

## LJSD Fall 2020 Reopen Plan Overview



The Lakeland Jt. School District #272 is committed to providing the same level of exemplary education families are accustomed to in our District - our students deserve it! Thank you for your feedback and support as we developed the reopening plans for the 2020-21 school year. With a special emphasis on maintaining the health and safety of our students, staff, and greater community, the District has developed protocols to help guide the challenging circumstances we must face as we move forward. As you know, we must be able to respond quickly to changing local, regional, and state conditions due to COVID-19. Our reopening plan includes a Green, Yellow, Orange, and Red protocol, which outlines what students, staff and parents can expect under the different conditions. In developing this plan, our goal was to provide flexibility and consistency for students, families, and staff while mitigating risks and minimizing the spread of COVID-19. The plan, while comprehensive, is neither exhaustive nor static. Day-to-day school-level operational plans, athletics/activities guidelines, as well as detailed information regarding the District's new online school, will be available following the adoption of the overall operational plan.

## **Our Mission REMAINS Our Mission**

**Lakeland Jt. School District's daily mission is to maximize student learning and ensure every student is growing academically, social-emotionally, and behaviorally every day in all environments !**

### Levels of Operation

Lakeland Jt. School District will operate under one of the following designations as long as COVID-19 is a concern in our community. The designation will be determined by the level of community spread in coordination with the Panhandle Health District (PHD) and Governor Little's guidance. Any change in level will be announced with as much preparation time for parents, students, and staff as is possible with safety being the highest priority.

**GREEN - Traditional Schedule (No Community Spread)**: LJSD students will attend school full time (5 days/week normal schedule) with the implementation of reasonable procedures in accordance with health guidance. A full time online option will be available for students.

**YELLOW - Modified Traditional Schedule (Minimal Community/School Spread)**: LJSD students will attend school 5 days/week in-person (Monday through Friday) with a 1-hour early release daily to allow for staff preparation time at the end of the day. Precautions will include social distancing to the greatest extent possible and face coverings (masks/shields) will be recommended where social distancing cannot be maintained. A full time online option will be available for students.

**ORANGE - Blended Learning (Moderate Community/School Spread)**: LJSD schools will shift to a blended learning model where students will be alternating between learning in-person and via online (livestream or recorded options available). Precautions will include social distancing to the greatest extent possible and face coverings (masks/shields) will be recommended where social distancing cannot be maintained. A full time online option will be available for students.

**RED - Remote Online Learning (Substantial Community/School Spread)**: LJSD will shift to remote online learning for the majority of students, with limited/staggered in-person learning options available, as deemed appropriate for individual students. The Red Level of Operation will only be utilized in extreme conditions as a result of a local or state stay home order.

We recognize anything less than in-person instruction every day is a hardship for families, and there is no perfect blended learning schedule. By utilizing the [Revised Idaho Back to School Framework 2020 \(rev. 10.21.2020\)](#) released from the Idaho State Board of Education and local health district or state mandates, along with feedback from parents/guardians and staff surveys, we have developed our reopening plan and protocols based on what we believe is best for all students under current circumstances. The COVID-19 situation changes constantly, and we will remain flexible in addressing the needs of our students and staff. In the coming weeks, each school will be communicating site-specific information to parents/guardians regarding what these guidelines mean for day-to-day operations.

Thank you in advance for your continued support during these unprecedented and challenging times. We will continue to provide updates on our website [www.sd272.org](http://www.sd272.org) and welcome your questions and input.

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## Protocols

### **GREEN - Traditional Schedule (No Community Spread)**

**Definition:** Evidence of isolated cases, case investigations underway, no evidence of exposure in large communal settings e.g., healthcare facility, school, mass gatherings.

**Level of Operations:** LJSD students will attend school full time (5 days/week normal schedule) with the implementation of reasonable procedures in accordance with health guidance. A full time online option will be available for students.

## District Wide Practices:

- Encourage parents to screen students every morning before attending school and keep symptomatic students home. [Symptom checklist](#)
- Plan for vulnerable students/staff
  - Staff: FMLA and FFCRA guidelines
  - Students: Lakeland Online options
    - Lakeland Online Academy
    - K-12 IDLA
- Social distancing protocols and healthy precautions
  - Maintain social distancing (6 ft or more) to the greatest extent possible.
  - Explicitly teach and reinforce with students: social distancing, hand hygiene, respiratory etiquette, mask etiquette, stigma issues, etc.
  - Hand sanitizer available throughout buildings and in every classroom.
  - Schools share “Stop the Spread” information with focus on preventative measures and symptoms.
  - Limit/avoid sharing of materials/supplies.
  - Desks arranged to allow for cohort groups (pods) and limit classroom activities that don’t allow for 6 feet of distance between student pods, to the greatest extent possible.
  - Limit/avoid mixing of student groups to reduce potential exposure.  
Examples:
    - Lunch schedule
    - Drop off and pick up
    - Library usage
    - Release times
    - Distance desks/tables in the classroom as much as possible
    - Limit/avoid activities with large gatherings where social distancing cannot be maintained
- Face coverings (masks/shields) will be recommended where social distancing cannot be maintained. Extra face coverings available in all classrooms and in the front office.
- Buildings will continue to be routinely cleaned and disinfected according to CDC guidelines with special focus on high traffic areas and following transition periods.
- Sneeze guards and other protective measures will be implemented in all offices.
- Volunteers/visitors to campus will be limited based on the ability to social distance.
- No assignment of lockers except for special circumstances.
- Each site will have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in an identified isolation/screening room separate from the Nurse’s office.
- Lunches will only be allowed in the classroom or outside, weather permitting.
- Ensure policies and practices don’t encourage students/staff to come to school sick.
- Bus transportation will be available with a maximum of two students per seat, except with family units. Parents will be required to sign a waiver prior to use.

Face coverings will be recommended. Extra face coverings and hand sanitizer will be available. Enhanced cleaning and disinfection protocols will be utilized.

### **Extracurricular Activities:**

- Follow established Idaho High School Athletic Association and District guidelines.

### **YELLOW - Modified Traditional Schedule (Minimal Community/School Spread)**

**Definition:** Minimal transmission with small likelihood or confirmed exposure within communal settings.

**Level of Operations:** LJSD students will attend school 5 days/week in-person (Monday through Friday) with a 1-hour early release daily to allow for staff preparation time at the end of the day. Precautions will include social distancing to the greatest extent possible and face coverings (masks/shields) will be recommended where social distancing cannot be maintained. A full time online option will be available for students.

### **District Wide Practices:**

- Encourage parents to screen students every morning before attending school and keep symptomatic students home. [Symptom checklist](#)
- Plan for vulnerable students/staff
  - Staff: FMLA and FFCRA guidelines
  - Students: Lakeland Online options
    - Lakeland Online Academy
    - K-12 IDLA
- Social distancing protocols and healthy precautions
  - Maintain social distancing (6 ft or more) to the greatest extent possible
  - Explicitly teach and reinforce with students: social distancing, hand hygiene, respiratory etiquette, mask etiquette, stigma issues, etc.
  - Hand sanitizer available throughout buildings and in every classroom
  - Extra masks available in all classrooms and in front office
  - Schools share “Stop the Spread” information with focus on preventative measures and symptoms
  - Avoid sharing of materials/supplies
  - Desks arranged to allow for cohort groups (pods) and limit classroom activities that don’t allow for 6 feet of distance between student pods, to the greatest extent possible.
  - Limit/avoid mixing of student groups to reduce potential exposure

Examples:

  - Lunch schedule

- Drop off and pick up
  - Library usage
  - Release times
  - Distance desks/tables in the classroom as much as possible
  - Limit/avoid activities with large gatherings where social distancing cannot be maintained
- Face coverings (masks/shields) will be recommended where social distancing cannot be maintained. Extra face coverings available in all classrooms and in the front office.
- Buildings will continue to be routinely cleaned and disinfected according to CDC guidelines with special focus on high traffic areas and following transition periods.
- Sneeze guards and other protective measures will be implemented in all offices.
- Volunteers/visitors to campus will be limited based on the ability to social distance.
- No assignment of lockers except for special circumstances.
- Each site will have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in an identified isolation/screening room separate from the Nurse's office.
- Lunches will only be allowed in the classroom or outside, weather permitting.
- Ensure policies and practices don't encourage students/staff to come to school sick.
- Bus transportation will be available with a maximum of two students per seat, except with family units. Parents will be required to sign a waiver prior to use. Face coverings will be recommended. Extra face coverings and hand sanitizer will be available. Enhanced cleaning and disinfection protocols will be utilized.

### **Extracurricular Activities:**

- Follow established Idaho High School Athletic Association and District guidelines.

### **ORANGE - Blended Learning (Moderate Community/School Spread)**

**Definition:** Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings, with potential for rapid increase in suspected cases.

**Level of Operations:** LJSD schools will shift to a blended learning model where students will be alternating between learning in-person and via online (livestream {synchronous} or recorded {asynchronous} both available). Precautions will include social distancing to the greatest extent possible and face coverings (masks/shields) will be recommended where social distancing cannot be maintained. A full time online option will be available for students.

### **District Wide Practices:**

- Encourage parents to screen students every morning before attending school and keep symptomatic students home. [Symptom checklist](#)
- Plan for vulnerable students/staff

- Staff: FMLA and FFCRA guidelines
- Students: Lakeland Online options
  - Lakeland Online Academy
  - K-12 IDLA
- Social distancing protocols and healthy precautions
  - Maintain social distancing (6 ft or more) to the greatest extent possible
  - Explicitly teach and reinforce with students: social distancing, hand hygiene, respiratory etiquette, mask etiquette, stigma issues, etc.
  - Hand sanitizer available throughout buildings and in every classroom
  - Schools share “Stop the Spread” information with focus on preventative measures and symptoms
  - No sharing of materials/supplies
  - Desks arranged to allow for cohort groups and there will be no classroom activities that don’t allow for 6 feet of distance between students
  - Student groups will maintain social distancing to reduce potential exposure
    - Lunch schedule
    - Drop off and pick up
    - Library usage
    - Release times
    - Passing periods
    - Distance desks/tables in the classroom
    - No activities with large gatherings - School events, assemblies, and gatherings will be changed or canceled
    - Field trips will not be allowed
- Face coverings (masks/shields) will be recommended where social distancing cannot be maintained. Extra face coverings available in all classrooms and in the front office.
- Buildings will continue to be routinely cleaned and disinfected according to CDC guidelines with special focus on high traffic areas and following transition periods. Additional cleaning protocols will be implemented on Mondays.
- Sneeze guards and other protective measures will be implemented in all offices.
- Volunteers/visitors to campus will not be allowed.
- No assignment of lockers except for special circumstances.
- Each site will have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in an identified isolation/screening room separate from the Nurse’s office.
- Lunches will only be allowed in the classroom or outside, weather permitting.
- Ensure policies and practices don’t encourage students/staff to come to school sick.
- Bus transportation will be available with a maximum of two students per seat, except with family units. Parents will be required to sign a waiver prior to use. Face coverings will be recommended. Extra face coverings and hand

sanitizer will be available. Enhanced cleaning and disinfection protocols will be utilized.

- Blended Learning Program
  - Blended learning program support will be available for students and parents who need help accessing technology, tools, and online curriculum.
  - Chromebook checkout for students and families without a device at home.
  - Traditional grades and accountability for students, with accommodations as necessary.
  - Schools will start and end at the regular times.
  - Students will attend school on an alternate day schedule. The district will ensure children from the same families are in the same Cohort group.
  - Students will attend school on either Tuesday/Thursday or Wednesday/Friday each week (see sample schedule below).
  - Mondays will be used for teacher collaboration, planning, staff development, online student support, and interventions for students who need additional support.
  - Students will work independently to practice concepts and grow mastery when they are working at home.
  - All essential standards will be taught.

**Extracurricular Activities:**

- Follow established Idaho High School Athletic Association and District guidelines.

**Schedule:**

*Normal bell schedule Tuesday through Friday*

*Cohort A – attend school Tuesday and Thursday*

*Cohort B – attend school Wednesday and Friday*

**General Weekly Schedule Example: Alternate days**

| Monday                          | Tuesday  | Wednesday | Thursday | Friday   |
|---------------------------------|----------|-----------|----------|----------|
| Individual Assistance Available | Cohort A | Cohort B  | Cohort A | Cohort B |

## **RED - Remote Online Learning (Substantial Community/School Spread):**

**Definition:** Large-scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings, etc.

**Level of Operations:** LJSD will shift to remote online learning for the majority of students, with limited/staggered in-person learning options available, as deemed appropriate for individual students. The Red Level of Operation will only be utilized in extreme conditions as a result of a local or state stay home order.

### **District Wide Practices:**

- Buildings closed to the general public except by special appointment
- A decision about staff work schedule (home vs school/office) will be made based on factors such as stay at home orders, health conditions, etc.
- Fully remote online learning instruction:
  - Remote online learning program support will be available for students and parents who need help accessing technology, tools, and online curriculum.
  - Chromebook checkout for students and families without a device at home.
  - Clear expectations and communication with students and families.
  - Focused instruction on key standards in each grade and content area.
  - Traditional grades and accountability, unless otherwise determined by a school IEP, 504, or educational team.
  - In-person small group instruction or intervention may be scheduled.

### **Supplemental Services:**

- Grab-and-go meals at select school sites..
- BASE may be changed or canceled based on guidance from health official..

### **Extracurricular Activities:**

- Athletics and other extracurricular activities suspended

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## **Responding To A Confirmed Case of COVID-19**

An important part of limiting the spread of COVID-19 in our community is identifying those who may be sick, infected or who have been exposed, and requires all of us working together to maintain a healthy and safe environment for all students and staff.

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**\*\*Please see Decision Tree Flowchart below to determine appropriate action\*\***

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### ***Student/Family Responsibilities:***

- If you have tested positive or have been confirmed to have COVID-19:
  - Do not attend school.
  - Notify your school of the positive test and your student's need to be absent.
  - Students who have tested positive for COVID-19 or who have not been tested but were directed to stay home from school may return to school under the following conditions ([per CDC guidance](#)):
    - At least 10 days since symptoms first appeared **AND**
    - At least 24 hours with no fever without the use of fever-reducing medications **AND**
    - Symptoms have improved.
- If you have come into close contact with someone who has been confirmed to have COVID-19 (within 6 ft for more than 15 minutes) and were directed to self-quarantine at home, but remain asymptomatic or have tested negative:
  - You should stay home for 14 days after your last contact with a person who has COVID-19, even if you test negative or feel healthy, since symptoms may appear 2 to 14 days after exposure to the virus.
  - In the event you have been released from self-quarantine by a medical professional, you may return to school.

### ***Staff Responsibilities:***

- If you have tested positive or have been confirmed to have COVID-19:
  - Do not attend school.
  - Notify your Principal/Director/Supervisor of the positive test and your need to be absent.
  - Notify the HR Director and provide a copy of your test results or a doctor's note.
  - Secure a Guest Teacher/Substitute, if needed.
  - Staff who have tested positive for COVID-19 or who have not been tested but were directed to stay home from work may return under the following conditions ([per CDC guidance](#)):
    - At least 10 days since symptoms first appeared **AND**
    - At least 24 hours with no fever without the use of fever-reducing medications **AND**
    - Symptoms have improved.
- If you have come into close contact with someone who has been confirmed to have COVID-19 (within 6 ft for more than 15 minutes) and were directed to self-quarantine at home, but remain asymptomatic or have tested negative:
  - You should stay home for 14 days after your last contact with a person who has COVID-19, even if you test negative or feel healthy, since symptoms may appear 2 to 14 days after exposure to the virus.
  - In the event you have been released from self-quarantine by a medical professional, you may return to school.
- **Essential Critical Infrastructure Workers**
  - The Department of Homeland Security declares those working in education as "essential critical infrastructure workers." This designation includes the following:
    - Workers who support the education of pre-school, K-12, college, university, career and technical education, and adult education students,

including professors, teachers, teacher aides, special education and special needs teachers, ESOL teachers, para-educators, apprenticeship supervisors, and specialists.

- Workers who provide services necessary to support educators and students, including but not limited to, administrators, administrative staff, IT specialists, media specialists, librarians, guidance counselors, school psychologists and other mental health professions, school nurses and other health professionals, and school safety personnel.
  - Workers who support the transportation and operational needs of schools, including bus drivers, crossing guards, cafeteria workers, cleaning and maintenance workers, bus depot and maintenance workers, and those that deliver food and supplies to school facilities.
  - Workers who support the administration of school systems including, school superintendents and their management and operational staff.
  - Educators and operational staff facilitating and supporting distance learning
- Districts may allow an employee who has been exposed to COVID-19 and normally would be required to self-quarantine to return to work **if** it is necessary to maintain school operations and staff limitations exist, provided they remain asymptomatic and [additional specific CDC precautions](#) are implemented by both the employer and the employee, as listed below. These practices should be followed for a minimum of 14 days after last exposure.
    - **Pre-Screen:** Measure the employee's temperature and assess symptoms prior to them starting work. Temperature checks should happen before the individual enters the facility.
    - **Regular Monitoring:** As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
    - **Wear a Mask:** The employee should wear a face covering (mask/shield) at all times while in the school building for 14 days after last exposure.
    - **Social Distance:** The employee should maintain 6 feet distance from other persons in the building and practice social distancing as much as possible.
    - **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, or shared electronic equipment with increased frequency.
    - **Remind employees** not to share headsets or other objects that come into contact with their mouth or nose.
  - Decisions to return employees to work may be made in consultation with the staff person, School Nurse, local public health district, and public health considerations based on the specific COVID-19-related concerns in our area.

***Principal Responsibilities:***

- Notify School Nurse that you have a student or staff member who has tested positive for COVID-19. School Nurse will contact the Panhandle Health District School Liaison.
- Contact the Superintendent to notify them that you have a student or staff member who has tested positive for COVID-19.

- Assist the Lead School Nurse with Contact Tracing/investigation to determine if the student/staff contracted COVID-19 at school.
- Assist the Lead School Nurse with identifying any students/staff in close contact (within 6 ft for more than 15 minutes) that must self-quarantine.

***District Responsibilities:***

- The Lead School Nurse will contact Panhandle Health District School Liaison to notify them of student testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation. Student Contact Tracing information will be shared with Panhandle Health District if parent permission is granted.
- The Superintendent or Designee will communicate with staff, students and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA). Communication will be as follows: Daily update to the total positive Covid case numbers spreadsheet on the District website per overall student and staff numbers per grade level band (Elementary, Middle Level, and High School) from August 31, 2020 to present. A text alert will be sent to any affected school's parent/guardian group letting them know an update has been posted. An email alert will be sent to any affected school's staff letting them know an update has been posted.
- The Lead School Nurse, in collaboration with the building principal, will conduct the Contact Tracing and investigation to determine if the student contracted COVID-19 in the school, as needed.

- **Essential Critical Infrastructure Workers**

- The Department of Homeland Security declares those working in education as “essential critical infrastructure workers.” This designation includes the following:
  - Workers who support the education of pre-school, K-12, college, university, career and technical education, and adult education students, including professors, teachers, teacher aides, special education and special needs teachers, ESOL teachers, para-educators, apprenticeship supervisors, and specialists.
  - Workers who provide services necessary to support educators and students, including but not limited to, administrators, administrative staff, IT specialists, media specialists, librarians, guidance counselors, school psychologists and other mental health professions, school nurses and other health professionals, and school safety personnel.
  - Workers who support the transportation and operational needs of schools, including bus drivers, crossing guards, cafeteria workers, cleaning and maintenance workers, bus depot and maintenance workers, and those that deliver food and supplies to school facilities.
  - Workers who support the administration of school systems including, school superintendents and their management and operational staff.
  - Educators and operational staff facilitating and supporting distance learning
- Districts may allow an employee who has been exposed to COVID-19 and normally would be required to self-quarantine to return to work **if** it is necessary to maintain school operations and staff limitations exist, provided they remain

asymptomatic and [additional specific CDC precautions](#) are implemented by both the employer and the employee, as listed below. These practices should be followed for a minimum of 14 days after last exposure.

- **Pre-Screen:** Measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
  - **Regular Monitoring:** As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
  - **Wear a Mask:** The employee should wear a face mask (medical mask) at all times while in the school building for 14 days after last exposure.
  - **Social Distance:** The employee should maintain 6 feet distance from other persons in the building and practice social distancing as much as possible.
  - **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, or shared electronic equipment with increased frequency.
  - **Remind employees** not to share headsets or other objects that come into contact with their mouth or nose.
- Decisions to return employees to work may be made in consultation with the staff person, School Nurse, local public health district, and public health considerations based on the specific COVID-19-related concerns in our area.

### **PLEASE NOTE:**

- ❑ The plan is a living document and will be updated in accordance with new guidance from the CDC, Governor's office, SBOE, SDE, IHSAA, Panhandle Health and other state and local officials.
- ❑ LJSD Crisis Response and Emergency Preparedness plans, as well as the Wellness plan, have been reviewed, updated accordingly, and are ready for implementation, as needed.
- ❑ Buildings have been assessed to ensure ventilation systems are operating properly and water systems are safe.
- ❑ Buildings will undergo deep cleaning disinfection procedures directly before school starts and weekly thereafter.

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### **Resources**

- [Parent Survey Results](#)
- [Staff Survey Results](#)
- [Final Panhandle Health District: Defining Levels of Community Spread for Idaho Back-to-School Framework](#)
- [PHD COVID-19 COUNTY RISK LEVELS](#)

- [What to Know About PHD COVID Risk Levels by County](#)
- [PHD County Levels and Data](#)
- [Updated CDC Considerations for Schools July 23, 2020](#)
- [Updated Considerations for Cloth Face Coverings in School Scenarios](#)
- [CDC Guidance for Cleaning & Disinfecting](#)
- [American Academy of Pediatrics COVID-19 Guidance for Schools](#)
- [Panhandle Health District Guidance](#)
- [Idaho Back to School Framework 2020](#)
- [District website](#)
- [Board Policy 3520 Contagious or Infectious Diseases.pdf](#)
- [Board Policy 5610 Prevention of Disease Transmission.pdf](#)
- [Board Policy 5600 Staff Health.pdf](#)
- [Updated LJSD Crisis Response and Emergency Preparedness Plan](#)
- [BASE Return to School Spreadsheet](#)
- [Transportation 20-21 Return to School Guidance](#)
- [IHSAA Fall Sport COVID Guidelines](#)
- [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)

# COVID-19 Decision Tree

(revised 7/24/2020 due to updated guidelines from CDC)



EMPLOYEE / INDIVIDUAL



**\*SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS AND INCLUDE:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This document is a general guideline to assist with decision making. Please refer to Panhandle Health District or your healthcare provider for questions that are specific to your individual circumstance.*

Seek the evaluation of a medical provider to determine if COVID-19 testing is indicated.

*If testing is indicated, please ISOLATE until test results are received.*

If test result is POSITIVE, continue to ISOLATE and local public health will contact you for follow up.

*If no testing is conducted, you should ISOLATE for 14 days after illness onset or your last exposure and at least 2 days after symptoms have improved.*