



CASHION SCHOOLS
RETURN-TO-LEARN PLAN

2020-2021

IN RESPONSE TO COVID-19



CASHION SCHOOLS RETURN TO LEARN PLAN



To the patrons of CPS:

It is the paramount priority at Cashion Public Schools to offer a safe learning and working environment for our students and staff. After careful deliberation among administration, staff committees and our patrons, we have developed a RETURN TO LEARN plan addressing possible scenarios and safety protocols which will allow us to re-open school in a traditional instruction model with students in class for the 2020-2021 school year. We are excited to welcome our students back to school on **Wednesday, August 19, 2020**. This is a change from the original calendar and the need for this change is addressed below and, in the RETURN TO LEARN plan that follows.

Please understand the impact of the COVID-19 pandemic is far reaching, and as such, some of our construction due to lack of access to materials has not progressed as quickly as expected. That, coupled with the need for increased time to train our teachers and staff over new security systems, educational programs, and safety/sanitization procedures, required an adjustment to our start date for students for the 2020-2021 school year. All staff and teachers will report on Monday, August 10, 2020 to begin preparing for our students' return. We are excited about the improvements to our facilities and are grateful to our patrons for affording us these opportunities.

While the goal is to re-open school and remain open, we also understand that plans amidst a pandemic can and will change with short notice. In working through these necessary changes, CPS is committed to timely communication, considering the needs of our students, staff, and families when decisions are made. We may need to make necessary adjustments to our school environment based upon local health department recommendations and mandates through executive orders. We value the partnership between the home and the school and know that without our families and community support this ever-changing time would be more difficult.

We are excited for our return to school and appreciate your patience and understanding while we navigate this unprecedented landscape. Please note important updates and changes to our operational procedures in the following pages.

As always if you have any questions or concerns please contact your building principal or superintendent. We will be glad to speak with you.

Thank you for your support.

Cashion Schools



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PURPOSE

The purpose of this document is to provide protocols, procedures, and expectations for our students, staff, and families as we move forward with the re-opening of Cashion Schools for the 2020-2021 school year. The implementation of this plan will allow our school community to **RETURN TO LEARN and TEACH**. The guidelines referenced in this plan are based on current recommendations from the Oklahoma State Department of Education (OSDE), the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). In conjunction with our local health department and medical personnel, this plan and its guidelines could change based on updated information and/or school community outbreak of COVID-19. This is an ever-changing situation and will be handled with the utmost of care and consideration for our Cashion School Community and their families.

GUIDING FRAMEWORK

To ensure the continued well-being of our students, staff, and families, we will follow the **RETURN TO LEARN – A Framework for Reopening Schools** published by the Oklahoma State Department of Education. The framework addresses the following areas:

1. **SCHOOL OPERATIONS** – Integration of public health strategies for the prevention of COVID-19 spread into schools
2. **ACADEMICS AND GROWTH** – Ensuring continuity of learning; preparing for distance-learning options
3. **WHOLE CHILD AND FAMILY SUPPORTS** – Supporting the whole child, including social and emotional wellness
4. **SCHOOL ACTIVITIES** – Supports continuing extracurricular activities

CASHION SCHOOLS/FAMILIES PARTNERSHIP

In a partnership with our families and community, Cashion Schools and Families will:

1. Provide notice to parents and school in a timely manner.
2. Implement healthy practices at home and school to prevent and/or slow the spread of COVID-19.
3. Implement prevention and mitigation practices at home and school to reduce the likelihood of an OUTBREAK on campus.
4. Respond to a **LAB-CONFIRMED COVID-19** positive test in the school.



TERMS DEFINED FOR PURPOSE OF THIS GUIDE

CLOSE CONTACT EXPOSURE Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as the following:

- Being directly exposed to infectious secretions (being coughed on while not wearing a mask or face shield); **or**
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

If either of the above occurred at any time in the last 14 days at the same time the infected individual was infectious, individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are LAB-CONFIRMED COVID-19, two days prior to the confirming lab test. (CDC Guidelines)

CONTACT TRACING is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they encountered (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

QUARANTINE - is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

PERSONAL PROTECTIVE EQUIPMENT – PPE - are items used by an individual to help reduce the spread of COVID-19. These can be face masks, face shields, gloves, etc.

**Cashion Schools purchased face masks and face shields for every CPS student and staff member to be used while on campus. At this time, face coverings are NOT REQUIRED, while on campus. However, they will be utilized when social distancing is not feasible. Face Masks are REQUIRED when riding the bus or other school vehicle.

THE USE OF PPE MAY CHANGE AT ANYTIME IN ACCORDANCE WITH LOCAL, STATE, OR FEDERAL MANDATES.



SECTION 1: SCHOOL OPERATIONS

CPS Administration and Leadership Team created a plan that was based upon input from our school community and families. Multiple surveys were sent to staff, teachers and families asking for input on various issues being presented to the district. CPS Leadership team reviewed the plan extensively before its release on July 31, 2020.

COMMUNICATION

Cashion Schools is committed to continued communication with families and stakeholders. Communication will be made in a timely manner addressing concerns relating to any **LAB-CONFIRMED COVID-19** positive test result which could affect school operations. CPS will use a variety of communication tools to include, but not limited to, email, text messaging, push notifications through school APP, social media, website, etc. It is imperative that parents/guardians ensure their contact information is updated using LINQ ONLINE PARENT PORTAL.

RECOMMENDED HEALTH PROTOCOLS FOR STUDENTS AND CPS STAFF

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and students, we will be **REQUIRING** staff and students to screen for **COVID-19 SYMPTOMS** which may include the following:

temperature at or above 100.4 (no medication), cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, loss of taste or smell, muscle pain, headache, sore throat, close contact with LAB-CONFIRMED COVID-19 positive case if within last 14 days.

SCREENING for COVID-19 SYMPTOMS

BEFORE/UPON ARRIVAL TO SCHOOL:

CPS expects **ALL** parents to screen their child daily **BEFORE** school for COVID-19 symptoms using the screening questionnaire provided by CPS, aligned to CDC guidelines. Upon boarding the bus or arriving at school, the parent certifies that their child **DOES NOT** display COVID-19 symptoms and has not been exposed to a **LAB-CONFIRMED COVID-19** positive case in the past 14 days.

If the parent drops off their child any time after 8:20 am, CPS will ask the parent to complete the COVID-19 screening questionnaire upon checking their child into school for the day. If district administration and/or district nurse determines the child to have possible COVID-19 symptoms based on questionnaire/observation of the child, CPS **WILL DENY** the child access to their learning environment and recommend medical attention for proper diagnosis.

The child will be excused for the absence upon receipt of an official doctor's note with medical explanation of absence; could be unrelated to COVID-19.



SCREENING DURING SCHOOL DAY:

Anytime throughout the school day, parents can expect CPS designated staff to screen students for COVID-19 symptoms, as necessary. Screening may be done by a questionnaire, observing symptoms, taking of temperature, and asking questions of students/parents by phone, electronically, or in person. Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID19.

If CPS determines that a student is showing COVID-19 symptoms while at school, the student will be separated from others, monitored by designated staff and parents called to pick up their child. CPS will err on the side of caution during the COVID-19 Pandemic and other medically related outbreaks. The child will be excused for the absence upon receipt of an official doctor's note with medical explanation of absence; could be unrelated to COVID-19.

IDENTIFYING POSSIBLE COVID-19 CASES ON CAMPUS

REPORTING

All screening and diagnostic information will be kept confidential by administration and the district nurse. Students, teachers, and staff **MUST** report if they themselves have COVID-19 symptoms or are **LAB-CONFIRMED** COVID-19 positive. If so, they must remain off campus until they meet the criteria for re-entry.

Any student or staff must report to the district if they have had a close contact exposure with an individual who is **LAB CONFIRMED** COVID-19 positive. They must remain off campus until they meet the criteria for re-entry.

GUIDANCE IF EXPOSED TO LAB-CONFIRMED COVID-19 POSITIVE CASE

Any student, staff or teacher who has been in direct contact/exposed to someone who has a **LAB-CONFIRMED** COVID-19 positive test, our first concern is for your health and safety and those around you. According to CDC guidelines, the following should occur:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to a **LAB-CONFIRMED COVID-19** positive case, then follow their instructions.
 - a. Your healthcare provider
 - b. CPS Administration: High School– Ryan Schenk, Middle School – Trisha Fields, Elementary School - Julie Moore
3. Your administrator and Superintendent will work with local health officials to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.
5. Following CDC guidelines, the student must stay at home through the 14-day incubation period and will not be allowed on campus.
6. The child will be excused for the absence upon receipt of an official doctor's note with medical explanation of absence; could be unrelated to COVID-19.
7. The child will be placed into our distance learning instructional plan until their return.



POSITIVE TEST RESULT FOR COVID-19 or SUSPECTED WITH COVID-19

According to current CDC guidelines, any student or staff who themselves either: (a) are **LAB-CONFIRMED** to have COVID19; or (b) experience the symptoms of COVID-19 must report information to school administration immediately and stay at home throughout the infection period, and cannot return to campus until the following criteria have been met:

Criteria to Return to Campus:

- At least 10 days have passed since symptoms first occurred: **and**
- At least 1 day (24 hours) have passed since recovery (no fever without the use of fever-reducing medications); **and**
- You have improved in respiratory symptoms (cough, shortness of breath, etc.)

If the individual has **symptoms** that could be COVID-19 and **DO NOT** get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work/school until the three criteria listed above have been met.

If the individual has symptoms that could be COVID-19 and wants to return to school **BEFORE** completing the above stay at home period, the individual must **either**:

- A. Present a medical professional's note clearing the individual for return based on an alternative diagnosis; **or**
- B. Receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location and present medical documentation confirming the result.

PRACTICES RESPONDING TO A LAB CONFIRMED CASE IN THE SCHOOL

CONTACT LOCAL HEALTH DEPARTMENT – If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of FERPA.

AREAS CLOSED FOR CLEANING – CPS will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.

COMMUNICATIONS ARE SENT - Consistent with our school communication requirements, and consistent with legal confidentiality requirements, CPS will notify all teachers, staff, and families of all students in a school where a LAB-CONFIRMED COVID-19 case is identified among those students, teachers or staff who participate in any on campus activities.



CPS EMPLOYEE

CPS expects **ALL** employees to screen themselves **BEFORE** school for COVID-19 symptoms using the screening questionnaire provided by CPS, aligned to CDC guidelines.

Any time throughout the school day, parents can expect CPS staff to self-screen for COVID-19 symptoms, as necessary. Screening may be done by a questionnaire, observing symptoms, taking of temperature, and asking questions of employee. Employees who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID19.

If CPS determines that an employee is showing COVID-19 symptoms while at school, the employee will be separated from others and asked to leave work and seek medical attention for a correct medical diagnosis. CPS will err on the side of caution during the COVID-19 Pandemic and other medically related outbreaks. Employees returning to work from an approved medical leave may be asked to submit a healthcare provider's note with medical explanation.

CPS EMPLOYEE RIGHTS- SICK LEAVE

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April, 2020 through December 31, 2020. Please refer to the following site: Families First Coronavirus Response Act: Employee Paid Leave Rights

COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's holding room** and the case form will be completed. Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the HANDOUT: Suspected COVID-19 Case Form and call the parents, and/or local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and administrator must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the administrator.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Changes to the public health situation over the course of the school year may necessitate changes.

July 2020



TRANSPORTATION

CPS REQUIRES ALL DRIVERS AND RIDERS to wear face masks during routes. This **REQUIREMENT** includes any school vehicle used to transport students to and from school for any instructional or extracurricular activity; exceptions may be approved through CPS administration. ALL CPS employees will self-screen and report **BEFORE** the start of any route for instructional or extracurricular activity. Before boarding a school vehicle, CPS expect employees and parents to screen children for COVID-19 symptoms. This may be done through temperature checks, questionnaires, observation of child, etc. When a child enters the bus, it is expected that they have passed the screening completed by the parent and/or CPS employee.

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes
3. Bus drivers will initial the cleaning form on the bus to document the cleaning of the bus

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days. CPS will place hand sanitizer at the entry of all buses. When possible, windows will be opened to allow outside air to circulate the bus. Parents are encouraged to drop students off, carpool, walk their student to school to reduce possible virus exposure on buses. **FACE MASKS** are required to be worn by all individuals who enter a bus or school vehicle for any reason.

TRANSPORTATION SANITATION CHECKLIST

1. Hand sanitizer will be at the entry of all buses and school vehicles.
2. Individuals who ride a bus or school vehicle for any reason, are required to wear a mask. Masks will be made available on each bus or school vehicle.
3. When possible, windows will be open to allow outside air to circulate through the bus.
4. All surfaces must be cleaned with a disinfectant solution before and after each route.
5. Sanitation logs will be turned in to the Transportation Director after completing your last route.

VISITOR RESTRICTIONS

Cashion Schools will limit normal visitation to our campus at this time. Only CPS employees are allowed on campus during preparation for reopening. All individuals entering the building will be screened for temperature and face coverings made readily available for individual use. Face masks and face coverings may be **REQUIRED** at any time. Individuals may not proceed past office areas without administrative approval. Virtual meetings will be available when possible, and visitors and staff will maintain 6 feet of social distancing for meetings in the conference areas.



NURSE (NON-COVID SITUATIONS)

The nurse will have a mobile cart for minor medical situations and to administer medications. This will limit the interaction of students in the halls and buildings.

PREVENTION PRACTICES

According to CDC guidelines, it is imperative that we practice prevention strategies to help mitigate the spread of COVID-19 virus. These practices include social distancing, hand washing, cleaning, face coverings, and staying home when COVID-19 symptoms appear. CPS is committed to implementing and monitoring these practices as it is our goal to open school and remain open as best, we can.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. CPS employees, students, parents, and visitors should practice staying approximately 6 feet away from others. For this reason, signage will be placed in various areas of campus to guide students and staff.

Room Capacity – Room capacity signs will be placed on doors where social distancing may be difficult.

Traffic Flow – Taped lines/arrows on the floor will mark the walking direction throughout the office, hallways, and other general gathering places to maintain social distancing requirements.

Special Events/Gatherings/Parties – Non-essential/informal meetups and visiting should be avoided – This includes all parties, celebrations, and elementary school events such as grandparent day, etc.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize exposure to COVID-19, **Cashion Schools has purchased face masks, and face shields, for every student, staff, and teacher.** Reusable face masks and face shields will be left at school and sanitized with appropriate cleaning solutions and returned to the student. Face masks are **REQUIRED** while riding a bus or school vehicle.

Face Masks/Face Shields: Face masks/shields are an important part of safety and protection from COVID-19, as well as personal hygiene, social distancing, and frequent cleaning efforts. CPS will comply with any executive order regarding the wearing of face coverings. CPS may also require the use of masks when it is determined there is a need for our school, in consultation with local health officials. Face Masks are **REQUIRED** to ride any school bus or school vehicle for any reason.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.



RECOMMENDED USE OF FACE COVERINGS

It may not be feasible for students to wear masks or face shields while participating in some school activities. When it is not feasible for an individual to wear a mask or face shield the following practices are **strongly recommended**:

1. Students, teachers, and staff should wear masks or face shields when entering and exiting facilities, practice areas, transitioning in the hallways, and when social distancing during activities is not feasible.
2. Students, teachers, and staff who are actively exercising **MAY** remove masks or face shields, **IF** they maintain at least six feet of distance from other students, teachers, and staff who are **NOT** wearing masks or face shields.
3. Students, teachers, and staff should wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.
4. Developmentally appropriateness will be used as a determining factor in the use of face coverings with some students.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze; use the inside of your elbow

PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD AT SCHOOL

1. CPS will have hand sanitizer and/or hand washing stations with soap and water in classrooms.
2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
3. Confirm school district has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.
4. Confirm a supply of gloves and other protective gear.
5. Touchless thermometers on-site for employee and student screening.
6. Students, staff, teachers, and visitors should be encouraged to sanitize and/or wash hands frequently. CPS encourages supervision of younger students as students engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating.
7. It is strongly recommended that students, teachers, and staff wear masks when social distancing is not feasible. At this time face masks and other face coverings are not **REQUIRED** while on campus, but it is understood that at any time, these could become mandated for **ALL** individuals on our campus.
8. Face masks are required for **ALL** individuals who ride a bus due to the inability to social distance while on the bus.



STUDENT AND TEACHER GROUPINGS

Where feasible without disrupting the educational experience, CPS will encourage students to practice social distancing and follow the guidelines below:

1. In classroom spaces that allow it, we will place student desks a minimum of six feet apart when possible. Seating Charts will be utilized in every classroom.
2. In classrooms where students are regularly within six feet of one another, CPS will encourage the use of face coverings, plan for more frequent hand washing and/or hand sanitizing and will consider whether increased airflow from the outdoors is possible.
3. CPS will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate. Parents are to remain outside during drop off and pick up and follow the instructions of any staff member on duty.

STUDENT ARRIVAL AND DISMISSAL

ARRIVAL: We ask that parents avoid early drop offs in the mornings. Students will arrive by car or bus and will enter one of the main entrances. Parents/guardians will not be able to leave their cars or enter the building. We ask that parents make appointments and if necessary, return at a time when students and staff are inside the classrooms.

DISMISSAL: At dismissal, students will be staggered in groups to holding locations or taken to buses in stages to decrease the risk of potential crowding outside at dismissal time.

Parents who wish to pick up their student before the end of the school day will need to call ahead so students can be sent or accompanied to parent vehicles upon arrival.

PERSONAL WORKSPACE/CLASSROOM

CPS staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. CPS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The CPS Custodial Team will clean all workspaces at their designated cleaning time.

***Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*



CASHION SCHOOLS RETURN TO LEARN PLAN



There will be limited access to certain workspaces to reduce exposure to risks and ensure safety of students, teachers, and staff. Workspace usage is as follows:

1. **Capacity**– CPS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
2. **Conference Rooms**– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom/Google Meets as a virtual option even for employees in the office or school.
3. **Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces could be closed for use at any time. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
4. **Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students is our priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of the spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the beginning/end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Changes to the public health situation over the course of the school year may necessitate changes.

July 2020



GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. CPS will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is LAB-CONFIRMED COVID-19 positive case. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, we may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they get consensus of the superintendent and the COVID-19 Crisis Team or administration.

Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, sites MAY shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

Signage, giving guidance and instructions will be placed throughout the offices and schools.

OUTSIDE FOOD DELIVERY – STUDENTS AND STAFF

Bringing or sharing refreshments with students and staff is prohibited to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to CPS.

SAFETY SUPPLIES

CPS has purchased several safety items:

- 1. Telethermograph System** - which converts infrared radiation into body temperature measurement.
- 2. Touchless Forehead Thermometers**
- 3. Face Masks, Face Shields**
- 4. Nitrile Powder Free Gloves**
- 5. Plexiglass Acrylic Countertop Shields** - offers protection from sneezes and coughs during person-to-person interaction at front desk station.
- 6. Sanitizing machines, wipes, hand sanitizer, water stations, other cleaning supplies**



RESTROOM USAGE DURING THE WORKDAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served individually plated meals in the classrooms or cafeteria. Students may not share food with anyone. If sitting in the cafeteria for breakfast or lunch, students may sit on only one side of tables, spaced apart to allow for social distancing.

No parents/visitors during lunch at this time. A lunch visitor process will be released for parents and guardians at a later date. Cafeteria staff will be trained in COVID-19 safety protocols.

Classes will go to lunch on a staggered schedule to minimize the number of students in the cafeteria each period. All cafeteria staff will be wearing masks and gloves while serving students. High surface areas will be disinfected between service periods and use.

CPS will utilize outdoor picnic spaces (weather permitting) and common areas of the buildings to allow for adequate dining space.

MODIFIED ROOM/AREA ARRANGEMENT

1. Space seating/desks at least 6 feet apart when feasible.
2. Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart, use of seating chart.
3. Create distance between children on school buses and school vehicles, as feasible.
4. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
5. Stagger use of common areas and clean/disinfect between each use.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will provide resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. A mental health worker will work with staff and students throughout the year addressing various needs.



SAFETY PROTOCOL TRAINING – STAFF/STUDENTS

- 1. Pre-Return to school-**
 - Presented remotely/live to ensure understanding and preparedness to align with this manual
 - Week before official report date
- 2. First Day Training/Orientation**
 - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom/Google Meets
- 3. Cleaning Crew Protocols**
 - Disinfection methods, comprehensive cleaning training

It is very important that all students, teachers, and staff understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

HANDOUT: PowerPoint for First Day Orientation

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our Cashion Schools LINQ Parent Portal for announcements
3. Visit our district website
4. Access Cashion Schools APP for Notifications
5. Follow our Facebook Page – Cashion Schools
6. Google Classroom - PK-12



SECTION 2: ACADEMICS AND GROWTH

Cashion Schools developed a COVID-19 RETURN TO LEARN PLAN to organize and develop systems to be put in place for the district's reopening. During the 2020-2021 school year, ALL CASHION STUDENTS will follow the Traditional Learning Plan. The Blended Learning Plan and Distance Learning Plan will be deployed and implemented ONLY when it is deemed necessary for the health and safety of our students, teachers, and staff.

1. **Traditional Learning Plan** – On-Site Instruction for ALL CASHION STUDENTS
2. **Blended Learning Plan** – On-Site/Virtual Instruction for ALL CASHION STUDENTS when it is deemed necessary due to a COVID-19 outbreak
3. **Distance Learning Plan** – Complete Virtual Learning for ALL CASHION STUDENTS when it is deemed necessary to close our campus due to a COVID-19 outbreak and/or a student has to be quarantined due to lab-confirmed COVID-19 positive case or close contact exposure.

These plans were reviewed by a committee of staff members from various departments and grade levels to get a diverse set of knowledge and skills. The plan was revised and prepared for release in July after school board approval.

INSTRUCTIONAL LEARNING PLANS

TECHNOLOGY AND CONNECTIVITY - Cashion Schools will provide all Cashion students with their own device (PK-2 – iPad, 3-12 – Chromebooks). Internet access at home or other learning environment should be provided by the parent/guardian. The parent/guardian assumes all liability on the structure and function of the device while at the child's home. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair costs may be assessed. CPS may provide devices with prepaid data to those whose home internet is unstable or non-existent due to being in a rural area or due to financial reasons.

CPS LEARNING MANAGEMENT SYSTEM - CLEVER SSO – Using school credentials (email/password) teachers and students will login to CLEVER Single Sign On to access ALL online content and instructional programs. This content management program will only require one login to access any instructional content. CPS has added a secure link to ZOOM using a *vanity URL and Google Meets to provide virtual instruction*. Google Classroom will be used, PK-12, by staff and teachers. Any program to be used during virtual learning will be accessed through CLEVER. Contact your principal for your student's login credentials.



TRADITIONAL LEARNING PLAN (TLP)

STUDENTS RETURN TO SCHOOL - AUGUST 19, 2020 - ALL Cashion students will return to the classroom on **August 19, 2020** dependent upon any new executive order from national, state, or local agencies. Having all students on campus is our goal. It is the best instructional approach allowing us to meet student needs- academically, socially, and emotionally. This plan includes traditional instruction and practice accessing content during virtual learning. We want students to be prepared for virtual learning which includes logging in to CLEVER, accessing online content, turning in assignments virtually, and accessing ZOOM or Google Meets. This practice while on campus ensures we are prepared in the event of a partial or complete school closure.

BLENDED LEARNING PLAN (BLP)

FACE TO FACE/VIRTUAL BLEND - If CPS determines the need to stagger student schedules to allow for smaller groups in the buildings, the **BLENDED LEARNING PLAN (BLP)** will be implemented. This plan includes a blend of face to face instruction and virtual learning and an extension of classroom instruction utilizing the tools and curriculum covering current content aligned to OAS. Schedules will be created and tightly adhered to so that effective instruction may take place. Students will be counted absent if they are not on campus during their designated time and/or logged onto their classroom for their lessons. Assignments will be graded according to current policy. Truancy will be monitored.

DISTANCE LEARNING PLAN (DLP)

VIRTUAL ONLY - If a Cashion student becomes ill and/or quarantined for a period of time, or Cashion Schools must be closed due to the health and safety of our students, teachers, and staff, our **DISTANCE LEARNING PLAN (DLP)** will be implemented. This is two-way, real-time, virtual instruction between teachers and **ALL** students. Schedules will be created and tightly adhered to so that effective instruction may take place. Students in grades PK-2 will receive a minimum of 180 virtual instructional minutes daily. Students in grades 3-12 will receive a minimum of 240 virtual instructional minutes daily. Students who are not logged into the class at the designated time will be marked absent. Truancy is monitored. Grading policy will be consistent with those used on campus for all assessments and assignments. Other classwork will need to be completed independently and outside of the virtual learning setting and returned according to the teachers' directions.

LEARNING PACKETS - During a Blended or Distance Learning Plan, learning packets will be available for print by our families. If printing of the packet is not possible, it may be provided to families with this need. While our focus and priority will be online learning, we will prepare learning packets that would be an extension of the classroom instruction, covering current content. Parents should contact the building principal to request the printed learning packets.



PARENT COMMITMENT

CPS will provide directed virtual instruction to the students who are quarantined at home due to **LAB-CONFIRMED COVID-19** positive diagnosis and/or close contact exposure. A separate schedule for the child may be needed to address the student's specific needs. It is expected that the parent monitors the student's progress through the lessons and ensure the child is completing assignments in a timely manner. CPS teaches and parents will work together to help mitigate any loss of skills while the child is out of school. Students will be permitted to return to campus at the end of their isolation period.

STAFF RETURN TO SCHOOL TRAINING

Report August 10-18, 2020

Professional Development for STAFF to include:

1. Best Practice in Digital Learning, Digital Tools
2. New School Safety System, Protocols and Procedures (SRP/SRM)
3. New COVID Safety Protocols and Procedures
4. New Social Emotional Learning Partnership

Professional Development will consist of **technology-based training**, such as CLEVER SSO, Google Classroom, Google Drive, current district core curriculum online components, Imagine Learning, EdGenuity, Exact-Path, Renaissance, Best Practice for Digital Learning through HMH and BEHR. The District has also committed to Hope Rising training focused on trauma and social emotional learning with The Hope Research Center.

Guided Instruction Planning:

Re-Entry Plan: We will gather data through a BOY baseline assessment using STAR Reading and STAR Math, ILL Galileo Assessments. We will plan virtual learning days so that our students and teachers may practice these "distance" learning skills while at school under teacher guidance. The goal of this would be to prepare our students and teachers for specific distance learning days built into the calendar along with such events that may call for a school closure.

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Planning should include the previous grade standards and a focus on action areas to fill in gaps in learning.



ELECTIVES

Some elective courses may have coursework that can only reasonably be completed in person, even if some components of the course could be taught virtually (e.g., welding). These courses will be made available to students who are otherwise learning virtually, although the district can require a student to come to campus to complete a required assignment or project for an elective course if the course requires assignments that cannot be reasonably completed remotely. Some courses may require a student to obtain equipment from campus to complete coursework virtually (art, AG, music). CPS will communicate which courses have on campus requirements before the start of the course that failure to complete the required on-campus assignment could cause the student to not be awarded course credit. Failure to appear on campus to complete on-campus assignments, if appropriate, could also result in absences that could subject the student to the 90/10 minimum attendance for class credit requirement.

ATTENDANCE AND GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is in our campus handbooks. Grading policy will be the same for home learning as it is for on-campus learning.

Completion Protocols

Students not making progress, not completing academic assignments, or opting not to participate during the school year, will be eligible for summer school or virtual summer school. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy. A Grade Placement Committee (GPC) will be formed for any student at risk for being retained.



SECTION 3: WHOLE CHILD AND FAMILY SUPPORTS

SOCIAL/EMOTIONAL SUPPORT

Working with district counselors, a system to address the social-emotional well-being of our students, teachers and families will be developed. In addition, they will work to address any parent concerns with special education and 504 services.

ATHLETICS/ACTIVITIES

Participation in extracurricular activities on campus must align with current OSSAA guidelines and current district policies. Use of facilities must be done consistently with any executive order. CPS will plan for entry, exit, and transition procedures that reduce large group gatherings. Staggering start and end times for activities, assigning students to enter or dismiss from different entrances/exits, and social distancing will be enforced. Parents are encouraged to remain outside during drop-off and pick-up.

When feasible and appropriate, it is preferable for students to gather outside, rather than inside, because of likely reduced risk of virus spread outdoors. CPS will continue to offer extracurricular activities at our discretion and consistent with guidance and current policies. CPS may consider eliminating assemblies and other activities that bring large groupings of students and/or teachers and staff together. Consideration is based on local conditions and health advice.

PEP RALLY/ASSEMBLIES- Depending on the requirements at local, state, and federal regulations, Pep Rally/Assembly schedules may be modified to limit large crowds and adhere to social distancing. To allow for spacing of students in the gym/auditorium, grade levels will rotate and attend pep rallies/assemblies during the year.

CPS EXTRACURRICULAR ACTIVITIES, BAND, AG - Students and staff will be trained in COVID-19 safety protocols. All participants, coaches, and directors will follow rules established by OSSAA and current district policies. Gym, Locker Room and Weight Room safety protocols will always be followed and adhered to. See above.

ELEMENTARY PHYSICAL EDUCATION - Physical education is required in elementary for a minimum of 90 minutes weekly. Students will exercise hand sanitizer hygiene before and after participating. We will use outdoor activities as the weather permits and facilities allow.

ELEMENTARY ART AND MUSIC – Art and Music will continue on a staggered basis. While there is no minimum requirement for elementary students, teachers may be going into classrooms to limit the transitions. Students may also be in the art and music classroom for instruction as deemed necessary for content to be covered.



CASHION SCHOOLS RETURN TO LEARN PLAN



This guide will change throughout the process of the pandemic. It is the duty of all involved to maintain open communication so issues may be resolved quickly, and problems mitigated.