Essential Questions for Review
Reopening Schools in Lebanon
June 15, 2020
Revised June 18, 2020
Revised July 21, 2020
Revised August 7, 2020
Revised August 24, 2020

Update: The Lebanon BOE approved a Face Coverings Policy on 07/20/20 that requires all students, staff, and visitors to wear a face covering. Approved face coverings include masks, and neck gaiters. The policy can be found on the district website at lebanonschools.org. **Plastic face shields are no longer approved.**

A. **Facility Preparations**

1. Are there cleaning protocols in place for the general building and grounds, classrooms/offices/large gathering spaces, materials, etc.?

Yes. Protocols have been developed and are in compliance with current orders from the Warren County Health District. In addition, we have a well stocked inventory of needed materials and chemicals to clean and disinfect. Items such as additional hand sanitizer, hand sanitizing stations, and spray bottles have been ordered. All custodians have been trained on cleaning protocols. We should have disinfectant available in each classroom for use by teachers and others in between scheduled cleanings. Teachers will be trained in proper cleaning protocols.

*Our goal is to make things safe, not normal. Creating inconvenience is OK if it makes the environment safer.

2. Which entries will be used?

The Warren County Health District (WCHD) has determined that passage in a hallway or doorway does not constitute exposure. Doors will be propped open during arrival and dismissal times, but not during the day. This will prevent students and staff from touching door handles.

3. Are there visual directions posted in common areas for transitions or will there be transitions between classrooms and other locations?

A lot of signage will be used to direct students and staff throughout the building. In addition, signs reminding students and staff of good hygiene practices will be prominent. Reminders on daily announcements and through classroom instruction will continue to remind students and staff of good hygiene practices or any changes to protocols.

4. How will classrooms be arranged and will there be visual directions?

We will be in compliance with any distancing orders from the WCHD. Most likely, this will permit us to house 22-25 students in a classroom with 1-2 adults. If the classroom is large enough, more students could be assigned.

5. Does the school building have the necessary personal protective equipment (PPE)?

As of 6/15/20, we do not have the recommended PPE for school nurses. Our limited inventory was donated to the Warren County Health District at their request. Supplies have been ordered to restock for the 2020-2021 school year. We will need N95 masks for our school nurses, gloves and surgical or cloth masks for students who are isolated at school while awaiting pick-up. We are expecting a supply of PPE from the WCHD to help us start the school year.

Update: As of 07/21/20, we do have the PPE for school nurses.

6. What will libraries and media centers be used for?

We will use media centers as classroom space. We may need to use other non-traditional spaces as classrooms. Under current plans, students will not be permitted to browse books (touching several books) in the media center.

7. Have you reviewed all spaces, current usage, and the potential needs caused by social distancing, specific student needs, and new medical needs?

Yes. We will continue to review spaces as attendance data is collected. We will be in compliance with any orders from the WCHD.

8. Do additional handwashing or hand sanitizing stations need to be installed in the building?

Yes. We have sanitizing stations and solutions to install throughout all buildings.

9. Does additional protocol need to be explicitly part of orientation and practiced and modeled for all students?

Yes. Students and staff will need protocol training and modeling. There will be a high expectation that all staff will model the same protocols expected of students. Reminders will be presented often to students and staff. Additional time will be needed in the instructional day to teach and follow protocols.

10. When should personal protective equipment be ordered to ensure it is received on time?

Nurses are currently working with Eric to place orders for needed PPE.

Update: All PPE has arrived in the district.

11. How do you balance security with the expanded need for many entry points and staff to supervise these while processing entry of students, parents, contractors, and students?

We do not expect any changes to the security of our buildings with the established protocols. Existing security protocols will remain in place. Visitors in the building will be extremely limited.

B. Signs of Illness, Nurse's Office, and Wellness Activities

1. When should staff come to school or stay home based on symptoms?
(Updated: 08/24/20)

Staff should stay at home when they register a fever of 100°F or higher or any of the symptoms related to COVID-19. Staff should also stay home if any member of their household is registering a fever of 100° F or higher or any of the symptoms related to COVID-19.

Any staff member with a fever over 100° F should stay home.

Any staff member waiting on COVID test results should stay home.

Any staff member that has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:

> o Any of the following symptoms: cough, shortness of breath, or difficulty breathing
>
> ### OR
> o Two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues(nausea and vomiting or diarrhea)
>
> ### OR
> o Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues(nausea and vomiting or diarrhea) ***AND*** exposure to another person with COVID-19

Returning to School After Illness

If a staff member is diagnosed as having COVID-19, they must meet the following criteria to return to school:

> o Isolation for a minimum of 10 days and no fever (without using fever reducing medication) for 24 hours ***AND***
>
> o Other symptoms improved significantly

Staff members that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for 24 hours without using any fever reducing medications.

2. When should students come to school or stay home based on symptoms? (<u>Updated</u>: 08/24/20)

Students should stay at home when they register a fever of 100° F or higher or any of the symptoms related to COVID-19. Students should also stay home if any member of their household is registering a fever of 100° F or higher or any of the symptoms related to COVID-19.

Students should stay at home when they register a fever of 100° F or higher or any of the symptoms related to COVID-19. Staff should also stay home if any member of their household is registering a fever of 100° F or higher or any of the symptoms related to COVID-19.

Any student with a fever of 100°F or higher should stay home.

Students should stay home if they are waiting on COVID test results.

Any student that has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:

> o   *Any of the following symptoms: cough, shortness of breath, or difficulty breathing*
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OR

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>
> o   *Two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues(nausea and vomiting or diarrhea)*
>
> <div align="center">

OR

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>
> o   *Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues(nausea and vomiting or diarrhea)* **<u>AND</u>** *exposure to another person with COVID-19*

<u>*Returning to School After Illness*</u>

If a student is diagnosed as having COVID-19, they must meet the following criteria to return to school:

> o   *Isolation for a minimum of 10 days and no fever (without using fever reducing medication) for 24 hours **<u>AND</u>***
>
> o   *Other symptoms improved significantly*

Students that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for 24 hours without using any fever reducing medications.

Any other illnesses should be handled in the routine manner according to district policies

To return to school the child must be transported to school by the parent and must be assessed by the school nurse.

3. What if a student or staff member becomes ill while at school? (Updated: 08/07/20)

Any student who develops COVID-19 symptoms while at school will be isolated in an area other than the clinic until a parent or guardian arrives to pick them up from school. Student will be required to continue wearing a face covering.

Any staff member who develops COVID-19 symptoms while at school will be sent home immediately. Steps will be taken to limit exposure to others, including the wearing of a mask unless other health issues prevent it.

*All exposed areas will be immediately cleaned and disinfected. Students may need to leave their classroom while cleaning occurs.

4. How will students who are not sick but need medical attention in another way be treated? (e.g. medicine distribution, injury, cut, etc.)

Students who are sick or injured, not related to COVID-19 will be treated by the school nurse and standard of care as always.

5. Will medication administration happen in a site other than the clinic?

Maybe. Medication will still be administered by the school nurse but a location may change due to exposure circumstances.

6. Will the delegation of health care procedures still be done with staff and will these still happen in classrooms?

Yes. Health care procedures will still happen in classrooms with proper safety protocols.

7. Where will sick students or staff be held until they leave the school?

Isolated students will be held in an area other than the clinic. This site to be determined by each building administrator with proper supervision assigned.

8. Will the nurse go to students instead of the students coming to the office?

Maybe. Some circumstances may result in the nurse traveling to see students but in most cases, students will still travel to see the nurse.

9. How will immunization requirements be enforced if doctor's offices are not administering them?

We are not aware of any doctors who are not administering immunizations at this time. Normal protocol to be followed.

*We expect that most students with chronic health issues or compromised immune systems will participate in remote learning.

C. <u>Communications</u>

1. Has a district or school hotline been established?

The district has a Safe School hotline already in place for people to report unsafe behavior.

2. Does the district website have a web page to provide information related to these changes? (<u>Updated</u>: 08/07/20)

Yes. The school website has a dedicated page to COVID-19 materials. The website will be updated as information changes. The district website can be found at lebanonschools.org under the Reopening Schools link.

3. How will policy changes be shared?

We do not anticipate any policy changes. If there are policy changes, the normal procedure will be followed and a communication blast will be utilized.

4. How will students be supported with the new procedures, processes, and ways of doing school?

Students will receive training during their first days back to school on new protocols. Signage throughout each building will be used to help and remind students.

5. What parent education programs need to be developed to support parents?

Parents will receive communications on our reopening plans. In addition, parents will be offered an opportunity to come in and view classrooms in each building. Each building is planning back-to-school sessions for parents and students to learn about new protocols and receive answers to their questions.

6. Does your current photo usage release cover the new reality?

Yes. There are no changes to photo usage release.

7. Have you prepared and communicated to staff and students the plans for fire, tornado, and lock-down drills?

We will communicate plans for fire, tornado, and active shooter drills to students and parents. We are awaiting a meeting with the fire marshal and WCHD to determine restrictions.

8. Will you be mailing information to families?

 We will be using all forms of communication to get information to families.

9. Are you sharing new schedules and transportation plans with other organizations such as charter schools, career centers, etc.?

We are working with other school districts in Warren County to develop similar reopening plans. We will be communicating our plans with our local private schools, as well as, WCCC and WCESC.

10. Have you completed a communication to inform parents regarding school options?

We will be sending a communication in early July asking parents for a long-term commitment to either face-to-face learning or remote learning. That communication will include our plans.

11. Have you completed a survey of parents for school choice?

Yes. With over 4,000 responses, it appears that approximately 90% of parents plan to send their children back to school buildings.

D. Visitor Procedures (including students and staff)

1. How will schedule pick up and student orientations occur in August 2020?

Each building is planning orientation sessions for parents and students. These will be smaller groups than usual and be offered multiple times. Schedules can be communicated via ProgressBook. Buildings will not be hosting ice cream socials, but may conduct parent/teacher conferences during the first week of school to share and answer questions.

2. Who will screen students, parents, and staff who attempt to enter the building?

Students, staff, and visitors will be asked to self-assess at home prior to coming to school. If a student, staff member, or visitor acknowledges that they did not self-assess, they may be assessed by a school nurse, teacher, or secretary. Students, staff members, and visitors may

also be asked to leave or sent home. Signage at all entrances and in the main office will serve as reminders to self-assess.

3. Will the staff who are screening utilize PPE?

Yes. Any staff screening a student, staff member, or visitor should utilize PPE.

4. What procedures will be used in the screening, questioning, temperature taking, assessment of what items individuals are bringing into the building?

We will utilize procedures and protocols as determined by the WCHD.

5. Will non-traditional entry points be explained to parents?

If we use any non-traditional entry points, they will be communicated.

6. What are the methods by which students will arrive at school?

Students will arrive at school utilizing all traditional forms of transportation, including bus, walking, parent drop-off, and self-driven. At this time, there is no limit to carpooling.

7. What if they are alone and present with issues?

Students will report to the nurse's office. Staff and students will be quarantined and sent home.

8. Will volunteers be permitted in the building?

At this time, volunteers will not be permitted in the building. If that changes, volunteers will need training on all protocols.

9. What issues need to be addressed for the organizations, parent groups, and other visitors coming to schools to support students and advanced learning?

Organizations and parent groups will be asked to conduct virtual meetings or offsite of school. At this time, there are no facility rentals. If that changes, groups renting facilities will need to assure safety protocols are followed and pay additional cleaning fees for custodial staff.

E. **Classroom Instruction and Learning Activities**

1. What will class sizes be?

We plan to place 22-25 students per classroom utilizing a maximum of 6' distancing and a minimum of 4' distancing. Spacing will be determined nose-to-nose. We will utilize other spaces within the building to serve as classroom space, if needed. For example, media centers, art rooms, and music rooms could be used.

2. Will you split classes and staff?

We currently plan to operate two different instructional models. We will offer traditional, face-to-face classrooms with safety protocols. We will also offer a completely remote option using the VLA curriculum and instruction. Teachers and students who are not returning to school buildings will be paired for remote monitoring, facilitation, and grading.

3. Will you rotate staff and have students stay in a single room?

The Warren County Health Department (WCHD) has determined that passage in a hallway or doorway does not constitute exposure.

4. Are you prepared to eliminate the use of community supplies in classrooms?

We will not be using community supplies in classrooms. We may need to purchase multiple sets of some supplies for use.

5. Will blended learning or entire virtual courses take the place of some traditional classes?

Yes. Approximately 10% of our student population will be learning utilizing the VLA curriculum and instruction from the WCESC.

Update: As of 07/21/20, approximately 15% of our student population will be learning utilizing the VLA curriculum and instruction.

Update: As of 08/07/20, approximately 18% of our student population will be learning utilizing the VLA curriculum and instruction.

Update: As of 08/24-20, approximately 20% of our student population will be learning utilizing the VLA curriculum and instruction. The VLA option deadline closed on 08/21/20.

6. How will you schedule lab classes?

Lab courses will be under the same protocols as regular classrooms with limits to shared materials. Teachers and students may also use virtual labs. Teachers should assign labs that can be completed independently or as a group with members keeping proper distance.

7. How will the equipment utilized in these courses be cleaned and ready for multiple groups of students on the same day?

Teachers or cleaning crews will be expected to clean and disinfect lab areas and equipment in preparation for the next class. Custodians will clean on a schedule to meet WCHD guidelines.

8. Will you allow students to leave their room and assist other staff or students?

Students will not be permitted to leave classrooms and assist other staff or students without permission from a teacher or administrator. In most cases, this will not be permitted.

9. Will students be allowed to bring their own devices to school?

Yes. Students will be permitted to bring their own devices with permission from parents.

10. Will you restrict items allowed to be brought to school daily?

Yes. Students will be discouraged from bringing in personal items from home. Water bottles will be permitted but not shared.

11. How will you structure school-to-work programs?

We will restrict school-to-work programs in accordance with business protocols and school safety protocols.

12. Will progress report revisions be made based on the new assessment practices brought on by the pandemic?

Students participating in face-to-face instruction will receive progress reports in ProgressBook. Students in remote learning will receive progress reports through the VLA system. Similar assessments will be used and progress will be reported as letter grades.

13. Will there be more instruction occurring outside of the school building, especially during the warmer months?

Teachers will be encouraged to use outdoor spaces for instruction.

14. Are there plans for virtual curriculum nights and back-to-school events?

Back-to-school events will be held to introduce parents and students to safety protocols and room layouts. We are also planning to release a safety protocol video. During the first week of school, we are planning for conferencing in person or virtually and having model classrooms set up at each building for parent review.

15. Will you schedule virtual student-parent conferences in the fall?

We will schedule virtual conferences at parent request.

16. Will you have recess, and if you do, what restrictions will be in place?

We are planning to offer recess. Small groups of students will be allowed access with cleaning and disinfecting between sessions.

17. How will you ensure inclusion of students with disabilities and meeting their needs (academic and physical)?

We will include students with disabilities as we always have.

18. How do we make online instruction similar in content and performance tasks to face-to-face instruction?

Remote learning will include the same state standards for grade levels and content areas. The VLA curriculum and instruction has been used extensively across Ohio for several years.

19. What materials and supplies will be necessary in this environment and how will they be purchased and delivered safely?

Remote learning will require internet access and a chromebook or other device to access the VLA curriculum and instruction.

F. Curriculum and Assessment

1. What training will be needed for teachers and other staff if working remotely (learning management system, software, videoconferencing virtual platforms, etc.)?

During the first week of school, we will not have students present. We will use this time to provide training to all teachers in such areas as cleaning protocols, planning for changes to learning environments, VLA training, and planning for extended closures during the 2020-2021 school year.

2. What assessments will be administered at the beginning of the school year to determine students' current levels and what interventions may be needed?

We will use pre-assessment measures that teachers have used in the past to assess current levels. We will also use MAP data where appropriate.

3. Is this something you have in your student information system (SIS) or do you need to acquire something new?

We will not need to acquire something new. Students will be coded into EMIS with a teacher of record.

4. What will happen to current or scheduled curriculum adoptions and material purchases?

We will continue to review materials for possible curriculum adoptions and materials purchases. This is part of our normal operations.

5. Are you using universal screening tools?

Yes. MAP, Terra Nova, KRA, and K-3 Math.

6. Have you reviewed budget needs for online curricula, tools, and subscriptions?

Yes. Remote learning will have an impact on our budget. However, we anticipate some of these costs to be offset by other budget cuts.

G. <u>Special Education, IEPs, 504s, and Gifted</u>

1. Are you including students with special needs when planning the schedule and safety procedures?

Yes. Students with special needs are included in all of our planning and safety procedures.

2. How will you complete an assessment of progress monitoring and documentation of services?

We will continue to track and monitor student progress. We will also document all minutes for remote learning and services. Safety protocols will be used for all 1:1 services.

3. How will you collaborate with parents?

We will collaborate with parents in-person and remote conferencing. All safety protocols will be followed for in-person conferences.

4. What platforms will be used for delivery of service?

We plan to use the following platforms: face-to-face and remote (VLA). We will assign IVS mentors for VLA students. We expect some overlap of services for students and may need to use scheduled appointments for services.

5. Will you provide assistive technology, access, and options for support when technology is limited?

Yes. We will provide the assistive technology as agreed to in the IEP or 504 plans.

6. How will you address IEPs and ETRs? (e.g. referral process; compliance dates and times; development; guidance; testing)

We will schedule therapy for remote learners to include face-to-face and remote sessions. We expect full IEP team participation, either face-to-face or remote. We will research the use of Docusign, DotLoop, or a similar platform for electronic signatures.

7. How will instruction happen, and will it meet federal and state requirements (FAPE; LRE; AAC; general education and intervention specialist collaboration; staffing to support students who are no longer able to be supported as a group)?

Instruction will occur face-to-face or remotely and meet federal and state requirements.

8. How will you determine if compensatory services are needed for each individual student with a disability?

The IEP team will determine if these services are needed.

9. How will you consider the needs of individual students with "re-entry" (adjusted schedules, mental health supports, etc.)?

We always consider these needs when a new school year begins so this will be as usual.

10. Will there be an option to go to homes for support if families practice social distancing protocols?

This is not a common practice now and that will not change.

11. Will gifted middle school students be going to high schools for courses? Grade Promotions, Transitions, and Transfers

Yes. This is not common but will be considered for qualifying students.

12. Do your student advancement policies need to be revised?

No. We plan no changes to student advancement policies.

13. What changes need to be made to career advising and the transition process based on changes and new college processes?

Currently, we are not aware of any changes to the college process that would result in changes to our career advising.

14. Will educational option policies need revision?

No.

15. How will College Credit Plus students be impacted by schedule changes, especially for those students going back and forth between the colleges/universities and high school?

No impact expected.

H. <u>Student Discipline</u>

1. What happens to students who do not comply with safety procedures?

Students who continually do not comply with safety procedures may be disciplined or placed in remote learning.

2. How will everyday disciplinary issues/office referrals be handled?

There will be no change to disciplinary office referrals. Students and staff will practice safety protocols when handling disciplinary issues to the extent possible.

3. Will students be sent out of class, escorted, etc.?

Students will be escorted or sent to office as usual.

4. Do you need to amend discipline policies and practices?

We do not need to amend policies. However, some practices may need to change to accommodate safety protocols.

5. How will you conduct search and seizure?

Search and seizure procedures will remain unchanged, except for additional safety protocols.

6. How will you deal with bus discipline?

Bus drivers will handle discipline as they have in the past.

7. What implications are there to your current dress code?

We do not expect any changes to the current dress code with the exception of requiring face coverings during certain activities.

8. How do student and staff handbooks need to change before the 20/21 school year?

We do not plan any COVID-19 related changes to student handbooks.

9. Will new code-of-conduct items need to be added that are tied to the pandemic and the health guidelines?

No.

10. What implications are there for restraint procedures?

Students will still need to be restrained as a last resort to their safety or the safety of those around them.

I. Enrichment Activities

1. How will you decide what co- and extracurricular groups will continue to operate and what restrictions need to be implemented?

Our decision regarding co- and extracurricular activities will be based on guidelines from the WCHD. Our goal is to accommodate students as safely as possible.

2. Will you permit field trips?

Field trips will not be permitted at the beginning of the school year. This may change with less restrictions.

3. How will fundraising efforts be governed?

Fundraising will be permitted within the guidelines of WCHD.

4. Will school clubs be allowed to meet virtually?

Yes. School clubs will be permitted to meet virtually or with safety protocols in place, including proper distancing.

5. Will there be procedures for spectators of these events?

If spectators are permitted by the WCHD, they will need to follow all safety protocols.

J. Staff

1. What will new teacher onboarding look like in the summer and fall of 2020?

Onboarding will be face-to-face with safety protocols in place.

2. How will transition meetings between levels occur over the next several months to prepare for the 2020-2021 school year?

We will use the first 4-5 days of school to provide opportunities for students and parents to come to schools and participate in Warrior Welcome and Freshmen Orientation. These events will follow safety protocols and may be held over more than one day, if needed. There will be individual meetings with special needs students and parents, if needed.

3. Will teacher meetings be face-to-face or virtual?

Teacher meetings will be face-to-face for those attending school and remote for those attending online. Teachers may meet virtually with any parent requesting such.

4. If face-to-face, how will spacing be addressed?

We will address spacing as best we can. Minimum of 4'-6' without masks. We can space closer together with masks.

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5. What new training will need to occur for various staff before school begins in the fall based on new pandemic policies and procedures?

We will provide training for new safety protocols, cleaning processes, remote learning, transitioning protocols, recess protocols, Q/A sessions, etc.

6. How and when will these trainings occur?

We will use time during the first 4-5 days of school to provide this training.

7. Who will deliver the training?

Various people will provide the training. We will also utilize training videos.

8. Who will welcome and orient substitute staff?

Robert Buskirk will work with ESC staff to welcome and orient substitute staff.

9. Will you give them access to the learning management system (LMS) and other district resources?

Currently this is problematic due to security concerns but we are working on a solution.

10. How will they become familiar with these systems?

When a solution is found, substitute staff will be trained.

11. How can you better utilize your PTO as a support during these times?

PTOs will be asked to support the needs of students and staff through these modifications to school operations, programs, and instruction.

12. How will you support staff mental health and social-emotional well-being?

Staff will be encouraged to utilize the mental health and social-emotional resources offered through our health insurance and wellness programs.

K. Before and After School Programs

1. What times will the building be open?

Starting times and dismissal times will be determined by ability to transport students within the operating protocols. We do not expect large discrepancies in times based on previous years.

2. Where will the programs be housed in the school?

Before and after school programs are currently either ESC or WCCC operated. They will be permitted to operate in the ESC and WCCC classrooms. These classrooms will follow all safety protocols.

L. Paraprofessionals and Classified Staff

1. How many paraprofessional and classified staff will be needed?

Our goal is to utilize current numbers of paraprofessionals and classified staff. Cleaning protocols may require additional cleaning staff.

2. Will you need to revise maintenance or custodial job descriptions or work schedules with new responsibilities based on new guidelines regarding the virus?

Yes. Additional cleaning and sanitizing will be required to meet safety protocols.

M. Information Technology

1. How will devices be exchanged between staff/students and technology staff?

Students in grades 3-12 will have a Chromebook assigned to them. All students enrolled in remote learning will have access to a Chromebook.

2. Will there be a help desk?

We already have an established help desk.

3. Based on spring data, will you need to invest in more inventory (laptops, headphones, etc.)?

We may have to invest in additional Chromebooks.

4. Will you be able to take advantage of the "free" technology offerings?

Yes. We took advantage of some free trials this past spring. However, many are limited in scope and length of trial period. In addition, we will be asking all teachers to set-up and use Google Classroom. This will become extremely helpful should we have any coronavirus closures during the school year.

N. Transportation

1. Are there bus drivers available for double or alternate routes?

We do have drivers available for double or alternate routes. These will be limited due to changes in arrival and dismissal times. We do expect some additional costs in transportation due to timing between schools and the need to clean and disinfect each bus between cohorts of students. We also plan to engage all parents K-8 in their use of transportation so that we can efficiently route those students using school transportation.

2. Do drivers have access to masks, gloves, and sanitizer?

Bus drivers will have access to masks, gloves, and sanitizer. Drivers will be cleaning buses between cohorts of students.

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3. Do students have access to masks and sanitizer upon entry?

All students riding the bus and any adults on the bus, including the driver, will be required to wear a mask. This permits us to load the school bus with two students per seat. We will be loading the school bus back to front, making an effort to sit siblings together. We will also unload the bus front to back. Students will have access to their own hand sanitizer on the bus.

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4. How will busing be adjusted for less ridership and social distancing?

We will be asking parents in grades K-8 to opt-in to transportation. We will be assigning students two to a seat and requiring all riders, drivers, and other adults to wear masks while on the bus. We will load the bus back to front with assigned seats. We will unload the bus front to back. Changes in busing will be very limited and we may not be able to accommodate.

5. Will more private transportation for special groups, such as medically sensitive students, be needed?

We may need additional private transportation for students who have a medical reason for not wearing a mask.

6. What are the safe transportation procedures for walkers, parent drop-offs, bike riders, etc.?

These remain unchanged. Students may be required to enter and exit through alternative routes.

7. Will high school students be allowed to drive to school?

Yes. High school students will be permitted to drive to school.

8. Will carpooling be permitted?

Carpooling is permitted and is a parent decision.

9. Are you planning time for busses to be cleaned and sanitized each day?

Yes. School buses will be cleaned and sanitized after each cohort of students.

10. Will bus stops be monitored to ensure social distancing?

The school district will not be monitoring bus stops for social distancing. However, students without a mask or refusing to wear a provided mask will not be permitted on the bus.

O. <u>Human Resources</u>

1. Does your current Collective Bargaining Agreement (CBA) align with new guidelines?

LEA has been involved in the planning process for reopening schools. We expect to sign 1-year MOUs to address any CBA issues.

2. Does your CBA address traveling and\or sharing staff, virtual learning, working remotely, rules and behavior of staff?

Our current CBA does address these issues but may require some MOU changes to meet the demands of reopening schools for 2020-2021 school year.

3. What are the implications of moving from OTES/OPES 1.0 to OTES/OPES 2.0 next year?

We are not moving to OTES/OPES 2.0 next year.

4. What are the expectations of administrators while working from home?

Administrators are expected to complete all necessary work to continue operations.

5. What will access to staff members be while working remotely?

Staff members will be accessible while working remotely.

6. Will it be limited to traditional school hours?

Access to staff members is not currently limited to school hours. However, access during non-school hours is limited.

7. What guidelines are in place for contacting students?

Student contact is defined in policy and in our Acceptable Use Policy. We do not expect any changes to that policy.

8. Must this be through Board-owned equipment and software or can it be through personal equipment and software?

Teachers and other staff members are encouraged to use Board-owned equipment as often as possible for contacting students.

9. What if there is a concern regarding those communications?

All concerns should be reported to building or district officials.

P. Breakfast and Lunch

1. How many tables and seats in the cafeteria and/or other locations will be needed to meet social distancing restrictions?

With approval of the WCHD, we will utilize cafeterias at approximately 50% occupancy. Students will be seated at every other seat and staggered across from each other at long tables. This will result in additional lunch periods, with fewer students at each. We may also need to

have some students eat in supervised classrooms. We will encourage students to eat outdoors when the weather permits. Lunchrooms will be cleaned and sanitized between each cohort of students.

2. How will tables and seating be arranged?

Tables and seating will be arranged to provide as much distance that can accommodate approximately 50% occupancy.

3. Will there be an alternate lunch rotation schedule?

We use alternate lunch rotations now. We do expect the need to add additional lunch rotations to the schedule.

4. Can classrooms be used as eating spaces?

Yes. Classrooms can be used as eating space with proper cleaning and sanitizing when students are finished eating.

5. Will you use partitions to provide separation?

We do not plan to use partitions for separation. We may have a plexiglass partition for servers and cashiers.

6. How will breakfast, lunch, snacks be served?

We will utilize grab-and-go as much as we can. Students can be served, but they cannot serve themselves. Condiments must be individual packets. The WCHD is permitting share tables to continue with caution.

7. Who will supervise?

Typical lunchroom supervision will be utilized. If classrooms are used in addition to the cafeteria, those rooms will be adult supervised, as well.

8. What will be the cleaning procedures for the areas where food is eaten by students and/or staff?

Students will be expected to clean up after themselves. Once the table is cleared, the table and seats will be cleaned and sanitized by custodians and lunchroom personnel.

9. Will a complete cleaning occur between sessions?

Yes.

10. Where will the cleaning supplies be located?

Cleaning supplies will be in or near the cafeteria and any classrooms being used.

Q. Restroom Procedures

1. How many students or staff may enter at a time?

Student access will be determined by an "every other stall" practice. Schedules will need to be developed for younger grades and floor markings will help determine proper distancing.

2. How will access be granted?

Teachers or other staff members will grant access. Passes will be granted and monitored at LJHS/LHS.

3. How will restrooms be monitored?

Restrooms will be monitored by staff members.

4. Will water fountain use be permitted?

Water fountains will be turned off and unavailable at the beginning of the school year. Students will be permitted to bring their own water bottles. Water bottle filling stations will be placed throughout each building.

R. Main Office Visits Procedures

1. Are individuals permitted to use office phones?

Individuals, other than office staff, will be permitted to use office speakerphones by permission. Phones will need to be cleaned and disinfected after each use.

2. If yes, how will phones be sanitized?

Phones will be sanitized using proper cleaning protocols with wipes and/or spray.

3. Will parents and students have access to the main office?

Access to the main office will be limited with safety protocols in place, including proper distancing.

4. Where will meetings and family conferences be held and how?

Meetings and conferences will be held in spaces large enough to accommodate attendees with proper distancing or remotely.

5. Will new students follow your current new student enrollment policies?

Yes. New student registration will continue to occur by appointment at Central Office. Safety protocols will continue to be used.

6. How will you collect the required paperwork needed to begin the school year?

We have a process in place now to safely collect paperwork. We are also moving as much paperwork as possible to electronic submission.

7. Will all paperwork become electronic?

The district has continued to make progress in converting most paperwork to electronic. Collected paperwork will continue to be exposed to safety protocols already in place.

S. <u>Arrival and Dismissal</u>

1. Will you need to use cafeteria and auditorium seating to safely space students while waiting for classes to begin or will they be able to report directly to the classroom?

To safely monitor students prior to classrooms opening, we will need to place students in areas where they can be supervised and safely spaced. Students will not be permitted to congregate in hallways or other spaces for longer than ten minutes.

2. Will drop-off and pick-up spots be modified to consider traffic flow?

We do not expect a need to modify drop-off and pick-up spots.

3. Will there be crossing guards, security, and other staff, who have traditionally been available to assist with arrival and dismissal?

Yes. As in the past, staff will be used to assist with arrival and dismissal.

4. How will attendance be taken?

Attendance will be taken first thing in the morning, as usual. Attendance calls will be placed to parents when students are absent. Truancy rules in Warren County will be flexed to accommodate students who are quarantined.

5. Will you need to communicate new expectations with early release or late arrivals based on new class/school schedules?

No. Students arriving late or need an early dismissal will still report to the office or attendance office.