



**USD 412 COVID-19 Exposure Prevention, Preparedness,
and Response Plan for Education Institutions**

USD 412 Hoxie Community Schools takes the health and safety of our students, staff and community very seriously. This Plan is based on information currently available from the CDC, KDHE and KSDE, and is subject to change based on further information provided by the CDC, KDHE, KSDE, and other public officials. The District may also amend this plan based on operational needs.

Table of Contents:

Responsibility of Staff.....	Pg. 2
Responsibility of Parents and Students.....	Pg. 3
Flexible Learning Model	Pg. 4
Building Visitors	Pg. 5
Building Protective Measures	Pg. 6
Exposure Situations	Pg. 7
Confidentiality	Pg. 8
Extracurricular Activities	Pg. 9
Questions and Answers	Pg. 10-12
Screening Document	Pg. 13-15
Remote Learning Log.....	Pg. 16

I. Responsibilities of Staff

- Staff may choose to wear a mask but will not be required.
 - Masks will be provided if needed.
- Staff will provide time throughout the day to wash and disinfect hands.
 - Hand sanitizing stations will be provided in all areas of the school.
- Staff will pre-screen before coming to work using the COVID-19 Screening Form provided by Sheridan County Community Hospital. Any staff member not passing the screening is asked to stay home.
 - [COVID-19 Screening Form](#)
 - Paper copies are attached and available at each office.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Staff may provide daily temperature checks as students enter their class at the start of each day.
- Staff will use appropriate etiquette such as cover your coughs, sneezes, etc.
- Staff will try to avoid close contact with people who are sick whenever possible.
- Staff will help maintain a clean classroom environment by wiping shared surfaces and cleaning and disinfecting daily.
- Staff will disinfect any equipment that is shared between uses.
- Staff who develop a fever and/or other symptoms of COVID-19 during the day will leave work until symptoms have subsided or they have been cleared by a healthcare provider.

II. Responsibilities of Parents and Students

It is important that we all work together to keep each other safe. We are asking parents to “pre-screen” their student before coming to school each day and will provide any accommodations needed with a flexible learning model.

- Students may choose to wear a mask but will not be required.
 - Masks will be provided if needed.
 - Parents. If you will have your child wearing a mask, we recommend they practice mask wearing before the start of school year.
- Students will be provided time throughout the day to wash and disinfect their hands.
 - Hand sanitizing stations will be provided in all areas of the school.
- Parents are asked to pre-screen their students before coming to school using the COVID-19 Screening Form provided by Sheridan County Community Hospital. Any student not passing the screening is asked to stay home.
 - [COVID-19 Screening Form](#)
 - Paper copies are attached and available at each office.
- Students will avoid touching their eyes, nose, or mouth with unwashed hands.
- Students will use appropriate etiquette such as cover coughs, sneezes, etc.
- Students will try to avoid close contact with people who are sick whenever possible.
- Students might be asked to help maintain a clean classroom environment by wiping their desk or shared areas.
- Students might be asked to disinfect any equipment before another student uses it.
- Students with a fever, symptoms of COVID-19, or those not passing the screening should not come to school until symptoms have subsided or they have been cleared by a healthcare provider.
- Parents should check their student’s temperatures at the start of each day (pre-screen) before sending them to school. (See COVID-19 Screening) If unable to check temperatures at home, USD 412 will have thermometers available in all classrooms, buses and offices.
- Students and parents should inform your teacher(s) of any unique needs for your student.
- Students who develop a fever during the day and/or other symptoms of COVID-19 will leave school until symptoms have subsided or they have been cleared by a healthcare provider.
- Students that are not comfortable attending in person will have the option of using one of our flexible learning models. Students and parents need to inform the school if they desire a different option. (See Flexible Learning Model)

III. Flexible Learning Model

It is of the utmost importance that students come to school face-to-face as much as and as often as possible. Research suggests that the best learning takes place in school through peer and direct instruction. However, we understand that with COVID-19 that might not be possible for all students. Included in our COVID-19 plan we have additional models to meet the needs of students wherever they feel comfortable.

- **On-site Learning Environment:** students and teachers will be in school with safety guidelines in place.
- **Hybrid Learning Environment:** students would be spending part of their time in the classroom and part of their time learning virtually from home.
- **Remote Learning Environment:** students would be doing all of their learning from home and not entering the school building at all.

* Note: Any student choosing to learn through our hybrid or remote learning will need to fill out the daily learning log and turn it in to the appropriate office weekly. A copy of this is included at the end of this document.

IV. Building Visitors

- All doors will be locked and visitors will call to enter the buildings.
- All VISITORS are asked to come directly to the office.
- The number of visitors to the schools will be limited to only those necessary for school business.
- Visitors that plan to come to the school are asked to pre-screen before using the COVID-19 Screening Form provided by Sheridan County Community Hospital. Anyone not passing the screening is asked to stay home.
 - [COVID-19 Screening Form](#)
 - Paper copies are attached and available at each office.
- Unplanned visitors will need to report to the office and will be screened by our staff.

V. Building Protective Measures

- Any employee/student/visitor will pre-screen before entering the school.
 - [COVID-19 Screening Form](#)
 - Paper copies are attached and available at each office.
- The District will provide masks, but will not require their use.
- The District will provide alcohol-based hand sanitizers and/or wipes.
- The District will provide alcohol-based wipes to clean equipment before and after use.
- The District may divide students/staff into groups where possible so that teaching can continue effectively in the event that one of the divided teams is required to quarantine.
- The District encourages the use of individual water bottles and will provide them if needed.
- The District will provide no-touch thermometers for temperatures checks in all classrooms, buses and offices.
- The District has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used supplies, devices and equipment, and other elements of the work environment, where possible.
- Classrooms and break/lunchroom areas will be cleaned at least once per day.
- Trash collected in the classrooms will be changed frequently.
- Building level custodial staff will deep clean daily and all staff will help to disinfect between classes and activities.
- Vehicles, Buses and equipment will be cleaned at least once per day and before change in operator or rider.
- Buildings will be fully “fogged” throughout the school year as needed.

VI. Exposure Situations

Schools ARE considered “Critical Infrastructure” or “Essential”. We will do all that we can to keep schools open throughout the school year to best serve the needs of all students. This will mean staying open in the event that we have an active case in school or Sheridan County.

- Employee or Student Exhibiting COVID-19 **Symptoms**
 - An employee or student that does not pass the pre-screening must remain at home until he or she is symptom free for 24 hours without medication.
- Employee or Student Tests **Positive** for COVID-19
 - An employee or student that tests positive for COVID-19 will be directed to self-quarantine away from school.
 - Employees or students that test positive and are symptom free may return to school when at least ten (10) days have passed since the date of his or her first positive test, and have not had a subsequent illness.
- Employee or Student Has **Close Contact** with a Positive Individual
 - Student or employee may stay in school as long as they remain asymptomatic.
- Anyone in close contact may need to take the following additional precautions
 - **Regular Monitoring:** As long as the student doesn't have a temperature or symptoms, they should self-monitor. Mid-day student temperatures will be measured adjacent to lunch periods.
 - **Wear a Mask:** Wear a face mask in the school 14 days after last exposure.
 - **Social Distance:** Maintain 6 feet and practice social distancing as work duties permit in the school.
 - **Disinfect and Clean work spaces:** Routinely clean and disinfect all areas that were in contact with a person testing positive such as offices, bathrooms, common areas, and shared electronic equipment.

VII. Confidentiality/Privacy

Except for circumstances in which the District is legally required to report occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee or student's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee or student and to detect situations where the potential for transmission may increase. A sample notice to employees and students is attached to this Plan. The District reserves the right to inform employees that a co-worker or student (without disclosing the person's name) has been diagnosed with COVID-19 if the other employee or student might have been exposed to the disease so the employee or student may take measures to protect their own health.

VIII. Extracurricular Activities

- Fall Sports practices will begin on August 17th as regularly scheduled.
- There will be no changes to the calendar of events at this time.
- When traveling to other locations each school will have different expectations regarding COVID-19 restrictions such as masks, social distancing and potential crowd size. We will inform you of those expectations before each event.
- USD 412 will ask visiting competitors and fans to pre-screen before attending an event hosted in our facilities. Any one not passing the screening is asked to stay home.
- Visitors will be encouraged but not be required to wear a mask. Disposable masks will be available.
- Attempts will be made to offer ample seating for those wishing to socially distance, but not guaranteed based on attendance.
- KSHSAA has released its own recommendations linked below.
 - [Return to Activity - General Considerations](#)
 - [Activity Specific Considerations](#)
 - Paper copies will not be made available

IX. Questions and Answers

Q: What will remote learning look like?

A: Any student who does remote learning or hybrid learning will be expected to attend class daily using a device provided by the school. The structure of the class will be up to each teacher and will include viewing or watching daily lessons, doing assignments, homework packets, digital activities, classroom discussions, daily work and daily participation. Daily logs must be kept (see included log sheets) and students will be expected to participate in all class time as they would face-to-face.

Q: What is the deal with masks?

A: Masks will be available but not mandatory.

Q: What are the Hygiene Measures?

A: Students will be instructed how to wash hands. Please stay home if you have a temperature or are sick. Cover coughs or sneezes. Disinfect hands after using a Kleenex. Staff will be trained on COVID-19 symptoms to watch for. Rooms will be sanitized as per guidelines. Pre-screeners will be available.

Q: Do you have Hand Sanitizer?

A: Hand sanitizer is available at the school entrance and in classrooms. Handwashing or hand sanitizer is required, especially on entrance to the school and before lunch. Hands will be cleaned throughout the day.

Q: Will there be Temperature Screening?

A: We are asking parents to do a pre-screening that includes a check of temperature at home before coming to school. There will also be staff with the ability to check students at the start of the day as needed.

Q: If my child has a temperature but no other symptoms of COVID-19, when can they come back to school?

A: After 24 hours and they have been fever free without the help of medicine, as long as they experience no other COVID-19 symptoms. If they have had other symptoms, please get evaluated before coming back. If they have had an exposure with someone who has tested positive and are showing symptoms of COVID-19 they must be tested or stay out 10 days.

Q: If my child has other symptoms of COVID-19 but no temperature, should they stay home?

A: Yes. Some cases only present with a few symptoms, such as loss of taste or smell and/or diarrhea. Symptoms are: fever (100 or higher), chills, rigors, muscle/body aches, fatigue, headache, sore throat, cough, shortness of breath, difficulty breathing, new loss of taste or smell, diarrhea.

Q: How long do I have to stay out of school if I get COVID-19?

A: If you test positive for COVID-19, you will have to stay out until the Sheridan County Health Department allows you to come back. It will be at least 10 days after the onset of symptoms.

Q: Will my child's name be released if he/she calls in sick with COVID-19?

A: Privacy will be respected. No names will be given, but those in the class will be told that someone they have had close contact with has tested positive.

Q: What happens if my child gets a temperature at school?

A: You will be called to come get your child. Your child will be given a mask to wear and will be isolated from the other students until you come pick them up.

Q: What happens if someone in my child's class tests positive for COVID-19?

A: Students may stay in school as long as they remain asymptomatic. Students in close contact may choose to wear a mask for up to 10 days to see if they come down with symptoms.

Q: Will my teacher be quarantined if a student tests positive for COVID-19?

A: No. As essential worker's teachers will not be under quarantine as long as they remain asymptomatic. Teachers in close contact may choose to wear a mask for up to 10 days to see if they come down with symptoms.

Q: What cleaning will take place in my child's classroom if COVID-19 is identified?

A: If the school is not needing that room, the custodians will block off the area and a thorough cleaning/disinfecting of all desks, lockers and workspaces will occur immediately.

Q: What happens if a family goes on vacation?

A: We encourage all families to seriously consider the potential ramifications of visiting any COVID-19 hot spots. If you choose to go to an area that Kansas has listed as a COVID-19 hotspot, you might need to quarantine if you have any symptoms. For the safety of all Sheridan County residents, we think it best practice to postpone all unneeded trips for the time being.

Q: What happens if too many teachers get sick?

A: Because we understand the importance of educating our youth, we will continue to have school for as long as we possibly can. If too many teachers get sick, we may have to take a break from school and make up our time later in the school year.

Q: If my child is doing remote learning, can they still get a breakfast or lunch?

A: Sack lunches **will not** be available, but you may come pick up a hot breakfast between 7:20 AM-7:50 AM and a hot lunch from 10:50 AM-12:15 PM each day by driving up to the north lunchroom doors. If you wish to have a lunch or breakfast ready, you need to call and speak to your child's building secretary before 8:30 AM each morning and inform them about lunch needs for that day and breakfast needs for the following day. Remote learners will have to pay for free, reduced, or full priced meals, depending on what they qualify for.

- Grade School: 785-675-3254
- JH/HS: 785-675-3286

SCHC COVID-19 SCREENING FORM PHASE 2

Definition of a Person Under Investigation

Have you had close contact with anyone ill with/suspected COVID-19 OR being quarantined for it? 1 point

- Yes
- No

Do you have NEW ONSET of any of these symptoms: 1 point

- Fever Over 100 (can be subjective)
- Chills
- uncontrollable shaking that generally comes with chills or increase in fever
- Muscle Pain/aches
- General discomfort, uneasiness, or pain
- Headache
- sore throat
- Cough
- Shortness of Breath
- Difficulty breathing
- change in taste or smell without an alternate more likely diagnosis
- diarrhea without an alternate more likely diagnosis
- NO NEW SYMPTOMS



COVID-19 COUGH-SPECIFIC SCREENING TOOL

THERE ARE SEVERAL REASONS WHY ONE MAY HAVE A COUGH THAT ARE UNRELATED TO COVID-19. THESE REASONS INCLUDE BUT ARE NOT LIMITED TO:
SEASONAL ALLERGIES, SMOKING, STREP THROAT, INFLUENZA, BRONCHITIS, BRONCHIECTASIS, BRONCHIOLITIS, rsv, gerd, ACUTE SINUSITIS, EMPHYSEMA, COPD, CYSTIC FIBROSIS, HEART FAILURE

If you have a cough, please explain: (example, I am a 15 year smoker and cough multiple times a day as a result)

Your answer

Have you been tested for or diagnosed with Coronavirus (COVID-19) within 1 point the last 14 days?

Yes

No

Is your current temperature 100.4 or greater? (if 100.4 or greater, contact 1 point your supervisor and follow department policy for sick days)

YES

No

Comments/explanations

Your answer



CALL EMPLOYEE HEALTH AT EXTENSION 143 AND EXPLAIN SYMPTOMS. LEAVE A GOOD CALL BACK NUMBER IF YOU LEAVE A VOICEMAIL

YES

Back

Submit

Never submit passwords through Google Forms.

This form was created inside of SCHC. [Report Abuse](#)

Google Forms



Remote Learning Daily Log

REMOTE LEARNING DAILY LOG

Date: _____

USD: _____

Student name: _____

Student ID: _____

Student grade: _____

School: _____

Name of teacher(s) who made contact today: _____

ACTIVITY/CLASS	ASSIGNMENTS COMPLETED		TEST TAKEN		TOTAL MINUTES
	Y	N	Y	N	

I certify that I am enrolled and participating in courses offered through the USD listed above.

Student signature: _____

Date: _____

I certify that my child is enrolled and participating in courses offered through the USD listed above.

Parent, guardian or responsible adult's signature: _____

Date: _____