



American Rescue Plan: Safe Return to In-person Instruction and Continuity of Services Plan

Last updated: June 23, 2021

This plan was developed with guidance from the Geauga Public Health

This document is a draft and will be updated periodically

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Drop off, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Conduct a student wellness check including taking temperature prior to sending a student to school. Students with fever of 100° or more should stay home.● Optional: Provide a mask and a spare for your student to wear on the bus and while at school. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.● Virtual meetings and conference calls will be used to limit visitors to buildings as deemed appropriate. This is for the safety of parents, staff, and students.● Please double check each morning to make sure your child has everything needed for school. Follow posted guidelines and read all signage whenever entering the building. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a mask is recommended when entering, exiting, or moving around the building. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.● Maintain at least three feet physical distance from peers whenever possible in hallways, common areas, offices, etc● Proper hand washing/sanitizing as needed	<p><u>Teachers/Assistants/Guidance</u></p> <ul style="list-style-type: none">● Review all safety protocols with students, especially proper handwashing techniques● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.● Ensure designated doors are unlocked at arrival and dismissal.● Ensure designated doors are closed and secured after arrival and dismissal. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure adequate supervision is available on bus lots, in parking lots, at exterior entrances and exits and in common areas of the building.● Ensure proper signage is installed in hallways and common areas.● Ensure supplies are readily available for custodians.● Provide hand sanitizing stations for all classrooms, offices, and common areas <p><u>Office Staff</u></p> <ul style="list-style-type: none">● Will remind and encourage potential visitors of building safety protocols as necessary

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="107 220 352 248"><u>Parents/Caregivers</u></p> <ul data-bbox="155 253 861 349" style="list-style-type: none">● Maintain up to date contact information for notification and immediate pickup of students exhibiting COVID-like symptoms <p data-bbox="107 386 222 414"><u>Students</u></p> <ul data-bbox="155 418 888 1122" style="list-style-type: none">● Wearing a mask is recommended when entering, exiting, or moving around the building. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.● Mask breaks for students opting to wear a mask will be provided for students based on age appropriate need, while maintaining social distancing protocols.● Maintain at least three feet physical distance from peers, teachers, and other school staff whenever possible.● Wearing a mask is recommended for unvaccinated students if they are developmentally mature enough to do so when working directly with staff (i.e.- one-on-one, small group instruction, etc.).● Wearing a mask is recommended for unvaccinated students if they are developmentally mature enough to do so when working closely with other students in small groups or lab settings.● Proper hand washing/sanitizing as needed	<p data-bbox="921 220 1180 248"><u>Teachers/Assistants</u></p> <ul data-bbox="970 253 1938 483" style="list-style-type: none">● Ensure classroom setup of desks provides physical distancing for students.● Masks are recommended for unvaccinated persons. Face shields may also be worn only when instructional needs warrant.● Ensure students maintain three feet physical distance whenever possible.● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.● Notify custodian when cleaning/PPE supplies are needed <p data-bbox="921 521 1066 548"><u>Custodians</u></p> <ul data-bbox="970 553 1902 647" style="list-style-type: none">● Make sure teachers are provided with all supplies needed for daily cleaning● Thoroughly disinfect classrooms nightly● Maintain visibility and availability throughout the day <p data-bbox="921 685 1110 712"><u>Administration</u></p> <ul data-bbox="970 717 2003 878" style="list-style-type: none">● Ensure classrooms are physically distanced.● Ensure classrooms are regularly disinfected● Ensure supplies are readily available for custodians and teaching staff.● Allow fans to be utilized, as long as they are not blowing directly on students or staff● Provide hand sanitizing stations for all classrooms, offices, and common areas

Specials

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="107 215 348 245"><u>Parents/Caregivers</u></p> <ul data-bbox="157 248 945 310" style="list-style-type: none">● Maintain up to date contact information for notification and immediate pickup for students exhibiting COVID-like symptoms <p data-bbox="107 345 222 375"><u>Students</u></p> <ul data-bbox="157 378 1035 950" style="list-style-type: none">● Wearing a mask is recommended when entering, exiting, or moving around the building. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.● Mask breaks for students opting to wear a mask will be provided for students based on age appropriate need, while maintaining social distancing protocols.● Maintain at least three feet physical distance from peers, teachers, and other school staff whenever possible.● Wearing a mask is recommended for unvaccinated students if they are developmentally mature enough to do so when working directly with staff (i.e.- one-on-one, small group instruction, etc.).● Wearing a mask is recommended for unvaccinated students if they are developmentally mature enough to do so when working closely with other students in small groups or lab settings.● Proper hand washing/sanitizing as needed	<p data-bbox="1066 215 1318 245"><u>Teachers/Assistants</u></p> <ul data-bbox="1117 248 1942 544" style="list-style-type: none">● Ensure classroom setup of desks provides physical distancing for students.● Masks are recommended for unvaccinated persons. Face shields may also be worn only when instructional needs warrant.● Ensure students maintain three feet physical distance whenever possible.● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.● Notify custodian when cleaning/PPE supplies are needed <p data-bbox="1066 579 1209 609"><u>Custodians</u></p> <ul data-bbox="1117 612 1879 738" style="list-style-type: none">● Make sure teachers are provided with all supplies needed for daily cleaning● Thoroughly disinfect classrooms nightly● Maintain visibility and availability throughout the day <p data-bbox="1066 774 1251 803"><u>Administration</u></p> <ul data-bbox="1117 807 1997 1135" style="list-style-type: none">● Ensure classrooms are physically distanced.● Ensure classrooms are regularly disinfected● Ensure supplies are readily available for custodians and teaching staff.● Allow fans to be utilized, as long as they are not blowing directly on students or staff● Specials will be conducted in accordance with recommendations by the Geauga Public Health [Department]● Provide hand sanitizing stations for all classrooms, offices, and common areas

Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="94 212 352 245"><u>Parents/Caregivers</u></p> <ul data-bbox="157 248 1031 410" style="list-style-type: none"><li data-bbox="157 248 1031 378">● Optional: Provide a mask and a spare for your student to wear on the bus and while at school. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.<li data-bbox="157 381 730 410">● Provide your student with a water bottle daily <p data-bbox="94 448 212 480"><u>Students</u></p> <ul data-bbox="157 483 1066 813" style="list-style-type: none"><li data-bbox="157 483 1066 581">● Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.<li data-bbox="157 584 1066 646">● Do not congregate and report immediately to your classroom, upon arrival at school.<li data-bbox="157 649 989 678">● Carry a water bottle as water fountains will not be available for use.<li data-bbox="157 682 835 711">● Follow all signage in the hallways and common areas.<li data-bbox="157 714 940 743">● When possible, stay to the right when traveling down hallways.<li data-bbox="157 747 989 813">● Follow locker use procedures as provided by staff for buildings that issue lockers.	<p data-bbox="1087 212 1360 245"><u>Teachers/Assistants</u></p> <ul data-bbox="1150 248 1976 443" style="list-style-type: none"><li data-bbox="1150 248 1976 345">● Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.<li data-bbox="1150 349 1976 443">● Supervise implementation of locker use procedures to minimize congestion in hallways for buildings that issue lockers. <p data-bbox="1087 480 1247 513"><u>Custodians</u></p> <ul data-bbox="1150 516 1961 578" style="list-style-type: none"><li data-bbox="1150 516 1961 578">● Disinfect common areas based on a schedule provided by school administration. <p data-bbox="1087 615 1289 647"><u>Administration</u></p> <ul data-bbox="1150 651 1934 813" style="list-style-type: none"><li data-bbox="1150 651 1934 712">● Ensure proper signage is installed in hallways and common areas.<li data-bbox="1150 716 1808 745">● Ensure supplies are readily available for custodians.<li data-bbox="1150 748 1934 813">● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="96 233 924 261">Due to current circumstances, bus change notices will not be honored.</p> <p data-bbox="107 318 352 345"><u>Parents/Caregivers</u></p> <ul data-bbox="157 358 1008 618" style="list-style-type: none">● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100° or over should stay home.● Provide a recommended mask and a spare for your student to wear on the bus and while at school. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use. <p data-bbox="107 659 222 686"><u>Students</u></p> <ul data-bbox="157 699 976 959" style="list-style-type: none">● Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.● Sit in your assigned seat.● Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.● Remain seated, facing forward while riding the bus.● Siblings need to sit together	<p data-bbox="1050 217 1144 245"><u>Drivers</u></p> <ul data-bbox="1108 250 1927 581" style="list-style-type: none">● Masks are recommended for unvaccinated persons. Face shields may also be worn only when needed.● Provide reminders to students of bus expectations- siblings need to sit together, wearing masks, seated facing forward.● Students need to be seated starting with the back of the bus to the front.● Students disembark starting from the front of the bus towards the back.● Maintain seating charts● Ensure the bus is disinfected following outlined safety protocols. <p data-bbox="1050 618 1434 646"><u>School/District Administration</u></p> <ul data-bbox="1108 651 1944 943" style="list-style-type: none">● Reduce overall time on buses for students.● Survey community to garner actual ridership to allow for route adjustments● Bus seat assignments spaced as much as possible without interfering with the ability to transport students to/from school● Monitor drop off and dismissal to ensure students do not congregate in groups.● Provide consequences, including loss of privilege to ride the bus to those who violate rules. <p data-bbox="1060 987 1549 1015"><u>Facilities/Maintenance Staff/Custodian</u></p> <ul data-bbox="1100 1019 1892 1182" style="list-style-type: none">● Provide PPE for transportation<ul data-bbox="1192 1052 1892 1149" style="list-style-type: none">○ Disinfectant solution for buses○ Backpack sprayers to assist with bus cleaning○ Hand sanitizer provided for buses/transportation facility● Clean transportation offices/common areas for staff safety

Procedures and Support for Staff or Students Exhibiting Symptoms

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="107 269 352 293"><u>Parents/Caregivers</u></p> <ul data-bbox="155 302 810 597" style="list-style-type: none">• Daily determine student health and ensure the student has no symptoms before sending to school. This process should include: taking temperature, ensuring no dry cough or shortness of breath.• Make arrangements to quickly pickup students• If the student case is a confirmed Covid-19 case. Students must follow guidance from the Geauga Public Health Department in order to return. <p data-bbox="94 639 212 664"><u>Students</u></p> <ul data-bbox="155 672 762 732" style="list-style-type: none">• Should be taken to/report to (age dependent) the clinic immediately.	<p data-bbox="875 269 1129 293"><u>General Procedures</u></p> <ul data-bbox="913 318 1927 542" style="list-style-type: none">• Staff will notify supervisor of any symptoms they or their students are experiencing• Should report to the clinic immediately.• Clinic staff should assess the symptoms and recommend sending the individual home.• Clinic staff should ascertain “close proximity” for the last 7 days.• If the person is a confirmed Covid-19 case, that individual must follow guidance from the Geauga Public Health Department in order to return <p data-bbox="875 597 953 621"><u>Nurse</u></p> <ul data-bbox="913 630 1766 862" style="list-style-type: none">• Assess the symptoms and call home immediately.• Will be responsible for the clinics.• Catalog visits.• Will contact families and make arrangements for immediate pick up.• Will be in contact with administration daily regarding building status.• Will notify the custodian of the need to sanitize the location• Will contact Geauga Public Health for guidance. <p data-bbox="875 899 1020 924"><u>Custodians</u></p> <ul data-bbox="913 932 1606 959" style="list-style-type: none">• Will disinfect affected spaces immediately after pickup <p data-bbox="875 997 1066 1021"><u>Administration</u></p> <ul data-bbox="913 1029 1913 1089" style="list-style-type: none">• Provide written information and verbal information to parents and students when appropriate.

Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="107 261 348 289"><u>Parents/Caregivers</u></p> <ul data-bbox="157 293 819 456" style="list-style-type: none">● Ensure contact information is up to date in the event the nurse needs to contact home.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. <p data-bbox="94 493 210 521"><u>Students</u></p> <ul data-bbox="157 526 804 656" style="list-style-type: none">● Following physical distancing protocols as much as possible when in office/clinic.● Wearing a mask is recommended when in or moving around the clinic.	<p data-bbox="875 261 1018 289"><u>Clinic Staff</u></p> <ul data-bbox="913 293 1963 821" style="list-style-type: none">● Wear PPE at all times. Wear disposable gown, N95 mask and face shield when assessing and caring for any staff/student exhibiting signs and symptoms of the virus.● Triage all students before entering the clinic space.● Isolate ill students exhibiting COVID-like symptoms.● Maintain safe distancing at all times.● Notify parents ASAP if the student needs to go home.● Explain requirements for returning to school.● Notify District RN for guidance.● Be a resource for all.● Disinfect surfaces after students leave the clinic● Call for custodians to disinfect the clinic/isolation area after a suspected case.● Remove contaminated PPE before leaving the clinic/isolation area.● Clinic personnel is to escort any students with suspected COVID to the door when parents arrive to pick them up● Notify RN if there is a positive case <p data-bbox="875 862 1022 889"><u>Custodians</u></p> <ul data-bbox="913 894 1942 1024" style="list-style-type: none">● Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.● Disinfect the isolation area after students who utilize the area have left the building. <p data-bbox="875 1060 1064 1088"><u>Administration</u></p> <ul data-bbox="913 1092 1885 1255" style="list-style-type: none">● Ensure proper signage is installed.● Educate staff on protocols for a student or staff member displaying symptoms.● Ensure regular cleaning and disinfecting takes place in the clinic areas.● Ensure seating areas are properly physically distanced.● Ensure the student isolation area is properly supervised when in use.

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Provide a recommended mask and a spare for your student to wear on the bus and while at school. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use. <p><u>Students</u></p> <ul style="list-style-type: none">● Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use.● Follow all signage in the hallways, common areas and restrooms..● Hand washing/sanitization procedures should be followed before leaving restrooms	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Review proper handwashing techniques● Assist in supervision of restrooms, hallways, and common areas between classes.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect restrooms based on schedule provided by school administration. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure proper signage is installed in hallways, common areas and restrooms.● Ensure supplies are readily available for custodians.● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.● Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.

Lunch

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a recommended mask and a spare for your student to wear on the bus and while at school. Masks are recommended for unvaccinated students if they are developmentally mature enough to do so and have no physical or mental health issues that would contradict their use. <p><u>Students</u></p> <ul style="list-style-type: none">• Follow hand washing/sanitation procedures• Wearing a mask is recommended in the lunch area, unless you are eating or drinking.• Sit in designated seats.• Follow physical distancing guidelines	<p><u>Teachers/Assistants/Proctors</u></p> <ul style="list-style-type: none">• Supervise designated eating areas to ensure students are properly physically distanced.• Use staggered dismissal if necessary to ensure physical distancing at the end of lunch. <p><u>Proctors</u></p> <ul style="list-style-type: none">• Disinfect all table tops and seats before and after each lunch. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect restrooms and common spaces between lunches. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none">• Wear masks while serving food.• Clean and disinfect serving areas and tables between lunches. <p><u>Administration</u></p> <ul style="list-style-type: none">• Lunch K-12:<ul style="list-style-type: none">• Provide a schedule to ensure safe lunch rotations including restroom opportunities to wash hands before and after with proper distancing.• Ensure proper signage is installed in designated eating areas.• Ensure enough seating is provided to ensure proper physical distancing and be practiced.• Add seating areas to the lunch room as needed to ensure proper physical distancing.• Ensure supplies are readily available for custodians.

Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="107 272 352 300"><u>Parents/Caregivers</u></p> <ul data-bbox="155 305 821 604" style="list-style-type: none"><li data-bbox="155 305 821 435">● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100° or more or showing other symptoms.<li data-bbox="155 440 821 537">● Wearing a mask is recommended when entering, exiting, and moving around the office/building for unvaccinated individuals.<li data-bbox="155 542 821 604">● In-person office visits should follow appropriate physical distancing protocols. <p data-bbox="107 643 222 670"><u>Students</u></p> <ul data-bbox="155 675 806 834" style="list-style-type: none"><li data-bbox="155 675 806 737">● Following physical distancing protocols as much as possible when in office.<li data-bbox="155 742 806 834">● Wearing a mask is recommended while in or moving around the office for unvaccinated students.	<p data-bbox="858 272 1119 300"><u>Teachers/Assistants</u></p> <ul data-bbox="907 305 1808 402" style="list-style-type: none"><li data-bbox="907 305 1808 367">● Wearing a mask is recommended when moving around the office area in unvaccinated.<li data-bbox="907 371 1808 402">● Follow physical distancing protocols. <p data-bbox="858 440 1005 467"><u>Office Staff</u></p> <ul data-bbox="907 472 1871 667" style="list-style-type: none"><li data-bbox="907 472 1871 537">● Ensure visitors are following all procedures including recommended mask if unvaccinated, temperature check and use of sanitizer.<li data-bbox="907 542 1871 607">● Monitor and control the number of people in the office at any one time, using appointments whenever possible.<li data-bbox="907 612 1871 667">● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. <p data-bbox="858 704 1008 732"><u>Custodians</u></p> <ul data-bbox="907 737 1766 764" style="list-style-type: none"><li data-bbox="907 737 1766 764">● Disinfect office based on schedule provided by school administration. <p data-bbox="858 802 1050 829"><u>Administration</u></p> <ul data-bbox="907 834 1814 932" style="list-style-type: none"><li data-bbox="907 834 1814 865">● Ensure proper signage is installed in the office and leading into the office.<li data-bbox="907 870 1814 901">● Ensure regular cleaning and disinfecting takes place in the office area.<li data-bbox="907 906 1814 932">● Ensure seating areas are properly physically distanced.

Additional Information

Social Emotional Learning and Supports

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Monitor student progress/needs● As desired, communicate concerns to classroom teacher, administrators, and school counselor.● Collaborate with school based team to support interventions and supports <p><u>Students</u></p> <ul style="list-style-type: none">● Participate in social/emotional learning opportunities provided by schools (i.e. Second Step curriculum K-8)● As able, communicate needs to trusted adult (i.e. - parent, teacher, school counselor)● Engage with any additional interventions (i.e. support from school counselors, small groups, social work etc.)	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Provide social-emotional learning opportunities (i.e. Second Step, small groups, individual check ins)● Monitor students and report concerns to parents, school counselors, administration as appropriate● Participate in team meetings to address students concerns and interventions● Follow up with students/families <p><u>Administration</u></p> <ul style="list-style-type: none">● Monitor students needs and support interventions● Communicate with staff and families to ensure interventions are implemented with fidelity● Initiate requests for additional supports as needed in collaboration with school based team including student/family● Increased supports:<ul style="list-style-type: none">• Evidence based social emotional learning curriculum K-8• District school counselor• Full time social worker• Partnership with Ravenwood: Therapeutic Behavior Support• Restorative Justice Circles Program Grade 9• Youth Led Prevention Program WGHS <p><u>Guidance/Psychologist/Clinics</u></p> <ul style="list-style-type: none">● Participate in school based team meetings as requested● Provide interventions/evaluations as appropriate● Follow up with families/staff to support interventions/initiatives● Report concerns to administration● Student and family wellness checks

UPDATES MADE TO THIS DOCUMENT

Date	Description of update
July 24, 2020	West Geauga Task Force Plan submitted for West Geauga School Board approval
June 14, 2021	West Geauga American Rescue Plan Draft
June 23, 2021	West Geauga American Rescue Plan Stakeholder Input Update