

# Clay Community Schools 2020-21 School Year Roadmap

**Clay** COMMUNITY  
SCHOOLS  
A GREAT PLACE TO LEARN & WORK









Revised September 21, 2020

Clay Community Schools (CCS) is committed to providing a safe and robust learning and working environment for its students and employees. CCS believes the most vibrant and effective learning platform is traditional, in-person education between the teacher and student, and it is the school corporation's desire to open its buildings to students and employees as long as it is safe to do so. Vigorous and enhanced eLearning instruction has been developed as well as a virtual school option.

Several documents\* and resources were utilized to develop the CCS 2020-21 School Year Roadmap. The fluidity of the present pandemic and the need for revisions are discussed in many documents that provide guidance for public schools. This will be applicable to the CCS Roadmap as well; therefore, the CCS Roadmap is a working document, and the Administration is provided latitude from the CCS Board of Trustees to modify and revise the Roadmap as conditions, needs, and requirements change. CCS will work closely with the local health officials, the Indiana Department of Education, and other state agencies to make and alter decisions throughout the school year.


\*Indiana's Consideration for Learning and Safe Schools (IN-CLASS) COVID-19 Health and Safety Re-entry Guidance was utilized as a primary resource and Georgia's Pathway to Recovery for K-12 Students was utilized as a template. The IN-CLASS document was developed in coordination with the Indiana Department of Education, the Indiana Department of Health (IDH), and the Governor's Office. The following is included on page 3 of the IN-CLASS document: "IN-CLASS considerations are based on recommendations and/or statute. Due to capacity and resource limitations, not all districts and schools will be able to address or implement all the considerations listed. Districts and schools should use this document as a guide and consult with local health departments to secure contact information from their public health nurse or local health officer. In addition, relevant stakeholders and local legal counsel should be consulted to determine which considerations are feasible and the most appropriate way to proceed." Therefore, modifications to the CCS Roadmap will be made when necessary, and the CCS Roadmap has been reviewed and approved by legal counsel and the Clay County Health Officials. Information from the IDH Color-code System was used for the September 1, 2020, Roadmap revision.

**Definitions**

<p><b>Face Coverings &amp; Social Distancing</b></p> 	<p>Face coverings can include masks and shields. When worn, the mouth and nose should be covered. Proper usage, removal, and cleaning of face coverings should be practiced. Name badges may be required for anyone wearing a face covering in the schools. Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p> <p>When possible, six feet of social distancing practices are encouraged by everyone attending, working in, or visiting the schools.</p> <p>&gt; <a href="#">CDC Guidance</a>  <a href="#">Back-to-School Face Covering Guidance for Families Form the Indiana Department of Education</a></p>	<p><b>Hand Sanitizer &amp; Hand Washing</b></p> 	<p>Hand sanitizers and soap dispensers are available in all schools. Students and employees will be trained on proper handwashing techniques, and these should be practiced.</p> <p>&gt; <a href="#">CDC Guidance</a></p>	<p><b>Clean/Disinfect</b></p> 	<p>Custodial and kitchen staff and other applicable employees will be trained on the safe and correct applications and storage of disinfectants, cleaning agents, etc.</p> <p>&gt; <a href="#">CDC Guidance</a></p>
<p><b>CCS Traditional, In-person Instruction</b></p> 	<p>Direct classroom instruction provided by CCS teachers</p>	<p><b>CCS e-Learning</b></p> 	<p>Remote instruction, via the Internet, conducted by CCS teachers</p>	<p><b>CCS Virtual Academy</b></p> 	<p>Remote instruction provided by CCS teachers in grades K-6 and non-CCS teachers in grades 7-12, with oversight by CCS</p>

## Addressing Community Spread

LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY THE INDIANA STATE DEPARTMENT OF HEALTH,  
CLAY COUNTY HEALTH DEPARTMENT, CLAY COUNTY HEALTH OFFICER, and/or CLAY COUNTY PUBLIC  
HEALTH NURSE ADMINISTRATOR)

Risk Level	Minimal Spread (Blue)	Moderate Spread (Yellow)	Moderate to High Spread (Orange)	High Spread (Red)
<p><i>Color-coded system based on ISDH guidelines announced on August 26, 2020, by Dr. Box.</i></p> 	<ul style="list-style-type: none"> <li>Coordinate and cooperate with local and/or state health department officials</li> <li>If possible, schools operate in-person but limit activities where social distancing is not feasible</li> <li>Implement eLearning and virtual school options for schools that are closed</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>*Face coverings may be required for all students, employees, and visitors</li> <li>Establish a protocol for students and employees who feel ill/experience symptoms when they come to school</li> <li>Consider ways to accommodate needs of children, employees, and families at higher risk for severe illness</li> </ul> <p><i>CCS has the authority and flexibility to close school buildings and utilize distance/remote learning as needed.</i></p> <p>*Face covering exceptions will be</p>	<ul style="list-style-type: none"> <li>Coordinate and cooperate with local and/or state health department officials</li> <li>If possible, schools operate in-person but increase vigilance in distancing, hand hygiene, and masks</li> <li>Implement eLearning and virtual school options for schools that are closed</li> <li>Implement social distancing practices, as practical</li> <li>*Face coverings required for all students, employees, and visitors</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>Establish a protocol for students and employees who feel ill/experience symptoms when they come to school</li> <li>Isolate and deep clean impacted classrooms and spaces</li> <li>Consider ways to accommodate needs of children, employees, and families at higher risk for severe illness</li> </ul> <p><i>CCS has the authority and flexibility to close school buildings and utilize</i></p>	<ul style="list-style-type: none"> <li>Coordinate and cooperate with local and/or state health department officials</li> <li>If possible, operate elementary schools in-person; consider hybrid learning for middle and high schools</li> <li>Implement eLearning and virtual school options for schools that are closed</li> <li>Implement social distancing practices, as practical</li> <li>*Face coverings required for all students, employees, and visitors</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>Establish a protocol for students and employees who feel ill/experience symptoms when they come to school</li> <li>Isolate and deep clean impacted classrooms and spaces</li> <li>Consider ways to accommodate needs of children, employees, and families at higher risk for severe illness</li> </ul> <p><i>CCS has the authority and flexibility to close school buildings and utilize</i></p>	<p><b>School buildings may be closed.</b></p> <ul style="list-style-type: none"> <li>Coordinate and cooperate with local and/or state health department officials</li> <li>If possible, operate elementary schools in-person; consider eLearning for middle and secondary schools</li> <li>Implement eLearning and virtual school options for schools that are closed</li> <li>Close off affected areas and, if possible, wait 24 hours before cleaning and disinfecting</li> <li>Consider ways to accommodate needs of children, employees, and families at higher risk for severe illness</li> <li>Provide pick-up meal opportunities for students impacted by school closures</li> <li>*Face coverings required for all employees and visitors.</li> </ul> <p><i>CCS has the authority and flexibility to close school buildings and utilize distance/remote learning as needed.</i></p> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social</p>

	<p>provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>	<p><i>distance/remote learning as needed.</i></p> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>	<p><i>distance/remote learning as needed.</i></p> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>	<p>distancing can be maintained</p>	
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	<b>Minimal Spread (Blue)</b>	<b>Moderate Spread (Yellow)</b>	<b>Moderate to High Spread (Orange)</b>	<b>High Spread (Red)</b>
<p data-bbox="100 259 241 332"><b>Preventive Measures</b></p> 	<p data-bbox="304 235 619 259"><b>District/School Considerations:</b></p> <ul data-bbox="346 267 703 1510" style="list-style-type: none"> <li>• Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• At-home self-screening requirements for students and employees will be disseminated</li> <li>• Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans</li> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.</li> <li>• Clean/disinfect frequently touched surfaces at least daily and shared objects more frequently</li> <li>• Allow students and employees to bring hand sanitizer, wipes, and face coverings to use from home</li> <li>• Allow students and staff to wear face covering, and other appropriate PPEs, as desired – *Face coverings may be required</li> <li>• Take steps to ensure all water systems and features are safe, and allow students and staff to bring water bottles from home</li> <li>• Ensure ventilation systems operate properly and increase circulation of outdoor air as</li> </ul>	<p data-bbox="732 235 1047 259"><b>District/School Considerations:</b></p> <ul data-bbox="774 267 1131 1510" style="list-style-type: none"> <li>• Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• At-home self-screening requirements for students and employees will be disseminated</li> <li>• Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans</li> <li>• Post signage to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>• 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bottles from home</li> </ul>

	<p>much as possible, as long as this does not pose a safety or health risk to students or staff</p> <ul style="list-style-type: none"> <li>• Conduct deep cleaning of schools and buses prior to students/staff returning; schedule cleanings during weekends or school holidays/breaks, if necessary</li> </ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.  <a href="#">COVID-19 Screening for Parents from Indiana Department of Health</a></p>	<p>increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff</p> <ul style="list-style-type: none"> <li>• Conduct deep cleaning of schools and buses prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks, if necessary</li> </ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.  <a href="#">COVID-19 Screening for Parents from Indiana Department of Health</a></p>	<p>increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff</p> <ul style="list-style-type: none"> <li>• Conduct deep cleaning of schools and buses prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks, if necessary</li> </ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.  <a href="#">COVID-19 Screening for Parents from Indiana Department of Health</a></p>	<ul style="list-style-type: none"> <li>• Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff</li> <li>• Conduct deep cleaning of schools and buses prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks, if necessary</li> </ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.  <a href="#">COVID-19 Screening for Parents from Indiana Department of Health</a></p>
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## Teaching and Learning



### District/School Considerations:

#### Traditional Instructional Model

- Teachers can conduct traditional classroom instructional practices, while utilizing social distancing and the wearing of face coverings, if mandated or if social distancing cannot be maintained
- Provide hand sanitizer for students and staff
- Conduct cleaning of classrooms and high-touch surfaces each day
- P.E. equipment and recess equipment may be used; equipment should be sanitized daily
- Students in P.E. classes and at recess may remove face coverings when outdoors or when maintaining social distancing indoors

#### CCS Virtual Academy

- Provide as an option

#### Additional efforts:

- Utilize formative assessment data
- Targeted interventions and additional instructional support to:
  - Students at-risk of not graduating on time
  - Students with disabilities
  - Students who struggled during the prior eLearning environment
  - Other students identified as being behind academically
- Address learning loss:
  - Provide extended

### District/School Considerations:

*Utilize all "Additional efforts" strategies listed in the Blue Column of Teaching and Learning*

#### Traditional Instructional Model

- Use the master schedule to balance class numbers as much as possible
- Review plans and services related to students with special needs
- Remove unneeded desks and furniture in classrooms; maximize social distancing (to the extent practicable)
- Rearrange desks to increase space between students
- Face desks in the same direction
- Require students to remain seated in the classroom, as practical, and use assigned seats
- Limit physical interaction through partner or group work
- Establish distance between the teacher's desk/board and students' desks
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
- If possible, have elementary students remain in the same classroom and have special teachers move from room-to-room
- Provide hand sanitizer for students and staff

### District/School Considerations:

*Utilize all "Additional efforts" strategies listed in the Blue Column of Teaching and Learning*

- Use the master schedule to balance class numbers as much as possible
- If practical, maintain traditional in-person model in elementary schools
- If necessary, implement hybrid learning model for middle and secondary schools
- Review plans and services related to students with special needs
- Remove unneeded desks and furniture in classrooms; maximize social distancing (to the extent practicable)
- Rearrange desks to increase space between students
- Face desks in the same direction
- Require students to remain seated in the classroom, as practical, and use assigned seats
- Limit physical interaction through partner or group work
- Establish distance between the teacher's desk/board and students' desks
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
- If possible, have

### School buildings may be closed.

#### District/School Considerations:

*Utilize all "Additional efforts" strategies listed in the Blue Column of Teaching and Learning*

- Where applicable, implement traditional in-person learning, hybrid model, or eLearning platform.
- Use the master schedule to balance class numbers as much as possible
- Provide CCS Virtual Academy opportunities
- Review plans and services related to students with special needs
- Regular teacher check-ins with students are encouraged
- Remove unneeded desks and furniture in classrooms; maximize social distancing (to the extent practicable)
- Rearrange desks to increase space between students
- Face desks in the same direction
- Require students to remain seated in the classroom, as practical, and use assigned seats
- Limit physical interaction through partner or group work
- Establish distance between the teacher's desk/board and students' desks
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for



	<p>learning opportunities and remedial programs</p> <ul style="list-style-type: none"> <li>○ Consider review lessons at the beginning of school and after extended eLearning days</li> <li>○ Provide additional instructional time at the elementary level dedicated to English/language arts and math lessons</li> </ul> <p><a href="#">CCS Virtual Academy</a></p>	<ul style="list-style-type: none"> <li>• Conduct cleaning of classrooms and high-touch areas throughout the day</li> <li>• P.E., band, choir, and other similar subjects can conduct traditional lessons as long as social distancing is practiced and face coverings (masks or shields) are worn</li> <li>• Face coverings should be worn by teachers working in situations where social distancing cannot be practiced (small groups, etc.)</li> <li>• Move classes outdoors, if practical</li> <li>• Sharing of supplies between students should be extremely limited, and shared supplies should be cleaned after each usage</li> <li>• Utilize APEX for credit recovery</li> </ul> <p>CCS Virtual Academy</p> <ul style="list-style-type: none"> <li>• Provide as an option</li> </ul> <p><a href="#">CCS Virtual Academy</a></p>	<p>elementary students remain in the same classroom and have special teachers move from room-to-room</p> <ul style="list-style-type: none"> <li>• Provide hand sanitizer for students and staff</li> <li>• Conduct cleaning of classrooms and high-touch areas throughout the day</li> <li>• Limit P.E., band, choir, and other similar subjects to in-class instructional lessons</li> <li>• Face coverings should be worn by teachers working in situations where social distancing cannot be practiced (small groups, etc.)</li> <li>• Move classes outdoors, if practical</li> <li>• Sharing of supplies between students should be extremely limited, and shared supplies should be cleaned after each usage</li> <li>• Utilize APEX for credit recovery</li> </ul> <p>CCS Virtual Academy</p> <ul style="list-style-type: none"> <li>• Provide as an option</li> </ul> <p><a href="#">CCS Virtual Academy</a></p>	<p>social distancing</p> <ul style="list-style-type: none"> <li>• If possible, have elementary students remain in the same classroom and have special teachers move from room-to-room</li> <li>• Provide hand sanitizer for students and staff</li> <li>• Conduct cleaning of classrooms and high-touch areas throughout the day</li> <li>• Limit P.E., band, choir, and other similar subjects to in-class instructional lessons</li> <li>• Face coverings should be worn by teachers working in situations where social distancing cannot be practiced (small groups, etc.)</li> <li>• Move classes outdoors, if practical</li> <li>• Sharing of supplies between students should be extremely limited, and shared supplies should be cleaned after each usage</li> <li>• Utilize APEX for credit recovery</li> </ul> <p>Professional Development (PD)</p> <ul style="list-style-type: none"> <li>• Develop and plan PD activities in a remote platform</li> <li>• Develop and plan PD activities in smaller group settings when teachers return to work</li> </ul> <p>Technology</p> <ul style="list-style-type: none"> <li>• Communicate Chromebook repair contacts and protocols</li> <li>• Provide information on community Wi-Fi access points</li> <li>• Utilize Chromebooks and Canvas for eLearning delivery</li> </ul> <p><a href="#">CCS eLearning</a> <a href="#">CCS Virtual Academy</a></p>
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## Transitioning



### District/School Considerations:

- Implement standard operating procedures while taking preventative measures such as:
  - Allow students and staff to wear face coverings – \*Face coverings may be required
  - Conduct cleaning of hallways and high-touch surfaces throughout the school day
- Designate areas of the hallway to walk to keep students separated (to the extent practical)
- Develop plans and procedures, at each school, for students entering and exiting the building at the beginning and end of the day

\*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.

### District/School Considerations:

- Limit mixing between groups (to the extent practicable)
- \*Face coverings required for all students and employees
- Designate areas of the hallway to walk to keep students separated (to the extent practical)
- Conduct cleaning of hallways and high-touch surfaces throughout the school day
- For class changes and other transitions throughout the school day:
  - Consider providing additional time for transitions
  - Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students, if practical
  - Consider staggered class changes to decrease number of students in hallways at one time
  - If possible,

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### School buildings may be closed.

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  - Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students, if practical
  - Consider staggered class changes to decrease number of students in hallways at one time
  - If possible, have elementary students

		<p>have elementary students remain in the same classroom and have special teachers move from room-to-room</p> <ul style="list-style-type: none"> <li>○ Outdoor playground equipment may be closed or used on a rotating basis to provide time for cleaning</li> </ul> <ul style="list-style-type: none"> <li>• Develop restroom and water break guidelines and procedures at each building</li> <li>• Develop outdoor recess guidelines and procedures at each building</li> </ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>	<p>have elementary students remain in the same classroom and have special teachers move from room-to-room</p> <ul style="list-style-type: none"> <li>○ Outdoor playground equipment may be closed or used on a rotating basis to provide time for cleaning</li> </ul> <ul style="list-style-type: none"> <li>• Develop restroom and water break guidelines and procedures at each building</li> <li>• Develop outdoor recess guidelines and procedures at each building</li> </ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>	<p>remain in the same classroom and have special teachers move from room-to-room</p> <ul style="list-style-type: none"> <li>○ Outdoor playground equipment may be closed or used on a rotating basis to provide time for cleaning</li> </ul> <ul style="list-style-type: none"> <li>• Develop restroom and water break guidelines and procedures at each building</li> <li>• Develop outdoor recess guidelines and procedures at each building</li> </ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>
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**Transportation**



**District/School Considerations:**

- Implement standard operating procedures while taking preventative measures:
  - Provide hand sanitizer for students and bus drivers
  - Allow bus drivers and students to wear face coverings—  
\*Face coverings may be required
  - Limit field trips (to areas of limited/low transmission)
  - Inspect buses prior to students returning and as part of a regular rotation
  - Clean and disinfect frequently touched surfaces on the bus at least daily
  - Assign seats for students

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**District/School Considerations:**

- Provide hand sanitizer for students and bus drivers
- \*Face coverings required for all students and bus drivers
- Encourage self-screening practices of students and bus drivers for symptoms of illness and utilize spaced seating (to the extent practicable)
- Assign seats for students
- Implement social distancing practices, as practical
- Assign students to a single bus, if practical
- Eliminate field trips
- Clean and disinfect frequently touched surfaces on the bus at least daily
- Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households, if practical
- Encourage parents to drop-off and pick-up their children to and from school
- Review athletic, band, and ECA trips with building principals and ADs

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- Assign seats for students
- Implement social distancing practices, as practical
- Assign students to a single bus, if practical
- Eliminate field trips
- Clean and disinfect frequently touched surfaces on the bus at least daily
- Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households, if practical
- Encourage parents to drop-off and pick-up their children to and from school
- Extra-curricular activities will be canceled/postponed

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## Meals



### District/School Considerations:

- Implement standard operating procedures while taking preventative measures such as:
  - Provide hand sanitizer for students and staff
  - Allow student hand washing before and after meal service
  - Allow students and staff to wear face coverings while in large group gatherings – \*Face coverings may be required
  - Conduct cleaning of cafeterias and high-touch surfaces throughout the school day
  - Consider using disposable plates and utensils
  - Consider having a supply of pre-packaged meals on-hand
  - Bottled water may be served with meals
- Provide pick-up meal opportunities for virtual academy students and those impacted by school closures and hybrid learning

\*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.

### District/School Considerations:

- Allow student hand washing before and after meal service
- Provide hand sanitizer for students and staff
- Provide pick-up meal opportunities for virtual academy students and those impacted by school closures and hybrid learning
- If possible, use disposable plates, utensils, etc.
- Designate areas to enter the cafeteria and serving lines (to the extent practicable); designate entrance and exit flow paths; stagger lunch times
- Conduct cleaning of cafeterias and high-touch surfaces throughout the school day
- Face coverings and gloves are required for those preparing and serving meals
- \*Face coverings required for all students and employees, except when eating and drinking

#### Alternative Serving Models:

- Serving meals in classrooms
- Encourage parents to send meals from home
- Bottled water may be served with meals
- Serving meals in cafeterias or other large areas with:
  - Spaced seating (utilize outdoor space as practicable and appropriate)
  - Longer meal periods for more staggered meal delivery

### District/School Considerations:

- Provide pick-up meal opportunities for virtual academy students and those impacted by school closures and hybrid learning
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- If possible, use disposable plates, utensils, etc.
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  - Spaced seating (utilize outdoor space as practicable and appropriate)
  - Longer meal periods for more staggered meal delivery
- Consider pre-packaged meals
- Avoid sharing of food and utensils

\*Face covering exceptions will be

		<ul style="list-style-type: none"><li>• Consider pre-packaged meals</li><li>• Avoid sharing of food and utensils.</li></ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>	<ul style="list-style-type: none"><li>• Consider pre-packaged meals</li><li>• Avoid sharing of food and utensils.</li></ul> <p>*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>	<p>provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.</p>
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## Entering School Buildings



### District/School Considerations:

- Implement standard operating procedures while taking preventative measures:
  - Provide hand sanitizer for students and staff
  - Limit unnecessary congregations of students and staff
  - Post signage to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
  - Establish a protocol for students/staff who feel ill/experience symptoms when they come to school
  - Visitor access to the buildings may be limited, and wearing of face coverings are required
  - Work with the local health department to assist in determining whether or not outside organizations will be allowed to use school facilities
  - Plexiglass barriers will be in place for some front office personnel

### District/School Considerations:

- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school
- Visitor access to the buildings will be limited
- Visitors should call ahead before coming to a building, and face coverings will be required
- Keep record of any person entering buildings
- Protocols for student pick-up and drop-off at each school will be established
- Use of school facilities by outside organizations may be prohibited
- Minimize employees going into multiple buildings
- Encourage non-front office workers to minimize their time in the main office area
- Limit vendor access to buildings
- Plexiglass barriers will be in place for some front office personnel

### District/School Considerations:

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- Encourage non-front office workers to minimize their time in the main office area
- Limit vendor access to buildings
- Plexiglass barriers will be in place for some front office personnel

### School buildings may be closed.

#### District/School Considerations:

- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school
- Visitor access to the buildings will be limited
- Visitors should call ahead before coming to a building, and face coverings will be required
- Keep record of any person entering buildings
- Protocols for student pick-up and drop-off at each school will be established
- Use of school facilities by outside organizations may be prohibited
- Minimize employees going into multiple buildings
- Encourage non-front office workers to minimize their time in the main office area
- Limit vendor access to buildings
- Plexiglass barriers will be in place for some front office personnel

## Large Gatherings



### District/School Considerations:

- Implement standard operating procedures while taking preventative measures such as:
  - Provide hand sanitizer for students and staff
  - Allow students and staff to wear face coverings – \*Face coverings may be required
  - Limit unnecessary congregations of students and staff
- Abide by the maximum number of people allowed to congregate as defined by the Governor’s orders and the local health department

\*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.

### District/School Considerations:

- Abide by the maximum number of people allowed to congregate as defined by the Governor’s orders and the local health department; no assemblies or activities allowed if social distancing is not feasible
- Discourage the congregation of students in parking lots and common areas
- Stagger the schedule for large group gatherings (i.e. recess and school meals), if practical
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
- \*Face coverings required for all students, employees, and visitors
- Minimize staff gatherings and meetings
- Provide hand sanitizer for students and staff

\*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.

### District/School Considerations:

- No assemblies or large group activities
- Discourage the congregation of students in parking lots and common areas
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
- \*Face coverings required for all students, employees, and visitors
- Provide hand sanitizer for students and staff

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- Provide hand sanitizer for students and staff

\*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.



## Vulnerable Populations



### District/School Considerations:

- Vulnerable students and employees are encouraged to work closely with their healthcare provider and share pertinent information with their school
- Implement standard operating procedures while taking preventative measures
- Work with the local health department
- Identify local COVID-19 testing sites
- Provide hand sanitizer for students and staff
- Provide PPEs to vulnerable students and employees, as appropriate
- Allow vulnerable students to complete their coursework virtually
- Allow vulnerable students and staff to wear PPEs throughout the school day (to the extent practicable)
- Establish a process for regular check-ins with vulnerable students and staff
- Allow an early transition for vulnerable students to go to classes
- Limit large group gatherings and interactions for vulnerable students and staff
- [People with Certain Medical Conditions](#)

### District/School Considerations:

- Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials
- Consult with legal counsel and district human resources officials to offer special accommodations for personnel who are members of vulnerable populations, if practical
- Adhere to FERPA and HIPAA requirements
- Adhere to state and federal employment law and extended leave allowances
- Provide information to vulnerable populations in the schools
- Identify COVID-19 testing sites
- Vulnerable students and employees are encouraged to work closely with their healthcare provider and share pertinent information with their school
- [People with Certain Medical Conditions](#)

### District/School Considerations:

- Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials
- Consult with legal counsel and district human resources officials to offer special accommodations for personnel who are members of vulnerable populations, if practical
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- Provide information to vulnerable populations in the schools
- Identify COVID-19 testing sites
- Vulnerable students and employees are encouraged to work closely with their healthcare provider and share pertinent information with their school
- [People with Certain Medical Conditions](#)

### School buildings may be closed.

#### District/School Considerations:

- Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials
- Consult with legal counsel and district human resources officials to offer special accommodations for personnel who are members of vulnerable populations, if practical
- Adhere to FERPA and HIPAA requirements
- Adhere to state and federal employment law and extended leave allowances
- Provide information to vulnerable populations in the schools
- Identify COVID-19 testing sites
- Vulnerable students and employees are encouraged to work closely with their healthcare provider and share pertinent information with their school
- [People with Certain Medical Conditions](#)

## Athletics & Band



### District/School Considerations:

- Monitor IHSAA, IDOE, local health department, etc. guidance
- Spectator access and capacity may be limited depending on the degree of threat in the area
- Home and away events may be canceled or postponed
- \*Students, teachers, instructors, directors, coaches, trainers, volunteers, and other personnel, when not engaging in strenuous physical activity shall wear a face covering unless six feet of social distancing can be achieved and maintained.

\*Face covering exceptions will be provided for medical purposes, disabilities, eating and drinking, and when six feet of social distancing can be maintained.

[CCS EC- & Co-Curricular Plans](#)

## When Someone Becomes Sick



### District/School Considerations:

- Provide an isolation room or area to separate anyone who exhibits COVID-like symptoms
- School nurses and other healthcare providers should use *Standard and Transmission-Based Precautions* when caring for sick people and wear face coverings and appropriate PPEs when treating students
- Students sent to the nurse for COVID-19 symptoms should wear face coverings
- Notify local health officials immediately of possible COVID-19 cases
- Disinfect isolation areas after each use

### Self-Screening

- Self-screening of students (by parents), employees, and visitors are required
- Students and employees exhibiting symptoms of COVID-19, without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately

### Confirmed Case of COVID-19 on School Property

- When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department and the Indiana Department of Education
- Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure
- It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions
- The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department
- If a closure is determined necessary, CCS will consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, before and after-school programs, etc.
- As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected
- If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting; however, if that is not possible or school is in session, the cleaning will occur immediately

### Immunizations

- Routine Immunizations are required

### Preventative Measures

- The priority for preventing the spread of disease in the school setting is to insist that sick employees and students stay home
- It is very important to follow the mitigation strategies of social distancing, frequent handwashing, use of appropriate PPE, and avoiding touching of face, eyes, nose, or mouth
- Employees and students should wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol
- The amount of materials, supplies, and personal belongings going to and from school should be limited

[CDC Symptoms of Coronavirus](#)

CCS COVID-19 Hotline: 812-420-3249

# COVID-19 Screening for Parents

Every morning before you send your child to school please check for signs of illness:



FEVER 100.4\* OR CHILLS

\*or school board policy if threshold is lower



SORE THROAT



COUGH\* OR SHORTNESS OF BREATH

\*especially new onset, uncontrolled cough



DIARRHEA, NAUSEA OR VOMITING, ABDOMINAL PAIN



HEADACHE\*

\*particularly new onset of severe headache, especially with fever



NEW LOSS OF TASTE OR SMELL

*\*May present with more than one symptom. This list does not include all possible symptoms.*

- 1 Does your child have any sign of illness above?
  - 2 Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19?
  - 3 If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Have you been tested for COVID-19? Only a positive test or provider diagnosis can confirm if someone has a current infection.
  - 4 Please keep your student home until they meet the criteria on the chart on back of the page.
- If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face **CALL 911!**



Updated: 8/27/20

**Individual is NOT a known close contact to a COVID-19 case:**



Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>If diagnosed with another condition that explains the symptoms, such as ear or bladder infection, individual does not need to isolate, doctor's note required to return to school.</li> <li>Consider quarantine for siblings and household members if you have significant concern for COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must be fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms, unless otherwise advised by a healthcare provider.</li> <li>If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease.</li> <li>Please provide proof of negative COVID-19 test (not antibody).</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>

**Individual IS a known close contact to a COVID-19 case:**

Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>Because the individual is a close contact of a COVID-19 case, the individual must <b>quarantine</b> for at least 14 days after the last contact with the COVID-19-positive person.</li> <li>Because the individual has developed symptoms and has not been tested or have an alternate diagnosis, the individual is likely a case and must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>The criteria in both of the above bullets must be met before returning to school whichever is longer.</li> <li>If the individual cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>Since the individual is a close contact who is now symptomatic, siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care. Siblings do not need to <b>quarantine</b>.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>quarantine</b> for 14 days after contact with the COVID-19-positive person, even if the student has an alternate diagnosis for symptoms.</li> <li>If still symptomatic after the 14 days, individual must wait to return to school until fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> <li>If the close contact tests positive, <b>isolation</b> starts on the day of symptom onset and <b>isolation</b> may end prior to the last day of <b>quarantine</b> or after the 14 days of quarantine.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow this chart.</li> </ul>

**School Operations**



**District/School Considerations:**

- Review school safety plans and protocols
- Review district-wide health guidelines
- Ensure that COVID-19 federal leave information is posted in all buildings
- Continue to work with legal counsel, the local health department, and the local bargaining unit
- Review and revise, if needed, student handbooks
- Review and revise, if needed, employee handbooks
- Assess, update, and communicate student enrollment and attendance policies
- Temporarily suspend punitive measures and incentives for student and athlete attendance
- Assess, update, and communicate employee attendance policies
- Adjust school schedules, as needed
- Review and revise CCS School Calendar, as needed
- Prepare for employee shortages, including substitute teachers, etc.
- Consider rearranging workstations to encourage social distancing

**School Finances**



**District/School Considerations:**

- Monitor ADM and student enrollment numbers
- Monitor legislative updates related to school finances
- Monitor short- and long-term financial indicators of concern
- Develop short- and long-term cost savings strategies
- Prioritize and consider delaying projects and major spending plans
- Work with directors and building principals to develop ways to reduce spending

**Communication**



**District/School Considerations:**

- Monitor local, state, and federal updates, guidance, and mandates
- Provide regular updates to the School Board, local bargaining unit, students, parents, employees, and community
- Work with local media

