



**District Operational Plan
for
Reopening Schools**

Introduction

As we look to reopen Shawnee Mission Schools, we are committed to doing so in the safest manner possible for all students and staff members. The Operations & Maintenance (O & M), Food Services, Health Services, Activities and Athletics, Transportation, Information & Communication Technologies (ICT), and Student Services Teams have reviewed information from a number of sources in preparing facilities and operational aspects necessary to reopen schools. Publications guiding the development of this work include the Centers for Disease Control (CDC), Johnson County Department of Health and Environment (JCDHE), Kansas Department of Health and Environment (KDHE), Children's Mercy Hospital, educational plans provided by the Shawnee Mission School District learning teams as well as *Navigating Change: Kansas' Guide to Learning and School Safety Operations* (KSDE, 2020). We provide the following plan outlining operational support measures pertaining to the environmental factors in every school facility.

The protocols detailed in this plan will help ensure risk-reduction strategies intended to mitigate the spread of COVID-19 in our schools, grounds, and support facilities. We will continue to consult with local county and state health departments for guidance and will review updated best practices as new information and evidence is released to prevent the spread of disease. We value the strong relationships built with our county and state health partners and express gratitude for their guidance and support as we navigate this monumental change in Shawnee Mission schools. We will continue to seek the recommendations from public health experts as our guide to maintaining the safest learning environments possible.

The following information serves as a roadmap for preparations necessary to meet the operational needs of the district as we advance through the phases of recovery to reopen schools. Considerations for the Governor's Executive Orders 20-58 and 20-59 (July 20, 2020) are addressed with as much detail as is available at this time.

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References

Health and Safety

Signs & Symptoms

- Educational information will be sent to students, staff, and parents prior to school starting.
- Staff Professional Development (PD) will include information related to signs/symptoms.
- Signage stating the signs & symptoms of COVID-19 will be posted throughout all SMSD buildings.
- Staff, students, and parents will be provided with a daily Self-Assessment Form and asked to self-monitor for signs/symptoms.
- SMSD will follow the advice of JCDHE regarding temperature checks or COVID-19 screenings. In Johnson County only 41% of positive COVID-19 cases had a fever. Additionally, we will ask staff, students, and parents to self-monitor.
- CDC Symptoms of COVID-19

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html

Mitigating Measures

- Educational information regarding mitigating measures will be sent to students, staff, and parents prior to school starting.
- Staff Professional Development will include information related to mitigating measures. This will be included in the annual mandatory training at the start of school.
- Signage stating mitigating measures will be posted throughout all SMSD buildings.
- CDC Mitigation Framework

<https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html>

6 feet of Social Distance

- Education will be provided to students, staff, and parents regarding maintaining 6 feet of personal/social distance as much as possible.
- Visual cues in classrooms and hallways.
- Directional signs provided in buildings as necessary.
- All staff should reconfigure work/classroom spaces to accommodate 6 feet of social distance. In cases where spaces are smaller than a 6 foot distance would allow, a plexiglass shield should be considered.
- CDC Stop the Spread of Germs

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Masks

- Cloth face coverings/masks will be required for all students, staff, and visitors 5 years and older.
- We will work on a case by case basis with those students/staff unable to wear a mask.
- Masks will be provided to students/staff who soil/forget theirs.
- Educational information regarding the proper use of masks will be provided to students, staff, and parents.
- Staff PD will include information related to proper use of masks.
- CDC Use of Masks to Help Slow the Spread of COVID

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Face Shields

- Reusable face shields will be provided for staff performing procedures where spraying/splashing of bodily fluids is likely.
- All teachers will be provided a reusable face shield.
- While it is not recommended that face shields are used without a mask, we can work through scenarios where a teacher's lips need to be seen and a mask is not possible.
- Face shields/plexi-glass/social distancing can strengthen mitigation measures when masks can't be worn.
- CDC Use of Face Shield When No Face Mask is Available

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

Hand Hygiene

- Hand Sanitizer dispensers are being installed in every classroom and other common areas.
- Hand sanitizer will be provided by SMSD to all students and staff.
- It is important to build hand washing into every class.
- CDC Hand Hygiene Information

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

Gloves

- Gloves will be provided to staff as appropriate for their job description, tasks performed.
- Gloves are not recommended specifically for COVID-19 unless you have open cuts on your hands as COVID-19 does not pass through the skin.
- CDC Glove Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

Gowns

- Gowns will be provided for staff performing procedures where spraying/splashing of bodily fluids is likely.
- Per CDC Guidelines “If the risk of bodily fluid exposure is low or minimal, gowns that claim minimal or low levels of barrier protection ([ANSI/AAMI PB70 Level 1 or 2pdf iconexternal icon](#)) can be used.”

Cleaning/Disinfecting of Surfaces

- While it is important to wipe down highly touched surfaces on a frequent basis, hand hygiene before and after activities is more important. (Washing hands before recess and after recess as opposed to wiping down playground equipment between use).
- Cleaning supplies will be provided by custodial services. It is not advised to use wipes and other products that are not approved for use in schools.
- CDC Cleaning and Disinfecting Information

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

Ventilation

- The District received guidance from our HVAC provider as well as Children’s Mercy Hospital (CMH). Additional air quality information may be found in the facilities portion of this document. The following measure will be taken to improve ventilation in our buildings:
- Fans are not recommended.
- CDC Ventilation Considerations for Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Cohorting

- Limit groups in size and prevent mixing of groups as much as possible.
- CDC Cohorting Information

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Visitors

- Schools should limit visitors to essential personnel only.
- CDC Gatherings, Visitors, Field Trips

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Isolation

- JCDHE will provide all districts in the county with protocols for isolation in a school building as well as follow up procedures after an isolation occurs.

- Waiting on documents from JCDHE.

Quarantine

- JCDHE will provide all districts in the county with protocols for quarantine as well as exclusion procedures related to COVID-19.
- Waiting on documents from JCDHE.

COVID Point Person

- School Nurses will be the point of contact in each building for COVID-19.

School Spaces

Classrooms

- Spray bottles ordered for every classroom to have available when needed.
- Hand sanitizer in every classroom as well as common spaces.

Lockers

Lockers are high touch surfaces. Plans for non-use of lockers should be evaluated whenever possible in order to promote social distancing of students. If use is necessary, lockers should be cleaned and sanitized regularly.

School Offices & Public Reception Areas

Markings will be placed on the floor to indicate social distancing in front of all school reception desks and other areas where individuals would need to consult with an office employee. In cases where spaces are smaller than a 6 foot distance would allow, an acrylic/plexiglass shield will be installed.

Locker Rooms

Awaiting final guidance to be released via Kansas State High School Activities Association (KSHAA). Additional detail to be determined.

Weight Room Guidelines

Students should enter the building through special designated entrances only.

Each person must sanitize hands using a hand sanitizer upon entry into the facility and upon completion of any session.

Coaching staff along with Athletic Trainer will wear a mask throughout the entire training session.

There can only be a maximum of two students at each station, both are required to wear face masks. (Total numbers will vary depending on the number of racks and platforms at each school's weight room.)

*The same two students will be working together each time they are in the weight room to minimize person-to-person exposure.

Athletes will be required to load and unload their own weights on bars. Only light weights (weights that do not require any spotting) combined with high reps will be allowed - one partner lifts, and the other partner will maintain 6' personal distancing.

After each partner has lifted the equipment, the equipment is required to be sanitized (wiped down) after each use, combined with each partner having to use hand sanitizer after each lift or touching of any equipment.

Some equipment in the form of dumbbells, kettlebells, etc. may be used by more than one athlete within the same training session provided the equipment is cleaned according to standards set forth by Kansas Team Health and allowed full contact time prior to another SA using the equipment.

Each coach will wash their hands following each session after cleaning, prior to coaching the next session.

All equipment used within a training session by any number of athletes for any time period will be cleaned using disinfectant immediately following the session using a mister applicator.

- Each piece of equipment will be sprayed with the appropriate cleaning agent and left untouched for at least one minute.
- If another group will be training on the same equipment later in the day, the cleaning agent will be wiped off prior to the next group beginning.

Outdoor Spaces

School Gardens

- Teachers and staff only are allowed in school gardens; no children or students are allowed. If anyone is sick, they must stay home.
- No more than two individuals may be in the garden at one time.
- Implement social distancing of at least 6 feet between individuals.

- If more than one person is working in the garden, wear face masks. Work in beds that are separated by at least 6 feet.
- Report garden activity in the [SMSD School Garden Log](#).
- If someone becomes sick, please report it to your principal.
- Wash hands before and after working in the garden. Hand sanitizer is not a replacement for hand washing.
- Each person should have their own gloves. Do not cough or sneeze into gloves. Cough into sleeve. Change gloves if contaminated.
- Do not eat or drink in the garden. Leave food and beverages in another area or in the car.

Surfaces, Tools, Harvest Containers

- Bring own tools and harvest bins.
- Notify principal and custodian when you will be working in garden.
 - Custodians will perform regular cleaning and sanitization of doorknobs, spigots, gates, and wheelbarrows.
 - Use sanitizers approved for food contact surfaces for items in contact with food.

Water Sources

Conventional water treatment kills viruses. Keep hoses, spray nozzles, faucets, spigots, pails and watering cans cleaned and sanitized.

Most importantly

Do not garden if sick. Identify a back-up person to water, weed and harvest. Maintain social distancing when working with others (6 Ft).

Produce Protocols

Harvest produce into cleaned and sanitized personal containers. Wash and clean produce at home (to limit time in garden). If donating, pick and bring “as is” to donation facility (or ask about policy).

Transitions

Students should travel between locations within a school as little as possible. When traveling, procedures should be developed in each facility to minimize interaction between student cohorts to the greatest extent possible. Students and staff should adhere to social distancing when transitioning from one area to another.

One-Way Traffic

If hallways are not wide enough to support proper social distancing of students, one-way traffic should be considered. Directional signage should be secured via the District Operations and Maintenance Department.

Stagger Arrival/Dismissal

Shawnee Mission School District Elementary, Middle and High School Plans for Reopening Schools address the staggered arrival and dismissal of students entering and exiting school facilities. The District Operations will assist with any necessary signage and plans needed to support the respective building plans.

Visitor Policy

- Schools should limit visitors to essential personnel only.
- CDC Gatherings, Visitors, Field Trips

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Extracurricular and CoCurricular Activities

Awaiting final guidance to be released via Kansas State High School Activities Association (KSHAA). Additional detail to be determined.

Facilities and Operations

Custodial and maintenance protocols are vital components of maintaining healthy learning environments for students and staff. The Shawnee Mission School District Facilities and Operations & Maintenance team has a strong track record of providing clean, well-maintained school facilities. The following protocols provide information on expanded practices due to COVID-19.

Air Quality

- Fans are not recommended per Children's Mercy Hospital (CMH) guidance.
- Increase capacity of outside air dampers to 30% open wherever possible. This will allow an increase in fresh air to enter buildings.
- Increase the cubic foot per minute (CFM) on all capable equipment. This will introduce more outside air into classrooms, increasing circulation.
- Upgrade air filters from MERV-8 (Minimum Efficiency Reporting Value) to MERV-11. This will increase filtration and improve air quality.
- Upgrade air filters from MERV-8 to MERV-13 in specifically identified locations where equipment is capable of this type of filtration. Specific locations could include Nurse

Office, Clinics, and Cafeterias. This will increase the particulate collection at a higher level than MERV-8 or MERV-11 filters.

- Increase the standard run times on HVAC equipment to 24 hours/5 days per week in predetermined locations. This will create continuous air flow and particulate filtration throughout the week.
- Continue researching options of negative airflow in selected locations.
- Continue researching the options available for a secondary air scrubbing device for increased filtration in predetermined locations in the district.

The District will continue to explore avenues to improve air quality and reduce health risks to our students and staff.

Building Signage

Signage will be posted in key areas of school facilities including entrances, hallways, classrooms, cafeteria. The Communications and Operations & Maintenance team will work collaboratively to design and produce the following identified signage needs for facilities:

- Directional signage to designate traffic flow in hallways and stairwells
- 6ft distancing signage - floors and static seating areas
- Face mask required signage for entrances
- Posters alerting to COVID-19 Symptoms for entrances and hallways.

Cleaning, Sanitizing, and Custodial Protocols

Custodial teams follow well-established cleaning procedures as outlined by the district in maintaining healthy and clean environments. With the COVID-19 pandemic, additional steps will be taken to address the frequency, equipment, materials, and products identified for use in Shawnee Mission facilities.

- Prioritize high touch areas including door handles, handrails, counters and surfaces, tables, chairs, desks, drinking fountains, etc.
- Prioritize common spaces including school offices, nurse offices/clinics, isolation rooms, cafeteria, bathrooms, hallways, etc.
- Cover or remove (when possible) surfaces not easily cleaned. This includes soft surfaces/fabrics unless able to clean with approved products effective for COVID-19.
- Cleaning products will be used that have been identified as effective for COVID-19.
- Atomizing misters are allocated to every school to provide an additional cleaning mechanism for coverage and disinfection of classrooms and multi-purpose areas.
- Review hygiene products. Soap will meet approved criteria for COVID-19. Paper products and dispensers will be replenished frequently.
- Cleaning schedules, duties, responsibilities of building custodial staff, O & M, will be defined and communicated to building administration in addition to what cleaning and disinfecting will be the responsibility of non-custodial staff.
- Spray bottles with cleaning product will be provided to every classroom in the event a surface needs immediate cleaning.

Building Water Systems

- Purge/flush water systems regularly to avoid collection of stagnant water/water borne pathogens.
- Purge/flush and complete preventative maintenance on drinking fountains and ice machines. This includes changing out any water filters on equipment.
- Drinking fountains/bottle fill stations will be cleaned regularly throughout the day.
- Per guidance from JCDHE, water fountains will remain usable to promote student hydration. Students will be encouraged/allowed to bring bottled water to school each day and keep it with them in the classroom unless in a specialized (lab) setting where it may be a hazard.
- Each school may elect to develop a schedule for fountain use, accompanied by hand washing or hand-sanitizer use followed by immediate cleaning/sanitizing of the fountain touch surfaces.

Protective Screens

- Plexiglass or acrylic barriers/screens ordered for areas designated as high traffic and/or difficult to maintain 6ft of social distancing. These areas include school offices/reception areas, Nurse offices, cafeteria cashier/serving lines and instructional areas as identified for need.

Food Services

Menus

Goal: to ensure all students have access to school meals.

- Menus will provide food selections that are most popular with students and streamlined as compared to what is normally available at all levels to allow for fast service.
- Menus will meet all United States Department of Agriculture (USDA) and Kansas State Department of Education (KSDE) guidelines.

Meal service for on-site learning

Goal: to provide meal service with minimal contact, lessening opportunities for contamination and exposure wherever possible.

- Lunches must be served between 10:00AM-2:00PM.
- Breakfast must be offered at or near the beginning of the school day.
- The students will come to the cafeteria for breakfast and lunch. They will verbally tell the food service employees what entrée they prefer and then the student will pick up their side dishes that are individually packaged from the salad bar.
- The student will be provided wrapped spork kit and individual condiments.
- All meals will be served on a disposable compostable tray.

- At middle and high schools each station/serving area will have all entrée and side dish options available to avoid cross-traffic and ensure social distancing.
- Food service would appreciate an adult staff person to act as “gatekeeper” allowing only a specific number of students into the serving area at one time and to ensure 6’ social distancing.
- Students should take the first item they touch when selecting milk/juice and items from the salad bar.
- Students should wash hands / use hand sanitizer prior to entering the cafeteria.

Cashier Stations

- Cashiers will have acrylic barriers. This year during COVID-19, food service will NOT have students use the PIN pads to enter their ID number in the cafeteria line. Elementary students must come to the cafeteria in their classroom groups. This will enable the food service staff to identify the student without the student entering their ID number in the PIN pad. Middle and high school students must come to the cafeteria with their ID badge. The student will scan their ID badge on the scanner. The PIN pad will not be utilized. A student can give their name or ID number to the cashier and the cashier can pull up their food service account.
- Parents will be encouraged to pre-pay on their child’s account online thus reducing money that would be given through the breakfast and lunch lines.
- If money is given during breakfast/lunch it will be placed on the counter by the student and the cashier will pick it up from the counter. Thus, no hand to hand contact.

Dining outside of Cafeteria

In the event students are eating in their classrooms or other designated locations in the school or outdoors, the following should be considered.

- No sharing of food.
- All leftover food should be disposed of and not taken home.
- Recommend trash containers to be available and then removed shortly after the meal.
- Nurses would need to communicate food allergies with teachers.

Ala Carte Sales (food and beverages)

- Ala carte options will be available to purchase for middle and high school students. The student would tell the cashier what they would like, the cashier verifies that money is available on the account before providing the item to the student. For those elementary schools that allow ala carte sales, the cashier will have up to 2 choices available. The student would tell the cashier what they would like, the cashier verifies that money is available on the account. The cashier would place the item on the student’s tray. Ala carte will not be available for the first couple of weeks of school in elementary schools.

Other

- Water: USDA requires all students to have access to water during breakfast, lunch and afterschool snacks & meals. For those schools that do not have a water fountain/bottle fill stations in the cafeteria, food service will provide water & cups on a cart in the dining room during meals. We would recommend an adult help students' obtain water.
- 2nd chance breakfast at the high schools will not be available when school begins in the fall. This is because social distancing cannot be maintained.
- Elementary Share Tables: Will not be available at this time due to COVID-19.
- Grab and go breakfast when served outside of cafeterias will be discontinued at this time. Breakfast will be available in the cafeteria.
- Free & Reduced applications are now available online for the 2020-21 school year. We are encouraging families to utilize the online application as it is much faster, reduces errors and safer. If parents prefer to complete a hard copy of the application, it is available on the food service web page in English and Spanish.. Parents can also come into the food service office to complete the application.
- Meal service for blended and/or remote learning: Plans are still being developed.
- Food allergies will continue to be monitored in cooperation with school nurses and food service nutritionist.
- Fresh Fruit & Vegetable Program (FFVP): SMSD has applied for several elementary schools to participate in the FFVP program. In the event SMSD is awarded the grant all food items will be individually packaged for individual consumption. It is recommended that all students wash their hands and their desks are sanitized prior to FFVP item distribution.
- Food service vendors have been requested to provide their protocols regarding the health of their employees.
- Afterschool snacks & meals will have similar protocols in place for students.

Food service employees

- All employees will be in uniform to include a face mask.
- Handwashing and gloves are normal protocol for food service employees, but frequency of handwashing will be increased.
- All employees will be working with social distance from each other.
- Acrylic barriers will be installed in kitchens when 6' distancing is not possible between employees.
- Food service employees will limit themselves to the kitchen area.
- A log will be maintained in each kitchen that indicates any person who comes into the kitchen. This log will be for contact tracing.
- A log will be maintained in each kitchen to ensure high touch surfaces are disinfected every 15 minutes.

Information and Communication Technologies

- Completion of projects dedicated to improvement of network performance and reliability and critical data backups.
- Implementation of the new, non-VPN accessed content filter from Lightspeed
- Collaborative implementation of the Canvas Learning Management System with members of the Leadership and Learning team.
- Completion of multiple projects dedicated to improving data services such as the new student online enrollment and a robust platform for data analysis.
- Student, faculty, and staff device repairs, preparation, and distribution along with Lab refreshes, such as Project Lead the Way.
- *Continued research and investigation into providing WiFi access for students without access at home.*

Transportation

A number of outside organizations and recommendations were researched and reviewed in developing the safest plan possible for moving forward with student transportation during the COVID-19 Pandemic. References include the National Association of Pupil Transportation, the Centers for Disease Control, the American Academy of Pediatrics, the Kansas Department of Education, the Kansas Department of Health and Environment, and the Johnson County Department of Health and Environment. Due to the inability to maintain social distancing on school district vehicles, several changes will be required for bus operations and student riders. The following protocols are necessary for transporting students in school buses, activity buses and school vehicles. These guidelines will be further modified as additional information and recommendations are published. In an effort to transport students in the safest way possible, the following measures will be followed for transportation of students by bus and passenger vehicles in the Shawnee Mission School District.

Cleaning, Sanitizing, and Disinfecting Buses

- Frequently touched surfaces, including hand railings, student bus seats, and surfaces in the driver cockpit commonly touched by the operator should be sanitized daily. High touch areas including the door entrance railings and student bus seats should be cleaned between bus routes.
- Student use of hand sanitizer is recommended before boarding.
- Sanitizing & disinfecting will occur at the end of each day using CDC approved disinfectant. On larger buses, spray systems will be used to ensure maximum coverage of bus surfaces.

Required Masks

- Masks will be required of all drivers, aides and bus riders for the entire time they are on the bus. Failure to wear a mask may result in loss of privileges to ride the bus for a period of time up to the remainder of the semester.
- Masks will be available on each bus should a student forget or lose their mask in the transition to and from school.

Assigned Seats and Daily Roster Checks

- Assigned seating for students on all routes.
- Seat assignments will be made prior to the first day of class based on enrolled riders. Drivers will instruct students on where they are to sit and will attempt to distance students when possible. Students residing in the same household will be seated together.
- Seats will be assigned such that the bus will fill from the back to the front to avoid students interacting via the aisle as much as possible.
- Students will unload from the front of the bus first to avoid student interactions via the aisle as much as possible.
- When possible, open windows while transporting students to improve air circulation.
- Roster checks will be completed the first week of school. Any student not enrolled for transportation and attempting to ride the bus will require alternative transportation arrangements home from school (parents contacted) as it will be imperative to maintain accurate rosters at all times.

Staggered Dismissal from Bus & School

- In order to avoid mass congregation of students as much as possible, students will be released to enter the school one bus at a time upon their arrival. Dismissal will be done in a similarly staggered fashion which will allow students to travel to their bus with as much distance as possible.

Bus Stops

- Social distancing between students is recommended at all bus stop areas. This will require parents to help communicate this expectation with children.

Activities and Athletics

- Assigned seating for students on all trips
- Seats will be assigned such that the bus will fill from the back to the front to avoid students interacting via the aisle as much as possible.
- Students will unload from the front of the bus first to avoid student interactions via the aisle as much as possible.

- If the bus is not full, students will be assigned seats in order to spread out as much as possible.
- Focus on transporting students who are competing. Work to lower the total number of students on a bus so that social distancing can occur, especially on long trips to competitions.

**Note: Per Kansas statute and regulation (KSA 8-2009, KSA 8-2009a and KAR 91-38-4) Bus modification of any kind is not allowed. This includes installation of plexiglass partitions between the driver and students and individual student seats. Hand sanitizer may not be affixed to the cab area of the bus.

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