



Kimball School is dedicated to the safety of its employees and students and have established guidelines based off the recommendations from the Department of Health (DOH), Centers of Disease Control (CDC), Department of Education (DOE) and American Academy of Pediatrics in regards to COVID-19. Our guidelines will be implemented to promote behaviors that reduce spread, maintaining healthy environments and operations and preparing for when someone gets sick. Kimball School believes that no plan can replace the importance of personal responsibility. It will be a combined effort, in and out of school, to limit exposure and keep our school and community safe. This document will be modified as needed and you are encouraged to contact Dr. Chris Noid at (605) 778-6231 with any questions, concerns or comments.

School will begin on August 17<sup>th</sup> at 8:10am. Doors will open at 7:50am for students. Students are to go to breakfast (if they want it) and then to their classroom. There will be no before school recess.

Kimball School will operate within 3 Phases. The phases dictate what protocols are being followed on a daily basis based upon the spread of COVID-19.

The following guidelines will occur in all phases:

#### Screening

- Guardians/Students will answer screening questions prior to getting on the bus or coming to school. A screening form will be provided to every family and does not need to be turned in daily. Any student with an unexplained positive response (e.g. headache without history of migraines, etc.) will not come to school or get on bus. Guardian/student will notify the school and the student will not return for 24 hours with no symptoms and no fever. **Please see current Screening sheet and guidelines on our website.**
- Temperatures of students and staff will be taken prior to getting on the bus or upon arrival to school by school personnel.
- Preschoolers will have their temperature checked by Mrs. McCord in her room.
- If temp is 100.4 or above, student/staff will wait 5 minutes and have it retaken. If still is at or above 100.4, administration will be notified and
  - Staff will go home and a substitute/designee will complete their duties.
  - Students will be masked and taken to the isolation room by office staff until their guardian arrives to pick them up. Student will be walked out to guardian.

#### Arrival

- There will be 3 entrances that students can enter: bus students will enter through elementary doors as they have had their temperatures taken by bus personnel; all other students will enter through the lunchroom or main entrance to have temperature taken by school personnel
- Staff can enter at any door and go to designated area to get temperature taken (e.g. office, lunchroom)
- Doors will open at 7:50am for students. Students are to go directly to breakfast (if they want it) and then to classroom. There will be no before school recess.

### Dismissal

- Student dismissal times will be staggered.
- Students who ride the bus will leave through the main entrance to get on the bus. All other students will leave through the south elementary doors or cafeteria doors.
- Guardians are asked to wait outside for their student to be dismissed.

### Buses

- Drivers will take student temperatures prior to getting on bus and record on screening form. Screening forms will be handed in once a week. Administration will be notified of any student that was not allowed on the bus due to a temperature over 100.4
- An additional bus route added
- Masks are highly recommended on the bus
- Drivers will disinfect bus at end of route
- Open windows when possible
- Assign seating with families. Seats will be numbered: that way bus driver can tell student to go to seat number "X"
- Keep a seat open in front of riders for as long as possible. Fill bus from back to front and then go back and fill in open seat. E.g.: fill order of seats: 1-2-5-6-9-10-3-4-7-8-11-12
- Document who sits where, with families sitting together, to allow contact tracing
- Hand sanitize when riders get on and off bus
- Ask guardians to drop off/pick up students from school when possible

- Example:  
Back of bus

1 Joe Henry	2 John Mary
3 Peter Paul	4
5	6
7	8
9	10
11	12

Front of bus

### Hand hygiene/cleaning/environment

- Signs will be posted in highly visible locations to promote everyday protective measures
- Hand washing will be scheduled into daily routine
- Every classroom/entrance will have hand sanitizer dispenser
- Multi-student desks will be wiped down after every user
- Discourage sharing of items that are difficult to clean. Disinfect between uses on shared items.
- Increase circulation of outdoor air whenever possible
- Keep each child's belongings separate from others
- Water fountains will be used only for filling water bottles
- Use of divider and/or masks during group activities is recommended when possible

- Hallway traffic: put tape/stickers on floors/walls to create route in hallway; In Phase 2 stagger release time from classes by using intercom; education to students on social distancing; teachers to monitor hallway traffic and provide reminders to students as needed
- Bathrooms: stagger schedule by grade levels. Use locker rooms
- Use desks/tables and all facing one direction with 3-6 feet between

Isolation room: uniform room with mat placed on floor along with a desk

Cleaning: Cleaning of surfaces will occur using an EPA-approved disinfectant following safety and application instructions.

- Teachers will perform daily cleaning of classrooms. Janitors/designee will perform cleaning on frequently used areas
- Staff will wear proper protective equipment (PPE) when necessary.
- CDC recommends closing off areas used by sick person and waiting 24 hours (if feasible) before cleaning and disinfecting. Once disinfected, area can be opened for use
- Increase circulation of outdoor air
- I-Wave air purifiers have been added

#### Instruction

- Offer alternative education plans for students as approved by administration (e.g. face-to-face; distance learning; mixed)
- Grading remains the same
- All students are expected to make-up or complete work as teacher assigns
- Virtual options whenever possible for group events (e.g. field trips)
- Limit mixing of groups/grades
- Stagger dismissal times: students will be released by grade levels
- Multipurpose/wrestling room to be used to decrease classroom size whenever possible
- Use digital platform to record content for students who have to stay home or chose alternative education plan Example: vulnerable students; exposed students; sick students;
- Teachers will turn in lesson plans at least 2 weeks in advance so if teacher gets sick a sub can assist
- Teachers will teach from home if exposed and self-monitoring if possible (depending on severity of symptoms) with designee monitoring students at school
- Instruction will be face-to-face as recommended by the Department of Education unless an alternative education plan has been approved by administration. Face-to-face and eLearning platforms will be used daily to accommodate students with alternative education plans, symptomatic students, exposed students or positive COVID-19 students.

E-learning instruction options:

- K-8 virtual curriculum for a semester through Black Hills Special Services.
- It is highly recommend Kimball School eLearning at a minimum of a quarter (nine-week) period, with the ability to resume face to face learning at any time.

## Lunch

- Elementary: 2 grade levels at a time
- High school students are allowed open campus
- Increase spacing of tables
- The lunchroom and multi-purpose room will be used. City is providing picnic tables for outside eating.
- Plastic cutlery ordered. Trays will be used and sanitized after use
- Limit items on salad bar. Items will be served to students or students will disinfect at the end of the salad bar
- Designee will enter student lunch codes

## Recess

- No before school recess
- Hand sanitize before and after recess
- Limit to under 50 kids at recess

Religion release- Will take place while in Phase 1, If in Phase 2 or Phase 3 no release.

Guardians/Visitors in Building: The school is closed to guardians, visitors and volunteers. Guardians will drop off child at entrance in morning and child will exit building on their own at the end of the day.

Extra-curricular activities: follow the recommendations from the South Dakota High School Activities Association

## **What will happen if...**

### **A student or staff member tests positive for COVID**

- A Department of Health (DOH) representative will contact the positive patient/guardian
- Guardian/student/staff will contact administration and contact tracing will occur. Contact tracing is the process to identify any individual who may have been in close contact with infected person. Short-term dismissals may occur to allow time to gain an understanding of situation and impact on the school.
- DOH provides recommendations to the school
- The positive patient will be asked to self-isolate for 10 days
- Positive patient must be fever free without fever-reducing medication for 24 hours prior to release from isolation
- Depending on severity of symptoms: positive patient will complete eLearning until return to school is allowed by DOH or will make-up assigned work once well. Communication with teachers is important.

**A student or staff member is named as a close contact** (A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset)

\*\*See Close Contact information at the end of this document or on our Kimball Website

**A student develops symptoms at school.** A student is considered symptomatic if they answer “yes” to a question on the screening checklist for an unexplained reason.

- Student will be masked and taken to isolation room until they go home. Administration will monitor student until the child is picked up. Students will be picked up ASAP.
- Return to school is determined once medical clearance is given or 24 hours have passed with no symptoms or fever.
- Depending on severity of symptoms: positive patient will complete eLearning until return to school is allowed or will make-up assigned work once well.

**A student answers “yes” to a question on the screening form before coming to school.**

- Any student with an unexplained positive response (e.g. headache without history of migraines, etc.) will not come to school or get on bus.
- Guardian/student will notify the school
- Depending on severity of symptoms: a positive patient will complete eLearning until return to school is allowed by DOH at least 10 days or will make-up assigned work once well.
- For non-positive and non-quarantine students return to school is determined once 24 hours have past and no fever to ensure recovery.

Tracking of symptomatic students/staff and DOH recommendations will be kept by administration/designee

**Introduction to the phases:** There are many variables when considering best safety practices for the staff, students and families within the Kimball School. Decisions about how to proceed will take into consideration exposure risks and recommendations from the Department of Health.

**Phase 1** (no or minimal exposure for COVID at one time within the school or at discrepancy of Department of Health) Guidelines as listed above and:

- Staff & students will be highly encouraged to wear face masks
- If families have concerns with face-to-face instruction, please contact the school for alternative education options.
- Increased sanitation practices will be completed.
- Instruction: Instruction will be face-to-face as recommended by the Department of Education unless an alternative education plan has been approved by administration. Face-to-face and eLearning platforms will be used daily to accommodate students with alternative education plans, symptomatic students, exposed students or positive COVID-19 students.

**Phase 2** (moderate exposure - COVID positive cases present and will be based on exposure and Department of Health): Guidelines as listed above with the following changes:

- Staff/students may be required to wear masks per DOH recommendation
- Elementary
  - o recess one class at a time
  - o lunch within individual classrooms
- Increased sanitation measures

**Phase 3** (significant exposure risk): Guidelines as listed above with the following changes

- Instruction: all students move to eLearning
- Teachers teach from classroom settings with regular instruction utilizing a digital platform (e.g. Microsoft Team, Zoom, Swivl, Seesaw)

### **Guardian expectations**

- Guardians please have a plan in case your child is unable to attend school. We also ask that you have a plan in place to accommodate eLearning within a day's notice.
- Keep sick students at home.
- Screen students prior to sending them to school
- Fever-reducing medications will not be used prior to sending child to school.
- Open communication with the school

### **Kimball School expectations**

- Maintain confidentiality
- Send sick students and staff home if they become sick at school
- Support and protect students and staff
- Open communication with students/families

### **Student Expectations for E-Learning**

1. It is expected that students will complete assignments for ALL classes during this online learning experience.
2. Students will be held accountable for work during this time.
3. Students should log in each day to view assignments, and complete them in a timely fashion. Students that do not check-in on a daily basis will be subject to the state of South Dakota's truancy laws.
4. Students (and/or guardian) should contact the teacher via email, Microsoft Teams, K-4 Seesaw or by calling the school with questions or concerns regarding assignments. Teachers will remain available via email throughout the school day.
5. Students will:
  - a. Log in by 8:00 AM to view assignments
  - b. Complete E-Learning assigned work by 11:59pm the following school day
  - c. Contact teacher through Microsoft Teams , Email, or Meet for questions
  - d. Demonstrate participation in order to earn credit.
  - e. Expected to be independent learners especially during test-taking
6. Attendance:
  - a. Middle and high school attendance will be taken for core subjects (Math, English, Science, Social Studies). Students will be expected to be present during the normal class time during E-Learning
  - b. Elementary attendance will be determined by watching videos and completion of daily assigned work
  - c. Individual teachers late work policies will be honored during E-Learning
7. Appropriate environment and dress are required to for E-Learning

## **Guardian Responsibilities for E-Learning**

1. Students and guardians use Microsoft Teams and/or email to contact their teachers with questions.
2. Teachers will be available to students online between the hours of 7:40 - 11:30 am and 12:30-3:50 pm.
  - a. Your child's teacher will contact you by the end of the following school day to answer any questions.
  - b. Teacher availability will be based upon class times & schedules
3. Students that do not check-in on a daily basis will be considered absent and will be subject to the state of South Dakota truancy laws.
4. Encourage your student to maintain a predictable school routine and create a consistent work environment for students to learn
5. Help your student have proper access to and function of the technology
6. Be diligent that your student is completing their work
7. Communicate with teachers. Teachers plan activities that relate as closely as possible to current class content or skills. The activity will reinforce existing understanding or introduce new content that will be continued to be covered in class. If your child does not complete the learning activities it will impact their learning and assessment. Parents should not be placed in the role of teaching; students should be able to independently carry out the tasks assigned by teachers including access to the material. Teachers will continue to offer a rigorous program of learning and assessment by:
  - a. Providing a high level of detail for all learning experiences
  - b. Specifying formative and summative assessments submission procedures (practice only, no submission; submission to Microsoft Teams)
  - c. Continuing to assess via projects and exams (exams will be posted at a specific time with the expectation to complete within a certain time period).
  - d. Where possible we encourage and will offer online group (Microsoft Teams)
8. We look forward to partnering with you in the upcoming school year. Your student's learning experience will be impacted by students, guardians and teachers working together as a unified team.

## **Teacher Expectations for E-Learning**

1. Your website must be updated at all times.
2. Lesson plans need to be planned out two weeks at a time. They must be put on PlanBook and linked to your website. 5-8 teachers will include weekly assignments for middle school students to check-off when completed.
3. Communicate with students and parents via their school email, phone call, or through Microsoft teams and K-4 teachers through Seesaw. Teachers must be available to parents and students from 7:40 am-11:30 and 12:30-3:50 and respond to student/parent questions by the end of the following school day.
4. In the event that there is a complete shutdown, teachers will be required to be in their classrooms each day during normal school hours. (Unless the DOH states otherwise)
5. Begin posts & emails with a warm and friendly introduction. Loss of face to face contact for an extended period can be an issue for some students.



6. Use of Microsoft Teams is required for all staff.
  - a. Student expectations for online learning should be posted in your Microsoft Teams
  - b. Include principal in each of your Microsoft Teams classrooms.
7. All assignments should be due by 11:59pm on the due date. Students should be given at least 24 hours to complete an assignment.
8. Be flexible, responsive and positive. Students will be affected by the closure in different ways. Expect to receive late submissions or responses at times.
9. Gradebooks must be updated every 24 hours if assignments have been due. Feedback should be given to students/guardians so they know what is not correct.
10. Dress professionally for E-Learning.
11. Be proficient in Microsoft Teams through the free training offered through the state or do your own research.
12. For subject specific coursework, teachers are encouraged to reach out to other teachers for that subject in the list serve for creative ways to utilize E-Learning while meeting subject requirements.
13. Communicate with the principal about any students/families that may need to be contacted (for example: struggling or not attending live classes)
14. Utilize your administration for support in meeting with parents/students who may be frustrated with the E-Learning process.

#### **Administration Responsibilities for E-Learning**

1. Will have staff collaboration times to promote conversations among teachers in different age levels for best eLearning practices
2. Contact Midstate to troubleshoot potential issues with bandwidth (in homes and school)
3. Work with the Department of Health to determine when to transition from phase to phase
4. Routinely check in with staff
5. Be a part each teachers Teams classrooms
6. Reach out to teachers for a list of students to contact (struggling or not)
7. Help your teachers navigate parents who are struggling with the eLearning format
  - a. For example join a Zoom meeting
8. Administration will come up with a para responsibility list for eLearning
9. Reach out to subs to see how COVID will impact willingness to sub
  - a. Provide eLearning training if they are interested

#### **Resources and Acknowledgments**

Thank you to all those involved on the committees putting this plan together. Thank you Kamden Miller for the design cover.

Resources:

South Dakota Department of Education: <https://doe.sd.gov/coronavirus/>

South Dakota Department of Health: <https://doh.sd.gov/news/coronavirus.aspx>

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

American Academy of Pediatrics: <https://www.aap.org/en-us/Pages/Default.aspx>

## **COVID Close Contact Policy:**

- 1) Procedure for cases where there is a COVID positive and an identified close contact **was masked:**
  - A) Students can attend school. Students will be required to wear a mask during school and all activities they are involved in for 14 days.
  - B) Students will have their temperature taken two times per day and before any extra-curricular activity.
  - C) Students must remain symptom free during the recommended 14 day assigned quarantined period, or they will be excluded until such time they are symptom free for 24 hours without medication.
  - D) Students will socially distance themselves from others whenever it is possible.
  
- 2) Procedure for cases where there is a COVID positive and an identified close contact **was not masked:**
  - A) The student must quarantine for seven (7) days.
  - B) After their 7 day quarantine: Students will be allowed to return as long as they are symptom free and wear a mask during school and all activities they are involved in for the remaining seven (7) days. .
    - a. Students will have their temperature taken two times per day and before any extra-curricular activity.
    - b. Students will socially distance themselves from others whenever it is possible.
    - c. If at any time, they show symptoms, they will be sent home and not allowed to return until they are symptom free for 24 hours without use of medication.
  
- 3) Parents have the choice to have their child quarantine for the full 14 days if they have been identified as a close contact even though they may have been wearing a mask.