

Responsible **REOPENING** **PLAN**

— 2020 - 21 —

Navigating Education through the COVID-19 Pandemic

WORKING DOCUMENT



Every Student | Every Opportunity | Every Day

Introduction

The Springfield City School District (SCSD) buildings have been closed to students, educators, parents and caregivers since March 17, 2020, because of the COVID-19 disease (coronavirus) pandemic. In response, District leadership continues to monitor recommendations from the Office of the Governor, the Center for Disease Control, the Ohio Department of Education, the Ohio Department of Health, and the Clark County Combined Health District.

Purpose

The Springfield City School District Responsible Reopening Plan is designed to provide options for multiple reopening scenarios and contingencies to ensure the health, safety, and well-being of all students and staff.

Options include:

1. A return to in-person learning.
2. The continuation of virtual learning.
3. A blended approach involving some students and staff returning to in-person learning while others continue to participate in remote learning.

In addition, the SCSD is focused on the following principles:

1. Ensure students' and families' equitable access to technology required for virtual learning.
2. Provide continuing support to students and adults to address their immediate and long-term physical, psychological, social and emotional needs.
3. Ensure all schools are trauma-informed and trauma-skilled.
4. Offer ongoing personalized and differentiated professional learning.
5. Embrace a new paradigm for public education.

Health and Safety Requirements

The Centers for Disease Control and Prevention and Ohio Department of Health indicate that COVID-19 will be present at the start of the 2020-2021 academic year. Over the past several months, conditions have changed rapidly. District and school planning will need to contemplate various contingencies.

As a result, guidance from the Ohio Department of Education operates under the following assumptions:

1. Ohio's education system must be nimble, flexible and responsive to ensure the health and safety of all students and adults.
2. Schools will need to have the capacity to operate in various modes at different times and, sometimes, with minimum advance notice.
3. When schools are operating with students in the building, they will need to adhere to health and safety guidelines set forth by the Ohio Department of Health and local health departments. Guidelines may change as circumstances change, which most likely should lead to course corrections throughout the year.
4. The traditional school experience as it was known prior to the onset of the pandemic will be different, as will many of the day-to-day practices of schools. (ODE, 2020)

According to the Ohio Department of Health, as the state develops the capabilities to safely diagnose, treat and isolate individuals who contract COVID-19 and their contacts, it will continue the recovery phase of the pandemic and begin to resume previously restricted activities, including reopening schools. The risk is that this uptick in activity could result in a surge of new cases. The goal of these health and safety requirements defined by the Ohio Department of Health is to minimize the likelihood of such a surge and to protect the health and safety of students and adults consistent with the best understanding of current conditions and effective mediation strategies (Ohio Department of Educations, 2020).

Social Distancing

The term “social distancing” refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, six (6) feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in any setting where there is close contact of people whose symptom status may be hard to monitor.

Small, closed groups that serve a consistent set of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon entering and leaving the classroom or program space, and create regular cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a 3-foot radius around each participant, resulting in a 6-foot total distance between any two people (Minnesota Department of Health, 2020).

The Springfield City School District will adapt practices to allow physical distancing of at least six (6) feet whenever possible.

Handwashing

Handwashing is one of the best ways to protect yourself and your family from getting sick.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

1. Touch your eyes, nose, and mouth with unwashed hands.
2. Prepare or eat food and drinks with unwashed hands.
3. Touch a contaminated surface or objects.
4. Blow your nose, cough, or sneeze into hands and then touch other people’s hands or common objects.

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

1. Before, during, and after preparing food.
2. Before eating food.
3. Before and after caring for someone at home who is sick with vomiting or diarrhea.
4. Before and after treating a cut or wound.
5. On entry to the building.

6. After using the toilet.
7. After changing diapers or cleaning up a child who has used the toilet.
8. After blowing your nose, coughing, or sneezing.
9. After touching an animal, animal feed, or animal waste.
10. After handling pet food or pet treats.
11. After touching garbage.

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

[Why? Read the science behind the recommendations.](#)

Use Hand Sanitizer When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

1. Sanitizers do not get rid of all types of germs.
2. Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
3. Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

(Center for Disease Control, 2020)

Wearing Masks and Other Personal Protective Equipment (PPE) - Staff

The current [CDC guidelines](#) recommend that all employees wear face coverings. All staff **are required** to wear masks.

1. Some staff may be required to wear additional PPE (i.e. health-related, custodial staff, specialized positions, etc.) when directed to do so by district/school protocol or the employee's supervisor.

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2. Staff are asked to provide their own personal masks, but the District will provide them when necessary.
3. Additional accommodations may need to be made for staff based on their individual health plan.

Wearing Masks and other Personal Protective Equipment (PPE) - Students

The current CDC guidelines recommend that all students wear face coverings. All students in grades 3-12 **are required** to wear face coverings in all one-to-one situations, in any situation where social distancing is not possible, and anytime the student is outside of the assigned classroom in a hallway or any other area of the building. Students in grades PK-2 are **encouraged** to wear face coverings when feasible. All students, grades PK-12, are **required** to wear face coverings when riding District-owned transportation.

1. Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans.
2. Students are asked to provide their own personal masks, but the District will provide them when necessary.
3. Additional accommodations may need to be made for students based on their individual health plan.

Symptoms Impacting Consideration for Exclusion from School

Self-screening is required for all staff and students. Recognition of COVID-19 symptoms and screening is found here. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately.

Students and employees should be trained to recognize the following COVID-19-related symptoms:

1. A fever of 100° F or greater
2. Cough
3. Shortness of breath or difficulty breathing
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

1. Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and

- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least 10 calendar days have passed since your symptoms first appeared.
2. The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic

1. Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
 - a. The individual no longer has a fever (without the use of medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least 10 calendar days have passed since symptoms first appeared; or
 - d. The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

1. Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without developing symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

When a confirmed case has entered a school, regardless of community transmission

If an infected person has been in a school building, the SCSD will follow CDC recommendations as follows, regardless of the level of community spread:

- ✓ **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, immediately notify the office of the Superintendent, the appropriate Director (secondary or elementary), the Director of Communications, Safety & Security Operations Manager, and local health officials. These officials will help administrators determine a course of action for the school.
- ✓ **Communicate with staff, parents, and students.** SCSD will coordinate with local health officials to communicate operational decisions and the possible COVID-19 exposure.
 1. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- ✓ **Clean and disinfect thoroughly.**
 1. SCSD will close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. When possible, open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 2. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

3. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
4. For disinfection most common EPA-registered household disinfectants should be effective.
 - a. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - b. Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
 1. 5 tablespoons (1/3rd cup) bleach per gallon of water or
 2. 4 teaspoons bleach per quart of water
5. Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

Clinical Space COVID-19 Symptomatic

Each SCSD school will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. Strict social distancing is required, and staff must wear appropriate PPE (face covering). Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Students who are ill will be walked out of the building to their parents by a member of the office team.

If a student or staff member has a fever, for any reason, they **must be** fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 are encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

Clinical Space Non-COVID-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately. Unless extenuating circumstances exist, the SCSD will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

In the event of a confirmed person infected with COVID-19 on school property, the District will work to contact the person confirmed with COVID-19 and inform direct contacts of their possible exposure.

In addition, it is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing by the local health department.

In an effort to further support the well-being of our students and staff, parents/guardians must notify the building secretary immediately of a positive COVID-19 test result.

If a closure is determined necessary, schools will consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Cleaning Procedures

The goal of cleaning and sanitizing is to minimize the likelihood individuals come in contact with active viruses by touching surfaces.

Surfaces will be cleaned frequently, with particular attention paid to high-touch areas (stair handrails, door handles, counters, desks, tables, chairs, lavatories, computers, books). Cleaning and disinfection will be done after each cohort of students leaves a facility or classroom, including between class changes (if applicable), between groups in the cafeteria (when utilized), and after each school day.

Classroom conditions also can support creating a safe and healthy environment. Internal doors should be propped open whenever possible to minimize commonly touched surfaces.

The materials in each classroom will be minimized to include only items that are essential to meeting students' academic and social-emotional needs. The sharing of supplies and equipment should be limited, and certain equipment should be sanitized between student use. For additional information on cleaning and sanitizing, the Centers for Disease Control and Prevention and U.S. Environmental Protection Agency have issued joint guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes.

Technology

1. A device will be deployed to each K-12 student between the dates of August 17 - September 2, 2020. Devices will be deployed from the school of attendance.
2. Each school will be equipped with antenna/wifi equipment that will extend the signal approximately 300 yards out around the school building for after hours or weekend access to the Internet.
3. Learning Management System

- The District will use ProgressBook with Google Classroom integration **exclusively**
- 4. Introduce a Remote Learning Toolkit for Staff and Students
- 5. Google Meet will be the **exclusive** virtual conferencing tool of the District.

Student Services Processes

This is a brief overview of Student Services Reopening Plans. For full details please see [Student Services Responsible Reopening 2020](#). In alignment with SCSD expectations all students and staff are expected to wear face coverings where social distancing is not practical. Students with disabilities may use masks or shields. If a student is unable to wear a mask or shield for medical, sensory, or tactile reasons they will not be expected to wear a face covering.

IEP/ETR/WEP/ Section 504 Meetings

Special Education IEP/ETR meetings can be conducted remotely and Docusign will be used to acquire digital signatures. If parents request an in-person meeting to address specific needs or concerns that cannot be addressed remotely the following social distancing procedures and CDC guidance.

Evaluation Processes

SCSD recognizes that due to the limited access to students at the end of the 19-20 school year and the potential for limitations during the 20-21 school year there could be a backlog of special education eligibility evaluations. Face to face initial evaluations will be conducted on a 1:1 basis by appointment with the family or during the school day. ETR team members will use PPE including face shields, plexiglass barriers, masks, and gloves to protect students and themselves from transmission.

Specialized Instructional Services

Students with disabilities will use the Google Classroom Platform that all SCSD students access. Teachers with specialized learning classrooms that specifically address the needs of students with Intellectual and Behavioral Disabilities will combine Unique Learning System and other Curricular resources in the development of appropriate virtual instructional practices for these specialized groups.

Intervention Specialists are expected to provide direct small group and individual instruction in person and/or virtually. Those in a “co-teaching” role are expected to jointly teach with the general education teacher through face to face or virtual platforms depending on the condition level.

Related Services

FAPE requires taking into account the needs of individual students. Springfield City Schools will provide related services in accordance with the ODE and CDC guidance. This includes but is not limited to:

1. Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions;
2. Therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing;

3. Restricted sharing of equipment/learning aids, and possible shifts to non-traditional class settings to improve ventilation (such as outside or the cafeteria);
4. Instruction about and observance of frequent handwashing and face covering Recommendations;
5. Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings;
6. Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies;
7. Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.

Transition Services

Transition assessments need to be updated annually, even during the COVID-19 pandemic. When updating transition assessments, Intervention Specialists may conduct assessments virtually. Assessments should be administered prior to the Annual IEP Meeting. In all cases, assessment information needs to be documented within Section 4 of the IEP utilizing PINS Preferences, Interests, Needs, and Strengths. Ways to provide transition assessments virtually are available. Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

Monitoring Student Progress

SCSD will continue to issue Progress Reports at least as often as report cards or progress reports are provided for students without disabilities. Educators and service providers will collect data, whether in-person or remotely, and use these data to monitor each student's progress and develop Progress Reports.

Compensatory Service Determination

Compensatory Education Services will take into consideration all factors impacting the students education and progress through the general curriculum. For a comprehensive list of considerations please refer to [Student Services Responsible Reopening 2020](#).

Medically Fragile/ Immunocompromised Students

Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students unable to attend school will need to be provided with educational services remotely. The determination of the location services to be provided must be made by the IEP team based upon the individual student's medical and educational needs. Special education and related services determined by the IEP Team could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities.

Home Instruction (COVID Related)

SCSD will provide special education and related services to a student with a disability who is absent for an extended period of time. If the district has been provided with a statement from the student's physician that the student will be unable to attend school for 20 or more days home instruction services may be provided. If a child with a disability is absent for an extended period of time because of a COVID-19 infection and the

building/district remains open, then the IEP Team must determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities, to the extent available. In doing so, school personnel should follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services

Home Instruction (Not COVID Related)

Students who were receiving services in a home instruction placement pursuant to their IEP will remain in that placement until the IEP Team determines that a different placement is appropriate. Whether the location of the homebound services identified in the student’s IEP is in the student’s home or an out-of-school location other than the student’s home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19.

Special Transportation

When SCSD is providing in-person services and a student requires specialized transportation, then the IEP should reflect this service. All requests for sibling transportation must be updated annually by contacting the Student Services office. Student Services will work in collaboration with SCSD Transportation Department to implement a bussing plan that meets social distancing recommendations as well as cleaning and disinfection protocols

Pandemic Based Education Conditions

The SCSD identified the following pandemic based education conditions that are dependent on the current state of COVID-19 health conditions in the community and will work with the Clark County Combined Health District to determine District level of operating condition:

Preparing for the 2020-2021 School Year	COVID-19 Condition Red 100% Remote Learning Model
	COVID-19 Condition Orange 50% Student Attendance Alternating Days to Ensure Social Distancing
	COVID-19 Condition Yellow Utilize All Building Space to Maximize Social Distance, CDC Guidelines in Place (Masks, Wash Hands)
Conceptual Framework	COVID-19 Condition Green All Students at School Normal Operations Resume

Note: The District pandemic based education conditions ARE NOT the same as Ohio’s COVID-19 Advisory System. The District will operate based on current community health conditions and based on guidance from the Clark County Combined Health District. Potential changes to pandemic based education conditions will occur on a building by building basis.

COVID-19 Condition Red

Introduction

Based on the most current health conditions and in collaboration with guidance from the Clark County Combined Health District, in COVID-19 Condition Red, students will engage in a 100% remote learning model administered through the Google Classroom platform. This condition can be applied to a specific building(s) or the entire district.

Communication

The District will provide verbal and written notification pertaining to any changes in the operational status of daily operations. Communications will be posted on the District website, as well as verbally and electronically via the Blackboard All Call System. In addition, relevant information will be communicated on the District social media channels (Facebook, Twitter, YouTube).

Teaching & Learning

A teacher committee has been convened to establish appropriate classroom expectations and protocols across grades K-12 for all subject areas.

Technology

A District-owned device will be provided to all students in grades K-12.

Transportation

No transportation will be provided.

Food Services

No food service unless a new federal waiver is issued.

COVID-19 Condition Orange

Introduction

Based on the most current health conditions and in collaboration with guidance from the Clark County Combined Health District, in COVID-19 Condition Orange, students will engage in a blended learning model where 50% of students report to school for in-person instruction and 50% of students engage in a remote learning model administered through the Google Classroom platform rotating on designated days throughout the week. This condition can be applied to a specific building(s) or the entire district.

Communication

The District will provide verbal and written notification pertaining to any changes in the operational status of daily operations. Communications will be posted on the District website, as well as verbally and electronically via the Blackboard All Call System. In addition, relevant information will be communicated on the District social media channels (Facebook, Twitter, YouTube).

Teaching & Learning

A teacher committee has been convened to establish appropriate classroom expectations and protocols across grades K-12 for all subject areas.

Transportation

Regular transportation will be provided with **ALL** students and staff required to wear masks.

Food Service

Food service will be provided in conjunction with recommendations from the CDC and the Clark County Combined Health District.

COVID-19 Condition Yellow

Introduction

Based on the most current health conditions and in collaboration with guidance from the Clark County Combined Health District, in COVID-19 Condition Yellow, students will engage in 100% in-person instruction administered through the Google Classroom platform.

Communication

The District will provide verbal and written notification pertaining to any changes in the operational status of daily operations. Communications will be posted on the District website, as well as verbally and electronically via the Blackboard All Call System. In addition, relevant information will be communicated on the District social media channels (Facebook, Twitter, YouTube).

Teaching & Learning

A teacher committee has been convened to establish appropriate classroom expectations and protocols across grades K-12 for all subject areas.

Transportation

Regular transportation will be provided with ALL students and staff required to wear masks.

Food Service

Food service will be provided in conjunction with recommendations from the CDC and the Clark County Combined Health District.

COVID-19 Condition Green

Introduction

Based on the most current health conditions and in collaboration with guidance from the Clark County Combined Health District, in COVID-19 Condition Green, normal district operations will resume.

Communication

The District will provide verbal and written notification pertaining to any changes in the operational status of daily operations. Communications will be posted on the District website, as well as verbally and electronically via the Blackboard All Call System. In addition, relevant information will be communicated on the District social media channels (Facebook, Twitter, YouTube).