

North Gem School District #149

Back to School Plan

(Draft 2-06-2023)

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FIRST STEPS: An Overview of Options

Our mission and vision as North Gem School District is **relationships, rigor, and relevance yields character, competence, and confidence** and is best fulfilled when teachers and students come together at school and in the classroom. With this in mind, it is our intention to resume a normal school schedule August 18, 2021. However, we must acknowledge the restraints that may be in place due to the pandemic. Until the COVID-19 pandemic has abated, an open school building requires special precautions and protocols to safeguard the health and well-being of our students, faculty, and staff. We will be developing these protocols in close coordination with local, regional, and state officials. Though the district is committed to provide the safest environment possible, it is noted that all foreseeable threats cannot be addressed, and that parents and students accept a certain amount of risk of contracting COVID-19 as a result of interactions that may occur in the school setting, during activities and/or during athletic events and practices.

It is our intention to keep open the school buildings when conditions permit. We realize, however, that it may be necessary to employ a blended learning model. For the safety of our students and staff, and depending on conditions and guidance from coordinating agencies, we may also need to resort to a distance learning model. Coordinated planning as we learn how to best respond to this challenge is vital. All plans will be approved by the North Gem Board of Trustees and in coordination with Southeast Idaho Public Health, the State Board of Education (SBOE) and State Department of Education (SDE). In every category, communication will be provided. Cleaning and disinfecting protocols will be followed. We are creating plans for three possible learning categories:

1. **Category 1: Normal Learning:** *All staff and students in the school buildings.*
 - Normal school routines.
 - Policies are normal per the SD 149 Student Handbooks.
2. **Category 2: Blended Learning:** *Most staff and most students in the school buildings.*
 - 35% students absent over 3 consecutive days.
 - Attendance Policy may be altered in accordance with Idaho State Board of Education, Idaho State Department of Education, Office of the Governor, or local and state health/safety officials.
 - Schoolwide social distancing and mitigation strategies in place. Schools have a **physical distancing plan** in place that has been developed with guidance from South East Idaho Public Health (SIPH) and Idaho Back to School Framework, which allows for social distancing where possible.
 - Parents are informed of inherent risk of attending school, participating in athletic and activities, and of riding buses.
 - Possibility of modified and alternate schedules.
 - Special safety and sanitizing protocols developed with guidance from Idaho Back to School Framework, (SIPH) and the Caribou County Office of Emergency Management

(CCOEM).

- Routine health screenings as recommended by SIPH.
- North Gem will follow *Guidance For Employers People Who Are At Greater Risk of COVID-19* (<https://rebound.idaho.gov/wp-content/uploads/guidance-employers-of-at-risk-employees.pdf>) for vulnerable staff.
- North Gem will also provide virtual attendance options to at risk students.

3. **Category 3: Distance Learning**: *All staff and no students in the school buildings.*

- 66% of students absent for 3 consecutive days.
- Policy may be altered in accordance with Idaho State Board of Education, Idaho State Department of Education, Office of the Governor, or local and state health/safety officials.
- All schooling via Distance Learning Model.

For Exceptions to staff and students in the school buildings, see Blended Learning for Homebound Students, and Plan and Accommodations for Vulnerable Employees.

COORDINATION WITH STATE AND COUNTY AGENCIES

The three agencies primarily responsible for overseeing the opening of schools are the Idaho State Board of Education (**SBOE**), State Department of Education (**SDE**) and Southeast Idaho Public Health (**SIPH**) district. This plan follows the recommendations of these agencies as well as those of the Caribou County Office of Emergency Management (**CCOEM**).

A. Idaho Back to School Framework

<https://boardofed.idaho.gov/resources/idaho-back-to-school-framework-2020/>

B. Southeast Idaho Public Health (SIPH) Regional Response Plan

SD 149's school protocols and SIPH Response Plan align in the following manner:

Categories	Risk Level (% absent 3 consecutive days)	SD 149 Learning
1	Minimal Risk	Normal Learning
2	Minimal/ Moderate (35% over 3 consecutive days)	Blended Learning
3	High/ Critical Risk (66% absent over 3 consecutive Days)	Distance Learning

PROCEDURE FOR POSITIVE OR SUSPECTED COVID-19 CASE

The following procedure is to be used if a student or employee in the school building is identified as COVID-19 positive or suspected positive. HIPAA will be followed.

Action Item: *Student or employee is respectfully asked to isolate in the holding location.*

- For students, front office will call parents or legal guardians for pickup.
- For employees, front office will coordinate with school leadership to manage follow-up effects.
- Student or employee will be provided appropriate personal protection equipment and any employee interacting with the confirmed or suspected case will be provided with a mask and gloves.

Action Item: *School leadership decides on the length of the short-term closure.*

- School leadership will provide SIPH with appropriate details and exposure information.
- School leadership will coordinate closure decision with SIPH and CCOEM.
- School leadership will coordinate closure decision with the SD 149 Board of Trustees.
- Points of Contact:
 - SIPH: Mrs. Maggie Mann
 - CCOEM: Mr. Eric Hobson
 - Superintendent, Dr. Todd Shumway
 - SD 149 Board: Mrs. Raini Hayden, Chair

Action Item: *School leadership communicates appropriate details to school community.*

- School leadership will update the school community (parents/guardians) via Alert mass communications system (email/text/voice) with appropriate incident details.

Action Item: *SD 149 transitions to **Category 3 Distance Learning Model** for the closure period.*

STAFF REENTRY PROTOCOLS

Employees are expected to report to work each day as delegated by contract or the building principal. Employees are to participate in the Employee Self-Health Survey every day and follow the guidance outlined. (Appendix 5)

STUDENT REENTRY PROTOCOLS

SIPH has advised that it may be necessary to conduct regular student medical screenings.

A. Initial Screenings (Questionnaire and Temperature)

Per the recommendations of SIPH, student reentry into the school building will be contingent on:

1. the successful completion of an at-home pre-screening medical questionnaire; and

The Student Self- Health Survey (Appendix 2) will be given to families via paper copy provided. The Survey and your phone call to the secretary will inform us if a student has shown symptoms associated with COVID-19. Indications of symptoms COVID-19 will require students to remain at home. SD 149 staff in close coordination with SIPH will handle this information following proper HIPPA and confidentiality laws.

Temperature is 100.4° F or higher the student will be sent home until temperature is in normal range for 24 hours.

B. Recurring Screenings

In addition to the initial questionnaire and screening required when school begins, recurring questionnaires and screenings may be administered weekly (depending on guidance from SIPH). Parents will be asked to participate in the Student Self-Health Survey on a daily basis (Appendix 2)

Students who appear to have signs, symptoms, or staff express concern will be screened using the same Student Health Survey and an oral temperate. If the oral temperature is 100.4° F or higher the student will be sent home until temperature is in normal range for 24 hours.

SOCIAL DISTANCING AND MITIGATION STRATEGIES

Category 2 (Other Categories as Noted)

It is our hope that we will be able to mitigate risk of Covid-19 exposure by providing extended cleaning and sanitation protocols. Staff and students will be trained in physical distancing including maintaining 6 ft. distance from others when possible. In addition to these protocols, students will be asked to maintain social distancing recommendations to the extent possible in a school setting. Visitors and volunteers will follow the guidelines of each building principal. The following modes are recommended.

Alternate Schedules

Alternate schedules may be employed if it becomes necessary to provide extensive social distancing.

Hallways, Parent Pick-up, and Other Gathering Locations

The school's culture and behavior expectations already require orderly and quiet transit between classes and activities. Students will be encouraged to maintain increased spacing in lines as they move through hallways.

Classroom/Lab Seating

Teachers will use 6 ft. distancing to maximize the spacing between student desks and work stations as is feasible.

Lunchroom Seating

Regular hot lunch menu will be available. All lunchroom tables will be deployed throughout the entire lunch period. Students will be seated to accommodate as much social distancing as is feasible. Other lunch strategies may be employed to best protect the students, including staggered schedules, and alternative lunch locations. Lunchroom monitors will enforce spacing standards. In Level III Distance Learning, lunches may be available for pick up or delivered when delivery is available through waivers from the USDA.

Assemblies

During **Category 2 Blended Learning** auditorium/gym assemblies, students will sit in every other seat and large groups will not be feasible. For story time, circle time, and small group activities, teachers will employ seating strategies to maximize social distancing. There will be no assemblies in **Category 3 Distance Learning**.

Testing

Testing will be conducted on campus unless **Category 3 Distance Learning** is in place. Testing centers will be set up to accommodate social distancing protocols and vulnerable students as necessary. Tests will be proctored.

Physical Education Classes

Person-to-person contact sports or activities will be avoided. All equipment will be sanitized with a solution of bleach prior to re-use.

Recess Procedures

To the extent possible, recess will be monitored and scheduled to accommodate social distancing. This may be accomplished by assigning areas of the playground, staggering recess by grade or classroom, and limiting numbers on playground equipment. Equipment will be sanitized often. More detail is available from building level plans.

Holding Room for Sick Students

Each school will designate an area of isolation to be utilized as a holding area for sick students that are waiting to be picked up (**all categories**).

Transportation

Social distancing is particularly difficult when busing students. It is the parent's decision whether or not to transport their child using district transportation. To the extent possible, students will be asked to sit one to a seat, or to share seats with household family members.

Athletics and Extracurricular Activities

The Superintendent and Athletic Director will work with the Idaho High School Athletic Association (IHSAA) to develop plans for activities and athletics for the 2021-22 fall season in compliance with all entity guidelines.

Additional Daily Protocols

Recommended face masks will be made available for medically vulnerable students and staff members.

DAILY SANITATION PROTOCOLS

Staff and students will be advised of handwashing, respiratory etiquette and mask use to mitigate exposure. Training will be provided for all staff and students. Each building will have a daily sanitation schedule.

Masks/Face Shields

Masks are recommended for staff/students.

School Wide Disinfections

We utilize a combination of CDC-approved products including hospital grade disinfectant and a dilution of disinfecting bleach to clean desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day.

Hand Sanitizing Stations

Teachers, staff, and students will keep their hands sanitized using the dispensers of professional grade advanced hand sanitizer that are installed in every classroom and in hallways.

Hygienic Practices

Parents should keep sick students home until temperature is in normal range for 24 hours. We rely on parents to promote the same hygienic practices we will direct students to practice at school, including:

- covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterwards;
- washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet;
- keeping hands away from nose, mouth, and eyes; and
- avoiding the sharing of food, drinks, and personal care items (e.g. lip balm).

Transportation

Students will be encouraged to practice recommended hygienic practices. In addition, hand sanitizer will be available to students. Masks are recommended for students age seven (7) and up as per SIPH, buses will be sanitized nightly (and more often as deemed necessary) using sanitizing spray. During the day, drivers will be equipped with sanitizing spray and paper towels and will wipe down touch areas as much as possible.

Blended Learning for Homebound Students

We respect the right of families to keep students at home in the interest of their health and safety during this pandemic. We also expect to require some students to stay at home, if only for a short period of time, as a precautionary measure—for example, if their questionnaire indicates cold or flu symptoms (See Appendix 2) We anticipate that students who need to stay home from school due to vulnerable health concerns, will not be able to participate in athletics or other afterschool programs.

In addition to the SD 149 Building Handbooks, the following attendance categories are in effect:

- Absent (due to COVID-19 illness): no attendance penalty or academic restrictions
- Absent (due to parent COVID-19 health concerns): no attendance penalty or academic restrictions
- Absent (due to following information contained in this plan): no attendance penalty or academic restrictions

We will offer the following flexibilities to accommodate students who are homebound:

- Teachers will offer daily “live” class sessions (via Google Meet or Zoom) as appropriate. While these sessions will not cover all the in-class material, they will provide homebound students with the help to stay up on their core academic skills. All students will be expected to complete and submit distance learning classwork provided to them by their teachers.
- Attendance policies will take into account the special circumstances of the COVID-19 pandemic. Homebound students will not be penalized for their absences.
- Teachers will be in close contact with homebound students and will make weekly phone calls to parents (at a minimum).
- Lunches and school materials will be made available to homebound students. Details will be coordinated with each student’s family.

Parents pursuing a blended learning accommodation are requested to submit a Request for Blended Learning Accommodation form (please refer to Appendix 3).

PLAN AND ACCOMMODATIONS FOR VULNERABLE EMPLOYEES

North Gem School District will evaluate operations and ways to mitigate the risk of spreading COVID-19, including considerations for employees who may identify themselves as being at greater risk of COVID-19 infection, in accordance with applicable employment laws. People who are at a greater risk include those who are more likely to experience severe illness from COVID-19 and those whose conditions or circumstances might put them at higher risk of exposure or difficulty receiving care. See <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> for a current list.

Staff who are at a greater risk are encouraged to self-identify to their principal. The principal will meet with District personnel to determine appropriate accommodations following the Governor’s recommendations <https://rebound.idaho.gov/wp-content/uploads/guidance-employers-of-at-risk-employees.pdf> and guidance from the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html> and Occupational Safety and Health Administration (OSHA) <https://www.osha.gov/SLTC/covid-19/> for reducing workplace exposure for all employees, and for guidance for specific industries.

The District will consider the Family Medical Leave Act (FMLA), the Families First Coronavirus Response Act (FFCRA), <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave> the Americans with Disabilities Act (ADA), as well as other state and federal guidance when addressing employee accommodations. All considerations will be determined on a case by case basis taking into consideration the individual’s need and his/her current position. Staff can apply for accommodations by submitting Appendix 6 to the principal.

Considerations may include:

Working at home when possible. If unable to work from home. Employers may consider:

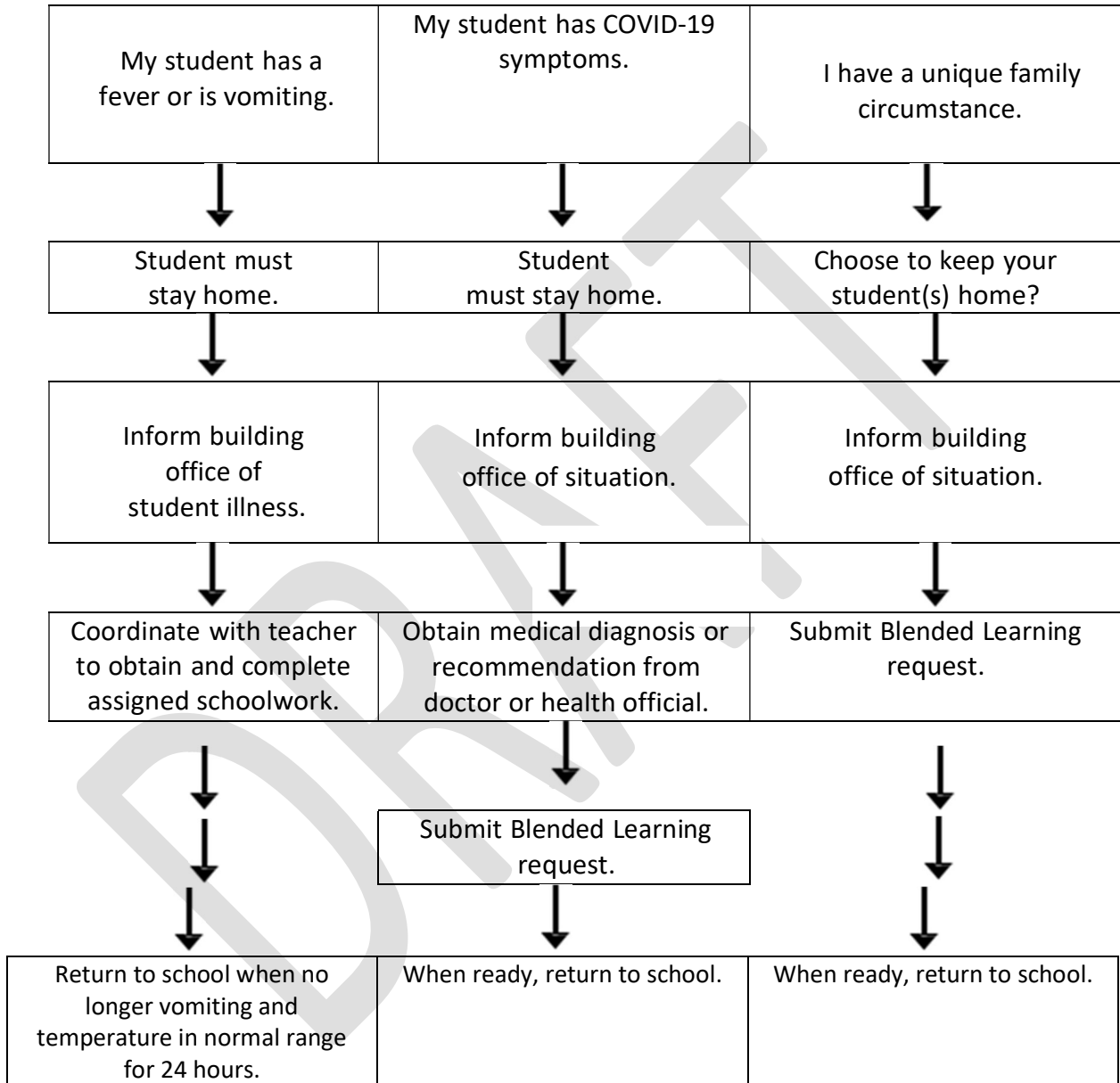
- Offering the employees duties that minimize contact with others;
- Offering the employees shifts that minimize contact;
- Providing face shields and masks for at-risk employees who must interact in-person with the public;
- Minimizing travel of the employees to areas with higher community spread than in the community where the employee lives or normally work;
- Placing the employees in offices with doors that can close rather than in common office space.

SD 149 will not penalize at-risk employees who raise workplace concerns, but work with the employee to create a plan for addressing specific concerns. Due to the complexities of employment laws related to making these accommodations, SD 149 will work with human resources and/or legal counsel.

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Appendix 1: Parent Decision Matrix

Parent Decision Matrix



North Gem School District #149

Student Self-Health Assessment

By allowing my child to come to school today, I certify that the answer to each of these questions is NO.

1. Have you, someone living in your household, someone you are closely associated with, or someone you are caring for, been diagnosed with COVID-19 (Coronavirus) or had contact with a confirmed case of COVID-19? **Yes or No**
2. Have you, someone living in your household, someone you are closely associated with, or someone you are caring for, been tested for COVID-19 in the last 14 days? **Yes or No** If so, please wait until the results are known before returning to school.
3. Do you currently have, or have you had within the last 24 hours, any cold or flu symptoms? **Yes or No**

If you answer YES to questions 1 and 2 but answer no to question 3 The Parent/ Guardian should follow the Parent Decision Matrix to determine when to return to school and /or remain at home.

The health and safety of every student and employee is our top priority.

Please do not put other students or staff in jeopardy by coming to school with cold or flu symptoms. Be considerate of others and stay home if you are ill.

North Gem School District #149 COVID-19 Contingency/ Re-entry Plan

Request for Blended Learning Accommodation

Student Name: _____

Grade: _____

Date Requested: _____

Reason for Request:

- Immune compromised student or family member in the home
- Student has COVID-19 symptoms
- Student had contact with confirmed COVID-19 case
- Other unique circumstance (please explain):

Parent Signature: _____

Parent Name: _____

Phone Number: _____ Email: _____

Other Students in household:

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

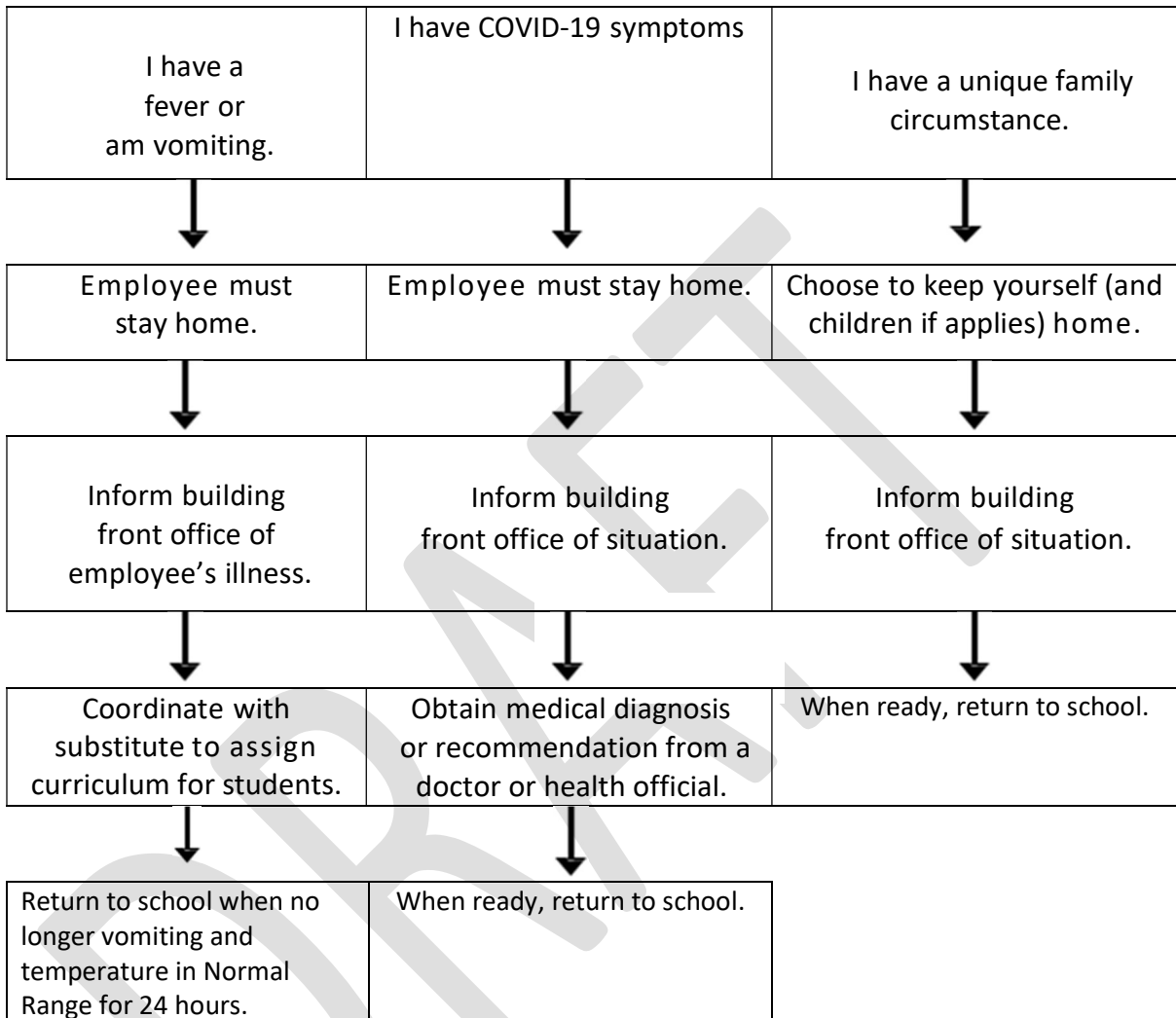
Student Name: _____ Grade: _____

For Office Use Only

SD 149 Administration Approval: _____ Notes: _____

Appendix 4: Employee Decision Matrix

Employee Decision Matrix



North Gem School District #149

Employee Self-Health Assessment

By coming to work today, I certify that the answer to each of these questions is NO.

1. Have you, someone living in your household, someone you are closely associated with, or someone you are caring for been diagnosed with COVID-19 (Coronavirus) or had contact with a confirmed case of COVID-19 in the last 24 days? **Yes or No**
2. Have you, someone living in your household, someone you are closely associated with, or someone you are caring for been tested for COVID-19 in the last 14 days? **Yes or No** If so, please wait until the results are known before returning to work.
3. Do you currently have, or have you had within the last 24 hours, any cold or flu symptoms (including a cough, fever, or shortness of breath) without the use of symptom reducing medicines? **Yes or No**

If you answer YES to questions 1 and 2 but answer no to question 3 The Employee should follow the Parent Decision Matrix to determine when to return to school and /or remain at home.

The health and safety of every student and employee is our top priority.

Please do not put other students or staff in jeopardy by coming to work with cold or flu symptoms. Be considerate of others and stay home if you are ill.

Appendix 6: Request for Employee Accommodations

REQUEST FOR REASONABLE ACCOMMODATION FORM POLICY NO: 401F1

**NORTH GEM SCHOOL DISTRICT 149
EMPLOYEE/APPLICANT REQUEST FOR REASONABLE ACCOMMODATION**

This form is intended to assist the District in assessing your request for a reasonable accommodation. This information will be part of an interactive process with you as we explore your request. This form and any additional medical information provided related to this request will be kept separate from your personnel file. Your responses may generate the need for additional medical information.

Please complete the form and return to: The District Office at 250 East 2nd South

Check One: Applicant _____ Employee _____

Name _____ Supervisor/Principal Name _____

Position Title _____ School/Office _____

A. Identify your impairment(s) and indicate how you believe each impairment affects your job application process or your ability to perform your job duties (please be as specific as possible):

B. State the accommodation(s) you believe are necessary to enable you to participate in the job application process or to perform the essential functions of your job, and explain how the suggested accommodation(s) will assist you (please be as specific as possible):

Employee Signature _____ Date _____

For District Use Only

- Eligible for accommodation(s) listed above
 - Ineligible for accommodation(s) due to insufficient documentation; list: _____
 - Ineligible for accommodation(s) for other reasons; list/attach: _____
- Duration of accommodation(s): _____ to _____

Signature of HR/Section 504/ADA Coordinator: _____ Date: _____

Superintendent Initials: _____ Date: _____

Appendix 7: Distance Learning/Blended Learning Common Plan

Overview

We realize that moving to a distance learning model will have its challenges. Not all individuals work well without structure. We are hopeful that the use of technology, scheduled online meetings, daily schedules, and communication tactics will help provide needed structure. Daily “live” engagement time with students and high quality recorded lessons will also help with this endeavor. However, we realize that all learning may not take place online and that learning will and can be supplemented with assigned reading time, special projects, and homework. The following information is meant to offer District level guidance. Individual building plans are located in Appendix 8.

All BUILDING OPERATIONS

Communications

Staying in touch with families is a District effort. All communications should be professional, well-crafted and effective. Communications expectations are outlined below:

- The school will issue updates to our parent community (as appropriate) via email, District Website and District Facebook Page and will also feature Emergency Alerts for emergency updates. Students will have access to REMIND or Google Voice text alerts where age appropriate.
- Google Meet Faculty Meetings will be held weekly on Thursdays at 4:00 p.m.
- Teachers are expected once per week to:
 - ✓ Make weekly contact through email, classroom interactions, or Remind with each student. (more with struggling students)
 - ✓ Issue weekly electronic updates to parents and students through student and parent email.
 - ✓ Special Needs Personnel are expected to contact each household with a student with special needs they are assigned at least once per week.
- Phone communications with parents should take place during school hours if possible (7:30 a.m. - 4:30 p.m.) and should make use of school phones as much as possible.
- REMIND or Google Voice is an effective tool for students to receive help from teachers during school hours.

Teacher Office Hours

- Communication by email is the most effective for teachers as they are busy in class throughout the day. Please feel free to email teachers anytime. They will respond to you as soon as possible and within 24 hours.
- Parents wishing to contact teachers may do so during office hours which are 7:30 a.m. to 8:00 a.m. and from 4:00 p.m. to 4:30 p.m.

School Will Remain Open to Essential Personnel

As an essential business (service provider) the school will remain open for the purposes of facilitating distance learning operations. Only essential personnel will be allowed on campus.

Staff

All Teachers, Full-Time Paraprofessionals, and Custodians will report to the building as usual. Part-time paraprofessionals will be employed at the discretion of the principal with the recommendation of the classroom teachers.

- All employees must practice disciplined social distancing by maintaining a six-foot separation distance.
- Staff should work in their rooms to the extent possible. When the need arises to work in common areas, teachers should work in these areas one at a time.
- Staff are encouraged to wear masks while working in buildings and practice hand sanitizing protocols.
- Staff who are ill should remain at home. Principals should be notified and will provide a paraprofessional to cover the class or make other arrangements. Negotiated Leave Day protocols are in place.

STUDENT SERVICES

IDEA and ADA and Counseling Services

FAPE requires the same level of service for students with IEP's or 504's as we offer originally. This includes direct and indirect support, evaluations, and meetings. Accommodations or modifications built in to IEP's or 504's must continue. Counseling services will also continue as appropriate. **Tele-counseling will be conducted in accordance with current waivers and District Policy.**

Transportation

During Category 3 Distance Learning, busing may be used in different areas. The purpose of daily busing is to distribute meals to families that qualify for Free or Reduced Lunch (FRL) (and other families if desired and available) and maybe used to distribute academic materials if necessary. Bus routes and purpose will be determined.

Food Service

North Gem School District will prioritize its efforts for families that qualify and receive FRL services. SD 149 is committed to providing daily lunch meals to FRL families. SD 149 will seek to supply lunch meals to additional families if desired and to the extent that these additional efforts can be supported by the food and product supply chain.

Distance Learning Professional Standards

As we shift to the distance learning model, we expect all employees to maintain the same professional

standards in our address, diction, and promptness.

- Both live and recorded video sessions should be professional in attire (as expected in the school building) as well in setting, decorum, and tone.
- Social media guidelines remain in effect, which means employees must not engage with parent’s or students via social media platforms. School email accounts, Remind, or Google Voice are appropriate means of communication.

Information Technology Platforms

SD 149 will use the following main information technology platforms for distance learning instruction. Faculty members who wish to take advantage of additional platforms should gain approval from the building principal.

NORTH GEM HIGH SCHOOL AND NORTH GEM MIDDLE SCHOOL

Google Meet

Google Meet will serve as the platform for recorded instruction as well as for one-on-one or one-on-few student engagements (e.g. student services’ needs).

Google Classroom

Google Classroom will serve as the Learning Management System.

REMIND/ Google Voice/ Email/ Text

Will be used for parent/student communication. This serves as a platform for students to ask questions of teachers.

CURRICULUM

To the extent possible, curriculum will be embedded in Google Classroom. Other supplemental curriculum may be used at the discretion of the building principal and classroom teacher but should be embedded in Google Classroom to the extent possible as well.

North Gem High School and North Gem Middle School

NGHS Curriculum	NGMS Curriculum
MATH: HMH Algebra 1 and 2, Geometry, Advance Math, Business Math ELA: Guide Books, study.com SCIENCE Glencoe 9-12 Physical Science, Biology, Chemistry SOCIAL STUDIES: US History, US Government, Economics	MATH: HMH Go Math 6-8 grades ELA: Guidebooks; World of Language SCIENCE: 6th-Glencoe Integrated Science 7th- Glencoe Earth & Space Science 8th- Glencoe Life Science SOCIAL STUDIES: Core Knowledge 6-8 grades, and Current Events

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North Gem Elementary School

Google Classroom

Google Classroom will serve as the main platform for classroom teachers. This is our replacement for the actual classroom in the school building.

Google Meets

Google Meets will serve as the platform for “live” engagement sessions.

CURRICULUM

To the extent possible, curriculum will be embedded in Google Classroom. Other supplemental curriculum may be used at the discretion of the building principal and classroom teacher but should be embedded in Google Classroom to the extent possible as well.

Curriculum	Engagement
MATH: Go Math all Grades ELA- K-2 Open Court Reading 3-5; Guidebooks SCIENCE: Glencoe Science by grade level SOCIAL STUDIES: Core Knowledge and Current Events	MATH: I-station; Accelerated Math READING: I-station; Accelerated Reading SCIENCE: Epic; IXL; Mystery Science; CODE.ORG OTHER: Typing ABC Yah!; Kahoot; Educreations

Appendix 8: Individual Building and Department Plans

North Gem Elementary School Pandemic Operations Plan

- Category 1- Normal School Routine
- Category 2- 35% students absent over 3 consecutive days
- Category 3- 66% students absent over 3 consecutive days

PPE Strategies

- Normal and Category 1- Optional Masks
- Category 2 & 3- Masks recommended for staff and students
 - Wear face protection when working in groups and when physical distancing is not possible.
- Any person exhibiting mild symptoms should wear a mask until leaving campus.
- Identify an isolation/screening room in the school.
- Establish and maintain hand hygiene stations at key locations in the building.

- Students and staff use handwashing and sanitation stations located around the building.
- Have a plan for when a student, staff member, or visitor becomes sick.

Classroom

- Staff and students trained in the areas of physical distancing, handwashing, respiratory etiquette and mask use to mitigate exposure.
- Sanitize desks, keyboards, and screens
 - Schedule desk sanitation during school day at appropriate transitions.
 - Custodial staff routinely clean highly touched surfaces in evenings.
- Desks: Arrange to account for physical distancing.
- Integrate good hygiene practices into instruction and classroom expectations.
- Limit the use of shared materials and spaces.
 - Keep student belongings separate.
 - Avoid sharing supplies.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Avoid outside food in the classroom.
- Students and staff use personal water bottles and water bottle filling stations vs. hallway/classroom drinking fountains.

Office Strategies and Other Non-Instructional Spaces

- Maintain 6 ft. distance when possible.
- Sanitize surface areas regularly and frequently.
- Hand sanitizer at each workstation.
- Employee Break Room: Custodians routinely sanitize surface areas.

Cafeteria

- offering regular hot menu served in the cafeteria;
- students eat in cafeteria, outside, or classroom as needed;
- use of hand sanitizer at start of all serving lines;
- self-service of items that are pre-packaged only;
- prepayments taken at the school office.
- Staff use separate restrooms than children.
- Identify an isolation/screening room in the school.

Visitors

- Post Stop the Spread signs at entry points to school and in highly visible areas.
- No irregular/unscheduled visitors.
- Limit visitors to parents, by appointment, and critically important visitors on campus.
- Call the office upon arrival from car vs. walking into the main office.
- Doors locked during school hours.
- Follow parent pick-up & drop-off procedure.

Gatherings

- Discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school.
- Cancel field trips, assemblies, and other large gatherings if physical distancing cannot be achieved.
- Restrict mixing groups.
- Avoid personal contact such as touching, hugs, high fives, etc.

Co-Curricular and Extra-Curricular Events

- Follow established District Guidelines. Communication Strategies to students, staff, & parents.
- Educate staff and families about good hygiene, physical distancing, symptoms of Covid-19 and when to stay home due to illness.
- Regular communication with parents, students, and staff.

School Confirmed Case in School, Regardless of Community Transmission

- Initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis.
- During school dismissals, extracurricular group activities, school-based afterschool programs, and large events will be canceled.
- During school dismissals, school facilities will be disinfected according to CDC and local public health officials' guidance.

Category 1 Normal Learning

- Normal school routine
- Review, update, and implement emergency operations plan and reinforce healthy hygiene practices.
- Include strategies to reduce the spread of a wide variety of infectious diseases, including physical distancing and school dismissals.
- Emphasize everyday preventive actions for students and staff.

Category 2 Blended Learning

- 35% students absent over 3 consecutive days.
- Follow the Category 1 Operations outlined above.
- Consider accommodations for needs of those at risk for serious illness from COVID-19.
 - Virtual education for at risk students;
 - For employees that do not feel like they can return to work due to being immune-compromised or due to concerns for their health, we will follow current District policies, procedures, and protocols for requesting leave or ADA accommodations.

o In addition, if an employee cannot return to work they would also have access to the COVID-19 Leave allocated by the Federal Government under the Families First Coronavirus Response Act if they have a qualifying situation, as well as their accrued sick leave.

o If an employee chooses to return to work, they can engage the District in the ADA Accommodation process under the Americans with Disabilities Act to come up with reasonable accommodations to help them access their job.

Category 3 Distance Learning

- 66% students absent over 3 consecutive days.
- Continue to coordinate with local health officials.
- Extended school dismissals using the North Gem Distance Learning School for all students.

North Gem Secondary School Pandemic Operations Plan

Category 1- Normal School Routine

Category 2- 35% students absent over 3 consecutive days

Category 3- 66% students absent over 3 consecutive days

PPE Strategies

- Normal and Category 1- Optional Masks
- Category 2 & 3- Masks recommended for students and staff.
 - o Wear face protection when working in groups and when physical distancing is not Possible.
- Any person exhibiting mild symptoms should wear a mask until leaving campus.
- Establish and maintain hand hygiene stations at key locations in the building.
- Students and staff use handwashing and sanitation stations located around the building.
- Identify an isolation/screening room in the school.

Classroom

- Staff and students trained in the areas of physical distancing, handwashing, respiratory etiquette and mask use to mitigate exposure.
- Sanitize desks, keyboards, and screens.
 - o Schedule desk sanitation during school day at appropriate transitions.
 - o Custodial staff routinely clean highly touched surfaces in evenings.
- Desks: Arrange to account for physical distancing.
- Integrate good hygiene practices into instruction and classroom expectations.
- Limit the use of shared materials and spaces.
 - o Keep student belongings separate.
 - o Avoid sharing supplies.
 - o Avoid sharing electronic device, books, and other games or learning aids.
- Avoid outside food in the classroom.

- Students and staff use personal water bottles and water bottle filling stations vs. hallway/classroom drinking fountains.

Office Strategies and Other Non-Instructional Spaces

- Maintain 6 ft. distance when possible. (floor stickers)
- Sneeze guards placed at:
 - Counters where the public or guests to the school may stand or approach.
- Sanitize surface areas regularly and frequently.
- Hand sanitizer at each workstation.
- Employee Break Room: Custodians routinely sanitize surface areas.
- Cafeteria
 - offering regular hot menu served in the cafeteria;
 - students eat in cafeteria: stagger lunch times & increase serve times;
 - offer options to eat outside;
 - use of touchless hand sanitizer at start of all serving lines;
 - contactless point of sale;
 - self-service of items that are pre-packaged only;
 - prepayments taken at the school office.
- Staff use separate restrooms than children.
- Have a plan for when a student, staff member, or visitor becomes sick.
- Identify an isolation/screening room in the school.

Visitors

- Post Stop the Spread signs at entry points to school and in highly visible areas.
- No irregular/unscheduled visitors.
- Limit visitors to parents, by appointment, and critically important visitors on campus.
- Doors locked during school hours.
- Develop a visitation procedure for appointments. Example: Call the office upon arrival from car vs. walking into the main office.
- Develop parent pick-up & drop-off procedure.

Gatherings

- Implement strategies that discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school.
- Cancel field trips, assemblies, and other large gatherings if physical distancing cannot be achieved.
- Restrict mixing groups.
- Avoid personal contact such as touching, hugs, high fives, etc.

Co-Curricular and Extra-Curricular Events

- Follow established District Guidelines. Communication Strategies to students, staff, & parents.
- Educate staff and families about good hygiene, physical distancing, symptoms of Covid-19 and when to stay home due to illness.

- Regular communication with parents, students, and staff.

School Confirmed Case in School, Regardless of Community Transmission

***The guidelines referenced above for normal operations will be a starting point for each subsequent section.

- Initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events.
- During school dismissals, school facilities will be disinfected according to CDC and local public health officials' guidance.
- Encourage and practice physical distancing measures.

Category 1 Normal Learning

- Normal School Routine.
- Review, update, and implement emergency operations plan and reinforce healthy hygiene practices.
- Include strategies to reduce the spread of a wide variety of infectious diseases, including physical distancing and school dismissals.
- Emphasize everyday preventive actions for students and staff.

Category 2 Blended Learning

- 35% students absent over 3 consecutive days.
- Coordinate with Local Health Officials.
- Follow the Category 1 Operations outlined above.
- Consider accommodations for needs of those at risk for serious illness from COVID-19
 - For employees that do not feel like they can return to work due to being immune-compromised or due to concerns for their health, we will follow current District policies, procedures, and protocols for requesting leave or ADA accommodations.
 - In addition, if an employee cannot return to work they would also have access to the COVID-19 Leave allocated by the Federal Government under the Families First Coronavirus Response Act if they have a qualifying situation, as well as their accrued sick leave.
 - If an employee chooses to return to work they can engage the District in the ADA Accommodation process under the Americans with Disabilities Act to come up with reasonable accommodations to help them access their job.

Category 3 Distance Learning

- 66% students absent over 3 consecutive days .

- Continue to coordinate with local health officials.
- Consider extended school dismissals using the North Gem Virtual School for all students.

North Gem Transportation Pandemic Operations Plan

Category 1- Normal School Routine

Category 2- 35% students absent over 3 consecutive days

Category 3- 66% students absent over 3 consecutive days

Category 1 Normal Learning

Normal School Routine

PPE Requirements

- Optional Masks protection.
- Include strategies to reduce the spread of a wide variety of infectious diseases, including social distancing and school dismissals.
- Emphasize everyday preventive actions for students and staff.

Category 2 Blended Learning

- 35% students absent over 3 consecutive days.
- Masks recommended for students & staff
 - Wear face protection when physical distancing is not possible.
 - Any person exhibiting mild symptoms must wear a mask until leaving the building or bus.
- Establish and maintain hand hygiene stations at entry and exit to the transportation building.
- Students use sanitation stations located on the school campus after exiting the bus and before boarding the bus.
- Disinfectant wipes and spray available for all staff.

School Bus Requirements

- Integrate good hygiene practices into driver instruction and bus expectations.
- Post hygiene signs in buses.
- Avoid food on the bus.
- Bus drivers/attendants to daily sanitize highly touched surfaces and passenger compartment.
- Seating: Account for social distancing where possible. Seat siblings together.
- Load the bus from rear seats to front seats and unload front seats to rear seats, where possible.
- Operate buses with windows open, where possible.

Bus Garage Requirements

- Follow District standards for school custodial services cleaning and disinfecting.
- Maintain 6 ft. distance when possible. (floor stickers)
- Offer bus driver training meeting times and provide for social distancing, or conduct monthly training via an online platform, where possible.
- Post hygiene signs throughout the building reminding of expectations and distancing.
- Sanitize surface areas at the end of each day.
- Hand sanitizer at each workstation.

Visitor Requirements

- Post Stop the Spread signs at entry points to building and in highly visible areas.
- In-office visitors by appointment only.
- Encourage use of masks and hand sanitizer.

Communication to Students, Staff, & Parents

- Inform parents about student expectations.
- Encourage students to wear masks.
- Encourage students to soap & wash or sanitize hands in the morning before heading to the bus stop and again before loading the bus at school.

Category 3 Distance Learning

- 66% students absent over 3 consecutive days.
- Consider closure of to/from school transportation services.

School Confirmed Case in School, Regardless of Community Transmission

- Initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis.
- During school dismissals, also cancel school bus transportation.
- During school dismissals, transportation facility and buses will be disinfected according to CDC and local public health officials' guidance.
- Encourage and practice physical distancing measures.

North Gem Food Service Pandemic Operations Plan

Category 1- Normal School Routine

Category 2- 35% students absent over 3 consecutive days

Category 3- 66% students absent over 3 consecutive days

Food Services will follow any further guidance from the State Child Nutrition Department.

Category 1 Normal Learning

- Normal School Routine;
- Standard operating procedures for food safety and sanitation;
- Optional face masks in kitchens and work spaces;
- Physical distance practices in kitchens and work spaces as possible;
- Hygiene signs for facility and students;
- Hands free hand sanitizer at start of service lines for customers;
- Follow District Pandemic Plans for when employee becomes ill;
- Providing usual meal services in usual locations; self-service of items that are prepackaged;
- Visitors to kitchen are not encouraged. (prepayments taken at school office)

Category 2 Blended Learning

- 35% students absent over 3 consecutive days;
- Standard operating procedures for food safety and sanitation;
- Recommended face masks in kitchens and work spaces;
- Physical distance practices in kitchens, work spaces, and students as possible;
- Hygiene signs for facility and students;
- Hand sanitizer at start of service lines for customers;
- Follow District Pandemic Plans for when employee becomes ill.

PPE Requirements (kitchens)

- Standard operating procedures for food safety and sanitation; health checks at start of shift; face masks required where social distancing is not possible; separate defined work stations; face masks, disposable aprons and dishwashing gloves required when handling dirty dishes, and face mask at point of sales.

Food Service Office Requirements

- Wipe down touch surfaces at start and end of day.
- Physical distance practices in all areas; mask use when distance is not possible.
- Monitor staff absentee rates and participation rates at schools; reassign staff locations as needed

Visitor Requirements (kitchens)

- Minimize visitors to only essential functions. (custodial, delivery, supervisors)
- Prepayments accepted at school office or online.
- Online learners: offer meal pick up...Where/how TBD

Meal Service Requirements

- Typical hot menus served in the usual meal service locations; students social distancing while waiting in lines. (floor stickers or decals)
- Hand sanitizer at start of all service lines.
- Self-serve only bagged or self-contained items.

- Kids eat in cafeteria provide social distancing; encourage eating outside or in other areas when possible.
- Increase meal service times may be needed to accommodate slower serve and minimize number of students in cafeteria. (determined by time and student numbers)
 - Pin pad will be available if needed; cleaning of the pad will be done as needed or lunch staff will enter numbers to keep sanitation to the greatest extent possible.
- Usual snacks in the classroom meal services; teacher to monitor food handling (so that students touch only the items they take) and monitor hand washing before service.

Category 3 Distance Learning

- 66% students absent over 3 consecutive days

Food Service Office Requirements

- Work from home.
- Limit (schedule) working from the office.
- Direct visitors to a phone number for assistance when they come to the office.

Visitors Requirements (kitchens)

- Let vendors know about school closures.

Meal Service Requirements

- Provide emergency feeding operations.
- Can we provide meal services to virtual students at sites at all stages (parent pick up of meals)?

School Confirmed Case in School, Regardless of Community Transmission

- Initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis.
- During school dismissals, also cancel school bus transportation.
- During school dismissals, food services facilities will be disinfected according to CDC and local public health officials' guidance.
- Encourage and practice physical distancing measures.

Special considerations:

- Will need to consider food deliveries.
- Communicate with school principal who/when someone will need to go into school to secure kitchen store food actively in production.

North Gem Extracurricular Activities and Athletic Pandemic Operations Plan

Category 1- Normal School Routine

Category 2- 35% students absent over 3 consecutive days

Category 3- 66% students absent over 3 consecutive days

Health and Safety Measures for all Conditioning, Practice, & Contests regardless of Category

A. Screen for signs of COVID-19:

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout.
- Responses to screening questions for each person should be completed. (see Appendix 2 and 5 for Employee and Student Self-Health Assessments)
- Any person with symptoms of COVID-19 should not be allowed to participate.
- Vulnerable individuals should consult with their medical provider regarding participation in athletic activities.

B. Stay Home If Sick

- Do not go to work, school, practice, or competition if you do not feel well.

C. Practice Good Hygiene

- Athletes, coaches, officials, and staff should wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts or contests.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Wear face masks in accordance to the guidelines provided. (recommended)
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.

E. Illness Reporting

- Administration for both schools will notify event athletes, coaches, event staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 at the

event in accordance with privacy laws.

F. Facilities—Cleaning and Ventilation

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment, balls, etc. should be wiped down thoroughly before and after use.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Ventilation is important for reducing transmission of respiratory droplets and aerosols. Practice outside as much as possible. Maximize the outside air brought in through mechanical ventilation and improve filtration.
- When safe, open windows and doors to increase outside air.

G. During Transportation and Events

Schools must consider physical distancing requirements when scheduling contests and events for the 2021-2022 school year.

I. Gate Fees Plan

Gate fees can be paid at the gate or can be paid online at our district website Pay High School Fees Online (right hand side at the bottom of the page). Please bring your receipt for entry.

Athletic Guidelines Specific to Category 1

- Practice and Athletic Events are normal.

Athletic Guidelines Specific to Category 2

Limitations on Gatherings:

- Observe recommended social distancing.

Athletic Guidelines Specific to Category 3

- There will be no athletics occurring if we move to Category 3.

Plans for Review of Plan and State Help

The North Gem School District will review this plan at their July and January School Board Meetings through September 30, 2023. Stake holders are to reach out to School Board Representative and School

District Administration to provide input on this plan. North Gem School District #149 reaches out to the State Department of Education when needed for support and/or technical assistance related to implementing the strategies identified in this plan.

DRAFT