



# Elmwood Local Schools

## 2021-2022 Safe Return to In-Person Instruction and Continuity of Services Plan

(Due to Covid-19 Concerns and AS REQUIRED by The American Rescue Plan)

Last updated: June 10, 2021/December 24, 2021

<b>INITIAL THOUGHTS</b>	General principles that will guide the District as we move forward with return to schools in the Fall	<b>PAGES 2-6</b>
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<b>LEVEL YELLOW PLAN*</b>	Hybrid Plan-Half students in the building/half online.	<b>PAGE 12</b>
<b>LOCAL USE OF FUNDS PLAN</b>	This section sets a budget on how we are using the ARP money	<b>PAGE 13</b>

\* Levels will be determined for each building, not at a district level. In other words, there are times that each building could be at a different level. Changing between levels will happen with advice from the Wood County Health Department, the Governor's Office, and number of local cases. These are NOT the same as the Governor's County designation system.

1. **First and foremost, Elmwood Local Schools was in session every day for the 2020-21 school year. Our plan for the 2021-22 school year is to follow the same protocols as we did last year, with appropriate changes in relationship to COVID prevalence in our society this year compared to a year ago.**
2. We will be transparent with all stakeholders that some level of risk will always be present when children and district employees occupy our facilities. The district will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being a public place has a certain level of risk that cannot be eliminated.
3. We will implement recommended safety protocols to the highest degree possible. Social Distancing will be encouraged whenever possible. Students reminded as needed. Social distancing will increase if an outbreak were to happen.
4. This back to school plan covers all grade levels, but it is understood that preschool may change items to account for developmental ability of the children and the unique set of laws that governs this program.
5. Face coverings/Masks/Shields: When an outbreak occurs in our community, the following rules may be used:
  - a. **Anyone, at any time, may wear a mask if they so choose for their own safety.**
  - b. Staff members who are not vaccinated, may be required to wear masks. When in their room and alone, coverings may be removed.
  - c. Face coverings for students may be required for those who are unvaccinated, when in hallways, common areas, and any time students cannot maintain the social distancing of at least 6 feet.
  - d. Face coverings during classroom instruction for all students (unvaccinated) is required in most cases (exceptions for medical conditions where a physician deems a student unable to wear a face covering).
  - e. While on school transportation, face coverings are required for those who are unvaccinated.
  - f. All visitors are required to wear a mask while in the building.

6. We will work closely with the Wood County Department of Health Department to promote safety in all school settings. The health department will assist our school nurse in any need contact tracing.
7. Daily Health Assessments:
  - a. We ask that all students, parents, and staff vigilantly assess for symptoms prior to leaving home each morning. Students and staff will need to take their own temperature before reporting to school and stay home if their temperature is above 100<sup>0</sup>F or if experiencing other symptoms.
  - b. Additional health monitoring at school may occur due to an increased risk of COVID-19 in our community (outbreak).
  - c. Students and staff who exhibit symptoms during the school day will be sent to the nurse for an assessment.
  - d. Staff dealing with a student exhibiting symptoms will wear appropriate PPE.
  - e. Areas that were occupied by a person exhibiting symptoms will be sanitized immediately.
  - f. Parents must immediately come and get their child when the nurse calls that the child is not feeling well or has COVID-19 symptoms.
8. We will work to maintain our approved school calendar.
9. We recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.
10. Students are encouraged to sanitize/wash their hands before and after each class, before and after eating, and after using the restroom. Teachers will work with students on the process of proper hand washing as needed at any given developmental level. Handwashing is a key to overall health and controlling the spread of any germs, not just COVID-19.
11. Students are encouraged to bring their own water bottle. The filling stations will be open.
12. Recess:

- a. We will make every effort to maintain consistency with other safety procedures.
- b. We may limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- c. We will work towards “structured” recess activities to limit physical contact among students.
- d. Students must sanitize/wash hands after recess.

13. Transportation:

- a. We will attempt to seat siblings together.
- b. Students are to remain in their seats and face forward.
- c. Seating charts are required to assist with contact tracing if needed.
- d. We are asking parents to provide their own transportation if possible, to reduce the number of riders at any given time.

14. Food Service:

- a. We will offer our normal food service program.
- b. We will increase the sanitization of the cafeteria during meal serving times.

15. Students health issues not diagnosed as COVID-19

- A student must be fever free without medication for 24 hours before returning to school, and free of any of the known COVID-19 symptoms.
- Upon returning to school, the student must report to the school nurse/office for a temperature check.

16. Staff health issues not diagnosed as COVID-19

- A staff member must be fever free without medication for 24 hours before returning to school, and free of any of the known COVID-19 symptoms.

17. Students with COVID-19

- School will work with Wood County Health Department for appropriate release of information upon a positive case to the staff and community.
- A 14-day quarantine will be required for any student who tests positive for COVID-19 and others who were exposed as determined by the Wood County Health Department contact tracing protocol.
- School will have an isolation room to be used for students exhibiting symptoms until they can be picked-up by a parent. It is important parents pick up a sick child immediately when the school calls.

18. Staff with COVID-19

- A staff member diagnosed with COVID-19 must quarantine at home.
- The staff member must be prepared for a sub (lesson plans, assessments, etc.)
- School will work with Wood County Health Department for appropriate release of information upon a positive case to the staff and community.
- In addition, the Wood County Health Department will determine who else needs quarantined based on their contact tracing protocol.

19. Staff or students who are vaccinated will not be quarantined unless they have symptoms.

20. Encourage all eligible staff and students to be vaccinated. Elmwood Local Schools will hold clinics to increase the number vaccinated.

21. This document will be reviewed every 6 months or Sooner if warranted.

22. Elmwood Local Schools values community input and seeks this input as needed and encourages any parent or community to provide feedback if they feel it would be helpful to know.

## **Continuity of Services in the following areas: Academic, Social, Emotional, and Mental Health**

The following plan will be in effect starting with the 2021-22 school year with the goal to stay in session daily with all students attending every day. Our plan will assist students with their academic, social, emotional, and mental health. At all times our staff will monitor students in each of these areas and hook the student up with the appropriate service if the student is struggling in one of these areas.

With the fact that we remained in session for all of the past school years, our students needs in these areas were constantly monitored throughout the year. In essence, our students are ahead of those students in other schools who did not receive this daily assistance and support. We pride ourselves in this fact and give credit to the students, staff, parents, and community for making this happen. All of these groups worked together to keep our kids in session each and everyday last year during the COVID year.

## LEVEL GREEN

All Students in session daily at our building with added safety protocols

### Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Face coverings optional unless an outbreak were to happen</li><li>• Maintain maximum physical distance from peers whenever possible.</li></ul> <p><b><u>Building notes</u></b></p> <ul style="list-style-type: none"><li>• Physical distancing guidelines will be followed based on severity of the COVID spread in the community.</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Ensure classroom setup of desks provides physical distancing for students that is appropriate in relationship to the spread in the community.</li><li>• Ensure students maintain physical distance whenever possible.</li><li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li><li>• Reduce shared classroom materials as appropriate.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.</li><li>• Disinfect classrooms on a routine schedule.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Ensure classrooms are physically distanced in relationship to the spread in the community.</li><li>• Ensure classrooms are disinfected on a routine schedule.</li><li>• Ensure supplies are readily available for custodians and teaching staff.</li><li>• Provide PD on the proper use of PPE, sanitation, and other needs.</li></ul>

## **Hallways, Recess, Lockers and Common Areas**

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>● Provide your student with a water bottle. Students can fill up their water bottles at school using our filling stations.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>● Face coverings are optional unless there is an outbreak.</li><li>● Report immediately to your assigned area/classroom and avoid congregating in hallways and/or common areas before, after, and during school hours.</li><li>● Carry a water bottle to fill up.</li><li>● Follow all signage in the hallways and common areas.</li></ul> <p><b><u>Building notes</u></b></p> <ul style="list-style-type: none"><li>● When standing in the hallway or playground, ensure students are maintaining appropriate social distance.</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>● Supervise hallways and common areas.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>● Ensure proper signage is installed in hallways and common areas.</li><li>● Ensure supplies are readily available for custodians.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li></ul>



## **Health Services**

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to bus stop/school. Students with temperatures over 100°F should stay home.</li><li>• Ensure contact information is up to date in the event the nurse needs to contact home. This is done through Final Forms.</li><li>• Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.</li><li>• Immediately, after school contact is made, pick up ill or symptomatic students.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Use designated entrances and exits to the office.</li><li>• Follow physical distancing protocols as appropriate based on community spread.</li><li>• Wearing a mask or face shield as requested by the health clinic personnel.</li></ul>	<p><b><u>Nurse</u></b></p> <ul style="list-style-type: none"><li>• Wear a mask or face shield as medical situations require.</li><li>• Ensure the workspace is kept clean and sanitized.</li><li>• Ensure physical distancing protocols are followed whenever possible.</li><li>• Isolate students who are showing symptoms to a separate area away from other students already in the clinic.</li><li>• Ensure the clinic is disinfected immediately following the exposure to a student exhibiting symptoms.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.</li><li>• Disinfect the isolation area after students who utilize the area have left.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Ensure proper signage is installed.</li><li>• Ensure regular cleaning and disinfecting takes place in the office area.</li><li>• Ensure seating areas are properly physically distanced.</li><li>• Ensure the student isolation area is properly supervised when in use.</li></ul>

## Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to bus stop/school. Students with temperatures over 100°F should stay home.</li><li>• Help students keep socially distance at bus stops.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• When possible, social distance yourself at the bus stops.</li><li>• Face coverings are optional unless there is an outbreak.</li><li>• Sit in assigned seats as directed by the driver.</li></ul>	<p><b><u>Bus Drivers</u></b></p> <ul style="list-style-type: none"><li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li><li>• Clean and disinfect the high touch areas as needed.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Ensure supplies are readily available for drivers.</li><li>• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li></ul>

## **Lunches and Cafeteria**

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• When possible, stay to the right when traveling down hallways.</li> <li>• Sit in designated seats.</li> <li>• Follow guidelines for restroom use during lunch periods.</li> <li>• If bringing a packed lunch, report immediately to your designated seating area.</li> <li>• Follow physical distancing guidelines as much as possible when in line and in the serving areas.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Supervise designated eating areas to ensure students are properly physically distanced.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>• Monitor bathroom use during lunchtime.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect all tabletops and seats before and after each lunch.</li> <li>• Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p><b><u>Cafeteria Staff</u></b></p> <ul style="list-style-type: none"> <li>• Follow health department “safe food” guidelines.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure proper signage installed in designated eating areas.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> </ul>

## LEVEL YELLOW

### Hybrid Plan-Half students in the building/half online

- Students will be divided into two groups. One group will attend Tuesday and Wednesday. The other group will attend Thursday and Friday.
- The method to divide students into two equal groups is based on a plan to be released closer to the start of school. Households will not be split-up and will be on the same day of the week regardless of their grade levels.
- When students are not physically in the building, they will receive online lessons through Google Classroom.
- When students are physically in the building, all guidelines of the green level will be followed.
- Teachers and aides will work from their rooms all 5 days of the week.
- The hybrid model allows for a smaller number of students to be in school and transported on a daily basis. This enhances social distancing by default.
- Monday, all students are remote with online lessons. Teachers will be able to answer student questions, collaborate with other staff, receive professional development, and potentially work with a small group of students to provide intense interventions in the building (no transportation provided).

## BUDGET ON HOW THE ARP MONIES WILL BE USED

1. Add an additional school counselor to address students' mental health issues—Covers 3 years: \$ 243,000
2. Additional technology
  - Chromebooks/PC/Software \$282,000
  - BenQ interactive TV \$ 117,000
  - Wireless upgrade \$ 23,000
3. Online cost for at-risk students \$ 94,000
4. Tutoring at risk students \$11,000

TOTAL \$ 770,000