

Reopening School Health and Safety Plan

- Signage
 1. Signage will be posted at the public entrance of the school, informing all faculty, staff and students that they should: avoid entering the facility if they have a respiratory symptom such as a cough, shortness of breath, sore throat and/or a fever; maintain a minimum six-foot distance from one-another; and not engage in any unnecessary physical contact.
 2. Signs will remind students and staff to remain 6 feet apart in the hallways and restrooms.
 3. Signs will be posted in restrooms, reminding students to wash their hands for at least 20 seconds with warm water and soap.
- Physical distancing
 1. Measures to Keep People Safe
 - All faculty, staff, and students will be instructed to maintain six feet of distance from one another, unless wearing a face covering. Staff treating an illness are required to wear PPE when treating a student with illness or exhibiting signs of COVID-19.
 - Tape will be placed at least six feet apart in key areas directing students to maintain distance especially in lines before school opens.
 - Students 7-12 will wear face coverings in the hallway and when social distancing is not possible.
 - All class size limits will be in place to allow for maximum social distancing between students.
 - Teachers may hold outdoor classes when possible.
 - Students will use their own supplies and keep their books and supplies separate from others'.
 - Students' personal belongings will be separate from others'.
 2. Measures to Protect Faculty, Staff and Student Health
 - A sick room has been designated where sick staff and students can be held until parent or guardian can pick them up. Students will wear masks until they exit the building.
 - All employees and students have been told NOT to come to campus if sick. They have been educated of symptoms and of PPE available to use.
 - Desks will be separated to the maximum physical distance based on classroom sizes.
 - Common areas will be disinfected between classes.
 - Disinfectant and related supplies are available to all teachers in their classrooms.
 - Hand sanitizer effective against COVID-19 is available to all faculty, staff, and students in classrooms. The preferred method is to wash hands at classroom sinks or in the restroom.
 - Soap and water are available to all employees at classroom sinks and restrooms.

- Handwashing will be required before lunch. Students will be asked to wash or sanitize hands before and after recesses.
 - Common touchpoints will be cleaned by the teachers with disinfectant.
 - If a student has tested positive, the school will be in contact with the Gallatin County Health Department and will follow their guidelines.
 - Masks will be worn in the lobby by students in prek-12th grades, and in the hallways by 7th-12th graders.
 - Masks will be worn when secondary students cannot social distance.
 - Windows will be opened for fresh air when the weather permits.
 - Parents and guardians must wear face coverings when picking up/dropping off students in the building.
 - Face coverings are not required for those with a medical condition.
 - Teachers will not be required to use a face covering when socially distanced or presenting a lesson.
 - Staff and students who test positive for COVID-19 will quarantine per Gallatin County health directives.
 - 3. Measures to Prevent Crowds from Gathering
 - There will be staggered lunch, recess, and dismissal times to prevent crowds from gathering.
 - Parents are allowed to drop their children off at the classroom on the first day of school while wearing a face covering.
 - After the first day, only preK-2nd grade parents may come in through the west doors (pre k-k) or lobby (1st-2nd) to drop off their child and assure the child doesn't have a fever. Parents must wear a face covering while indoors.
 - 4. Measures to Protect Other Staff:
 - The office is stocked with masks for staff and students.
 - Infrared thermometers, disinfectant wipes and sanitizers are available in the office.
 - Virtual meetings are available for sick or at-risk staff.
- Office
 1. Measures to Protect Office Staff
 - Staff evaluating students will use appropriate PPE.
 - Parents and visitors will observe physical distancing requirements and wear face coverings.
 - Guests will sign in and out in the office.
- Instruction
 1. Instruction Guidelines
 - Teachers will be trained in the FACTS Learning Management System during teacher back-to-school orientation.
 - Teachers will set up an LMS classroom in case of school shut-downs due to health outbreaks and to accommodate sick students at home.
 - K-6 teachers will use Iowa testing materials to assess student academic levels.
 2. Instruction Modifications
 - Space between students will increase during in-person instruction.

- Density in the lunch room will be reduced to groups of prek-2, 3-6, and 7-12.
 - Students who are high-risk or who have high-risk family member(s) can continue to receive remote support.
 - Students who are required to quarantine due to exposure or potential exposure shall receive accommodations.
 - 3. Technology
 - LMS access will be provided for all students.
 - A limited number of laptops will be provided for check out.
- Food Services
 1. Measures to Prevent Unnecessary Contact
 - All food will be served by the food service manager.
 - Flatware will be provided by the food service manager.
 2. Lunch Modifications
 - Students will be segregated by class, with social distancing between classes.
 - Lunch times will be staggered, prek-2, 3-6, and 7-12.
 - Students will be discouraged from sharing food.
- Health Guidelines
 1. Screening and Surveillance of Students and Staff
 - Thermometers will be used at the main entrance to screen all students.
 - If students or staff display respiratory symptoms or fever, they will be sent to the office for assessment.
 - Students with symptoms will be placed in an isolation area in school until taken home by a parent/guardian.
 - Those showing symptoms will remain home until non-symptomatic.
 - If a COVID-19 test result is negative, individuals may need to provide a note from the health care provider with a return date and be symptom and fever free as per CDC guidelines.
 - If a COVID-19 test result is positive, the staff member or student must be quarantined until no longer contagious or symptomatic.
 - For care of minor injuries (Band-Aids) students will wash their hands and apply their own bandage.
 2. Vulnerable Populations
 - Students identified as immunocompromised or have a health condition that may affect their ability to attend school will be given homework through the FACTS LMS system or in an elementary-assigned homework packet.
 - If students miss school due to a health condition, homework will be available through the FACTS LMS system or in an elementary-assigned homework packet.
 - Students can attend Zoom classes while some daily classes are in session.
 3. Contact Tracing
 - Teachers will keep seating charts and update them every time a student is reassigned a seat.
 - Reports of positive cases will be shared with Gallatin County Health and Human Services Department.

- Reports of positive cases will be shared with the custodial crew to help them coordinate maintenance, disinfecting, and cleaning.
 - Facts and data can be used for the decision-making process regarding possible closures.
- Human Resources Considerations
 1. Teachers will be trained in programs that allow for convenient remote instruction, for implementation when necessary.
 2. Staff will be educated in the symptoms associated with COVID-19 and instructed to stay home when necessary.
 3. Substitute teacher list will be expanded as much as possible.
 4. Teachers will be instructed to keep emergency lesson plans ready in the classroom; admin will have access to lesson plans through FACTS/LMS.
 5. Events that require substitute teachers (esp. for more than one school day) will be curtailed through December in order to keep subs available for illness-related needs.
- Facilities
 1. School building (interior and exterior) will be cleaned and disinfected by custodial staff according to CDC guidelines prior to school re-opening.
 2. Common touch surfaces (e.g. desks, doors, doorknobs, faucet handles) will be disinfected before the school day (either in the morning before students arrive or in the evening after students leave) and at least once in the middle of the school day.
 3. Lunch room tables and chairs will be disinfected after each use, before the next group of students enters the lunch room.
 4. Student desks will be disinfected whenever students are changing classrooms/desks.
 5. Students will remain in the same classroom for multiple periods when possible.
 6. Students/staff will be encouraged to bring water bottles to school and water fountains will be used for refilling bottles using the touchless refill feature (rather than drinking from them directly).
 7. Computer lab will be disinfected after each use by the class using it (keyboards, mice, chairs, and tables).
 8. Bathrooms will be cleaned and disinfected daily, throughout the day, and after students have left the facility.
- Sports and After-school Activities
 1. Facial coverings will be worn by students during sports activities when social distancing is not observed and when they are not engaged in strenuous physical activity.
 2. Participants and coaches will wash hands or use hand sanitizer before and after each practice/event.
 3. Equipment will be disinfected after each practice/event by coaches and participants.
 4. Protocol for fans will be addressed at a later time.
- Communication, Parents

1. Parent communication will occur via the Parents Informed newsletter (weekly), social media announcements, and their personal access to FACTS/Renweb.
 2. The Health and Safety Plan will be posted on the school website and made available in the office.
 3. Instructions for when to remain home and when to return to school will be posted online and sent home to parents.
 4. Instructions for mask-wearing will be posted online, at school entry points, and sent home to parents.
 5. Closure or partial closure procedure will be outlined to parents before the school year begins.
- Communication, Staff
 1. Staff will be trained during in-service on sick procedures and policy.
 2. Staff will be trained on when to send students to the office with symptoms.
 3. Staff will be trained on when to use PPE in the classroom.
 4. Staff will be trained on how to socially distance students in the classroom.
 5. Staff will be trained on when masks are required for themselves and/or students.
 6. Staff will be trained on the use of LMS for students who are sick at home, or in the case of a full/partial closure.
 7. Instructions on all staff training will be made available to staff for reference.
 - Communication, G.C. Health Department
 1. The Gallatin Valley Health Department has seen this reopening plan.
 - School Board Communication
 1. Health and Safety Plan and associated literature will be submitted to the HCS School Board for consideration.
 - Graduation Ceremonies
 1. Allowing that the situation has not changed significantly by May of 2021, graduation will be live streamed.
 2. Families of graduates will be socially distanced from others in attendance.