, sinks, restrooms | Several times throughout the day | Custodial Staff |
| Buses | Buses Bus seats, handles/railing, window controls | At the end of each bus run | Bus Drivers Custodial Staff |
| Common Areas | Cafeteria, Library, Conference rooms, Gyms, Common Areas | At the end of each use/day; between groups | Custodial Staff |

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to school.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening. Participation is important to help us take precautionary measures to protect you and everyone in the building.

CAFETERIA AND MEAL PERIODS

The Manes R-V School District will closely monitor communal use of common spaces (cafeteria/gym) and monitor human capacity. Alternate schedules are an option as we continue to monitor CDC recommendations.

CLASSROOM ARRANGEMENTS

The Manes R-V School District will limit group gatherings, arrange classroom environments, and monitor human capacity. Alternate schedules for recess, meal times, and restroom breaks.

STAFF TRAINING

1. Pre-return to school training Presented to ensure understanding and preparedness to align with this manual
2. First Day Training/Orientation Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform
3. Cleaning Crew Protocols Disinfection methods and a comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.

2. School/District checklists
3. Disinfection Measures
4. Transportation
5. Isolation protocols
6. On site health-screening
7. Visitors
8. Cleaning Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website www.manes.k12.mo.us
3. Google Classroom
4. Parents/Guardians need to make sure that Manes R-V School District has current contact information including phone number and email address.

SOCIAL/EMOTIONAL/MENTAL HEALTH

The Manes R-V School District recognizes the mental and emotional toll the COVID-19 pandemic and surrounding circumstances have had on both staff and students. In addition to our regular classroom counseling instruction, the district will also be providing a licensed professional counselor on campus for any additional support needed by our students, teachers, and support staff.

AVAILABILITY OF PLAN IN OTHER LANGUAGES

The Manes R-V School District will provide a copy of the Safe Return to Learn Plan in other languages including orally upon request. Those requests should be made to the District's Office at 8939 Hwy 95 Mountain Grove, MO 65711 or by calling 417-668-5313.

ACADEMICS AND HOME-BASED LEARNING

1. **At Home Learning Packets, Online Learning:** In the event that schools would have to close again, we would like our instruction to be uniform across the board. We will create packets for each grade level that we would use as "Emergency Go-Packets." We will use paper/pencil resources to eliminate the constant change and confusion for parents and teachers. We could convert these packets to digital copies for Google Classroom. An Alternative Methods of Instruction plan has been created and will be distributed when needed.
2. **Facility, Safety, and Security:** We will develop the return plan for students and staff in the building and outline all safety protocols.
3. **Optimize All Available Resources:** A needs assessment was created to help the district understand the technology needs of the families.
4. **Student Services:** Appropriate accommodations will be made for children with disabilities. We will work to address any parent concerns with special education and 504 services regarding the students' instruction, health, and safety.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school has to close in 2021-2022, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom and Class Dojo. Google Classroom and Class Dojo will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with timely phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support.

PACKET DISTRIBUTION

Direct delivery method will be used for all printed packets; distributions will utilize the Manes R-V bus routes.

PACKET RETURN

1. Packet pick up will also utilize the Manes R-V bus routes.
2. In the event that the parent needs to drop off the packet, Manes R-V School District will drop off location is the front entrances of the school.
3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc.) or via photo sharing.

ONLINE INSTRUCTION

Google Meet, Google Classroom or Zoom are our online components to help deliver weekly live and recorded instruction from the classroom teacher. The students will be provided with a laptop computer for their online instruction use. The teachers will instruct the lesson and then follow-up with tutorials in the same week. A Google Meet schedule will be provided on our website: www.manes.k12.mo.us

REVIEW

Manes R-V School will periodically review and revise this plan based on new data from local, state, and federal agencies. We will also consult with all stakeholders by surveys and/or public meetings. This plan and all other information will be disseminated in written language that is understandable to the stakeholder. Please contact the district office if you are in need of translation services.