

Bethel-Tate Local Schools
COVID-19 Virus Pandemic Conditions of Operations
Return to School Strategy for Fall 2020 Semester – Full Return Learning Model

Return to School Guidelines - COVID-19 Operational Environment for Return to School – Full Return Learning Model

The following comprehensive document identifies the operations of a K-12 school district in a full return-learning environment during the COVID-19 pandemic crisis.

I. Initial Assumptions and Considerations:

- Ohio Department of Health Director’s orders permit staff and students to return to school.
- The district shall comply with and utilize Ohio Department of Health orders and guidance articles pertaining towards the reopening of schools?
- The district plans for operation shall be reviewed by the county environmental health department and finalized with their approval and recommendations.
- The district’s plans for operation shall be reviewed and approved by the Board of Education.
- The district’s plans for operation shall be communicated to staff, parents, students and the community.
- Processes and procedures defined and approved by the Clermont County Department of Environmental Health in this document are intended to protect the students, staff and community from exposures to the COVID-19 virus. Strategies include reducing exposure potentials through isolation and or elimination of the COVID-19 virus. Certain strategies may impose restrictions and elimination of services and activities that are considered higher risk and or non-essential. The district is required by law to follow and abide by the directions and orders of Clermont County Department of Environmental Health and State of Ohio’s Department of Health.

II. Full Return Learning Environment during COVID-19 Pandemic Crisis Platform for Bethel-Tate Local School District:

The COVID-19 coronavirus pandemic is an ongoing pandemic of Coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2. The outbreak was defined in Wuhan, China in December of 2019. The World Health Organization declared the pandemic on March 11, 2020.

The virus is primarily spread between people during close contact, most often via small droplets produced by coughing, sneezing and talking. People are mainly exposed to the virus by the small airborne droplets entering through the facial mucus membranes of the eyes, nose and mouth. Droplets that fall to the ground or onto surfaces less commonly may infect people when they touch the contaminated surface and then touch their facial mucus membranes.

Methods to avoid exposure to the virus involve the wearing of a facial covering, covering ones mouth when coughing or sneezing, maintaining safe social distancing, frequent hand washing, avoid touching the face, monitoring and self isolation when exposed. Reducing mass gathering numbers and conducting grouping isolations lowers the risk of infection and the spread of the virus.

A full return environment allows the entire student population to be physically present in the building 5 days per week for at least 7 hours per day. The strategy of full return in the traditional classroom configuration only ensures at best 2 to 3 feet safe social distancing between the occupants in the classroom.

A Hybrid Full Return Academic Classroom model reduces classroom sizes by repurposing non-traditional classrooms to create additional classrooms. Rooms such as gyms, cafeteria, art, music, stages and media centers will be transformed into academic classrooms. This will increase student social distancing spaces in the learning environments.

Regardless of which approach is chosen, containing students within unique classroom groups and not combining, merging or changing occupants of these groups will prevent the risk of cross contamination and or extended exposures. The schools will follow this practice as much as possible. CDC recognizes that contamination risk occurs when one is less than 6 feet to a COVID-19 positive case for more than 15 cumulative minutes.

The administration recommends to the Board of Education the Hybrid Full Return Academic Classroom model to be used if a Full Return Learning Environment is chosen. Section III defines the recommended Hybrid Full Return Academic Classroom models for the Primary, Intermediate and Middle Schools.

Note: All students, staff and visitors will follow the safety guidelines defined by the Ohio Department of Health concerning the Ohio Public Health Advisory System - Ohio COVID-19 Risk Level Guidelines for the Public

Ohio COVID-19 Risk Level Guidelines for the Public			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.
LEVEL 1-4 REQUIRE COMPLIANCE WITH ALL HEALTH ORDERS			
<small>Over 60% of Ohioans are considered high-risk based on CDC guidance. High-risk individuals* are at an increased risk of severe illness and should take every precaution to guard against contracting COVID-19, including following higher risk level guidance outlined below. Consult a doctor about your risk.</small>			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> Conduct a daily health/symptom self-evaluation and stay at home if symptomatic.** Maintain social distancing of at least 6 feet from non-household members. Wear face coverings in public, especially when social distancing is difficult to maintain. Increase caution when interacting with others not practicing social distancing or wearing face covers. Avoid traveling to high-risk areas. Follow good hygiene standards, including: <ul style="list-style-type: none"> Wash hands frequently with soap and water for at least 20 seconds. Use hand sanitizer frequently. Avoid touching your face. Cover coughs or sneezes (e.g., into a tissue, or elbow). Symptom self-evaluation monitoring. 	<ul style="list-style-type: none"> Same guidelines as in Level 1. Avoid contact with anyone who is considered high-risk. High-risk individuals* should take extra care to follow precautions. Decrease in-person interactions outside household. Seek medical care as needed, but limit or avoid unnecessary visits to hospitals, nursing homes, and residential care facilities to see others as much as possible. 	<ul style="list-style-type: none"> Same guidelines as in Levels 1-2. Decrease in-person interactions with others. Consider necessary travel only. Limit attending gatherings of any number. 	<ul style="list-style-type: none"> Same guidelines as in Level 1-3. Stay at home/ necessary travel only.

III. Hybrid Full Return Academic Classroom Model:

The conversion of larger rooms and multipurpose areas into academic classrooms, therefore reducing academic classroom sizes and increasing classroom social distancing.

Goals and General Assumptions:

- Reduce class size by adding classroom through use of larger rooms/multipurpose areas.
- Increases social distancing to 6 feet.
- Team teaching approach to occur in converted multipurpose areas.
- If Applicable, instructional resources shared among different buildings such as Art and Music Instructors will become part of an instructional team for the larger teaching areas. These resources will be temporarily assigned to a specific building to eliminate risk of cross contamination between buildings during the school day. *Example; Art Instructor will be temporarily assigned to Intermediate School and Music Instructor temporarily assigned to Primary School.*
- Multipurpose areas will be divided with temporary barriers to establish a separated room unit. The room units will accommodate the capacities identified in matrix's reallocation table shown below.
- Vacant academic classrooms will be converted into instructional prep areas and temporary storage for items removed for other areas. Instructor work areas will be adequately spaced to fulfill social spacing requirements.

A. Primary School

a. Primary School Hybrid Full Return Classroom Conversions:

- Utilized large multipurpose areas for academic rooms
 - Art room – 1 unit
 - Gym - 3 units
 - Cafeteria – 3 units
 - Media room – 3 units
- Academic classroom will hold maximum capacity not to exceed 15 students
- Other Areas available for group instruction computer lab.
- Infirmary for Health Screening / Fevered Cases – Music room
- Available additional capacities through the conversion of large multipurpose rooms into academic classrooms =181
 - Art – 16
 - Media – 55
 - Cafeteria – 55
 - Gym – 55

b. Primary School Hybrid Academic Classrooms by Grade Conversion Matrix:

Capacity reductions table;

Grade	Traditional Number of Academic Classrooms	Number of Students (Estimated)	Larger Room/ Multipurpose Areas to be Converted	Reduction of academic classroom size
Pre-School	1	32	Art Room	16
Kindergarten	4	25	Media Room	15
1 st Grade	4	25	Cafeteria	15
2 nd Grade	4	25	Gym	15

Academic instructional rooms capacities reallocation table;

Grade	Students (Estimated)	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7
Pre-School	40	16	16	N/A	N/A	N/A	N/A	N/A
Kindergarten	100	15	15	15	0	18	18	19
1 st Grade	100	15	15	15	0	18	18	19
2 nd grade	100	15	15	15	0	18	18	19

c. Primary School Available Human Resources Distributions (FTE):

- **Instructors (I)**
 - Pre School – FTE 1
 - Kindergarten – FTE 4
 - Grade 1– FTE 4
 - Grade 2 – FTE 4
- **Additional Instructional Staff (AIS)**
 - Art– FTE .5
 - Music – FTE .5
 - Gym – FTE .5
 - Computer – FTE 1
 - Title – FTE 2
- **Aides (A)**
 - Instructional – FTE 3
 - Pre School – FTE 1
 - Other – FTE ?

d. Primary School Facilities Reallocations:

- **Pre-School:**
 - Utilize existing room by reducing casework and common group areas to accommodate 6 feet social spacing for student desk.
 - AM Preschool will utilize existing room.
 - PM Preschool will utilize Art room.
 - Sanitize rooms with electrostatic sprayer everyday.

- **Kindergarten:**
 - Rooms 1, 2, and 3 would be in academic classrooms with an **Instructor**.
 - Rooms 5, 6 and 7 would be combined located in the Media room with;
 - 1 - **Instructor**
 - 1.5 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - Team-teach with the above resources for rooms 5, 6 and 7.
 - Room 4 would become vacant.

Note: the media room would require modifications such as removal of the non perimeter-shelving units to accommodate needed classroom space. The non perimeter-shelving units will be relocated to other vacant areas such as the conference and vacant academic rooms.

- **1st Grade**
 - Rooms 1, 2, and 3 would be in academic classrooms with an **Instructor**.
 - Rooms 5, 6 and 7 would be combined located in the Cafeteria with;
 - 1 - **Instructor**
 - 1.5 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - Team-teach for rooms 5, 6 and 7
 - Room 4 would become vacant.
- **2nd Grade:**
 - Rooms 1, 2, and 3 would be in academic classrooms with an **Instructor**.
 - Rooms 5, 6 and 7 would be combined located in the Gym room with;
 - 1 - **Instructor**
 - 1.5 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - Team-teach for rooms 5, 6 and 7.
 - Room 4 would become vacant.

B. Intermediate School

a. Intermediate School Hybrid Full Return Classroom Conversions:

- Utilized large multipurpose areas for academic rooms
 - Gym - 3 units
 - Cafeteria – 3 units
 - Media room – 3 units
- Academic classroom will hold maximum capacity not to exceed 15 students
- Other Areas available for group instruction computer lab, art room, music room,
- Infirmary for Health Screening / Fevered Cases – Media room
- Available additional capacities through the conversion of large multipurpose rooms into academic classrooms =164
 - Cafeteria – 44
 - Tiger Room – 63
 - Gym – 57

b. Intermediate School Hybrid Academic Classrooms by Grade Conversion Matrix:

Capacity reductions table;

Grade	Traditional Number of Academic Classrooms	Number of Students (Estimated)	Larger Room/ Multipurpose Areas to be Converted	Reduction of academic classroom size
3 rd Grade	5	20	Cafeteria	14
4 th Grade	4	27	Tiger	15
5 th grade	5	24	Gym	15

Academic instructional rooms capacities reallocation table;

Grade	Students (Estimated)	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
3 rd	100	14	14	14	14	0	14	15	15
4 th	108	15	15	15	0	21	21	21	N/A
5 th	117	15	15	15	15	0	19	19	19

c. Intermediate School Available Human Resources Distributions (FTE):

- **Instructors (I)**
 - Grade 3 – FTE 5
 - Grade 4 – FTE 4
 - Grade 5 – FTE 5
- **Additional Instructional Staff (AIS)**
 - Art – FTE .5
 - Music – FTE .5
 - Gym – FTE .5
 - Computer – FTE 1
 - Title – FTE 2

- **Aides (A)**
 - Academic – *FTE 3*
 - Other – *FTE ?*

d. Intermediate School Facilities Reallocations:

- **3rd Grade:**
 - Rooms 1, 2, 3, and 4 would be in academic classrooms with an **Instructor**.
 - Rooms 6, 7 and 8 would be combined located in the Cafeteria with;
 - 1- **Instructor**
 - 1.5 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - **Team-teach** for rooms 6, 7 and 8.
 - Room 5 would become vacant.
- **4th Grade:**
 - Rooms 1, 2, 3 would be in academic classrooms with an **Instructor**.
 - Rooms 5, 6 and 7 would be combined located in the Tiger Room with;
 - 1 – **Instructor**
 - 1.5 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - **Team-teach** for rooms 5, 6 and 7.
 - Room 4 would become vacant.
- **5th Grade:**
 - Rooms 1, 2, 3, and 4 would be in academic classrooms with an **Instructor**.
 - Rooms 6, 7 and 8 would be combined located in the Gym with;
 - 1 – **Instructor**
 - 1.5 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - **Team-teach** for rooms 6, 7 and 8.
 - Room 5 would become vacant.

C. Middle School

a. Middle School Hybrid Full Return Classroom Conversions:

- Utilized large multipurpose areas for academic rooms
 - Media Room / Computer Lab (3)
 - Gym / Stage - 3 units
 - Cafeteria – 3 units
 - Media Room / Computer Lab – 3 units
- Academic classroom will hold maximum capacity not to exceed 15 students
- Other Areas available for group instruction Music Room
- Infirmary for Health Screening / Fevered Cases – Art room
- Available additional capacities through the conversion of large multipurpose rooms into academic classrooms = 221
 - Music Rooms – 70
 - Cafeteria – 70
 - Gym / Stage– 81

b. Middle School Hybrid Academic Classrooms by Grade Conversion Matrix:

Capacity reductions table

Grade	Traditional Number of Academic Classrooms	Number of Students (Estimated)	Larger Room/ Multipurpose Areas to be Converted	Reduction of academic classroom size
6 th Grade	5	26	Media / Computer Rooms	15
7 th Grade	5	26	Cafeteria	15
8 th Grade	6	26	Gym / Stage	15

Academic instructional rooms capacities reallocation table

Grade	Students (Estimated)	Rm 1	Rm 2	Rm 3	Rm 4	Rm 5	Rm 6	Rm 7	Rm 8	RM 9	Rm 10
6 th Grade	130	15	15	15	15	0	23	23	24	N/A	N/A
7 th Grade	130	15	15	15	15	0	23	23	24	N/A	N/A
8 th Grade	156	15	15	15	15	15	0	20	20	20	21

c. Middle School Available Human Resources Distributions (FTE):

1. Instructors (I)

- Grade 6 – FTE 5
- Grade 7 – FTE 5
- Grade 8 – FTE 6

2. Additional Instructional Staff (AIS)

- Art – FTE 1

- Music – *FTE 1*
- Gym – *FTE 1*
- Computer – *FTE 1*

3. Aides

- Instructional – *FTE 3*
- Other – *FTE ?*

d. Middle School Facilities Reallocations:

- **6th Grade:**

- Rooms 1, 2, 3 and 4 would be in academic classrooms with an **Instructor**.
- Rooms 6, 7 and 8 would be combined located in the Media room and Computer lab.
 - The Media room would accommodate 2 room groups
 - The adjoining Computer Lab would be for one room group.
 - 1- **Instructor**
 - 1- **Additional Instructional Staff**
 - 1- **Instructional Aide**
 - Team-teach for the rooms 6, 7 and 8.
- Room 5 would become vacant.

Note: The media room and computer lab will require modifications such as removal of non-essential computer equipment and non-perimeter shelving units to accommodate needed classroom space. Non-essential computer equipment and non-perimeter shelving units will be relocated to other vacant areas such as the music room.

- **7th Grade**

- Rooms 1, 2, 3 and 4 would be in academic classrooms with an **Instructor**.
- Rooms 6, 7 and 8 would be combined located in the Cafeteria with;
 - 1 - **Instructor**
 - 1 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - Team-teach for rooms 6, 7 and 8.
- Room 5 would become vacant.

- **8th Grade:**

- Rooms 1, 2, 3, 4 and 5 would be in academic classrooms with an **Instructor**.
- Rooms 7, 8, 9 and 10 would be combined located in the Gym and Stage areas room with;
 - 1 - **Instructor**
 - 2 - **Additional Instructional Staff**
 - 1 - **Instructional Aide**
 - Team-teach for rooms 7, 8, 9 and 10.

- Room 6 would become vacant.

IV. General Guidelines: Full Return Learning Environment for Bethel-Tate Local School District:

- The majority of the student population shall physically be in attendance in the school building during the day for 5 days per week.
- Students that are not attending in person to district due to COVID-19 safety concerns
 - Parent / Guardian must notify the building principal in writing no later than August 3 the desire for their student to fulfill his/her educational requirements via remote on-line learning instruction.
 - Commitment for remote on-line learning will be for the duration of the entire semester.
 - Parent may request the use of a school owned chrome book device.
 - A remote learning Instructor will be assigned to the student as an instructional resource.
 - Remote students will use an online instructional courseware product such as Apex.
 - Online courseware charges will be applicable at the expense of the student's household.
- Students would remain in the same classroom for the majority of the school day.
 - Large multipurpose facilities used for gym, art and music would be converted into classrooms to assist with reduction of classroom sizes and increase social distancing.
 - Specials instructors would assist academic instructors.
 - Specials such as gym, art and music offerings would be limited.
 - Outdoor recess will be permitted with the following restrictions
 - All must following safe social distancing practices
 - Classroom groups must remain intact and not combine with other classroom groups
 - Playgrounds will be divided into zones.
 - Only one classroom group may reside in a zone per recess period.
 - Outdoor equipment may not be shared among classroom groups
 - Outdoor equipment such as balls must be sanitized with Triple SSS sanitizer after each recess period.
 - Students and Staff must wash their hands immediately following the recess period.
 - Instructors may utilize outdoor facilities for instruction as long as social distancing is practiced.
 - Outdoor classroom areas shall be identified and only one classroom group may reside in the defined area at any given time.
- Students and staff would be required to wash their hands every 60 minutes throughout the day.
- Students would eat meals in the classroom.
- Restroom breaks would be in small groups with ensured social spacing while in corridors maintained. No more than 3 students in a restroom at one time.
- Instructors would change classrooms not students.

- Assigned seating will be mandatory for all classrooms.
- Seating charts will be maintained and documented daily. These updated documents will be provided to the administration on a daily basis.
- Students would be present in the schools all five days of the school week.

V. Use of Face Mask / Coverings Policy and Orders Requirements:

A. Students, staff and visitors must follow the board approved policy for use of face mask and coverings as defined below:

The Board of Education is committed to providing students, staff, and visitors with a safe and healthy environment.

In order to maintain a healthy environment, the Board will follow the mandates and requirements set forth by the federal government, Center for Disease Control, Ohio Governor, Ohio State Health Department, Clermont County Health Department, Ohio Department of Education, and other entities (“Directing Entities”) as it relates to the protecting the health of students. If any of these Directing Entities or District Administration requires staff, students, and/or visitors to wear cloth face coverings / masks while attending school, reporting to work at a school, or visiting a school, the District’s Administration will follow and enforce such directives.

As of July 2020, pursuant to *COVID-19 Health and Prevention Guidance for Ohio K-12 Schools* issued by the Ohio Department of Health and the Ohio Department of Education, all staff members must wear face coverings.

Bus and van drivers shall wear a face covering when passengers are boarding or exiting the vehicle. Driver shall also wear a face covering when vehicle is stationary while idle and the parking break engaged and or the engine is not in operation. Only time the driver is not required to wear a face covering is when the vehicle is moving, parking break not engaged, or braked while the engine is in operation and transmission is in the neutral, drive or reverse gear position.

While on any School Board owned vehicle – All students passengers are required to wear a face covering. Students will need to have face covering on prior to boarding the vehicle and keep the face covering on during the entire duration of being on board of the vehicle.

While in school It is strongly recommended that students in 3rd grade and higher wear a face covering unless they are unable to do so for a health or developmental reason.

Cloth Face coverings / masks should:

- Fully cover the mouth, nose, and chin;
- Fit snugly against the side of the face so there are no gaps;
- Not create difficulty breathing while worn; and
- Held secure through either a tie, elastic, etc. to prevent slipping.

Face coverings / masks shall not include surgical masks or respirators (as those should be reserved for healthcare works), masks designed to be worn for costume purposes, etc. All face coverings / masks shall meet the requirements of the appropriate dress code policies and/or codes of conduct.

Exceptions to this face coverings policy may be made for the following:

- Children younger than 2 years old;
- Anyone who has trouble breathing;
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance;
- Facial coverings are in violation of documented industry standards;
- Facial coverings will significantly interfere with the learning process;
- Facial coverings are in violation of documented safety policies or documented industry standards;
- Individuals who have received approval from District administration after discussing their request not to wear a face covering / mask due to a physical, mental or developmental health condition, if wearing a mask would lead to a medical emergency or would introduce significant safety concerns.
 - In this exception, the District administration may also discuss other possible accommodations for the student or staff member. Such discussion shall follow District policies and procedures under Section 504 and the ADA.

Bethel-Tate Local Schools District is required to provide written justification to the local health officials upon request explaining why a staff member is not required to wear a facial covering in the school. Therefore, if any of the above exceptions are made, the request for such exception must be submitted in writing to the superintendent, and a decision on the request will be provided in writing. An individual may be required to wear a face shield or other face covering as appropriate for an accommodation of this face covering requirement.

Any school nurse or staff who care for individuals with COVID-19 symptoms must use appropriate personal protective equipment (PPE) in accordance with OSHA standards.

- i. If face masks / coverings are required, and no exception has been applied, students and/or staff who violate this policy shall be subject to disciplinary action in accordance with the applicable Student Code of Conduct/Student Discipline Code, staff Code of Conduct, and in accordance with policies of the Board.

B. Facial Coverings requirements set forth from Orders based upon Ohio Public Health Advisory system Levels:

Counties that triggered four or more key indicators in the Ohio Public Health Advisory system arriving to Level 3 advisory. This reveals that the county is experiencing very high exposure and spread of COVID-19. Immediate action is necessary to mitigate the danger that this presents to the residents of the county. Therefore to mitigate the spread of COVID-19 in the county all residents are ordered to wear facial coverings (masks) in accordance with the requirements set forth in the section of the order for Facial Coverings (Masks).

Facial Coverings (Masks). Except as provided herein, all individuals shall wear facial coverings at all times when:

- a. In any indoor location that is not a residence

- b. Outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their households; or
- c. Waiting for, riding, driving, or operating public transportation, a taxi, a private care service or a ride share vehicle. This does not apply to vehicles engaged in direct travel through a county that does not stop in that county.

The requirement to wear a facial covering shall continue for a county identified in the Order until that county is no longer designated at level 3 or level 4 in the Public Health Advisory System. The requirement to wear a facial covering does not apply when:

- a. The individual is under ten years of age;
- b. A medical condition, including those with respiratory conditions that restrict breathing, mental health conditions, or disability contraindicates the wearing of a facial covering;
- c. The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where the ability to see the mouth is essential for communication;
- d. The individual is alone in an enclosed space, such as an office, and which space is not intended for use or access by the public.
- e. The individual is actively participating in athletic exercise in a gym or indoor facility so long as six or more feet of separation between individuals exist;
- f. The individual is actively participating in athletic practice, scrimmage, or completion that is permitted under a separate Department of Health order;
- g. The individual is actively engaged in a public safety capacity, including but not limited to law enforcement, firefighters or emergency medical personnel;
- h. The individual is seated and actively consuming food or beverage in a restaurant or bar;
- i. Facial covering are prohibited by law or regulation;
- j. Facial coverings are in violation of a businesses documented safety policies; Individual is actively participating I broadcast communications; or
- k. Individual is an officiate of a religious services.

Schools that offer kindergarten through grade twelve instruction should follow the guidelines set fourth by the Ohio Department of Educations and the Ohio Department of Health. Nothing in this order is intended to interfere with the separation of powers under the Ohio Constitution. This order does not apply to jails or prisons facilities. This order is not intended to supersede, supplant or preempt any order or law of a local jurisdiction that is more restrictive than this Order. For the purpose of this Order, a facial covering (mask) is any material cover an individual's nose, mouth and chin.

C. Ohio Department of Health's Order – Reference to define current guidelines from the Ohio Department of Health - Addendum to Directors Order:

- a. Re: Addendum to Director's Order for Facial Coverings in Counties in Level 3 Public Health Advisory
Excerpts from the most recent Addendum for reporting period ending July 7, 2020.
- b. Preamble section: *...I order all residents to wear facial coverings in accordance with the requirements set forth in Section 7 of the July 8, 2020 Order as if fully rewritten herein.*

- c. Duration section: ... and remains in full force and effect until each of the counties listed herein no longer is designated as red or purple.....

D. Clarification from Clermont County Public Health 7-15-2020 for facial coverings for K-12 Institutions.

- a. Clermont County Public Health confirmed that K-12 schools are exempted from the Ohio Public Health orders for facial coverings.
- b. K-12 institutions are to abide by the orders provided by the Ohio Department of Education and Ohio Department of Health.
- c. **ODE and ODH current orders for counties with a level 3 Public Health Advisory condition strongly recommends children 10 years of age or older in a K-12 institution to wear facial coverings.**
- d. K - 12 institutions are required to follow the current orders provided by Ohio Department of Education and Ohio Department of Health. Therefore all orders followed by K-12 institutions are subject to change and at the mercy of the Ohio Department of Education and Ohio Department of Health directives and timelines.

VI. Full Return Learning Schedules:

Full Return Learning would begin as series of staggered starts. Initially instructors would begin the school year by participating in professional development focusing on both full and remote learning lesson planning. The goal would be to prepare returning staff for the full return-learning environment. Support staff would also be preparing with learning new roles and assist with preparing and staging the buildings for the new full return learning environment.

Staff and Student Return Schedules:

- August 17 through August 21 Instructors will undergo professional development and prepare their full return learning / remote lesson plans
 - August 17 Through August 21 Support staff will undergo professional development and assist with staging the facilities to accommodate the full return-learning plan.
 - Students begin to return to school on August 24.
 - Staggered start dates for all grades.
- a. Primary School Return to School Phases
 - i. Primary School Phase I, August 24th - 2nd Grade first reporting back school day
 - ii. Primary School Phase II, August 25th - 1st Grade first reporting back school day
 - iii. Primary School Phase III, August 26th / 27th - Kindergarten and Pre School first reporting back school day
 - b. Intermediate School Return to School Phases
 - i. Intermediate School Phase I, August 24th - 5th Grade first reporting back school day

- ii. Intermediate School Phase II, August 25th – 4th Grade first reporting back school day
 - iii. Intermediate School Phase III, August 26th - 3rd Grade first reporting back school day
- c. Middle School Return to School Phases
- i. Middle School Phase I, August 24th - 8th Grade first reporting back school day
 - ii. Middle School Phase II August 25th – 7th Grades first reporting back school day
 - iii. Middle School Phase III August 26th – 6th Grade first reporting back to school day
- d. High School Return to School Phases
- i. High School Phase I, August 24th - Juniors and Seniors first reporting back school day
 - ii. High School Phase II, August 25th - Freshman and Sophomores first reporting back school day

VII. Facilities Summer Preparations Task List:

- Order summer cleaning supplies.
- Perform summer cleaning.
- Identify areas of facilities that will require additional cleaning.
- Convert classrooms into the Hybrid Full Return model.
 - Move furniture to multipurpose areas
 - Reposition desk
 - Students face one direction
 - Instructors face students
 - Label instructor’s safe zones
 - Label traffic flow patterns
- Convert large multipurpose areas into hybrid classrooms.
- Setup the health screening / COVID-19 / fevered cases infirmaries.
 - Primary School - Health Screening / Fevered Cases infirmary – Music Room
 - Intermediate School - Health Screening / Fevered Cases infirmary – Media Room
 - Middle School - Health Screening / Fevered Cases infirmary – Art Room
 - High School - Health Screening / Fevered Cases infirmary – Media Room
- Hygiene Stations and Restrooms
 - Establish a standard for classroom and office sanitation needs
 - Equipment
 - Spray bottles
 - Clorox360 sprayers
 - Buckets
 - Garbage cans
 - Supplies
 - Triple S 61 Ace 256 Neutral Disinfectant
 - Liners
 - Microfiber towels
 - Wipes
 - Gloves

- Paper towels
- Toilet paper
- Hand sanitizer
- Mask
- Storage
 - Secure classroom storage
 - Bulk items secure storage area
- Inventory of repairs needed in restrooms and hand washing stations.
- Assure all hand washing stations, dispensers (soap and paper towel) are operational
- Assure all toilets, urinals, stalls and toilet paper dispensers are operational
- HVAC Unit Ventilator repairs, cleaning and filter replacements
- HVAC Air Handlers repairs, cleaning and filter replacements
- HVAC outside air refresh cycle
- Chiller and Boiler repairs and cleaning
- Seek FEMA funding opportunities for sanitization equipment and supplies and order

VIII. Student Daily Health Screening Requirements:

- Parents/ guardians will be provided detail “how to information” and the importance of screening their children for COVID-19 daily prior leaving the home to go to school. The Guideline information provided by the ODE and the Center for Disease Control, cdc.gov/coronavirus :
 - **Since COVID-19 spreads so rapidly it is essential that students (and their caregivers), staff and volunteers conduct daily health checks prior to going to school, which should include taking their temperature and accessing their symptoms. Anyone with symptoms described below or a temperature above 100.0 degrees Fahrenheit should stay home. Symptoms range from mild to severe and may appear two to 14 days after exposure.**
 - **Below are the symptoms to check for daily prior to leaving home for school:**
 - **Fever**
 - **Chills**
 - **Cough**
 - **Shortness of breath or difficulty breathing**
 - **Muscle or body aches**
 - **Headache**
 - **New loss of taste or Smell**
 - **Sore throat**
 - **Seek medical care immediately if someone has emergency warning signs of COVID-19**
 - **Trouble breathing**
 - **Persistent pain or pressure in the chest**
 - **New Confusion**
 - **Inability to wake or stay awake**
 - **Bluish lips or face**

- Students will be asked daily prior to boarding the bus or entering the building if they have performed a home screening that morning. Any student that answers no will be required to go to the infirmary for fevered student cases and health screenings immediately upon the arrival to the school. At the infirmary the nurse / aid will conduct a COVID-19 health screening. All screening will be documented and a communication sent home to the parent reminding them of the importance to screen at home.
- Parents and guardians will be educated as to the risk of COVID-19 and the importance of ensuring all students are safe. Parents will also be educated on the importance of not sending children to school with known symptoms or masking symptoms with medications then sending the children to school.
- Parents / guardians will inform the school if their child is considered at risk of being COVID-19 positive based upon their personal health screening utilizing the checklist and fact sheet information.
- Parents / guardians will inform the school if their child has been directly exposed to others or have tested positive with the COVID-19 virus.
- Students that have been told to quarantine by a health care physician are not to report to school.

IX. Personnel Daily Health Screening Requirements:

- Provide staffs with COVID-19 symptoms check list and fact sheets documentation. Personnel will be provided detail “how to information” and the importance of screening for COVID-19 daily prior leaving the home to go to work. The Guideline information provided by the ODE and the Center for Disease Control, [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) :
 - **Since COVID-19 spreads so rapidly it is essential that students (and their caregivers), staff and volunteers conduct daily health checks prior to going to school, which should include taking their temperature and accessing their symptoms. Anyone with symptoms described below or a temperature above 100.0 degrees Fahrenheit should stay home. Symptoms range from mild to severe and may appear two to 14 days after exposure.**
 - **Below are the symptoms to check for daily prior to leaving home for work:**
 - **Fever**
 - **Chills**
 - **Cough**
 - **Shortness of breath or difficulty breathing**
 - **Muscle or body aches**
 - **Headache**
 - **New loss of taste or Smell**
 - **Sore throat**
 - **Seek medical care immediately if someone has emergency warning signs of COVID-19**
 - **Trouble breathing**
 - **Persistent pain or pressure in the chest**
 - **New Confusion**
 - **Inability to wake or stay awake**
 - **Bluish lips or face**

- Prior to arrival at work, personnel are to conduct a personal health screening utilizing COVID-19 check list and fact sheet information
- Personnel will inform their supervisor if they are considered at risk of being COVID-19 positive based upon their personal health screening utilizing the checklist and fact sheet information.
- Personnel with body temperature exceeding 100.0 degrees are not to report to work
- Personnel that do not feel well are not to report to work
- Personnel that have been directly exposed to others or have tested positive with the COVID-19 virus are not to report to work.
- Personnel that have been told to quarantine by a health care physician are not to report to work.
- Personnel that become ill during the day should notify their immediate supervisor and leave. They will be required to notify their health care physician and provide a return to work physician note.

X. Non Staff / Visitors Building Restrictions:

- All Non-Staff / Visitors (aka visitors) access into the building will be limited
- All visitors will require a prescheduled appointment approved by the building administrator or designee if desiring to go beyond the Main Office.
- All visitors approve to go beyond main office will be subject to a health screening using the guideline provided by ODE including temperature check by main office personnel.
- Parent / Guardian picking up non ill students are required to wait in vestibule or outside of building until child arrives to Office. Office Staff will contact the parent/guardian when student has arrived into the office area.
- All visitors are required to wear facial coverings at all times while on District property
- Visitors that display symptoms of being ill will be ask to leave the premises
- Visitors that are specifically going to the main office may do so with out an appointment.
- Item(s) pick up and drop off locations will be located in the vestibule.
- Parent / Guardian picking up an ill student will be escorted to the infirmary by staff personnel.
 - Parent / guardian will undergo a health screening with temperature check
 - Parent / Guardian must wear facial covering
 - Parent / Guardian must wash hands prior to entering the infirmary and exiting the infirmary
 - Custodian will wipe all touched surfaces of the parent/guardian upon exit of facility.

XI. Full Return Learning COVID-19 student classroom basic rules and guidelines:

- All applicable students, staff and visitor will follow board approved facemask coverings policy.
- All students will remain in small groups that will not intermix with other groups during the school day.
- All students will be assign specific classroom seating.
- All students and staff will wash their hand every 60 minutes or when in direct contact with another person or touch a non-sanitized surface.
- Instructors teach from within the instructor safe zones as much as possible.
- Instructors in contact or less than 6 feet of student(s) for longer than 15 minutes must have proper PPE

- All applicable students, staff and visitors will follow the PPE requirements and safety guidelines defined by the Ohio Department of Health concerning the Ohio Public Health Advisory System Ohio COVID-19 Risk Level Guidelines for the Public.
- Student groups and seating assignments will be logged for contact tracing.
- Class daily schedules will ideally keep students in the same classroom throughout the day. Instructors will move between classrooms.
- Specials would be limited and performed in a normal classroom
- Students may not share or use any non-sanitized equipment, supplies, desk or chairs
- Students should be assigned specific Chromebook devices. Chromebooks are to be wiped down after each use. Classroom sizes will be based upon physical classroom size and physical acceptable social distancing.
- Student daily classroom roster determined by building principal but classroom capacity based upon acceptable social distancing allowances.
- Anticipated classroom size to be in range of 10 to 15 students for traditional academic classrooms. Multipurpose academic classroom will be divided and spaced proportionally to ensure minimal social distancing of 6 feet.
- Stationary computers in classrooms and will not be available for shared use.

XII. District Operations COVID-19 Safety Specifications:

A. Classroom Facilities

- Identify classroom capacity (see section III matrix for room capacities information)
- Student desks in rows facing in same direction
- Instructor desk facing students
- Instructor work area will be marked with blue line. To ensure proper distancing Instructors will need to remain inside the work area as much as possible.
- Instructors will be given facemask. To be worn based upon board policies requirements.
- Label desk with 6 foot spacing
- Traffic flow patterns marked if applicable
- Confirm hand sanitation stations are operational and supplied
- Post on wall in front of class near entrance PPE, facial covering, social distancing and hand washing signage information.
- Sanitizing spray bottles, wipes and applicators will be provided in each classroom for instructors use. Professional development will be provided to staff on proper sanitizing methods
- Common touch point sanitized frequently depending upon usages
- Sanitized floors, common touch points, flat surfaces and at end of every day with either TrippleS-61 solution or Clorox360 Electrostatic Sprayer. To avoid residue buildup only use Clorox360 sprayer twice a week.
- Schedule hourly hand cleanings

B. Health Screening Facilities

- Identify student-processing stations for beginning of day health screenings.
- Use exterior entries of screening area for bringing students into building
- Post near entrance PPE, facial covering, social distancing and hand washing signage information.

- Sanitized floors, common touch points, flat surfaces and at end of every day with either TrippleS-61 solution or Clorox360 Electrostatic Sprayer. To avoid residue buildup only use Clorox360 sprayer twice a week.
- Pre Screening queue -traffic flow pattern with social spacing identifiers.
 - Health Screening Station
 - Table to separate screener and student
 - Thermometer
 - Laptop
 - PPE supplies
 - Gloves
 - Mask
 - Triple S -61 spray bottle and paper towels
 - Hand sanitizer
 - Common touch points sanitized every 15 minutes with Triple S-61 sanitizer
 - Screener two-way radio
 - Post Health Screening holding queues
 - Healthy screened holding area - students waiting for aide to take student into classroom.
 - Social spacing
 - PPE supplies
 - Gloves
 - Mask
 - Triple S -61 spray bottle and paper towels
 - Hand sanitizer
 - Common touch point sanitized every 15 minutes with Triple S-61 sanitizer
 - Observer two-way radio
 - At risk Health screened holding area - students waiting to be sent to infirmary
 - Social spacing
 - Chairs
 - Household cohorts may stay together
 - PPE supplies
 - Gloves
 - Mask
 - Triple S -61 spray bottle and paper towels
 - Hand sanitizer
 - Common touch point sanitized every 15 minutes with Triple S-61 sanitizer
 - Observer two-way radio

C. Building Vestibules and exterior entrance / exits

- Common touch points such as handles will be sanitized every 60 minutes with Triple S-61 sanitizer
- Social Spacing distances marked
- Traffic flow patterns marked
- Trash containers empty and wiped down twice a day.

- Post on entrance PPE, facial covering, social distancing and hand washing signage information.
- Sanitized floors, common touch points, flat surfaces and at end of every day with either TrippleS-61 solution or Clorox360 Electrostatic Sprayer. To avoid residue buildup only use Clorox360 sprayer twice a week.

D. Main Offices

- Identify and post office's occupancy capacity
- Establish traffic flow patterns and provide directional signage if applicable
- Mark social spacing lines if applicable
- Plexiglas screening if applicable
- Facial coverings are required.
- Post near counter PPE, facial covering, social distancing and hand washing signage information.
- PPE supplies
 - Gloves
 - Mask
 - Triple S -61 spray bottle and paper towels
 - Hand sanitizer
- Common touch points sanitized frequently depending upon usages
- Sanitized floors, common touch points, flat surfaces and at end of every day with either TrippleS-61 solution or Clorox360 Electrostatic Sprayer. To avoid residue buildup only use Clorox360 sprayer twice a week.

E. Small Offices

- Facial covering required if more than one person in the office
- Common touch point sanitized frequently depending upon usages
- Sanitized floors, common touch points, flat surfaces and at end of every day with either TrippleS-61 solution or Clorox360 Electrostatic Sprayer. To avoid residue buildup only use Clorox360 sprayer twice a week.
- Seating and standing areas comply with social distancing requirements
- No gathering or crowding at entrance
- Post on wall in front of class near entrance PPE, facial covering, social distancing and hand washing signage information.
- PPE supplies
 - Gloves
 - Mask
 - Triple S -61 spray bottle and paper towels
 - Hand sanitizer

F. Hallways

- Stagger hallway and stairwell movement to decrease number of individuals in hallways at onetime.
- Establish traffic flow patterns and provide directional signage if applicable
- Post social distancing markers at gathering points
- Post on walls next to every classroom entrance PPE, facial covering, social distancing and hand washing signage information.
- Common touch points sanitized frequently depending upon usages

- Sanitized floors, common touch points, flat surfaces and at end of every day with either TrippleS-61 solution or Clorox360 Electrostatic Sprayer. To avoid residue buildup only use Clorox360 sprayer twice a week.

G. Restrooms

- Limit to 3 students in restroom at one time
- Place social distancing markers outside restroom entrances
- Clean every two hours with Clorox360 electrostatic sprayer
- Ensure adequate supply of soap, toilet paper and towels are always on hand
- Empty trash container and every two hours or sooner if become full.
- Post on wall in front sinks PPE, facial covering, social distancing and hand washing signage information.
- Sanitize with Kaivac system daily

H. Infirmary

- Secondary location for additional stations (classroom) to accommodate up to 10 active cases. Secondary location will be reserved for COVID-19 and fevered related active cases
- Existing Infirmary will be reserved for non COVID-19 and fevered related cases
- Secondary location stations will be supplied with trash container, cot and chair and privacy blinds.
- Face coverings are required at all times
- Frequent hand washing required. Minimally must wash between each station visit, upon entry and exit of infirmary
- Nurse station
 - Desk with computer and phone
 - Storage – medical and non medical supplies
 - Refrigerator
 - Two way radio
 - Hand sanitation station
 - PPE supplies
 - Gloves
 - Mask
 - Triple S -61 spray bottle and paper towels
 - Hand sanitizer
- Clean every two hours with Clorox360 electrostatic sprayer when active cases are prevalent.
- Ensure adequate supply of soap, tissue and towels are always on hand
- Empty trash containers and every two hours or sooner if become full.
- Post on walls in front sinks PPE, facial covering, social distancing and hand washing signage information.

I. Food Services

- Kitchens, storage, dishwashing and prep areas will continue to be cleaned and sanitized according to the Board of Health's requirements for food services operations

- Staff will meet all standards and requirements required by the Clermont County Environmental Health, and the State of Ohio Department of Health pertaining to PPE and personal hygiene pertaining to food services operations.
- Breakfast and lunches will be served and consumed in the classrooms.
- Food distribution processes and schedules will be defined by food services director and building principal
- Will serve meals in grab and go bags.
- Will have an after hours grab and go meal bag pickup. Meals will be provided for those that are remote learners and in need of breakfast and lunches.
- After hour grab and go meal pickup will be served on Monday evenings. Pickup will be from 4:30 pm until 5:30 pm. Location will be at the red building next to tennis courts behind middle school.

J. Transportation

- Routes provided for households that are beyond one mile of school.
- Establish routing based on maximum bus capacity of 2 students per seat. Household cohorts share a seat.
- Assigned seating.
- 4 tier routing. One tier per building
- All passengers are required to wear mask. Must have on prior to boarding the bus.
- Drivers or aide will be required to wipe down common high traffic touch points such as stairwell handrails after every stop with TrippleS-61 solution
- Clean regularly – using soap (or detergent) and water to physically remove germs from surfaces.
- After routine cleaning and disinfecting – wiping down seats, walls and ceilings.
- Drivers and aides will be required to follow face covering policy
- Drivers are to frequently use hand sanitizer during routes
- Drivers are to washer their hands thoroughly before and after every route
- Driver will take and log attendance of riders for every route.

K. Student Drop-off and Dismissal

- Drop-Off:
 - Home screening health check confirmations must occur prior to student car riders and walkers may enter the building.
 - Home screening health check confirmation must occur prior to student bus riders boarding the bus.
 - Beginning of the day drop-offs will require students to go directly to their classrooms upon entering of the building.
 - Staff will need to be residing in the classrooms upon student arrivals.
 - Students requiring health screenings will be required to report to specified infirmary.
 - Drop-off processes an locations will be modified to accommodate traffic patterns.
 - Buses drop-off processes will be modified to limit the number of buses un-boarding students to eliminate congestion and crowding at building entrances and hallways.
- Dismissal:
 - Buses and car riders will be dismissed by classroom.

- Car and bus boarding locations and processes will be modified to accommodate traffic patterns and flows.
- Staff will need to reside in the classroom until all students have dismissed from the classroom.