

CCPS Re-entry Checklist 2021-2022

Purpose of Guidance Document

The purpose of this guidance document is to communicate best practice guidelines to ensure a safe and healthy 2021-2022 school year for all stakeholders. Each local school should utilize the information in this guidance document to create their own individualized re-entry plan to share with stakeholders. This information follows the Guidance for K-12 School Operations for In-Person Learning developed by the Kentucky Department of Public Health.

Information is subject to change as we continue to receive updated information from the Department of Public Health, Kentucky Department of Education, Kentucky Governor’s Office, and the Centers for Disease Control and Prevention.

<u>COVID-19 Education and Disinfecting</u>	Yes	No	Follow Up
School leadership has a process to review and stay up to date on COVID-19 guidance and information provided by the CDC/DPH/KDE via the District.			
Utilize school level COVID-19 task force team to review information given by the District to make individualized re-entry plan and update plan as needed.			
The school has designated a staff person (School COVID19 Officer/admin) to be responsible for responding to COVID-19 concerns of employees (teachers, transportation staff, coaches, etc.) and parents/guardians.			
The school has designated a staff person to be responsible for communicating with the District Healthy At School Officer. The District Healthy At School Officer and schools will work in alignment with the Christian County Health Department to include contact tracing and positive cases.			
The school will conduct a training for teachers and students on common preventative measures for COVID-19 prevention including: <ul style="list-style-type: none"> ● Washing hands with soap for at least 20 seconds ● Avoiding touching eyes, nose, and mouth ● Covering coughs and sneezes with tissues and throwing away tissues ● Avoiding contact with others when sick 			
The school will display COVID-19 prevention posters in prominent places around the school building including in the cafeteria, bathrooms, and classrooms.			
The school will include COVID-19 prevention reminders in the daily announcements.			
Continue to promote vaccination to help increase the proportion of students (12 years of age or older), teachers, staff, and family members who are vaccinated.			

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<u>COVID-19 Education and Disinfecting continued</u>	Yes	No	Follow Up
*Schools may ask if students have been vaccinated; students cannot be forced to provide proof. *Staff to provide proof of vaccination if vaccinated.			
The school has a plan/procedure for immediate cleaning and disinfecting impacted areas (e.g. classrooms, labs, library, cafeteria, bathrooms, study areas, pathways, etc.) in the event a student or staff member tests positive for COVID-19.			
Improve facility cleaning to the greatest extent possible. In general, cleaning once a day is enough to sufficiently remove the potential virus that may be on surfaces. Consider cleaning high-touch, shared surfaces more frequently.			
Water fountains should not be used. Plan/procedure put in place to offer water during the day.			
The school has taken steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.			

<u>COVID-19 Prevention and Procedures</u>	Yes	No	Follow Up
Hand Hygiene stations should be set up at the entrance of the facility, so that staff, students, and visitors can clean their hands before they enter. Place hand sanitizer near the sign-in station for use before and after signing in and out. Hand sanitizer should also be available throughout the building.			
Prepare for an increased number of parents transporting their students to and from school. <i>This additional influx of cars may cause long delays in student arrival and departure if school campuses are not designed to handle a large number of car riders.</i>			

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<u>COVID-19 Prevention and Procedures continued</u>	Yes	No	Follow Up
Discuss/plan for alternating class dismissal times for each classroom or group to avoid a large number of people congregating. Limit crossover in entrances, hallways, and common spaces. Encourage individuals to walk to the right in common hallways, corridors, and paths.			
Provide physical guides, such as signage on walls to ensure that students remain at least three to six feet apart in lines or waiting for seating, if able.			
Plan for cross training staff members to cover for colleagues in case of illness. This should be done for all critical functions. Each school should have a school coverage plan.			
<p>*The parental assurance for daily student health assessment form will be sent home to all parents/guardians.</p> <p>*Staff members will be given the staff assurance for daily health assessment form to sign and return to their supervisor.</p>			
<p>*Masks for students and staff are optional (this includes school buses). Please see the contingency plan at the bottom of this document for possible alternative mitigation strategies if needed. CCPS support plan for parents who want their student(s) to wear a mask all day.</p> <p>*At the August 5, 2021 board meeting, the CCPS Board Members voted to implement universal masking for all students and staff members. For those unable to wear a mask, a doctor note must be provided.</p> <p>*PPE is available at school level if needed.</p> <p>*Students will report directly to their classroom upon school arrival.</p> <p>*Morning Assemblies possibly to start at end of September.</p>			
Establish procedures to keep sick students and staff separate from well students and staff until they can be sent home. A separate quarantine room in the building will need to be marked for this purpose (under adult supervision).			
<p>Establish procedures to ensure that students and staff who become sick during school hours are sent home as soon as possible.</p> <p>If a student or staff member becomes symptomatic during class, the office should be contacted and a school administrator/nurse will report to the classroom.</p> <p>Health assessments will be completed and each handled on a case by case basis while maintaining confidentiality.</p> <p>Students cannot be sent home sick on the school bus.</p>			

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<u>COVID-19 Prevention and Procedures continued</u>	Yes	No	Follow Up
Any hearing/vision screens need to be scheduled to be completed in order to avoid congestion at the nurse office. (Mass screenings for grades 1 st -3 rd is not recommended by our LHD at this time – screenings will only be completed for individual needs.) For minor health referrals (e.g. abrasion) the nurse will need to be contacted before the student reports to the nurse office to avoid congestion in the nurse office and to ensure sanitization between students.			
Recognize and assess the fear and anxiety of students regarding COVID-19 and/or returning to school and make referrals to a school counselor as needed.			
*Establish a procedure to provide breakfast and lunch in order to limit time spent in the communal cafeteria. Stagger meal times to promote social distancing. *Grab and go breakfast is a school decision. *Ensure students with food allergies are accommodated whether eating in the classroom or in small groups in the cafeteria/alternate location.			
*Utilize proper hand hygiene before and after playground use.			
Classrooms and all school spaces will be set up to promote/maximize social distancing, if able. All desks should face the same direction when possible.			
Students will sit in assigned seats in all settings and daily attendance recorded. This is crucial for contact tracing purposes.			
Suspend “Perfect Attendance” awards in order to emphasize the importance that students stay home if sick.			

**Important Reminder – any health screenings/information for staff is to be kept confidential under HIPAA law. Student information is also to be kept confidential and falls under HIPAA and FERPA laws.

**The Governor did not waive the health document requirements for students. The nurses will still be responsible for auditing student health records, inputting the health data into Infinite Campus, and sending letters for record noncompliance. Per KDE, students enrolled in online instruction (VLA) will still be required to submit the mandated health documents and have this data entered into Infinite Campus.

**A Test to Stay Program was started on September 27, 2021 to allow school acquired close contact staff and/or students to remain in the classroom.

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Contingency Plan:

Levels of community transmission may be used as a factor for determining the implementation of layered prevention strategies. Community transmission is defined as a total of new cases per 100,000 persons in the past 7 days and percentage of positive tests in the past 7 days (CCPS to work with CCHD/DPH, local pediatricians, and local hospital for community status updates in order to make informed decisions).

Limit visitors except for required essential services. Volunteers, parents, and visitors will not be allowed to enter the schools beyond the office. Parents should arrange in-person appointments with school personnel, will be required to participate in COVID-19 screening, and must wear a mask.

Restrict school sponsored travel to areas with high COVID-19 infection rates.

Students in grades 1st – 12th will be required to wear masks upon entering the building and at all times during the day unless social distancing (6 feet) can be maintained. Students must have a note from their health care provider if a mask is not to be worn – this documentation must be kept on file in the nurse office and an IHP (Individualized Health Plan) will need to be completed for the student.

Employees must wear a mask upon entering the building when completing health screening and at all times during the day unless social distancing (6 feet) can be maintained. Employee must have a note from their health care provider if a mask is not to be worn. A school administrator will need to discuss with the employee any COVID-19 concerns they have in order to accommodate.

Plan alternatives to large group gatherings.