



Talawanda School District School Reopening Guidelines July 2020

**Guidelines are subject to change by order of the Butler County Health Department
and the office of the Governor, Mike DeWine.*

Message from Dr. Theroux

Talawanda Parents & Families:

We hope you and your family have stayed well during COVID-19, and we thank you for your patience.

We hope to begin school and see most of our students face-to-face. We are working to take every precaution we can to keep students and staff as safe as possible. Please understand that the COVID-19 crisis continues to evolve within our community, Butler County, and our state. Decisions will be made based upon data and science.

We understand that families need to make plans and want answers. We do not want to provide you with absolutes at this time as we know decisions will likely change. Currently, we are weighing several options: In person (face-to-face) instruction, (knowing that there will be some liability with this choice) or an online option. We have, and may still consider, a blended hybrid learning option that would provide additional safety protocols such as:

- 1. K-5 come back in person (face-to-face) for 2 days a week. Students would rotate in and out. The other 3 days students would participate through online instruction. 6-12 would strictly be online.*
- 2. K-12 would attend 1 day a week in person (face-to-face) 1 day a week. Online instruction would occur on the other 4 days.*
- 3. Lastly, we have, and are still considering, not offering in person education (face-to-face) and opening the school year with all students participating in online instruction.*

Nothing is off the table at this point in time!

It is imperative that families have a back up plan in case we are online and do not offer in person (face-to-face) instruction. We could open our schools and then have to close. COVID-19 can spread more within the next 6 weeks resulting in Talawanda to start with an online program. We will always review data, disease progression, and evaluate our school plans throughout this pandemic. We will also continue to network with the experts on this subject.

We have some more information as a result of our questionnaire, so thank you for your input, as this has helped the district plan better for the 2020-2021 school year. Each school will be sharing building specific information in the coming weeks to help everyone better understand how the school day will go regarding social distancing, hallways, meal times, recess, etc. These plans will be released as we get closer to the start date. We know and believe our plans will change if COVID-19 numbers continue to rise.

The district curriculum team is working on the plans for a district-wide remote learning program in the event that we are completely shut down. We will offer rigorous online instruction that is both synchronous and asynchronous. A Learning Management System (LMS) will be implemented to provide

consistency and communication. Our staff will provide instruction, support, and engage our students. It will look different than the past fourth quarter. Rigor will be increased but it will never be the same as the in person (face-to-face) option. We also know that families will have to work with our staff to ensure that students are participating and are engaged in this learning. The district curriculum team is finishing up the plans for the remote learning option and will be communicating the plan soon in order to identify those students who wish to start the school year learning online. Stay tuned!

You do not have to make a choice today. We will reach out to you when we have more information and the final decision has been made. I believe our plan WILL change as COVID-19 continues to spread. I pray that I am wrong. I also pray that everyone is and stays safe and healthy!

Please know that our team stays in regular communication with Governor DeWine's office, the Ohio Department of Education, and the Butler County Health Department. We will continue to monitor changes with COVID-19, and will adjust school plans as necessary to keep everyone as safe as possible. We also need our families to check our websites, watch our school board meetings online, and use Talawanda's official communication channels as the source of information for the district. There have been social media postings, as well as other communications, that are fabricated, divisive, inaccurate, or designed to instill panic. It is critical that our families have accurate information during this crisis and the best way to receive it is from the district directly. We will be utilizing our parent emails and the district blog on our website heavily in this time.

We need your assistance as well as our community's assistance. We want to open our schools on August 24th. We know that in person (face-to-face) instruction is the best for our students, families, working families, and for the community. We need to keep the virus out of our schools and out of our district. However, the numbers in Butler County, as well as in Talawanda, do not look good. We need the numbers of COVID-19 to flatten and then go down. It will take all of us together to make this happen, ensure that our schools can open in person (face-to-face), and that families, students, and staff are as safe as possible during this crisis. If the COVID-19 virus gets into our schools, we will have to make some difficult decisions. There will be another announcement tomorrow at a county level that will likely disappoint some or many of our students, families and staff. We hope this announcement will help us lower the COVID-19 cases in Butler County so that we may open. Please know that decisions are made in the best interest of everyone's health and safety.

We know these are uncertain times, but we are all in this together. Hang in there! We will get through these unprecedented times with proper planning, patience, and care for one another.

*Thank you.
Ed Theroux
Superintendent*

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TSD Calendar

2020-2021 Talawanda School Calendar

| August 2020 | | | | | | | September 2020 | | | | | | | October 2020 | | | | | | | November 2020 | | | | | | | | |
|---------------|--|----|----|----|----|----------|----------------|-----------------------------------|----|----|----|----|----------|---------------|-----------------------------------|----|----|----|----|----------|---------------|-------------------------------------|----|----|----|----|----------|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | School Days | | | | 5 | Teachers | 20 | School Days | | | | 1 | Teachers | 21 | School Days | | | | 0 | Teachers | 17 | School Days | | | | 1 | Teachers | | |
| 17 | No School - Teacher Work Day | | | | | | 4 | No School - Professional Dev. Day | | | | | | 16 | End of 1st Quarter | | | | | | 3 | No School - Professional Dev. Day | | | | | | | |
| 18 | No School - Teacher Inservice | | | | | | 7 | No School - Labor Day | | | | | | 19 | No School - Fall Break | | | | | | 13 | End of 1st Trimester | | | | | | | |
| 19-21 | No School - Professional Dev. Day (Dist./Bldg. Mtg.) | | | | | | | | | | | | | | | | | | | | 25 | No School - Conference Exchange Day | | | | | | | |
| 24 | All Students First Day | | | | | | | | | | | | | | | | | | | | 26-27 | No School - Thanksgiving Break | | | | | | | |
| December 2020 | | | | | | | January 2021 | | | | | | | February 2021 | | | | | | | March 2021 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | | | | | | | 28 | 29 | 30 | 31 | | | | | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | | | |
| 14 | School Days | | | | 0 | Teachers | 19 | School Days | | | | 0 | Teachers | 18 | School Days | | | | 1 | Teachers | 17 | School Days | | | | 1 | Teachers | | |
| 18 | End of Semester/2nd Quarter | | | | | | 1 | Winter Break | | | | | | 12 | No School - Professional Dev. Day | | | | | | 12 | End of 3rd Quarter | | | | | | | |
| 21 | Winter Break Begins | | | | | | 18 | No School - M.L.K. Day | | | | | | 15 | No School - President's Day | | | | | | 15 | No School - Teacher Work Day | | | | | | | |
| | | | | | | | | | | | | | | 26 | End of 2nd Trimester | | | | | | 22-26 | No School - Spring Break | | | | | | | |
| April 2021 | | | | | | | May 2021 | | | | | | | June 2021 | | | | | | | July 2021 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | 1 | 2 | 3 | | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | | | | |
| 21 | School Days | | | | 0 | Teachers | 18 | School Days | | | | 2 | Teachers | 0 | School Days | | | | 0 | Teachers | 0 | School Days | | | | 0 | Teachers | | |
| 2 | No School - Conference Exchange Day | | | | | | 4 | No School - Professional Dev. Day | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | 27 | Last Day of School | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | 28 | Teacher Work Day | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | 31 | Memorial Day | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|--------------------------|-----|--|----------------------------------|
| School Days | 171 | | School Days |
| Conference Exchange Days | 2 | | Holiday Break - No School |
| Professional Development | 7 | | Grading Periods |
| Teacher In Service Days | 1 | | Teacher Work Day - No School |
| Total Days | 184 | | No School in lieu of Conferences |

BOE Approved: 7/9/20

Pandemic Plan



Talawanda School District

131 W. Chestnut St. Oxford, Ohio 45056
(513) 273-3100 ~ www.talawanda.org

TALAWANDA EMPOWERS!

Talawanda School District 2020-21 SY Opening Plan

The following information will provide you with some of the procedures and requirements that we will put in place to open our schools for the 2020-21 school year. We will follow any changes made by the Governor, Ohio Department of Education, or Butler County Health Department.

Our plan is to open schools for all students PreK-12 according to our calendar. We will provide a second option (remote online learning) for those students who can't or won't be able to attend.

OUR GOAL: To provide parents and families with the safest learning options during this COVID-19 pandemic as possible

The Talawanda School District needs to partner with our families, students, and community during this unprecedented time. There will be risk to have students come back to our buildings for In Person learning. We will offer an online option for those families/students who cannot return.

Keeping our buildings open will require all of us to work together. We need to ensure COVID19 does not get into our buildings. The wearing of masks, increased hygiene and cleaning, social distancing, keeping students and staff at home when ill, and our partnership will help us achieve this goal.

Please note: Talawanda will delay the start of students. **Students will start on Monday, August 24, 2020.** Staff will meet the previous week for professional development, training, and planning purposes in order to be ready to re-open.

PREFACE: All Ohio schools were closed for the remainder of the school calendar beginning on March 10, 2020, by order of the Governor and State Health Commissioner in response to the COVID-19 pandemic. In early June, little guidance was available from the Ohio Department of Education regarding guidelines for school re-opening for the 2020-21 school year. The Butler County superintendents have met to develop a plan with common agreements, as well as meet the unique differences between each district. The Health Department has also been involved in our planning. Like all other districts, the Talawanda School District will submit our plan for opening to the Health Department for approval.

These general principles will guide each school district as they move forward with re-opening schools throughout Butler County:

1. Each school district will implement recommended safety protocols to the highest degree possible;
2. Each school district will work closely with the Butler County Health Department to promote safety in each school building;
3. Each school district will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities.
4. School districts recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.

Six Health Department principles common to all Butler County public school districts:

Guiding Principles for Schools During the COVID-19 Pandemic

- **Distance:** As much social distancing as possible.
- **Time:** Spend as little time close together as possible. Minimize visitors.
- **Hygiene:** Keep hands clean with frequent washing and hand sanitizer
- **Cleaning:** Clean surfaces often, between people
- **Face Coverings:** Keep nose and mouth secretions to yourself by wearing face coverings
- **Screen:** Check daily temperatures, and do symptom checks for those working/entering building

Parent/Family Member Questionnaire:

Talawanda has provided a survey/questionnaire for each family/household via email.

The parent survey indicated the following:

90% of parents/families want students to return to school.

77% of parents/families will return to school if masks are not mandated

380 parents indicated they prefer an online learning platform

708 parents/families would like to use regular bus transportation

There were many comments provided by our families/parents.

Dr. Theroux addressed most of the comments or themes related to the comments as well as the survey results at the July 9, 2020 BOE meeting. You may watch this BOE meeting: <https://www.youtube.com/watch?v=1U5E7uDyo-s&feature=youtu.be>

Our BOE meetings are videotaped and may be found at www.talawanda.org, click on Department tab, click on Board of Education, click on the date of the BOE link that you would like to view.

July 9, 2020 Board of Education Meeting

<https://www.youtube.com/watch?v=1U5E7uDyo-s&feature=youtu.be>

The Board of Education voted to approve 2 options for the 2020-21 School Year. Students will come to school in an in person education or participate in an online option.

1. Option 1: Face to Face School or In Person

- a. As much social distancing as possible on the bus and at school. Please recognize that buses and classrooms are small and prohibit 6-feet of social distancing.
- b. Increased cleaning of schools and buses.
- c. Employees will wear masks.
- d. ALL students will wear masks at school and on the bus. Masks must be appropriate and follow all policies and Code of Conduct. Exemptions will be made by administrators if a student has a documented need. Families will need to contact the administrators if a child has a documented need.
- e. Plan approved by Butler Health Department and meets ODE, City, Townships, and Governor's requirements.

- f. Professional Development for staff on COVID19, expectations, and cleaning.
- g. No visitors allowed unless the administration approves.
- h. Daily temperature checks required for both students and staff.
- i. Staff and students who are sick are not to come to school.
- j. Sanitizer provided at school with increased emphasis on hand-washing and not touching face.
- k. Individual building procedures to maximize safety, health, and welfare of both students and staff while providing outstanding education.
- l. Canceling clubs and extracurriculars identified by administration for the 1st quarter. Based upon conditions, decisions will be made for the rest of the school year.
- m. Not allowing facility rentals or usage unless administrator approval is gained.
- n. Field trips and other excursions to be limited or prohibited. Administration to make final decisions.
- o. Lunches in the cafeteria will maximize social distancing as much as possible. Lunches will look different. Each building will develop its own lunch process based upon space and needs.
- p. HVAC systems and filters are monitored consistently to ensure adequate air flow.
- q. We will continue to monitor the situation and make changes are needed or required.

2. Option 2: Online

- a. Students who can't or won't return to school will be offered this option.
- b. Students will work at home.
- c. Talawanda will continue to provide the computer or IPAD for online learning.
- d. Some of the options that we are looking at include: Butler County Educational Service Center (BCESC) is offering 2 possibilities: 1. BCESC will provide the teacher, oversight, and the learning platform 2. Talawanda and other districts provide teachers and BCESC provides oversight and the learning platform. Talawanda is also exploring if we can purchase the learning platforms and use or own teachers to provide the online learning. We are looking at all options. We also want to ensure we have rigor to this online learning but also maintain fiscal responsibility to our taxpayers.

d. More details will come towards the beginning of the school year about this option, platforms to be used, and expectations for the online option.

Please have a back up plan in case Talawanda School District would need to close classroom(s), building(s), or the district.

Our plan will need our families, students, and staff to work together to stop the spread of COVID-19 and keep our buildings open and operational. We need your support.

The Board also approved that all students and staff will wear masks on the bus as well as at school

Open enrolled students will NOT be provided transportation.

Communications when a student/staff member has been diagnosed with a COVID 19 positive case:

Talawanda staff is required and will maintain confidentiality as required by law. Personal information including names of students/staff will not be shared with the parents and community if the person tested positive for COVID-19.

Communication will be developed with the Health Department's involvement. A common template will be communicated to include the following:

- Specify to parents which classroom the confirmed case was in (ex. Mr. Smith).
- Symptoms to watch for.
- Direction to contact your doctor immediately if symptoms develop or take your child to the nearest care center.
- You will also be notified directly if your child will need to quarantine for 14 days.
- Other Information as needed.

More generalized statements to the building staff will be made.

- The school district is cooperating with the Health Department's work in social tracing.
- A 14-day quarantine will be required of any student who tests positive with COVID-19 and anyone who is determined to have "exposure" as determined by the Health Department.
- The Butler County Health Department will provide information and support for the school district to use in the letter. It will explain/define what is considered "exposure" to COVID-19 that will result in quarantine.
- Other information as needed.

Parents/Family Members: If at any time during the school year, your child or family member or people you live with or have direct contact with tests positive for COVID-19, we need you to notify your building administrator or secretary as soon as possible. This will allow us the ability to plan and ensure a safe building and classroom.

Temperature and Wellness Checks:

We need your partnership in this area.

Families will need to check their child(ren) daily. Students must be well. Any student with an illness, not feeling well, a fever, or possessing COVID19 or other health issues need to stay home.

We want to keep our buildings open. We want to ensure that we stop the COVID19 virus from getting into our buildings and we have to shut down our schools. We know this is an inconvenience to our families by having students stay home. Families and parents have to work. Please have a back up plan so your child(ren) may stay home when ill. The alternative such as having the COVID19 virus spread within our schools would end up being more of an inconvenience to our families/parents if we had to shut down for extended periods or to close for the year. Please help us keep our buildings open. We know face to face or in person instruction is the best method.

Student Health Issues that are NOT COVID-19 Related: *It is imperative that the families and Talawanda staff jointly work together to reduce and eliminate the chance for COVID-19 to enter and spread within our buildings. If your child is ill, please keep your child home. We know this is an inconvenience to families. However, if the illness is COVID-19, we all may be more inconvenienced by having a classroom, building, and/or district closed for 14 days or more. We want to keep our schools operational. Thank you for your cooperation.*

Possible COVID-19:

- Students are not to return to school with temperatures greater than 99 degrees for 72 hours (3 Full Days) without any medication to lower the fever **AND** improvement of all other symptoms for 72 hours (3 Full Days) **AND** at least ten days have passed since symptoms started.
- Temperatures will be taken upon return.
- If a student tests positive for COVID-19, they and their families will be quarantined for 14 days. The Butler County Health Department will perform all contact tracing.
- If it is COVID-19, the Health Department will determine when students and staff may return to school.
- To return to school the child must be transported to school by the parent and must be checked by the school nurse.

Student Illness at School During the School Day:

- Talawanda nurses will treat all students. Parents/Family Members will be contacted pending illness and treatment.

- Students with symptoms and/or fever will be isolated.
- Students with fevers or other symptoms will be required to wear a mask until the student is picked up from school by the parent/guardian.

Parents/Family Members will be required to pick up their child immediately.

Procedures for a possible COVID-19 case

- If a student presents at school with possible symptoms, the student will be sent to an area designated for isolation and have limited contact.
- District/School nurse or staff will conduct a health screening.
- Parents/Guardians will be notified to pick up their child immediately.
- Parents/Guardians should notify their pediatrician office immediately and follow their instructions.
- Districts/Schools will notify the Health Department .
- If the student tests positive for COVID-19, the Health Department will notify the District/School and assist in any unmet needs.
 - Districts/Schools will work with the Health Department to determine how/when students may return to school.
- If the student tests negative for COVID-19:
 - Students must be fever free (without medication) for 72 hours.
 - Students must be free of any symptom of an illness that can be spread to others.
- The Health Department will conduct contact tracing for ALL positive COVID-19 cases.
- The Health Department will determine when staff or students may return to school.

If a student or staff member has a family member (living in the same house) that has tested positive for COVID-19 or has been advised by a physician or Butler Co. Health Dept. official to self-quarantine due to COVID-19:

- Students and staff may not enter the school building.
 - Students may begin remote learning.
- Staff members will notify the principal or immediate supervisor.
- The District/School will work with the Health Department to support students and staff members with any unmet needs.
- The Health Department will provide guidance as to when the student or staff may return to work.

Possible Symptoms of COVID-19:

- Fever or feeling feverish
- Chills
- A new cough or continued cough
- Shortness of breath
- A new or persistent sore throat
- New muscle aches
- New Headache
- New loss of smell or taste

Staff Health Issues that are NOT COVID-19 Related::

- Staff will be required to take their temperature daily by completing the Google Sheet.
- Buildings to identify a person to check the staff temperature sheet.
- Staff will go home/not come to school if there are any COVID-19 symptoms or a fever.

Possible COVID-19:

Staff are not to return to school with temperatures greater than 99 degrees for 72 hours (3 Full Days) without any medication to lower the fever **AND** improvement of all other symptoms for 72 hours (3 Full Days) **AND** at least ten days have passed since symptoms started.

- Temperatures will be taken upon return.
If a staff tests positive for COVID-19, they and their families will be quarantined for 14 days. The Health Department will perform all contact tracing.
- Staff will be required to wear masks in common areas such as hallways, cafeteria, playground, workroom, and when the staff member is less than 6 feet apart from a student or staff member.

If a staff member presents with possible symptoms BEFORE school:

- The staff member will notify the principal or immediate supervisor of illness.
- The staff member will stay home and not come to school.
- The staff member will notify their primary physician office and follow their instructions.
- The District/School will notify the Health Department.
- If it is Covid19, the Health Department will determine when students and staff may return.

If a staff member presents with possible symptoms DURING school:

- The staff member will notify the principal or immediate supervisor.
- The staff member will leave the school.
- The staff member will notify their primary physician office and follow their instructions.
- The District/School will notify the Health Department.
- The Health Department will determine when students and staff may return.

If the staff member tests positive for COVID-19, the Health Department will notify the District/School and assist in any unmet needs.

- Districts/Schools will work with the Health Department to determine how/when staff members may return to school.
- The Health Department will conduct contact tracing for ALL positive COVID-19 cases.
- The Health Department will determine when students and staff may return.

If a student or staff member has a family member (living in the same house) that has tested positive for COVID-19 or has been advised by a physician or Health Department official to self-quarantine due to COVID-19:

- Students and staff may not enter the school building.
 - Student may begin remote learning.

- Staff members will notify the principal or immediate supervisor.
- The District/School will work with the Health Department to support students and staff members with any unmet needs.
- The Health Department will determine when students and staff may return.

Food Service:

- Talawanda will offer food service. Logistics will be determined by each building in compliance with Health Department based on:
 - Limiting capacity as much as possible while providing as much social distance as possible.
 - Limiting to having no self-service.
 - Individual condiments.
 - Having less student contact with food items as much as possible.
- Encourage students to social distance within the cafeteria.
- Tables will be wiped down between lunch groups.
- Parties will not be allowed.

Classroom Occupancy and Information:

- Students will sit as far apart as possible. In most classrooms 6 feet of social distancing between desks will not occur due to the limited sizes of the classrooms. Most students will be spread apart 2 to 3 feet within a classroom. This will be based upon the size of the classroom and also instruction needed. Some students will require 1:1 or small group instruction.
- Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible.
- Face coverings are **REQUIRED** for all students.
- School employees will be **REQUIRED** to use a face covering when they are within six feet of students.
- Mask breaks will be possible and determined by the teacher when safety can be assured.
- Talawanda will provide 2 masks to families and staff. Students and staff may purchase their own masks.
- Individual buildings will develop and implement their safety procedures and protocols.
- Students will be encouraged to maintain social distancing at all times.
- Due to having all students and staff return, it is not possible to guarantee the spread of the COVID-19. We need everyone to partner with us to make our schools as safe as possible. We encourage all students to wear masks.
- Talawanda will have the classrooms cleaned every evening.

Building and Space Issues during COVID-19:

Lounges and workrooms will have limited occupancy to being closed.

No more than 2-3 staff members at a time will be allowed to work in the areas to limit contact.

Staff will eat lunches in their classrooms or other areas while maintaining social distancing of 6

feet

Staff will attempt to minimize the amount of people in meetings and gatherings (i.e. Google Hangout or Zoom meetings)

There will not be any large group gatherings or assemblies.

Remote Online Learning or In Person Learning:

- Talawanda will offer remote learning for parents who do not wish to or can't send their child to school.
- Parents may choose one of these two options:
 1. Send their child to school (assume some level of risk); or
 2. Agree to remote online learning from home.

Note: Students will not be permitted to come in and out of remote learning. Students will need to stay in the online platform until the end of semester before being able to change. Administrators need to be contacted at least 5 days in advance (at the end of the semester) if the student will be changing options. Administrators will make all final decisions.

Visitors/Volunteers/Lunches/Parties with Students:

- Talawanda School District will not allow visitors, volunteers, lunches with students, and parties. Principals and administration will make all final decisions.
 - Visitors are discouraged from being in school district facilities. However, we know there will be times where a visitor will need to come for an IEP or 504 meeting.
 - Safety protocols such as taking temperatures will be implemented for all visitors.
- Conducting a visitor health screening checklist (Appendix A & Appendix B) will be done for any visitor.
- Substitute teachers will be trained on District/School Safety procedures and will be expected to follow all current safety procedures implemented by the District/School.
- Parties will not be allowed.

***Any adult in the building MUST wear a mask unless otherwise approved by administration.**

Transportation

- Talawanda will allow two students per seat and in some instances three students if the children are younger and therefore smaller.
- We will attempt to seat siblings together.
- Seating charts are recommended to assist with contact tracing if that is needed.
- Face masks are **REQUIRED** for drivers and **REQUIRED** for students.
- In the event state policies require school districts to use alternative schedules, Talawanda may adopt minimum requirements for transportation to reduce the number of students who are eligible for school district transportation.

- Buses will be cleaned at least two times a day (during break and at the end of the day to prepare the bus for the next day's trips).
- Students will **not** be allowed to change buses. Parents/Families will need to establish one pick up and one drop off location. We need to lower the number of students coming into contact with each other as much as possible. We also need to know students on each bus in case contact tracing is needed. We need and want to keep all of our students safe.
- ***Open Enrolled students will NOT be provided bus transportation.***

Typical School Day (Draft):

- Students will be **REQUIRED** to wear masks. Keeping students and staff safe is the highest priority. Keeping the COVID-19 virus out of the classroom, bus, and building will keep our classrooms, buildings, and district open. This is a partnership between families, students, and staff. Any illness brought into our district could result in the district/building/classroom closing that results in online instruction. We believe and know FACE to FACE or In Person instruction is the best. Help us keep our buildings and district open.
- Students will remain in their classroom during the day and avoid moving around unless necessary.
- Staff will limit movement within the building as much as possible.
- Procedures to move within the building will be established and shared with students.
- Frequently clean high touch areas throughout the school day:
 - Stair handrails
 - Door handles
 - Counters (especially in labs)
 - Desks
 - Tables
 - Chairs
 - Bathrooms
 - Computers (if shared)
 - Books (if shared)
- Cleaning classroom desks and chairs when a new group of students or teacher will be using the room:
 - Students, teachers, staff, and custodians will be asked to clean their own areas before leaving the classroom, work station, or area.
- Extra cleaning after the school day will be done by our custodians to prepare the environment for the next school day.
- Staff will limit community supplies and equipment (library books, lab equipment) as much as possible.
- Consistent use of current cleaning products approved by our district that meet COVID-19 recommendations.

Recess:

- Talawanda School District will make every effort to maintain consistency with other safety procedures.
- This may mean that districts will limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- We will work toward “structured” recess activities such as nature walks that limit students’ physical contact with others.
- Students must sanitize their hands after recess.
- Parents may “opt out” of recess.
 - There is a risk for students to participate in recess

Field Trips:

Talawanda will not have any field trips unless specifically approved by the Superintendent or designee.

Athletics and ExtraCurricular Activities:

OHSAA, the Governor, Health Department, and district will follow all required recommendations. Decisions may change throughout the school year. The plan will be to allow activities that meet the criteria established. Social distancing and sanitation will be emphasized. The administration and Athletic Director will make the final decisions.

Student Athletes and Coaches will be required to complete wellness checks. Student Athletes and Coaches will not participate if the student athlete or coach is ill or not well.

Student Athletes and Coaches will need to report COVID19 symptoms or a COVID diagnosis to both the Talawanda School District and the Butler County Health Department.

- Contact will be permitted, but athletes and coaches must maintain 6 feet distance from each other whenever possible and as permitted by the nature of the sport or drill.
- Athletes may not gather in large groups prior to or after practices. No team huddles!
- Every athlete and coach will be encouraged to hand sanitizer as well as follow all hygiene protocols at all times..
- Athletes must bring their own water bottle with their name clearly marked. The water fountains have been turned off. Water will not be provided by the school.
- Locker rooms will not be available. A small bag is permitted to carry items needed for training. All personal items must be taken home and cleaned daily. Athletes must disinfect the equipment after every use.
- Coaches will wear masks.
- Student Athletes will wear masks when it is safe and workouts are not being conducted
- No spitting, eating seeds or chewing gum during practices and workouts.
- Vulnerable individuals should not participate in any practices or workouts.

In addition, we will continue to enforce these general guidelines related to our facilities:

- General cleaning and disinfecting will take place daily and in between practices.
- Weight Room equipment will continue to be sanitized after every use. Wipes will be available.
- Sanitation stations will be available at the entry to each facility or practice space. Stations will include hand sanitizer, masks on an ‘as need’ basis, and disinfecting wipes.
- Wherever possible, traffic patterns for entry, exit, and during training sessions will be established to help maximize social distancing.
- Alumni are not permitted to participate in practices or use school facilities at this time.
- Spectators will be limited. Administration to determine.

Thank you for your time. We want to keep all students safe. We know face to face classroom education is the best and most important. While there will be no guarantee to stop COVID-19 from entering our buildings and possibly infecting our students and staff, we will do our best to ensure a safe environment as recommended by our Health Department.

Maintenance:

1. Maintenance Department will check and maintain HVAC systems and filter changes to include infra-red air filters and modified handling devices for HVAC systems to ensure increased air circulation and cleaner bacteria-free air flows throughout the school buildings
2. Custodian and Maintenance staff will be trained on COVID-19 procedures and cleaning schedules.

Facilities Use:

Due to the need to keep Talawanda safe and clean, our facilities will limit or prohibit all extra curricular activities and rentals. Any use of or facilities including rentals by outside agencies need to be approved by administration with the guarantee that COVID-19 procedures and protocols will be adhered to during the usage. We will review the use of the facilities and will adjust this based upon the Governor, OHSAA, Butler Health Department, City of Oxford, Board of Education, ODE, OHSAA, and other agencies. While an initial acceptance to rent or use our facilities, Talawanda School District may alter, change, or end the facility usage at any time. Spectators will be limited. Talawanda Administration will determine.

Plans Are Subject to Change by TSD:

All of these terms may change pending what occurs with the COVID-19 pandemic. We will notify you of any changes. We will do our best to keep your child safe. There are no guarantees that COVID-19 will not spread. We need your partnership to limit the possibility of the COVID-19 spread.

Visitor and Employee Health Screening Checklist

This health screening will be conducted each time employees or visitors enter the building.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please check off if you have any of the following symptoms:

Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New Headache?
- New loss of smell or taste?

If you checked off any of the following symptoms, please leave immediately and contact us through phone or email.

Name

Date

