



2022 COVID Plan
ESSD40 SCHOOLS
December 2021



INTRODUCTION

The Excelsior Springs School District has partnered with a workgroup of northland schools and county health officials to outline the key issues schools need to address for the eventual reopening of schools.

The issues are divided into six topics:



This document, Safe Return to In-Person Learning outlines a three-month timeline of strategies to consider as district leaders plan for the rest of the 2021-22 school year. This document is intended to be used as a resource and starting point that district leaders can modify in collaboration with local stakeholders and needs.

The strategies related to each topic may be updated to help district leaders plan for each segment of the school year. This will help district and school leaders adjust to the unpredictable and changing nature of the post COVID-19 outbreak.

Members of the Re-Entry Task Force will meet regularly to define and communicate the steps necessary to return to school. While this plan is a working document, it is a re-entry plan and not intended to dictate or usurp policy for normal operations of the schools.

We look forward to our continued work together to open schools safely and to provide every student with the high-quality education they deserve.



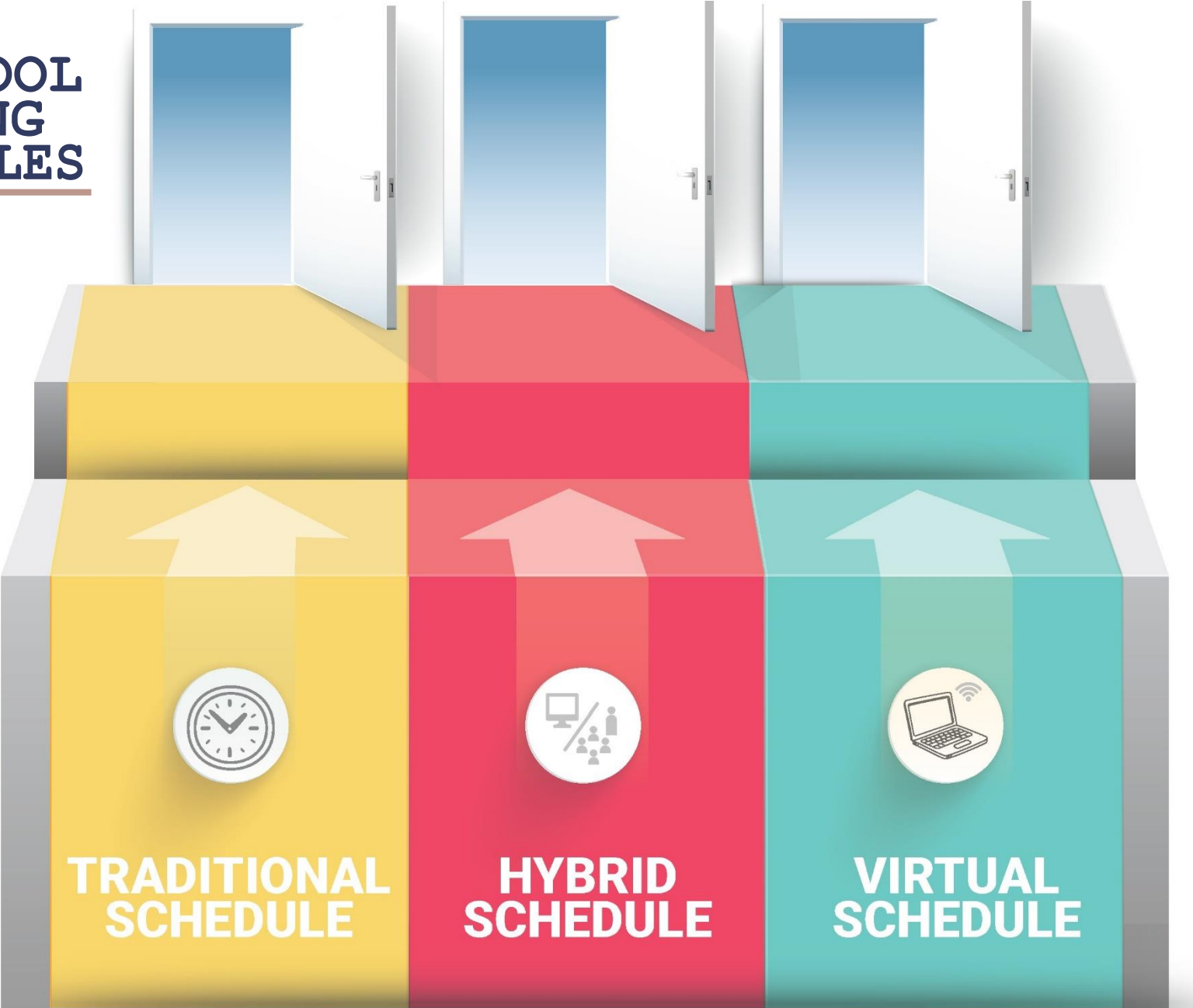
ESSD40 Re-Entry Task Force WORKGROUP MEMBERSHIP

Dr. Jaret Tomlinson, [Deputy Superintendent](#)

Dr. Mark Bullimore, [Career Center Director](#)

Lanie Hurt, [District Nurse](#)

TYPES OF SCHOOL OPENING SCHEDULES



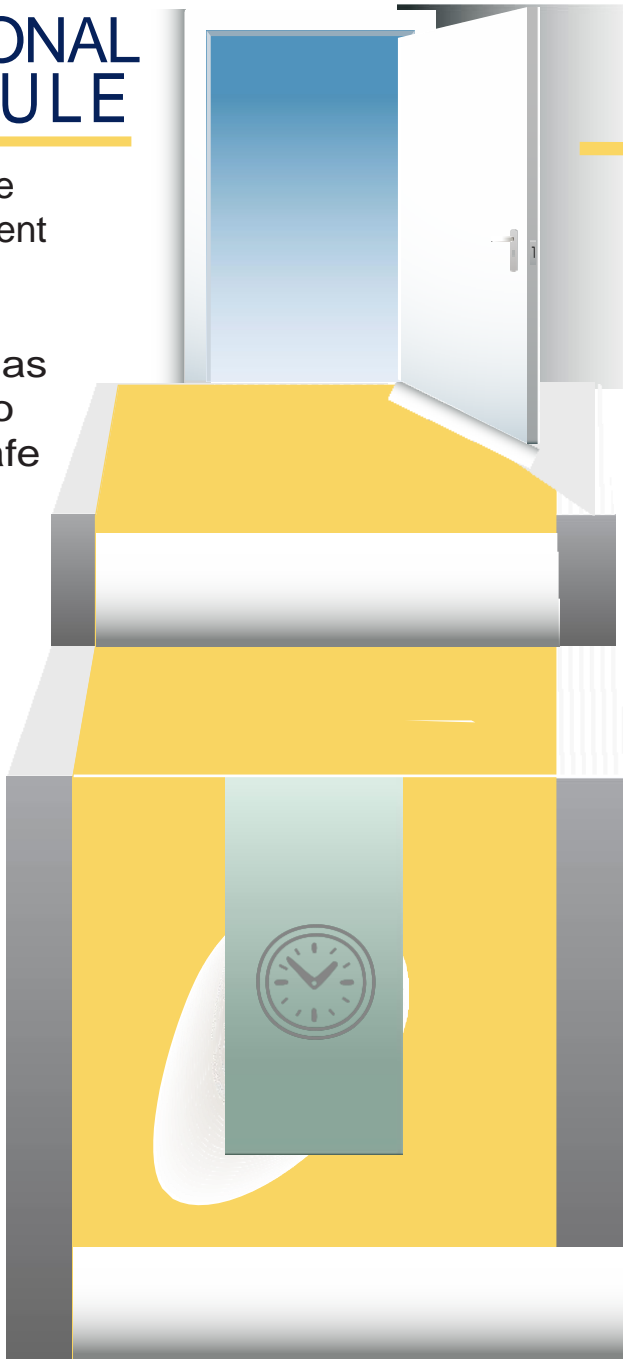
**TRADITIONAL
SCHEDULE**

**HYBRID
SCHEDULE**

**VIRTUAL
SCHEDULE**

TRADITIONAL SCHEDULE

Students will be physically present in school with scheduling modifications as appropriate to maintain a safe and healthy school environment.



Facility and Staffing Considerations

- Screening protocols
- Transportation adjustments
- Routine disinfectant protocols
- Consider keeping students static and moving teachers to limit interactions and assist with contact tracing
- Create plan for serving students and adjusting duties for staff who cannot return to the building due to health issues
- Limit student movement and restrict gatherings in buildings to attempt social distancing guidelines
- Staff and students will be welcome to wear face masks during school if they so choose.

HYBRID SCHEDULE

Combines online and face-to-face instruction for students. Schools must meet distance learning requirements.



Examples of Hybrid Schedules

Alternative Methods of Instruction (AMI)

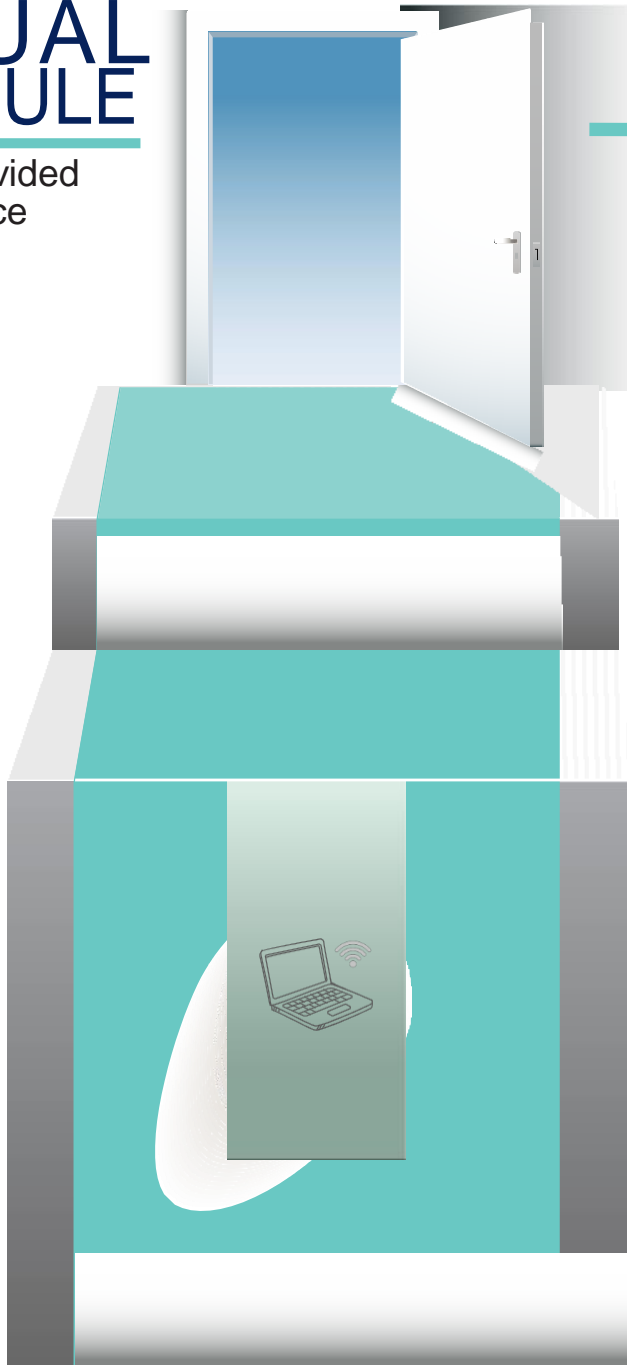
Students may have the need to stay home due to illness or family member exposure. In this event, students may have to learn remotely via the AMI platform. It is possible that students will have to spend time both in person and virtual throughout a grading period. Transition points will be at the beginning of each quarter to re-enter the classroom after being on the AMI platform.

Elementary vs. Secondary Distance Learning

It is possible that the treatment of virtual versus in person school may vary between elementary and secondary buildings. Depending on the circumstances, ESSD40 will remain flexible on the learning options that best meet the needs of a building or grade level.

VIRTUAL SCHEDULE

Instruction provided through distance learning.



Considerations for Distance Learning Effectiveness

- Sufficient internet bandwidth
- Mitigation of the digital divide among families
- Families may access school Internet in any school building parking lot
- Implementation of a Learning Management System (LMS) and developed curriculum content
- There will be multiple methods of instruction to meet the needs of diverse learners
- Training for teachers on instruction in a virtual environment



January 2022

OPERATIONS PROGRAMMING REOPENING PLAN

STRATEGIES FOR ESSD40 LEADERS TO CONSIDER AS THEY CONTINUE IN-PERSON LEARNING TO ADDRESS OPERATIONAL SUPPORT, TRANSPORTATION, AND FOOD SERVICE PLANNING.

Building Operations Planning

- Develop a process for how classrooms and high-frequency touch areas will be cleaned throughout the day.
- Develop a process for how restrooms will be cleaned throughout the day.
- Develop a schedule for cleaning other areas of the school throughout the day.
- Determine which facilities will be shared with another school.
- Develop a process and schedule for cleaning shared facilities.
- Consider whether there should be a different schedule for cleaning public spaces such as offices.
- Consider whether parents will be allowed to go to the classrooms after checking in through the office.

Transportation Planning

- Explore scheduling options for the fall to determine the implications on the transportation department
- Determine if there are enough buses to adequately operate on the preferred schedule based on physical restrictions and routing.
- Set assigned seating on buses.
- Keep a list of students who ride each bus daily. If a student on the bus tests positive for COVID-19 notifications to the bus riders' parents will be needed.
- Develop a process and monitoring protocol for daily bus sanitation. If double routes are operated, buses will need to be cleaned in-between routes.
- If Apple Bus has a camera system on buses, keep it operating during the cleaning of the buses to document sanitization efforts.



Food Service Planning

- Determine if modifications are needed in the cafeterias to attempt social distancing guidelines.
- Determine delivery and serving methods if students eat in the classroom, outside patio, cafeteria, or another area.
- Determine if modifications are needed for the janitorial schedule to accommodate changes to the meal service location.
- Explore options for meal offerings (use menu sheets for ordering in the morning and deliver to the classroom).
- Develop a contingency plan for continuing food service during a building closure.
- Develop a plan to repurpose the cafeteria to help address social distancing needs in the building.





FAMILY & COMMUNITY SUPPORT REOPENING PLAN

STRATEGIES FOR ESSD40 LEADERS TO CONSIDER AS THEY PLAN TO REOPEN SCHOOLS TO KEEP THE COMMUNITY INFORMED

JANUARY 2022

Keep Families & Community Informed of Health and COVID changes

- Educate the community and key stakeholders on decision-making and communication protocols through multiple channels (website, social media, texts, calls, videos, local media, etc.).
- Educate families about health and safety priorities and protocols.
- Conduct and publish COVID data results for Positive and Quarantine numbers on the district website



- Develop and distribute virtual school information for working parents (schedules, structure).
- Promote a designated place on school/district websites as a resource to parent.
- Dedicate a page on the website for academics (lessons, supporting documents, supplemental programs, links to resources, etc.).





January 2022

HEALTH AND SAFETY PLAN

STRATEGIES FOR ESSD40 LEADERS TO CONSIDER AS THEY PLAN TO KEEP STUDENTS AND STAFF SAFE.



- Order adequate supplies to support healthy hygiene behaviors, including digital thermometers, masks, disposable gloves, soap, hand sanitizer (for staff and older children who can safely use hand sanitizer), tissues, and bus sanitation supplies.
 - Develop a plan for each school that will support social distancing.
 - Space/organize seating/desks. This will require contingencies to include small-group scheduling, e-learning.
 - Develop a plan for meal service to attempt social distancing.
-
- Filters on all HVAC units need to be replaced prior to reopening and changed on a monthly basis.
 - Take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
 - Consider plans for water consumption as water fountains will likely not be in use.
-
- Develop a daily entry process for all who enter buildings. Consider using a single entry point or set up traffic flow options to manage people's contact with others. Train staff on the process.
 - Develop a plan for visitor control and a plan to communicate it to internal and external stakeholders.
 - Develop a plan to limit gatherings, events, and extracurricular activities to those that can adhere to social distancing guidelines.
 - Develop a plan for when a student or adult becomes ill that includes identifying an isolation room to separate anyone who shows symptoms.
-
- Prepare a standardized process template for notifying local health officials, staff, and families of a positive COVID-19 case. Maintain confidentiality as required. All administrators and front office staff should be trained in this process and the high level of confidentiality that surrounds positive cases.



JANUARY 2022

EFFECTIVE COMMUNICATIONS REOPENING PLAN

STRATEGIES FOR ESSD40 LEADERS TO CONSIDER AS THEY PLAN TO REOPEN SCHOOLS AND KEEP INTERNAL AND EXTERNAL STAKEHOLDERS INFORMED.



Establish a Communications Strategy

- Assess our communications for the 2021-22 year to identify areas for improvement.
- Commit to providing consistent communications and messaging to internal and external constituents.
- Commit to a communication schedule and procedure for communicating emergency updates.
- Decide what communication channels we will use and who will be responsible for developing and approving district-level communications.
- Prepare templates for frequent communications (i.e., superintendent messages).
- Decide on a theme/brand for the 2021-22 school year and publish it.



Prepare to Deploy Communications Strategy

- Create a web page dedicated to school district's return to in-person plan.
- Create/update web page dedicated to learning-at-home resources for summer months.
- Set communications expectations by issuing a letter from the superintendent informing parents/families that they should expect to receive updates throughout the summer and direct them to the established web page.
- Review all school/district webpages to remove dated information.
- Ensure all webpages are ADA compliant.

Provide Training on Communications Strategy

- Train all school leaders and front office staff on communication protocols for 2021-22 year.

Implement Communications Strategy

- Communicate the district's reopening plan with special attention to learning design, schedule, safety procedures and communication commitments.
- Communicate details for any distance learning offerings.
- Distribute positive information and highlight successes through social media and traditional media.
- Communicate staff availability and office hours.
- Provide information about how to communicate with staff members and to whom to direct questions and concerns.
- Prepare FAQs for office staff who answer phones.
- All changes in programming and updates should be given at least 48-72 hours in advance.