

CHEYENNE COUNTY SD REOPENING PLAN

Introduction:

This handbook addresses the Cheyenne County School District and how we will be reopening for the 2020-2021 school year and how we will manage the COVID 19 virus during this year and possibly the next year to come. This is a living document that will be updated as needed and reviewed frequently. The Cheyenne County School District Re-5 plan has been developed with feedback from many stakeholders in the education process. It will be reviewed frequently and must have approval from the Department of Health. The plan is a reflection of the feedback solicited by the District from internal and external stakeholders.

Cheyenne County School District Commitments

- *Cheyenne County School District is committed to the safety and well-being of its students, teachers and staff. All decisions will be made with this leading commitment as a contributing factor. The question: Is this safe for our students, teachers, and community will always be at the forefront of decision making processes.*
- *Cheyenne County School District commits to expanded sanitation practices in which the role of keeping a clean school no longer just rests with custodians but with all of us.*
- *Cheyenne County School District commits to service of students and parents, no matter their health conditions or health needs.*
- *Cheyenne County School District is committed to working and communicating frequently with all of our partners from parents, to the Department of Health, to our local hospital and police department regarding decisions that could be impacted by COVID 19*
- *We believe that the first point of screening for students or staff that may have COVID19 is at home. We will work with parents and staff to ensure that people are aware of the best screening practices.*

Plan Development

The following table identifies multiple criteria, considerations and procedures that we will take with students and staff as we focus on each type of plan, green, yellow or red. Each plan will have specific criteria identified with the Department of Health regarding which one needs to be implemented at the beginning of the year as well as if we need to be able to move from one plan to another due to circumstances around cases of infection in Cheyenne County or state mandates passed down such as occurred during the spring school closures.

It is also important to note that the following table and the information in are guidelines and that none of this plan is so simple that there will not be multiple considerations regarding the real-time situation that the school district may find itself facing. The District may employ some of these strategies or all of them depending on the severity or non-severity of COVID 19.

<p>Green Days: Green days will be considered the closest to normal instructional services Cheyenne County School District can provide to students, staff and families. These are almost back to normal times with some non-invasive processes and procedures that will be the standard protocols for running school.</p>	<p>July 13 ver</p>
--	--------------------

<p>Green Days/ Periods</p> <p>Criteria:</p> <p>Dept of Health Guidelines</p> <p>Instruction</p>	<p>Cheyenne Co. District considers a green day/ period as one that is very low or covid free in the community of Cheyenne Wells. There are no obvious health issues going on with students and while there may be ill students or even students who may need to test for Covid 19 as a precaution, there is still very low risk. For staff there are no obvious trends of illness.</p> <p>Cheyenne Co. School District will have scheduled and structured check ins with the Cheyenne County Health Department around the following guidelines:</p> <p>Cases in Cheyenne County Threats to student safety and well being</p> <p>Normal or near normal learning experience</p> <p>In-person instruction model in which students receive direct instruction from teachers and paraprofessionals.</p> <p>Modified transition times (if possible)</p> <p>Feasible social distancing</p> <p>Group work may be limited as well as classroom desk placement.</p>
---	---

<p>Student Interaction</p>	<p>As socially normal as possible with the following exceptions:</p> <p>Cheyenne Wells Elementary School:</p> <p>Students will stay with their classes. This is how it is for 80% of the day. Students will not have free access to common areas in the building.</p> <p>Students will have assigned seating to help track virus spread, should a student or staff test positive for COVID-19 (K-12).</p> <p>Cheyenne Wells Middle/High School:</p> <p>Students will have assigned seating to help track virus spread, should a student or staff test positive for COVID-19 (K-12).</p>
<p>Employee Precautions/ Support</p>	<p>Ongoing tracking of employee health- Employees will be required to screen for temperature and any other type of illness prior to coming to work.</p> <p>Vulnerable individuals as defined by the state, over 65, chronic lung disease or asthma, serious heart conditions, immunocompromised individuals, pregnant women, and people who have been identified by a doctor will be supported by the District on a case by case basis that focuses on protection for the individual.</p>
<p>Student Precautions/ Support</p>	<p>Students will be taken through a screen process as needed. Parents will be highly encouraged to screen from home. The District will provide educational material and encourage parents to pre-screen their children daily, monitoring for a temperature as well as any signs and symptoms related to COVID 19 prior to coming to school.</p> <p>Students will be encouraged (6-12) and required (K-5) to wash their hands on a scheduled basis. Elementary students will wash hands before class starts, at lunch,</p>

<p>Schedule Structure</p> <p>Common Use Areas: Cafeteria, Gym, Playground, Library</p>	<p>after lunch and before going home.</p> <p>If a student becomes sick at school, they will be removed from class and parents will be notified. If a student is presenting COVID 19 symptoms, such as coughing or fever, they will wear a mask while they wait for their parents.</p> <p>Students and employees will be on a normal scheduled basis. Access to the building will be closely controlled and monitored. No outside entities will be allowed past the front entrance.</p> <p>During non-instructional time, students will be required to wait in designated areas as opposed to unilateral access to the building. These areas will be identified to students and staff will monitor and supervise these areas.</p> <p>Students in grades k-5 will be required to report to their elementary classroom.</p> <p>Students in grades 6-12 will be required to report to their first hour classroom.</p> <p>Students who have been identified and given permission by their parents to eat breakfast will report to the cafeteria.</p> <p>Playgrounds: Students will go to the playground during play break and lunch breaks in assigned areas with their cohort. All students in grades k-5 will receive recess. Middle School students will have assigned areas for break and lunch recess. Play areas will be rotated unless there is a variance for higher populations on playground facilities.</p> <p>Lunch: All students will eat lunch in designated areas, most likely the cafeteria. Students will be encouraged to promote appropriate social distancing. Elementary students will have lunch with the</p>
--	--

<p>Sanitation Procedures</p>	<p>class as normal and will be given seating that allows for practical social distancing. Middle School Students will have lunch as normally as possible but will be spread out to promote social distancing..</p> <p>Library:</p> <p>Students will have structure and controlled access to the library that will permit them time to check out and browse for books. Library numbers will be organized and managed by teachers and the librarian.</p> <p>Gym:</p> <p>Students will have regularly scheduled physical education classes. Students will spread out with close supervision by the physical education teacher.</p> <p>Weight room protocols have been established in which older students will utilize their phones to track their progress for recording lifting times, etc.</p> <ol style="list-style-type: none">1. High touch surfaces such as doors, locker handles, railings, drinking fountains, common areas in classrooms will be wiped down frequently throughout the day.2. Maintenance will be retasked primarily to focus on cleaning areas of the school throughout the day. Maintenance department will be required to develop and communicate a schedule of cleaning that occurs during the school day as well as in the evening.3. Custodial cleaning logs will be required throughout the day. Paraprofessionals may be retasked toward the end of instructional time to clean their section of the hallway.4. Maintenance will be needed to clean the playground surfaces.
------------------------------	---

	<ol style="list-style-type: none"> 5. Bus drivers will be required to wipe down their bus surfaces after every trip, especially seats and handrails. 6. Teachers will disinfect their rooms at the end of the day in order to prepare for the next morning.
--	---

<p>Yellow Days: Yellow Days are times and periods in which there is a direct threat not to the District but to the community at large. If there is an increase in COVID 19 cases in our community, if there are people who have been exposed or tested positive in the school system etc. If there are mandates or advisories by the state or the Department of Health that we need to increase our efforts to curtail the virus.</p>	<p>July 13 Ver.</p>
---	---------------------

<table border="1" style="width: 100%;"> <tr> <td style="background-color: #fff2cc;">Yellow Days</td> </tr> </table> <p>Criteria:</p> <p>Dept of Health Guidelines</p> <p>Instruction</p>	Yellow Days	<p>There is an observed and verifiable uptick of COVID 19 cases in Cheyenne Wells and Cheyenne County. After close cooperation with the Department of Health, the transition will be made to a Yellow Period in which all students or some students may be impacted.</p> <p>Students and employees may be required to wear masks as well as screen temperatures in a controlled environment during the school day. Students and employees will be required to screen more than once a day.</p> <p>Elementary and Middle School Blended learning model. To adhere to requirements for physically distancing of students and staff, half of our students will attend school Monday-Thursday. Students will be assigned to an "A-Day" or "B-Day" cohort based on last names and other considerations. Siblings will</p>
Yellow Days		

<p>Student Interaction</p>	<p>be assigned to the same cohort. Students will receive direct instruction, individualized feedback and a chance to connect as a community two days a week in person. Remote instruction with paraprofessional support will be provided on the other days.</p> <p>High School students may work from home on some classes while attending school for other classes.</p> <p>Attendance will be graded and assessed on a students ability to log in to classes, complete material and engage with a teacher. Students will still be required to report to school as well as complete current educational material which will be graded with the same expectations as in-class instruction.</p> <p>Instructional employees may be working at school in a structured environment for a designated period of the day.</p> <p>Social Distancing will become more structured. School will be expanded to a home model, if needed, and students who are in school may not be here for the entire day. Student interactions during non-instructional time, such as breakfast, lunch and playgrounds will be limited to smaller groups of students who will run on a schedule. Lunch breaks may be more staggered to reflect small sizes, and students may be required to each lunch in cohort groups spread throughout the school and the cafeteria.</p>
<p>Student Precautions/Support</p>	<p>Students will be required (k-12) to wash their hands on a scheduled basis. Elementary students will wash hands before class starts, at lunch, after lunch and before home.</p>
<p>Employee Precautions/ Support</p>	<p>Employees will be expected to report to work and assist students with instructional</p>

Sanitation Procedures	Ongoing disinfection with deep cleaning processes. More staff may be allocated to focus on cleaning and disinfection processes. School may be closed during short periods of time to ensure adequate sanitation.
-----------------------	--

<p>Red Days: Red days or periods are when school is closed for a rolling amount of time or indefinitely depending on the severity of the virus and the number of cases. The state or the health department may order school districts closed. The school may choose to close, although to act without guidance from the Department of Health or state would be rare. This may be for short periods of time such as 4-7 days as well. Every instructional day is important and in these situations, students will be expected to continue academic progress at home.</p>	June 23 Ver.
---	--------------

<p>Red Days/ Periods</p> <p>Criteria:</p> <p>Dept of Health Guidelines</p> <p>Instruction</p>	<p>The Health Department or Governor ordered school closures. This may be for the entire school or groups of students, familial cohorts, may be quarantined. School may be out for a short time and then students on a very limited basis will be allowed to come back to school for support in groups of 10 or less in any section of the building with very strict screening procedures as well as social distancing measures.</p> <p>Every decision will need to be cleared by the Department of Health</p> <p>Students will receive direct and practice instruction through utilization of online programs and distance learning. Attendance will be required on a daily basis and school engagement levels will be mandatory via online monitoring.</p> <p>Core instruction will occur through Google Classroom and Chromebooks and partnered with online supplemental programs. Students may still receive in building instruction for</p>
---	--

<p>Student Interaction</p> <p>Employee Precautions/ Support</p> <p>Schedule Structure</p> <p>Common Use Areas: Cafeteria, Gym, Playground, Library</p>	<p>academic needs, special needs support and small group instruction such as reading intervention if allowed by the local health department.</p> <p>Students will be graded for work completed and done just like normal school.</p> <p>Students will have interactions but all will be in smaller groups or online.</p> <p>Teachers and staff will be required to report to work unless the health department orders the school closed. During this time, teachers will deliver recorded lessons in which students can access material. Some teachers may be working and providing packets and resources for students as well.</p> <p>High School and Middle School classes may still occur on a time table with a set schedule.</p> <p>Many common use areas may likely be closed and off limits to students.</p>

Individually or group quarantined students:

There may be a possibility that a student or a group of students, such as siblings or some other cohort, may be quarantined if exposed to COVID19. In this event, the following protocols and procedures will apply:

Secondary Students Grades 6-12:

1. Students will still be expected to proceed with their education, assuming that they are healthy and not ill.
2. Students must participate in a daily phone call from the school district to track their status at home and complete their work.
3. Students must log in to Google Classroom and engage in lessons posted by the teacher on a daily basis. Students may be required to Zoom or watch a recorded lesson in order to complete work and receive credit.
4. Students will be graded and receive credit for work done and completed in a timely manner.
5. Any missing work will be the responsibility of the student.
6. Students must be released from quarantine by the Department of Health prior to returning to school.

Elementary Students Grade k-5:

1. Students will be expected to proceed with their education, assuming they are healthy and not ill.
2. Students must participate in a daily phone call from the school district to track their status at home and complete their work.
3. Elementary students in grades 4-5 must log into Google Classroom and engage in lessons posted by the teacher on a daily basis. Students may be required to Zoom or watch a recorded lesson in order to complete work.
4. Students in grades k-5 must read on average thirty minutes a day.
5. Students must make adequate progress, as defined by their classroom teacher, on the District online learning program.
6. Any missing work will be the responsibility of the student.
7. Students must be released from quarantine by the Department of Health prior to returning to school.

ALL QUARANTINE SITUATIONS WILL BE DEALT WITH BY SCHOOL ADMINISTRATION WITH A FOCUS ON A CASE BY CASE SITUATION AND IN RELATIONSHIP TO THE OVERALL NEEDS AND HEALTH OF STUDENTS WHO MAY BE IN QUARANTINE.

Quarantined Staff:

Cheyenne County School District is committed to maintaining a health environment for our students, staff and community. Employees who experience symptoms that could be related to COVID 19 are *required* to report those symptoms to their direct supervisors. Employees are required to screen every day prior to arrival at work.

All employees will be highly encouraged to apply for the sick bank. Any employee who is not part of the sick bank will be required to follow District leave policies only.

There may be situations where an employee is required to quarantine at home. The following protocols will apply:

1. Employees must be diagnosed and ordered to undergo a quarantine process by a licensed healthcare professional.
2. Quarantined employees will be required to check in with their supervisors on a daily basis.
3. Quarantined teachers will be charged with assisting students through Google Classroom or other learning platforms as well as supporting the substitute teacher who has replaced them at school.
4. If a quarantined part-time (coaches) or hourly employee is on a notice of work assignment, the employee will remain quarantined up to a 14 calendar day period with up to 2/3s pay. If a quarantine occurs past that, the employee will be docked sick days until sick days are used up. Once the sick days are gone or unavailable, the employee will be able to file for unpaid medical leave.
5. An employee who misses 8 days, due to COVID 19 or COVID 19 related symptoms will be able to request support from the employee sick bank. In order to utilize the sick bank for missed work, the employee must be tested for COVID 19. An employee who misses over 8 days of school, tests for COVID 19, due to COVID 19 related symptoms, will be able to request the sick bank for missed days.
6. In order to return to work from a quarantine, employees must have written permission from a licensed medical provider allowing them to return to work.

Employees that are ill for other reasons will follow all applicable policies regarding staff leave and sick bank policies.

Screening Process:

Screening is key to minimizing possible transmissions of COVID 19 at school or during school related activities. The following will be the guideline for Cheyenne County School District to follow regarding screening of students during the school year. Screening for public schools will be a three tiered process. The first point on the screening continuum will be to highly encourage screening of students in the home setting. The next will be on the bus. At this time, the district is considering the implementation of bus assistants who can help screening. The third is a school in which staff will be training to visually check for symptoms as well as take temperature and a screening questionnaire if it is deemed that a student needs to be screened at school. If students do not ride a bus, the home and school screening will be part of the continuum.

Continuum of Screening:



HOME is the first point on the screening continuum. LEAs should educate and support families on identifying the symptoms that indicate staff and students must stay at home. Families should be encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms could include calling the school, calling health-care provider, etc.



TRANSPORTATION is the second point on the screening continuum. LEAs should use clearly visible signage to communicate the symptoms students should not have if traveling on a school bus.



SCHOOL is the final point on the screening continuum. LEA staff should visually check for symptoms (which may include temperature checks) and/or confirm with families that students are COVID-19 symptom-free. *Follow up with healthcare professional.

Visitors/ Itinerant Staff:

Schools are frequently visited by outside people whether they are parents or service providers. This section outlines the protocols for entering the building for visitors and itinerant staff.

1. Parents will no longer be allowed to walk their students to their classrooms. Parents must allow their students to go with a staff member or another student to class.

2. BOCES and other providers must do a self-screening prior to entering the building. Temperature and checks for other COVID 19 symptoms are part of the screening procedure.
3. Parents who need to come to the school must first check into the office and then wait in the designated area while their student comes to the office.

Masks/ Buffs:

Cheyenne County Public Schools are committed to student safety and doing our best to slow the transmission of COVID 19 among our population as well as from our students and staff to the community. Students are highly encouraged to have a mask as part of their school supply list and that they should have a mask in their backpack at all times. Health professionals in Cheyenne County have stated that masks have a strong possibility of curbing COVID 19 and that the best practice for ALL individuals is to wear a mask in public places. Cheyenne County School District will support students who choose to wear a mask during the school day. Masks/buffs may or may not be required depending on which phase Cheyenne County School District is in at the time. For example, masks will not be required during a green phase but depending on public health recommendations or the proximity of COVID 19 cases to our school population, masks may be required during a Yellow phase. Masks will be required during a Red phase if students are in the building with limited numbers. The following are guidelines and protocols for the use of masks as Cheyenne County School District employees and students.

1. If a student rides a bus, masks/buffs need to be worn on the bus. Bus drivers are required to wear masks/buffs at all times when driving a bus and while disinfecting buses once students have left the bus.
2. If students are traveling to another school for extracurricular activities, masks/buffs will be required, especially if using another locker room or facility in a different school district.
3. If a student or staff member has traveled to a "hotspot" as determined by the Department of Health, a mask/buff must be worn for fourteen days once the student or staff member has returned.
4. Food service employees must wear masks while serving students food and cleaning the cafeteria among the student body.
5. Teachers, principals and staff must wear a mask/buff if working in close proximity or situations in which a mask may be needed in less than expected social distancing guidelines.

Frequently Asked Questions

- Will this plan be communicated to parents and students clearly so that everyone knows what to expect?
Yes! Cheyenne County School District will be sharing this plan frequently and often so that parents and students know what to expect by the beginning of school.
- Will the COVID virus push back the start of school?
No. At this time, Cheyenne County School District Re-5 is planning on our first day of school on August 10th.
- I do not have a good thermometer or one that I can use to screen my students at home. Do you know where I can get one?
Cheyenne County School District is working on procuring some thermometers for parents who may need a new one. Supplies will be limited but if you need one, please let us know.
- Cheyenne County School District has implemented a lot. What kinds of steps can we take as parents and students to help support our school?
We honestly believe that if all of us work together we will get through this and our school will be a safe place to learn, teach and recreate. In this plan we have outlined Cheyenne County's School District's commitments to our parents, students and community. Here are some commitments that students, parents and families can make for each other and our school:

Student Commitments

- *Stay home if you are not feeling well and do your best to get some work done if you feel like you are healthy enough to work from home.*
- *If you are at school and you begin to feel sick, please notify an adult so that we can help support you.*
- *Wash your hands! Handwashing is the best preventative measure you can take to protect yourself and others.*
- *Do your best to socially distance with your friends and encourage your friends to do that same.*
- *Leave school grounds after school unless participating in extracurricular activities.*
- *Understand that everyone is dealing with this problem and that some students may feel differently or have heightened stress around this problem.*
- *Study hard and be the great student everyone knows you can be!*

Parents/Family Commitments

- *Do your best to screen your student before school starts. This saves on valuable learning time and does not create added stress for students at school. The school district will work with the Department of Health to issue guidelines so that you know what to do. Keep your student home if he or she is sick!*
- *Know the symptoms of Covid-19 and the preventative steps you can take to keep your family, kids and therefore, the school as safe as possible*

- *Be open and available for communication. This is a time in which if we all communicate as much as possible, we will promote and ensure not just safety but service as well.*
- *Know that we are doing our best and that we are always open to feedback in order to protect all of our children.*

I am afraid to bring my student to school. What can the School District do to help me?

Students are very safe at school but in some situations, parents may be nervous to expose their students to more germs. If this is the case, please ask one of the school administrators and we can develop a plan to support your student or your situation. We cannot provide alternate education for parents who want their students to stay at home because of other reasons such as he or she doesn't like his or her teacher. Please make sure to communicate your concerns to your principal or the superintendent and let us help alleviate your worries.

When will we know about sports and extracurricular activities?

We don't have a definitive answer yet but believe that we should know soon. Cheyenne Wells is committed to having a strong fall and winter sports season.

What if my family needs some school or household supplies?

Just as we did during the spring school closure crisis, we remain dedicated to our families and can assist in numerous ways from food to finding other resources.

If you have any concerns, thoughts or questions around this plan, please contact Mr. Holmen or Mr. Miller at the district office or via email at:

Randy Holmen
randy.holmen@cheyennesd.net
719-767-5866

Mike Miller
mike.miller@cheyennesd.net
719-767-5612

July 13 version