

# Van Wert County Schools

## REOPENING PLAN AGREEMENT 2020-2021



**INTRODUCTION:** During the 2019-2020 school year, all Ohio schools were closed for the remainder of the school calendar year beginning on March 17, 2020 by order of Governor DeWine and State Health Commissioner Acton in response to the COVID 19 pandemic. On Thursday, July 2, 2020, Governor Dewine released the *Reset and Restart Education Planning Guide for Ohio Schools and Districts*. Van Wert County superintendents Kathy Mollenkopf, Crestview; Jeff Snyder, Lincolnview; Mark Bagley, Van Wert City; and Rick Turner, Vantage Career Center came together in July, 2020 in multiple meetings to identify common practices for reopening our public schools in Van Wert County. This agreement is a result of this collaboration as well as guiding input provided by the Van Wert County Health Department.

**The following general principles will guide each county school district as they move forward with reopening our public schools to include options for traditional school-based learning and/or remote learning.**

### Each school district will

1. *implement* the Ohio Department of Health required health and safety protocols.
2. *implement* to the highest degree and as realistically as possible, recommended health and safety protocols.
3. *work* closely with the County Health Department to promote health and safety in each school building.
4. *prioritize* communication to parents and students regarding the importance of daily health assessments prior to reporting to school. Parents will be asked to complete symptoms checks on their students prior to reporting to school each day. This includes taking students' temperatures. If a student has a temperature of 100F or higher *OR* the student is experiencing other symptoms, the student should not report to school. In addition, health assessment monitoring may occur at school if increased risks present themselves within our community.
5. *require* all employees to complete symptoms checks prior to reporting to school each day. This includes taking temperatures. If an employee has a temperature of 100F or higher *OR* is experiencing other symptoms, the employee should not report to work; he/she should contact their immediate supervisor.
6. *will be* transparent with all stakeholders. It is understood that some level of risk will always be present when children and school district employees occupy school district facilities.

7. *recognize* the need for consistency in the broad operation of this agreement while recognizing that individual differences among the districts may exist in relationship to classroom sizes, school facilities, and daily building operations; these differences may require district administration to respond differently within their own districts.
8. *agree* to maintain the previously-approved school calendars with some amendments to provide professional development for teachers and staff.

**The following are common practices that will be honored among county school districts:**

### **Professional Development**

Each school district recognizes the importance of preparing employees with health and safety protocols as well as cleaning and sanitizing procedures. Also, professional staff need additional training on technology platforms that will be utilized in both school-based learning and remote learning; as such, the number of contact days with students will be adjusted to include additional time at the beginning of the school year for professional development.

### **Social Distancing and Face Coverings**

Each school district recognizes that the **most effective precaution in prevention of the spread of the coronavirus is social distancing**, and this practice will be implemented whenever and wherever possible during the school day.

Additionally, each school district

- *will require* that **all** employees wear a face covering (mask or shield) unless the employee has a health reason documented by a licensed healthcare professional that would be exacerbated by wearing a face covering. In situations where employees can maintain a social distance of 6 feet or more during instruction, coaching or work, face coverings may be removed for the time that social distancing can be maintained.
- *will recommend* that students in preschool through grade 2 and *will strongly recommend* that students in grades 3-12 wear face coverings during the school day when social distancing is lessened or not possible.

### **Instructional Time and Classroom Occupancy**

Each school district will inform parents of the health and safety protocols that are in place in preparation for and during classroom instruction; however, students may still incur some level of risk which cannot be prevented.

Additionally, each school district

- *will use* cleaning products multiple times during the school day to decrease the likelihood of spreading the virus.
- *will require* hand washing or the use of hand sanitizers multiple times during the school day, especially before and/or after classes, to promote personal hygiene.

- *will honor* social distancing within classrooms, common spaces and hallways as much as physically possible.
- *will require* teachers to maintain seating charts in classrooms or instructional spaces when reasonably practical to assist in contact tracing by the County Health Department.

### **Recess**

Each school district recognizes the importance of physical activity in the development of students.

*As such, each school district*

- *will require* students to wash hands or use hand sanitizer before and/or after recess.
- *will make every effort* to maintain consistency in cleaning play equipment and play spaces.
- *will work toward* “structured” recess activities that limit students’ physical contact with each other yet encourage exercise and play.

### **Food Service**

Each school district participates in the School Nutrition Program and will continue to offer food service to both students and staff.

Additionally, each school district

- *will determine* the logistics of where students will eat lunch in order to maximize social distancing, reduce occupancy in cafeteria spaces, and maintain compliance with County Health Department food service guidelines.
- *will require* students to wash hands or use hand sanitizer before and after eating breakfast, lunch, or snacks.
- *will minimize* employees’ and students’ use of touch pads for payment.
- *will sanitize* cafeteria tables between lunch periods and/or groups of students.
- *will serve* traditional lunches only. There will be no self-serve options. Pre-packaged a la carte items that are handed to staff/students for purchase are permitted.
- *will provide* individually-packaged condiments.

### **Transportation**

Each school district will maintain bus transportation for students under the Ohio Department of Pupil Transportation guidelines. In the event local or state-level directives require school districts to use alternative schedules for instruction, each school district may adopt minimum requirements for transportation, thus reducing the number of students eligible for school district transportation services.

Additionally, each school district

- *will require* all bus drivers to wear a face covering unless the driver has a health reason documented by a licensed healthcare professional that would be exacerbated by wearing a face covering.
- *will require* all students, except preschool students, to wear a face covering while riding school buses unless the student has a health reason documented by a licensed healthcare professional that would be exacerbated by wearing a face covering.

- *will allow* two students per seat, or in some rare instances three students per seat, if the students are younger and therefore, smaller.
- *will place* siblings or residents of the same household in seats together whenever possible.
- *will make* every effort to maintain seating charts to assist with potential contact tracing.

### **Visitors and Volunteers**

Each school district will establish specific guidelines for visitors and volunteers.

Additionally, each school district

- *will limit* visitors in school buildings during school hours.
- *will require* the same health and safety protocols for volunteers that are required of employees and students, including temperature checks and face coverings.

### **Classroom Celebrations/Parties**

Each school district will develop specific plans for classroom celebrations and parties. However, students will not be permitted to bring homemade treats.

### **Remote Learning**

Each school district will develop a remote learning plan that has been approved by its Board of Education and then submitted to the Ohio Department of Education by August 21, 2020.

Additionally, each school district

- *will include* as a part of their plans an option for parents to elect to send their student(s) to school for school-based learning *OR* an option to select remote learning for their student(s).
- *will only permit* parents to change their selected option at the end of each district's determined grading period (nine weeks, semester or trimester).
- *recognizes* that remote learning may include both digital (online) and analog (nondigital) instructional delivery.
- *recognizes* its responsibility to provide students with laptops or other appropriate devices as well as district-selected online platforms to participate in remote learning.
- *will not permit* students to move in and out of remote learning unless there are specific reasons related to quarantine or COVID 19-related health issues.
- *may elect* to utilize remote learning during periods of time for "practicing" remote learning, or if buildings are closed for cleaning or sanitizing *OR* in circumstances where the virus has escalated and the superintendent determines that a school building or the district will move to remote learning.

### **Employees or Students with Positive COVID 19 Diagnosis**

Each school district recognizes that communication and contact tracing regarding a positive COVID 19 diagnosis is the responsibility of the County Health Department, not the school district.

As well, each school district

- *agrees* to develop a common template that can be shared with the County Health Department. The template should include a communication protocol between the school district and the County Health Department as well as contact tracing and quarantine requirements.
- *understands* that the County Health Department will advise a school district employee or a student who has a positive COVID 19 diagnosis of the 10-day quarantine requirement.
- *understands* that any employee or student determined to have experienced a “first generation” exposure to a person with a positive COVID 19 diagnosis will be advised to quarantine for 14 days. The County Health Department, consistent with statewide protocols, will define what is considered an *exposure* to COVID 19.

#### **Agreement May Be Subject to Change**

Significant time, effort and collaboration were spent among county superintendents and the Van Wert County Health Department to develop guidelines that align with directives and recommendations from Governor DeWine, the Ohio Department of Education, and the Ohio Department of Health. Please understand it is our desire to adhere to this agreement in developing our own district-specific guidelines and protocols. However, due to the fluidity of the COVID 19 pandemic, and in order to respond to new recommendations or mandates, changes to this agreement are to be expected. County superintendents and representatives of the Van Wert County Health Department have been and will be in constant communication to prepare and respond differently, if necessary, to provide for the safety of our students and staff members.



## **SPECIFIC GUIDELINES for Vantage Career Center**

### **Vantage Career Center High School Restart Plan - 2020-2021 School Year**

#### **Introduction**

The High School at Vantage Career Center provides authentic, student-focused, career technical training that prepares high school students for employment and further education.

While on-line options can be pursued when possible, the nature of the programs at Vantage Career Center require the learning and practicing of skills that cannot be done virtually.

Therefore, it is important that we establish safe practices and processes that allow us to preserve the health of our students and staff as we allow them back to return to their programs of study. These practices will permit them to keep moving successfully through their programs and to enter the workforce in essential careers or further their education, keeping them, their families, and our community strong.

We have received guidance from a number of the oversight agencies as to how to proceed, including the Board of Health, CDC and ODE, as to processes that they have identified as promoting safe delivery of training.

Additionally, the Career Centers across the state have issued a report to the Governor's office regarding the safe re-opening of our training programs. The plan for the opening of Vantage Career Center High School programs incorporates all of these guidelines.

Our goals are the following:

- Ensure the health and safety of students.
- Ensure the health and safety of faculty and staff.
- Allow seniors returning in essential workforce programs to complete their programs and enter the workforce or pursue further education.
- Allow new students who are preparing to enter high school programs in the fall, to proceed through the enrollment process and complete uniform fittings and orientation processes.

We are submitting this plan for local approval and hope to receive permission from the Van Wert County Health Department to begin operation August 10, 2020.

The following plan provides specific guidelines for each of our areas of operation and programs.

### **Overall Recommendations**

- Hand sanitizer will be available to all staff and students
- All individuals must maintain 6 feet of personal space for physical distancing whenever possible
- **Students and staff will be required to wear face coverings.**
- The face covering requirement may be waived if the employee or student has a documented medical reason that would prohibit them from wearing a face covering.
- Parents will be asked to complete symptoms checks on their students prior to reporting to school each day. This includes taking students' temperatures. If a student has a temperature of 100F or higher *OR* the student is experiencing other symptoms, the student should not report to school. In addition, health assessment monitoring may occur at school if increased risks present themselves within our community.
- Employees will complete symptoms checks prior to reporting to school each day. This includes taking temperatures. If an employee has a temperature of 100F or higher *OR* is experiencing other symptoms, the employee should not report to work; he/she should contact their immediate supervisor.
- Students not feeling well will be sent to the HS office conference room. Emergency contacts will be contacted to pick up the student. The room will be sanitized after each use.
- All space accessed by students/staff will be cleaned/sanitized regularly.
- Cleaning products will be provided to ensure individual work stations, high contact areas, and equipment items can be cleaned and disinfected before and after use by faculty, staff, and students
- Individuals will not be allowed to congregate, this includes common spaces, parking lots, vending areas, etc.
- If any confirmed COVID-19 illness occurs, that area will be shut down until it can be thoroughly disinfected
- Faculty, staff, and students will have access to handwashing stations and sanitizer, and will be encouraged to use them frequently
- Students using the restroom facilities will do so maintaining social distancing, using proper handwashing before exiting. Sinks and Toilets are no touch.
- Virtual field trips and tours will be utilized until facilities are able to accommodate students safely.
- Student technology use: Students will be assigned devices. Devices will be sanitized regularly.
- Increased sanitation will be implemented for the equipment and building. Restrooms will be cleaned on a daily basis and hand sanitizer and wipes will be made available. Equipment will need to be wiped down daily with sanitation wipes. Masks and gloves could be required for students and the instructor. Instructors will have access to a face shield.
- To minimize contamination, students are encouraged to bring their own water bottles from home and avoid using the drinking fountains.
- Everyone must assume personal responsibility to abide by the implementation of safety protocols to the highest degree possible.

## **Office Operations**

- All visitors who enter the office area will be required to wear a mask.
- The floor in front of the reception desk will be marked to maintain social distancing.
- Only one secretary will be scheduled at a time with no shift overlap to maintain social distancing.
- A see-through barrier will be positioned at the reception desk to prevent contamination.
- No groups of students may enter together. They must maintain social distancing as marked on the floor.
- Employees are not required to wear masks in their offices unless meeting with a student or other staff member.
- High touch areas, such as copiers will have sanitizing wipes and hand sanitizer available.

## **Trade & Industrial Programs**

- Maintain 6' distance in classroom when possible
- All students/instructors will follow Vantage requirements for hand sanitizer, masks, etc.
- Sanitize desks, chairs, and all surfaces at the end of each class
- Every effort will be made to keep students/instructors separate and limit direct contact (some activities are not able to be completed 6 feet apart)
- Welding helmets, face shields or masks will be in place when students are working together on a project
- Instructors will have access to a face shield.
- Students will be assigned to an area and equipment when possible and will use the same area and equipment throughout the class, unless there is a need to access a different area with different equipment. Instructor will determine the need for this move.
- Shared equipment MUST be disinfected between uses
- Teachers will maintain seating charts in classrooms or instructional spaces when reasonably practical to assist in contact tracing by the County Health Department.

## **Business and Service Programs**

- Maintain 6' distance in classroom when possible
- All students/instructors will follow Vantage requirements for hand sanitizer, masks, etc.
- Sanitize desks, chairs, and all surfaces at the end of each class
- Every effort will be made to keep students/instructors separate and limit direct contact (some activities are not able to be completed 6 feet apart)
- Face shields or masks will be in place when students are working together on a project
- Instructors will have access to a face shield.
- Students will be assigned to an area and equipment when possible and will use the same area and equipment throughout the class, unless there is a need to access a different area with different equipment. Instructor will determine the need for this move.
- Shared equipment MUST be disinfected between uses
- Teachers will maintain seating charts in classrooms or instructional spaces when reasonably practical to assist in contact tracing by the County Health Department.

## **Academics/Related Classrooms**



- Maintain 6' distance in classroom when possible
- All students/instructors will follow Vantage requirements for hand sanitizer, masks, etc.
- Sanitize desks, chairs, and all surfaces at the end of each class
- Every effort will be made to keep students/instructors separate and limit direct contact (some activities are not able to be completed 6 feet apart)
- Masks will be in place when students are working together on a project
- Instructors will have access to a face shield.
- Students will be assigned to an area and equipment when possible and will use the same area and equipment throughout the class, unless there is a need to access a different area with different equipment. Instructor will determine the need for this move.
- Shared equipment MUST be disinfected between uses
- Teachers will maintain seating charts in classrooms or instructional spaces when reasonably practical to assist in contact tracing by the County Health Department.

### **ISDA**

- Reduce number of students in ISDA room to six, which will allow for six feet distancing
- Sanitize workstations before and after each use
- All will be required to wear masks. ISDA coordinator will have access to face shield

### **Media Center**

- Maintain 6' distance in Media Center at all times
- Sanitize workstations before and after each use
- All will be required to wear masks. Media Specialist will have access to face shield

### **Resource Room**

- Reduce number of students in Resource room to 10, which will allow for six feet distancing
- Sanitize workstations before and after each use
- All will be required to wear masks. Aides will have access to face shields

### **Breakfast/Lunch**

- Breakfast & Lunch can be obtained at Vantage and students will maintain a 6 foot distance between each other while waiting to get meals.
- Cafeteria staff will have access to face shields
- Line will utilize a touchless scanner for students to pay for meals
- Students will maintain social distancing at all times while eating
- If a student chooses to bring lunch, it will be kept in a personal cooler and consumed at the individual's seat, maintaining social distance.
- Tables will be sanitized between lunches.
- Cafeteria will maintain seating charts when reasonably practical to assist in contact tracing by the County Health Department.
- Staff break rooms will not be utilized for groups to eat.
- The Cup & Saucer will be available for staff to eat their lunches while providing social distancing.

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