

# *South Central Conference Education Department*



## CONTINGENCY PLAN FOR SAFELY REOPENING SCHOOLS

**{2020-2021}**



### **Covid-19 School Reopening Task Force**

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***“Opening schools post-COVID is about so much more than just opening doors. The only way we succeed is if educators - teachers, principals, board members, superintendents - work collaboratively to ensure a safe and healthy learning environment for staff and students.”***  
***Additionally, we believe that a spiritual component is vital to the safety and protection of students, staff, and community.***



## Section 1

### CDC (Center for Disease Control) GUIDELINE CONSIDERATIONS FOR SCHOOLS



COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans or previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. The COVID-19 pandemic has now become a serious global health threat, and CDC is committed to stopping its spread. According to the CDC, to reopen school in America, specifically schools behaviorally, public and private institutions will need to continue these practices:

- social distancing (remaining 6 feet away from others in all shared spaces)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings (masks and/or face shields)
- avoid touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

If it is discovered that a student or worker has tested positive for COVID-19, all parents and workers will be notified immediately and encouraged to tested (contact tracing). The school will be closed, and further guidance sought from the superintendent's office. Resuming regular activities will include:

- All persons tested who were present at the school
- Perform additional professional cleaning before reopening the school
- Revisit Safety Protocols



## Section 2

### SCC (South Central Conference) Potential Learning Platform

As our system of schools prepared for reopening, the South Central Conference Office of Education established an appointed Reopening Task Force to consider next steps. The committee has done extensive research ranging from CDC guidelines to local & state health official mandates where SCC schools are located (Alabama, Kentucky, Mississippi and Tennessee). NAD & Union Level recommendations were also examined and used in conjunction with best practices taken from national and international school reopening plans. The position of the Superintendent is to implement systemic processes with the opening of SCC schools; however, due to the broad range of school dissimilarities (*student count in schools, square footage of buildings, number of teaching staff, etc.*) among the nine schools, there is a possibility that schools may not reopen with the exact same reopening phase in plan. Nevertheless, the systemic reopening plan encompasses SCC safety mandates as well as CDC recommendations. The first day of school is scheduled to be **August 10, 2020**. We will be equipped to implement each of the following Learning Platforms below as we continue monitoring COVID-19. However, at this time, we are planning to start school, August 10, using the Traditional Learning Platform (Option #1). South Central Conference will be prepared to implement the following Learning Platforms:

1. **Traditional Learning:** Students would return to the school building daily within the traditional instructional model. However, comprehensive and logistical health and safety precautions will be in place to maximize the reduction of student and staff risks.
2. **Virtual Learning:** Students would receive instruction while at home through a combination of digital delivery methods. This will take place five (5) days a week.
3. **Hybrid/Blended:** Students would attend school both virtually and in person. Under a hybrid model,





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students would alternate periods of time in the school building and periods of time receiving virtual instruction at home.

## SCC schools will implement effective arrival and departure drop off-times (school-driven):

- All SCC schools will have staggered arrival/drop off times (parent document submitted).
- All SCC schools will have staggered dismissal/pick-up times (parent document submitted).
- All SCC schools will produce a written document to inform parents of *parking procedures* for arrival and departure times.
- All SCC schools will produce a written document to inform parents of limited access to the building during parent arrival and departure.



## Section 3



## South Central Conference (SCC) Schools COVID-19 Mandated Safety Norms

### General Building Norms



- Building access will take place from one entrance of the building(s), using front doors only.
- Entrance and exit procedures throughout the school building and campus will be managed using social distancing guidelines.
- Students will travel throughout the building using social distance guidelines.
- All students & staff will arrive wearing a face mask.
- Students, teachers, and staff will be screened upon arrival for daily temperature checks.
- Students with asthma will receive the heightened protective measures (action plan/medical form).
- Sanitization at the door entrance will take place at all SCC schools (*daily handwashing practices*).
- Cleaning and disinfecting will take place during high traffic times & at the end of each school day.
- SCC school buildings will be equipped with floor labels to facilitate social distancing.
- Physical partitions will be placed in select locations (front desk, isolation rooms, etc.).
- Potential safety risk objects will be removed from the building to reduce potential for infection(s): welcome tables, plants, flowerpotes, soft and porous materials, such as area rugs, etc.

### Safety Processes & Protocols



- SCC schools will provide information on proper use, removal and washing of cloth face coverings (*covering coughs and sneezes, no touching of face coverings*).



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## Students & Staff



- Students, staff, or teachers who have COVID-like symptoms are required to stay at home until it is confirmed they do not have the disease.
- Students and staff that were sent home due to sickness are not to return to school until they have met the CDC criteria to discontinue home isolation.

## Safety



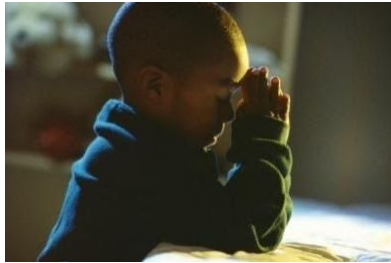
- All SCC schools will notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). A person will be trained and designated for this process.
- COVID-19 school weekly updates will go out to parents (*weekly or as needed*).
- Schools are to have an action plan and training session on proper cleaning techniques with the use of disinfectants (*all custodial staff in the schools*).
- All schools are to have a process governing the delivery of packages and other services that involve essential school visits.

## Assemblies & Chapel



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- School assemblies will be held in the classroom or virtually.
- Chapel will be held in the classrooms or virtually.
- *Exception:* Assemblies and Chapels may be held in large open spaces with social distance guidelines being met.
- There will be no singing during choir/music classes and assemblies.

## Classrooms



- Classes will include the same group of students each day with the same teacher (*unless content essential class change is necessary*). Restrict mixing of groups.
- Student sharing is prohibited (*pencils, telephones, toys, books, crayon buns, supplies crates, etc.*).
- Students belongings will be separated into individually labeled storage containers, cubbies, or areas in the classrooms.
- Student desks will be distanced appropriately in the classrooms.

## Cafeteria





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- Schools will use disposable eating utensils, cups, plates, etc.
- Seating will be distanced appropriately in the school lunchroom.
- Students are encouraged to bring their own lunches (*hot lunches are acceptable from the school lunchroom*).
- Students will eat lunch in the classroom if this is the best practice for a particular school (*classroom and class size will play a role*).

## Playground Procedures



- Students will participate in staggered playground time with limited students on the playground at a given time. Playground equipment will be cleaned after each usage (*implement action plan for clear direction of social distancing at play time*).

## School Field Trips and Travel



- All class field trips, mission trips and learning excursions are postponed for the fall semester. School may engage in virtual field trips/learning activities. The safety measures centered around these activities will be monitored and updated accordingly.

## Athletic Activities



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- Athletic activities will be determined by the recommendations and requirements of the Public & Private School Athletic Association in conjunction with the CDC and state governor recommendations for each prospective state (Alabama, Kentucky, Mississippi and Tennessee).

## Transportation & Travel



- A safety transportation protocol will be in place for transporting any sick student home or to a healthcare facility, as appropriate (no students will be transported by staff members).
- Students being transported by school bus will be spaced appropriately and multiple trips will be inclusive of the bus transportation plan, if applicable (social distancing and disinfectant procedures will be implemented during and after each bus trip).
- Any student or worker who has traveled internationally, been on a cruise ship, or been in a domestic hotspot in the last 14-days should stay at home at least 14 days, post event, before attending school.

## Healthy School Operations & Effective Best Practices

- Teachers will be trained in-person and/or virtually to operate new norm guidelines in all SCC schools.



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- Each school will provide staff training on confidentiality measures with reporting cases.
- Schools will implement health checks with measures in place to ensure confidentiality in accordance with any applicable privacy laws or regulations. School administration will assign a staff member or volunteer for this al
- Each school will have a contingency plan for school closure in the event that a person was diagnosed with COVID-19 and determined to have been in the school. The school may close for several days for cleaning and disinfection. The school closure's initial communication will involve the superintendent, principal or designee, and the local school board chair.
- Students with high temperatures will be placed in waiting rooms to be picked up for home. A contingency plan is to be in place that involves emergency pick-up contacts (separation rooms).
- Teachers with high temperatures will have to leave the premises. A contingency plan is to be in place to address the possibility of a teacher having to leave the premises.
- Students placed in an area for separation will have adult supervision to monitor student health & safety during the separation period (supervision with social distance guidelines).
- Areas used for separation are to be closed off and cleaned immediately after being vacated by a sick person.
- Implement flexible sick leave policies and practices, if feasible.
- Monitor absenteeism to identify any trends in staff or student absences due to illness.
- All schools will have an extensive roster of substitute teachers and volunteers to maintain sufficient staffing levels as needed.
- Offer substitute teacher and volunteer training during the summer months to address the new norms.
- Staff members and volunteers will be designated to respond to COVID-19 concerns in the building, from the local health department and on the state level. The designees





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will monitor daily local and state health department notices of the disease and ongoing developments. The school staff is to know who the designees are and how to contact for necessary shared information.

- Schools will have Center for Disease Control Signs posted throughout the campus.
- Plastic linings in all trash bags.
- Signs will be posted throughout the building referencing how to stop the spread of COVID-19, proper handwashing techniques and promoting daily protective measures.
- Restrooms are a high risk area and will receive systematic cleanings throughout the school day.
- Restrooms are to be utilized by one student at a time.
- Restrooms will be supplied with the proper required soap (no bar soap), paper towels, and hot water.
- In addition to systematic cleanings, restrooms are to be wiped down with disinfectant after each usage.



## Maintenance, PPE (personal-protection-equipment & supplies)

- All schools are to have universal fit face shields available for all students and staff who are enrolled and a part of the workforce at the school.
- All SCC schools are to have face masks available for visitors and persons who may have accidentally left their face masks at home.
- SCC schools will have adequate supplies to support healthy hygiene behaviors, including antibacterial soap and hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer and tissues).
- All cleaning and disinfecting products on site are carefully stored and secured.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows or doors if there is an apparent safety or hazardous risk (pollen, asthma, bad weather, etc.).
- All water fountains and snack machines will be shut down.



## RESOURCES

Links below are provided for building administrators to create several of the required action plans. Detailed action plans are as follows: how to clean, sanitize, and disinfect buildings, how to implement temperature checks and symptom screening, CDC criteria to discontinue home isolation, communication system for reporting symptoms and notification of exposures and closures to staff and families for self-reporting, etc.

[Posters | Handwashing](#)

[Guidance for Schools and Day Camps](#)

[Building Water System Guidelines](#)

[CDC Face Covering Checklist](#)

[Coronavirus Disease 2019 \(COVID-19\) How To Protect Yourself](#)

[Guidelines for Disinfecting Building](#)

[Stop the Spread of Germs Poster!](#)

