



Reopening Plan

2020-2021

Contents

District Office & Campuses	2
Vision, Mission & Core Values	3
Introduction	4
Instructional Delivery and Attendance	5
Option 1 - In-Person Instruction:	5
Option 2 - Virtual Instruction:	5
Academic Plan	6
Health and Safety Guidelines	7
FREQUENTLY ASKED QUESTIONS	15
A. Proactive Strategies	15
B. Reactive Strategies	18
APPENDIX A: CONTACT TRACING	22
APPENDIX B: CLASSROOM LOG	24

District Office & Campuses

Central Office

30 W Pershing Road, Suite 402 & 403
Kansas City, MO 64108
Phone: 816.241.6200 | Fax: 816.241.6201
Superintendent: Ugur Demircan

Frontier School of Innovation (FSI) – PK – 3

6700 Corporate Drive
Kansas City, MO 64120
Phone: 816.363.1907 | Fax: 816.363.1165
Principal: Mark Barber

Frontier School of Innovation (FSI) – 4th – 8th

1575 Universal Avenue
Kansas City, MO 64120
Phone: 816.241.6202 | Fax: 816.241.6207
Principal: Lisa Lamb

Frontier STEM High School (FSHS) – 9th – 12th

6455 E Commerce Avenue
Kansas City, MO 64120
Phone: 816.541.8200 | Fax: 816.399.2747
Principal: Resul Geyik

Frontier School of Excellence (FSE) – 6th – 12th

5605 Troost Avenue
Kansas City, MO 64110
Phone: 816.822.1331 | Fax: 816.822.1332
Principal: Elyar Isgandarli

Frontier Schools Student Engagement Center (SEC)

1142 East 47th Terrace
Kansas City, MO 64110

Vision, Mission & Core Values

Vision:

Be a vibrant and innovative educational leader

Mission:

Empower students to discover and develop their gifts and talents

- in pursuit of college readiness, productive citizenship and lifelong learning
- within an atmosphere of academic excellence with a STEM (Science, Technology, Engineering and Math) focus
- to prepare for the jobs projected for American workforce
- meeting the needs of all, including those whose primary interest is non-STEM
- providing flexibility to expand in the future to a STEAM environment by adding an Arts component

Core Values:

- **High Expectations:** We maintain rigorous standards and expectations for our students and support them to reach their full potential.
- **Family and Community Engagement:** We believe that students are successful when families and the community are engaged with the school.
- **Character Matters:** We promote a peaceful, caring and safe community and guide our students to value integrity, be responsible and appreciate diversity.
- **STEM Education:** Our students will graduate with an understanding and appreciation of STEM.

Introduction

At Frontier Schools, our top priorities are the health and safety of our students and staff, as well as the academic and developmental growth of our students.

In response to the continued spread of COVID-19 in the communities which we proudly serve, Frontier Schools is announcing the reopening plan for the start of the 2020-21 school year.

The purpose of this plan is to inform our parents and community about the re-entry process for students and staff when school starts. This plan may be updated throughout the summer and school year as a result of guidance from the Centers for Disease Control (CDC) and the local health department.

Thank you to parents/guardians for providing feedback to us by submitting the end of the parent survey. Based on the survey results, we will allow each family to choose whether to continue learning from home or return to campus for in-person learning for the 2020-2021 school year.

Families who choose at-home learning will have access to the same rigorous, academic environment that they have come to expect from their neighborhood Frontier campus, taught by teachers trained for educating and engaging students in a virtual environment.

Families who choose to send their students for in-person learning will find a safe and organized learning environment that they can feel comfortable sending their child to each day. This includes enhanced health and sanitary protocols, as well as possible adjustments to daily routines to help keep all of our students and team members as safe as possible.

All students will continue to receive the same full academic and support services from their teachers, counselors, and school leaders that they would receive on-campus, including our English-language learners and students receiving Special Education services.

We look forward to partnering with our families to help students continue to grow academically. We understand that any adjustments to the normal school environment or calendar may create unexpected challenges for some families. If you would like to discuss specific needs for your student or family that are not addressed in this plan, please contact your child's campus.

We appreciate our parents' support in helping to keep our schools a happy and healthy learning environment for our students. We will continue to update you promptly if any new, relevant information becomes available.

Instructional Delivery and Attendance

First and foremost, we want to offer parents a choice that works best for their family. Parents can choose in-person attendance or virtual learning for their children and families. Survey results have shown us that we need to have options whether students are physically in school buildings or at home. Based on the family preference, students will receive full in-person or virtual instruction for all five days of the week.

Student/Parent Choice					
	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1 (Based on the family preference)	In-Person	In-Person	In-Person	In-Person	In-Person
Option 2 (Based on the family preference)	Virtual	Virtual	Virtual	Virtual	Virtual

Parents were contacted by the school personnel and asked their choice in July and August. If you have not received a call, please contact your child's school front office to make your choice.

Option 1 - In-Person Instruction:

Students will physically attend the school. Instruction will take place at school in a traditional classroom environment. Frontier will institute a broad spectrum of campus safety protocols once in-person instruction starts (See Health and Safety section).

We will closely monitor the conditions and continue to receive guidance from CDC and local health departments. COVID-19 is highly contagious and parents opting to send their child back to school should be prepared for unplanned school closures deemed necessary by health professionals. When this occurs, **students will receive virtual or hybrid (mix of virtual and in-person) instruction** with their classroom teacher(s) for a predetermined amount of time.

Option 2 - Virtual Instruction:

Students will be assigned a device (Chromebook or iPad) and continue their learning for the first quarter at home with teachers from their school. This option closely mirrors the schedule of a traditional school day, but with teachers and students interacting virtually during the regularly scheduled day (hours will be similar to the student's school schedule). Instruction could include one-on-one virtual meetings, group or class meetings, live lessons, and pre-recorded videos. Elementary school students may require daily support from someone in the home to maintain the learning schedule identified by the school.

In order for schools to appropriately balance staffing and workloads among teachers and staff, this option is a quarter long commitment. At the beginning of the second quarter, parents will have the opportunity to return their child to the school building.

Academic Plan

Frontier Schools Academic Department prepared an academic plan for school reopening. Please click on the image below to access the Frontier Schools Academic Plan 2020-2021.



Health and Safety Guidelines

To make sure our on-campus learning experience is as safe as possible for Frontier students and staff members, schools will institute a broad spectrum of campus safety protocols. Frontier has put these guidelines in place for the safety and health of all staff and students and are guided by the Centers for Disease Control and Prevention (CDC), the Jackson County Health Department, Department of Health & Senior Services (DHSS) and the Department of Elementary & Secondary Education (DESE) recommendations.

Face Coverings

All persons, including employees, students, visitors, and contractors who enter the Frontier Schools' premises must wear a face mask over their nose and mouth.

The requirement of face covering does **not** apply when:

- a. The person is alone in a separate single space, whether indoors or outdoors at the workplace not in proximity of other persons;
- b. The person is in the presence only of other members of the same household or residence, whether indoors or outdoors;
- c. Doing so poses a greater mental or physical health, safety, or security risk and the staff has submitted the appropriate medical documentation of a valid diagnosis to the campus;
- d. The person is outdoors engaging in an allowed activity while alone, or with members of the same household or residence, or while maintaining a consistent separation of six feet (6ft) or more from others and engaging in conduct authorized and as allowed by Governor's orders or not otherwise prohibited by local order;
- e. For purposes of eating and drinking; while maintaining appropriate social distancing as outlined in the social distancing protocols; or
- f. Operational needs require a face mask be temporarily removed.

Persons who do not wear a face covering may be asked to leave the premises until the face covering requirements are followed.

If a student who is required to wear a face covering and for whom a face covering does not pose a mental or physical risk does not wear a face covering on campus, the student will be removed from class and their parent/guardian will be contacted to either bring the student a face covering or take the student home. Students with recurrent violation of the COVID-19 policy and procedures may be transferred to virtual learning.

An employee who does not wear a face covering and is not subject to an exception mentioned above may be asked to leave the workplace. Such time will be counted against the employee's accrued leave. An employee violating this policy may be subject to discipline, up to an including termination.

Staff Building Entry

All staff must:

- enter through the front door only
- sign in/out each time on campus if visiting during virtual learning
- have temperature checked
- Sanitize hands upon entry into building and often throughout the day
- Place clean face mask on their face. If a staff member leaves the building during the day, their face mask must be placed in a clean storage bag.
 - Upon re-entry into building:
 - the staff member will sanitize their hands and
 - place their face mask back on their face before rejoining their students.

- Work in classroom/assigned area and not transition from area to area.

School Entry for Students

- Have temperature scanned.
- Hand hygiene should occur at school and classroom entry.
- Students in grades K-12 are required to wear a mask.
- It is advised and encouraged that PreK students wear a mask.
- Students will be directed to their first class to avoid congregating in hallways.
- Students should be visually screened for signs of illness upon entry to the school and classroom.

Visitors

- Visitors are discouraged from entering the schools.
- Meetings with families and teachers should occur virtually in all circumstances possible.
- If visitor entry is required, a mask is required, screening for COVID-19 symptoms and a temperature check will be done.
- Visitors must sign in and sign out for record keeping along with the location(s) visited.

Recess/PE

- Masks do not need to be worn during these activities.
- Students should wash their hands before and after touching play structures.
- Maintain 6ft of social distancing – assign areas of play.
- Equipment should be sanitized at the end of each day.
- PE - if using individual equipment, it must be sanitized between classes.

Teacher's Lounge

- Social Distance 6ft
- Sanitize hands upon entry/exit
- Room Maximum Posted
- No congregating
- Can use refrigerator, microwave, etc. – sanitize after use
- Get in/out quickly
- Copier and other equipment – sanitize after use
- Designated areas will be assigned for use so that social distancing can be maintained. Masks/face coverings will be required in these areas at all times.
- No shared food (i.e. potluck, donuts, bagels, etc.)

Hygiene Training for Students

- Teach proper handwashing techniques.
 - Build time into each hour for students to wash their hands.
 - Have hand hygiene stations at all entrances.
 - Wash hands after blowing noses, coughing, or sneezing.
- Teach proper use of face masks and coughing/sneezing technique.
- Encourage students to sanitize their backpacks, personal items, and supplies at the beginning and end of each day.
- Disinfect high-touch surfaces often throughout the day.

Breakfast/Lunch

- Both meals will be served and eaten in the classroom.
- Students need to wash/sanitize hands before/after meal.

Drinking Fountains

- Off limits for individual drinking
- Students may bring a water bottle & can refill it at the fountain only

Classrooms

- Students will stay in classrooms unless otherwise instructed.
- Staff will rotate; not students, unless otherwise instructed.
- Seating charts must be made and maintained.
- All classrooms will have disinfecting wipes, hand sanitizer and tissues available.
- Have students sanitize/wash hands (at least 20 seconds) frequently.
- Desks must all face in one direction and be socially distanced.
- Teacher's desk when possible should also face the same direction as the students.
- All staff and students must wear masks unless a doctor's note is presented for health reasons.
- Student sign in/out sheet if student leaves the room – keep track of time out of room and where traveled to.
- Structured bathroom breaks need to be scheduled (one class at a time) – keep track of time used.
- Sanitize equipment, high touch surfaces often.
- All students will have their own pencil box and supplies.
- No sharing of technology, books or supplies.
- Computers/I-pads need to be sanitized throughout the day.
- No intermingling of classes.
- Keep student's belongings separated from others.
- Request parents sanitize backpacks, etc. before returning the next day.
- No hugging, high-fives, etc. with or between students.
- All surfaces sanitized daily.
- Specials teachers will go to classrooms instead of students to specials rooms unless otherwise instructed.
- Hybrid: If students are engaging in a hybrid in-person and virtual school model, all high touch surfaces should be deep-cleaned and sanitized between cohorts.

Hallways/Staircases

- Monitor for social distancing – guides placed throughout building
- Only one up and one down stair case
- Traffic flows in one direction

Student Bathrooms

- Monitor students for social distancing while waiting to use the bathroom.
- Limit the number of students in the restroom to maintain physical distancing.
- Make sure students wash their hands thoroughly for at least 20 seconds.

Extracurricular Activities and Events

- Assemblies, back to school nights, ceremonies, or any other school wide events MUST follow the current Jackson County Executive Order gathering limits and considerations for social distancing by household, and follow current mask mandates.

- Spectators at any sporting events MUST follow the current Jackson County Executive Order around gathering limits and considerations for social distancing by household, and follow current mask mandates.
- Refer to the Missouri School Board Association guidance and templates regarding templates and planning around extracurricular activities.
- The National Federation of State High School Associations categorizes sports based on their potential infection risks as higher, moderate or lower risk. The full list can be found at [Guidance for Opening up High School Sports and Activities](#).
- Review the [Missouri State High School Activities Associations](#) to find specific information and guidance.

Exclusion and Quarantine in Schools

Student or Staff Cases:

Students or staff that are presenting with ANY symptoms of illness should not attend school. If a student or staff has 1 moderate-risk symptom (see Symptom Guidance Table) they may not return to school and should not attend extracurricular activities until the following conditions are met:

- Fever-free for 24 hours or symptom improvement.
- Provider believes that alternative diagnosis is cause of signs and symptoms.

In accordance with CDC guidelines a student or staff with 2+ moderate-risk symptoms or at least 1 high-risk symptom (see Symptom Guidance Table) is suspected of having COVID-19 and must be excluded from school and other activities for 10 calendar days and should seek COVID-19 testing*.

A positive or suspected positive** student or staff member must be excluded** from school and other activities. The student or staff is allowed back to school if the following conditions are all met:

- At least 10 calendar days have passed since symptoms first appeared.
- No fever has been presented in the final 24 hours of the 10-day period (and no fever reducing medicines have been used).
- Other symptoms have improved (for example, when cough or shortness of breath have improved).

For persons who are severely immunocompromised, a test-based strategy could be considered in consultation with infectious diseases experts to discontinue isolation measures. For all others, a test-based strategy to discontinue isolation or precautions is no longer recommended.

*If a student or staff member receives a negative test, they may return to school once they are fever free for 24 hours, and have symptom improvement, or their provider believes that alternative diagnosis is cause of signs and symptoms.

** A student or staff member experiencing at least two moderate-risk symptoms or at least one high-risk symptom that does not receive a COVID-19 test will be treated as though he/she is positive.

Student and/or Staff Contacts

A student or staff is considered a close contact if they are within 6 feet of a positive individual for 15 or more minutes, regardless of mask usage. In classrooms with young students, students that work closely in groups, or where students move to different stations, ensuring strict adherence to social distancing may be difficult to do. It may be that all students and staff will need to quarantine for 14 days based on the last date of exposure. Other individuals may be required to quarantine if it is determined that they were within 6 feet for 15 or more minutes with the positive student or staff. Siblings of students that test positive are considered close contacts regardless if they share a classroom or cohort, and must quarantine for 14 days based on last date of exposure. Please see family contacts section below for

specific information regarding sibling exclusion. Siblings of students that are considered close contacts do not have to quarantine if they did not share a classroom or cohort. The health department is available to help determine or provide support as you determine close contacts.

Schools and Case Investigation

Quarantine is an imperative step to reduce the spread of COVID-19. Due to the volume of cases at the community level, school administration may become aware of a confirmed case in the school before the Health Department and often can begin quarantine in a more timely and preventative manner than the Health Department.

When a student or staff member tests positive at a school, the Health Department will rely on the school nurse, or a designated school contact to initiate quarantine for the exposed students and staff. **Please notify the Health Department with the list of exposed students and staff who will need to quarantine (816-513-6152)**, and reach out to Health Department staff for any assistance regarding quarantine and isolation recommendations.

Communicating with Families

School Exposure Notice

If a child is exposed, schools should provide parents or guardians with a letter providing them information on whether or not their child was exposed, exposure date, required quarantine and exclusion timeline, and steps for symptom screening. In accordance with HIPAA, individuals in isolation for COVID-19 infection WILL NOT be identified.

Communication is key to ensuring the health and safety of students, staff, and families in your school. Parents may have many questions around your school's protocols and procedures when a COVID-19 case develops in your school. Remaining as transparent as possible, while still protecting the health privacy of all individuals, is key to ensuring parents that your school is taking correct and swift actions. The Centers for Disease Control and Prevention has created tools to best illustrate quarantine time periods specific to the situation. Parents and school staff can utilize these tools as a resource to illustrate quarantine periods for individuals who were found to be in contact with an individual who either tested positive for COVID-19 or is suspected to be infected based on symptoms.

Student Absences

Parents or guardians should notify schools if their child will be absent. If a parent or guardian is reporting a student's illness, school staff should inquire as to the symptoms, symptom onset, and the last day of the student's attendance at school.

If the student tests positive for COVID-19, OR presents with one high-risk and two or more moderate-risk symptoms indicating COVID-19 infection, and was at school within the 48 hours prior to symptom onset, case investigation must begin. See Schools and Case Investigation and contact the Health Department for guidance or assistance if needed.

If a student or staff tests positive for COVID-19 and they were not found to be at school during their infectious period, the school likely will not be notified of the infection due to a HIPAA. It is imperative that families communicate with schools on student absences, illnesses, and student exposures to COVID-19 outside of school.

Schools should communicate to parents that, if their child(ren) are exposed to COVID-19 outside of school, that it is important to work with the Health Department, and keep their child(ren) home, and monitor for signs and symptoms for the full quarantine timeline. This will help slow of the spread of COVID-19 and help ensure that schools do not have to close due to widespread student and staff exposure.

Family Contacts

If a student or staff is exposed to COVID-19 outside of school, the Health Department will notify the student or staff member directly and provide them information regarding quarantine. Schools will NOT be notified by Health

Departments if a student or staff is under quarantine. If a household member of a student or staff member (such as a parent, sibling, child or spouse) tests positive or is presenting with symptoms of a suspected COVID-19 infection, the student or staff member must quarantine for 14 days after the last date of exposure to the positive (or suspected positive) household member. If the positive household member cannot isolate, the student or staff member will quarantine for the duration of the positive case’s isolation period as well as 14 additional days.

Symptom Guidance Table

EXPOSURE	HIGH – RISK SYMPTOMS	MODERATE-RISK SYMPTOMS
To a person with COVID-19	<ul style="list-style-type: none"> • New Cough • Difficulty Breathing • Loss of taste/smell 	<ul style="list-style-type: none"> • Fever (≥ 100.4) or chills • Congestion/runny nose • Nausea/vomiting/diarrhea • Sore throat • Headache • Muscle or body aches

Scenario 1: What to do if a student has symptoms of COVID-19?

SCREENING RESULTS	DOES THE CHILD REQUIRE A COVID-19 TEST?	WHEN CAN THE CHILD RETURN TO SCHOOL?
1 moderate-risk symptom <i>AND</i> No COVID-19 exposure	Monitor symptoms – if none progress testing is not needed	Return to school 24 hours after fever resolution and symptom improvement <i>OR</i> If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions

Scenario 2: What to do if a student has symptoms of COVID-19?

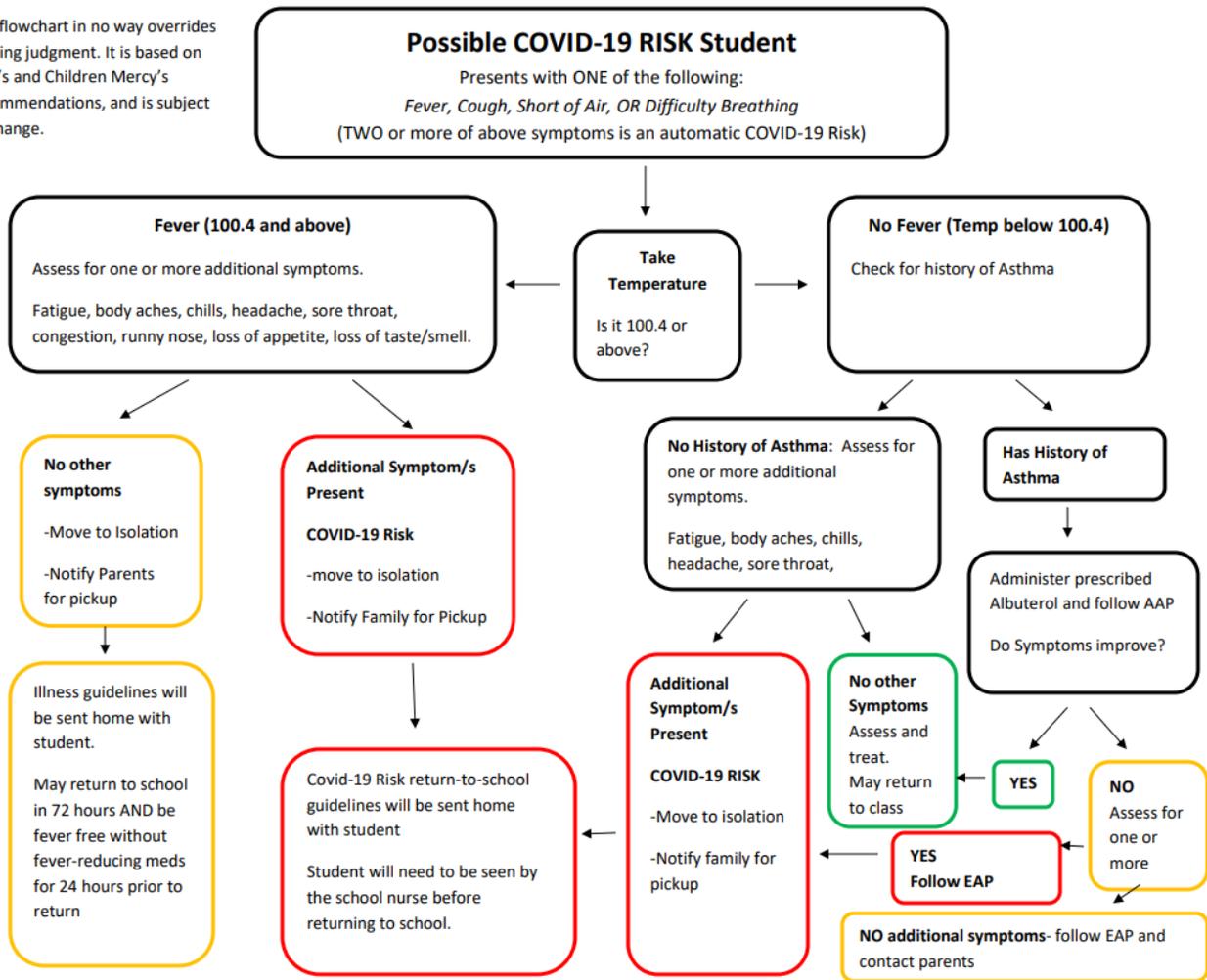
SCREENING RESULTS	WHEN CAN THE CHILD RETURN TO SCHOOL?
1 high-risk symptom OR ≥2 moderate-risk symptoms AND No COVID-19 exposure	Negative COVID-19 Test: Return to school 24 hours after fever resolution and symptom improvement OR If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis
DOES THE CHILD REQUIRE A COVID-19 TEST?	Positive COVID-19 Test or NO* Test: Return to school at least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms AND At least 10 days have passed since symptoms first appeared
YES*	

Scenario 3: What to do if a student has a COVID-19 exposure?

SCREENING RESULTS	WHEN CAN THE CHILD RETURN TO SCHOOL?
Exposure to a person with COVID-19	Quarantine for 14 days from last exposure to a person with confirmed or suspected COVID-19. This could be >14 days depending on the last point of contact. If child develops high-risk or moderate-risk symptoms during quarantine, they need to be evaluated for COVID-19. If the child develops symptoms within the 14 day quarantine they must isolate an additional 10 days from symptom onset.
DOES THE CHILD REQUIRE A COVID-19 TEST?	
Monitor symptoms – if none develop testing is not needed. If symptoms do develop within 14 days, testing is required*	

** In cases where COVID-19 testing cannot be performed it is presumed that an individual is positive for COVID-19 and must be excluded for 10 calendar days from school from symptom onset.*

The flowchart in no way overrides nursing judgment. It is based on CDC's and Children Mercy's recommendations, and is subject to change.



FREQUENTLY ASKED QUESTIONS

A. Proactive Strategies

How will Frontier Schools screen students for COVID-19?

Frontier Schools will implement a process for daily screening for symptoms of and exposure to COVID-19. Parents and caregivers should screen children for symptoms at home, prior to coming to school. The following conditions are considered symptomatic of COVID-19:

- Fever or chills
- Headache
- Nausea, vomiting or diarrhea
- New runny nose or congestion
- Sore throat
- Cough
- Muscle aches
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Close contact with a person with COVID-19 in the last 14 days

Students with symptoms should not attend school and parents should consult their healthcare provider and follow CDC considerations regarding their return to school. For students who are diagnosed with COVID-19, either by a laboratory test or based on their symptoms, return to school is permissible when the student is at least 10 days from symptom onset, has had three days with no fever and has no symptoms. Return to school for children with an alternate diagnosis is at the discretion of their healthcare provider and/or the school nurse. Children with a known close contact with COVID-19 (or an adult with symptoms compatible with COVID-19) should stay home for 14 days from their last contact and until return to school is approved by the local health department in accordance with the CDC guidance. [Click here](#) to review the CDC guidance.

Will schools screen students for COVID-19 onsite?

Children will be visually inspected for signs and symptoms of illness as they enter the school and/or classroom. School leaders may also elect to perform additional symptom or temperature screening at school, but will ensure those procedures do not force bottlenecks at building entry points, creating unnecessary situations where students cannot maintain adequate physical distance from one another.

How will schools screen staff members for COVID-19?

Health data continues to reveal that adults are much more likely to spread the novel coronavirus than children, unlike other viruses (e.g. influenza) where children are more likely to transmit the virus to others. Therefore, school staff members will self-screen at home, following the same protocol listed above for families screening students at home. Schools will also screen staff members upon entry to the building each day, and that screening may include a temperature check.

How will schools screen visitors for COVID-19?

Schools will limit visitors inside the building during the 2020-21 school year. Schools will conduct meetings with families remotely (conference call or videoconference) so parents can continue to engage with teachers (e.g. parent-teacher conferences) and participate in necessary discussions (e.g. Individualized Education Program (IEP) and 504 plan meetings; discipline conversations). If visitors are unable to join a remote meeting or conduct their business without entering the building, schools will screen the visitor for COVID-19 by asking questions about symptoms and performing a temperature check, and then limit the visitor's movement throughout the school building. A record of visitors inside the school will also be kept, and it will include areas of the school that were visited and the time the visitor entered and exited the building.

Why is physical distancing important?

Physical distancing is one measure that has been demonstrated to reduce the spread of the novel coronavirus. Distances of three to six feet may be effective in reducing viral transmission. However, a person is considered a “close contact” of a case of COVID-19 if they are within six feet of the case for more than 15 minutes. Close contacts of cases require quarantine for 14 days from the last exposure. By observing physical distancing in schools and reducing contacts, we can limit the number of children (and staff members) who will need to quarantine if a positive case occurs in school.

What physical distancing measures will schools have in place to protect against the spread of COVID-19?

Schools will assign students to cohorts and limit their exposure to other cohorts within the building. This means that students will stay with the same group of students and adults throughout the day. If classes must rotate, schools will consider rotating teachers, rather than moving groups of students throughout the school building. Schools will also implement and enforce assigned seating, and keep records of those seating charts to assist with identifying close contacts in the event a member of the school community is diagnosed with COVID-19.

Other physical distancing measures:

- Schools will limit the mixing of cohorts of students to the extent possible.
- Students will be spaced as far apart as possible. Six feet apart is best; when that’s not possible, schools will make efforts to ensure a minimum of three feet of space between students.
- Desks will be placed facing forward in the same direction so students do not sit face-to-face.
- Schools will place physical distancing markers and cues throughout the building, which will remind and prompt students to remain six feet apart in areas where they are not stationary, such as hallways, cafeterias, restrooms and other locations where lines assemble.
- Schools may require hand hygiene before and after students move from one space to another within the building. Proper hand hygiene information can be found [here](#) and will be shared with students of all ages.

How will physical distancing take place on a school bus?

School bus transportation may not readily allow for physical distancing. However, strategies to reduce contact on buses and risk of infection can include:

- Screening of COVID-19 symptoms at home prior to getting on the bus.
- Encouraging hand hygiene upon boarding the bus.
- Assigning students to seats so contacts are stable.
- Seating siblings together.
- Loading the bus from back to front.
- Encouraging the use of face masks during transport.
- Having windows open when safe and weather-permitting.
- Providing bus drivers and monitors onboard with personal protective equipment, such as face masks and face shields and/or eye protection, as long as these do not impair driving.
- Installing plexiglass or another kind of barrier around the school bus driver area, complying with Federal Motor Vehicles Safety Standards as regulated by the Federal Highway and Traffic Safety Administration.

If our families are able to transport their students to and from school or arrange for carpools, when possible, this will reduce the number of students riding buses.

How will physical distancing take place during meal times?

Schools will keep students in cohorts during meal times and, when possible, have students eat in their classrooms rather than moving through the school building. Schools will consider bringing meals directly to classrooms but will make efforts to ensure nutritional value and appealing menu choices are not sacrificed. For older students, multiple separate lunch periods may be created and alternate locations, such as an outdoor environment or large indoor spaces (e.g. gymnasium), may be used for lunches with proper supervision.

How will physical distancing take place during recess and physical education?

Physical activity during recess and physical education class is important for a child's physical, mental and emotional health. Students will engage in these activities with their primary cohorts (to the extent possible) to reduce the number of contacts. Multiple cohorts could have recess at the same time, as long as they are playing in separate areas of the playground. If possible, individual equipment used during recess and physical education (e.g. balls, jump ropes) will be separated by cohort to reduce the need for disinfecting between uses. If that is not possible, individual equipment will be cleaned between uses. Stationary playground equipment does not need to be cleaned, with the exception of handrails and other high touch surfaces, which will be cleaned in accordance with CDC guidelines (see "cleaning and disinfecting outdoor areas" section [here](#)). Schools will require hand hygiene before and after recess and physical education.

Are there other creative ways schools may arrange for physical distancing?

School leaders will consider leveraging space in innovative ways. Large spaces, such as multi-purpose rooms and auditoriums will be marked and utilized to account for appropriate physical distancing. The risk of transmitting the virus outdoors is much lower, so schools will also consider using outdoor learning spaces more often.

How will physical distancing take place during music class, given the conversation around the higher rate of COVID-19 transmission during singing?

In local areas with ongoing community transmission, chorus and band classes will be controlled. School leaders will be advised that the risk of transmission during music and band classes increases in older grades. When considering music classes, students will remain in cohorts and are appropriately physically distanced. Holding these classes outdoors would be a safe alternative, when possible. When cohorts and/or physical distancing cannot occur, alternative music classes such as virtual instruction, music technology, music theory, and music appreciation will be considered.

Will students wear face coverings?

Face coverings are an important strategy to reduce transmission of the novel coronavirus, both by reducing the spread of infection from the wearer to those around as well as by preventing acquisition of the infection by the wearer. K-12 students are required to wear face coverings. Recently published guidance from the American Academy of Pediatrics has indicated that "cloth face coverings can be safely worn by all children 2 years of age and older, including the vast majority of children with underlying health conditions, with rare exception." The use of face coverings can provide an additional layer of protection against the spread of infection.

Face coverings will especially be considered for all age groups during periods when students are not cohorted or cannot physically distance (e.g. in hallways or during entry and dismissal periods). As noted above, it is also appropriate for all students to wear masks or face coverings while riding the bus.

Schools will train the students on the safe and proper use of masks, accounting for the training most appropriate for the age group. School administrators will stay informed about CDC guidance and recommendations on face coverings (see “Cloth Face Coverings” section [here](#)).

Will staff members wear face coverings?

School staff members are required to wear face coverings, as the data indicates COVID-19 transmission is more likely from adult to student, than from student to adult. Face coverings should be worn by staff members at all times when they are in close proximity to students or other staff members. In lecture formats, where the teacher is stationary and appropriately physically distanced from students, face coverings may not be necessary. In some circumstances, such as when working with young children or deaf or hard of hearing students, the need to convey facial expressions and mouth movements is important; in these circumstances, the use of a clear face shield is preferred to no face covering at all. As noted above, bus drivers and monitors onboard a school bus will wear personal protective equipment.

Any teacher or staff member who is working closely with symptomatic children must wear medical grade masks and eye protections to ensure that staff are protected. Click [here](#) to review recently updated information from the CDC on recommendations for personal protective equipment for those working with symptomatic individuals.

B. Reactive Strategies

What should K-12 school leaders do when a student or staff member presents with COVID-19 symptoms while at school?

All students and staff members with a fever of at least 100.4° or other symptoms consistent with COVID19 should seek medical care for further evaluation and instructions. All students and staff members who become symptomatic while at the school require immediate isolation and should wear a medical-grade mask until they are no longer in the building. Students who are sick should be walked out of the building to their parent/guardian. The [School Nurse Algorithm](#), developed by the Washington University Pediatric and Adolescent Ambulatory Research Consortium, will be used by local school leaders and LPHAs to further inform the management of symptomatic students and staff members.

Each school will have a room or space, separate from the nurse’s office, where students or staff members who are feeling sick or appear ill can be evaluated and/or wait to be picked up by a parent/guardian. These rooms/spaces will set up in such a way as to prevent cross infection among students/staff who may be experiencing different symptoms. In the case that multiple symptomatic students must be in the same room, shower curtain-type barriers will be installed to separate potentially infected students or staff. The room will be disinfected immediately after any individual exhibiting symptoms of illness has exited.

Strict physical distancing will be required and a record will be kept of all persons who entered the room. Staff members entering the room should wear appropriate personal protective equipment, including goggles or face shields, gloves, and medical-grade masks and gowns.

Students who do not display symptoms of illness can be seen and treated in the nurse’s office. This would include students who are injured during the school day or students with special health care needs. Use of nebulizers and other aerosol generating procedures will be avoided in the school setting when possible. When these are necessary and/or when contact with respiratory secretions cannot be avoided, such as when suctioning is required, medical grade PPE including eye protection, respirator, gloves and a gown should be worn during care.

Additional information about PPE can be found in the [National Association of School Nurses’ Guidance](#) for Healthcare Personnel on the Use of Personal Protective Equipment (PPE) in Schools During COVID-19.

Are public health officials allowed to share health information about a student or staff member with district/school officials to allow necessary contact tracing to take place?

The Family Education Rights and Privacy Act (FERPA) has a provision that allows Local Education Agencies (LEAs) to share student records, which include student health information, with LPHAs (34 C.F.R. § 99.36).

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has a provision that allows personal health information (PHI) to be shared by DHSS and LPHAs to LEAs (45 C.F.R. § 164.512j(1)(i)) if the disclosure is necessary to protect public health. Some public health authorities may be considered “covered entities” or “hybrid entities” under HIPAA, meaning that the law applies to them. HIPAA specifically states that covered entities that disclose PHI in the interests of protecting public health are presumed to have “acted in good faith” if the “disclosure:

- (A) Is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public; and
- (B) Is to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.”

In a February 2020 Bulletin, the U.S. Department Health and Human Services, Office for Civil Rights, stated that “a covered entity must make reasonable efforts to limit the information disclosed to that which is the ‘minimum necessary’ to accomplish the purpose.”

In the case of COVID-19, the “minimum necessary” information to disclose to protect public health (e.g. to support case investigations and contact tracing) may include the name of the student/staff member who has contracted COVID-19, and the probable date of onset. This information should only be disclosed to the necessary staff members (e.g. the school or district COVID-19 point-of-contact) to inform and conduct the steps of the LPHA or school/district. The individual who tested positive will not be identified in communications to the school community at large.

It is also important to note that federal law typically limits the type of medical inquiries that can be made by LEAs, but given the nature of the pandemic, more leeway has been given to districts and schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent/guardian tells the school that their child is sick, the school may ask the parent/guardian whether the student is exhibiting any symptoms of COVID-19 or has a positive COVID-19 test.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms or has been tested.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

What communication will take place between local public health authorities (LPHAs) and school leaders when a member of the school community tests positive for COVID-19, and what role will each entity play in that communication process?

It is the responsibility of the LPHA to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure and give instructions to those involved with the confirmed case, including siblings and other household members, regarding self-quarantine and testing, as indicated. LPHAs will proactively communicate to the school or district the existence of a positive case among its students or staff.

Schools and districts will designate a point of contact at both the school and district levels with whom LPHAs will coordinate regarding COVID-19 exposures, case investigations and contact tracing. Pursuant to 19 CSR 20- 20.030(1), schools and districts should report any known COVID-19 cases or exposures to the LPHA where the student resides. When there is confirmation that a person infected with COVID-19 was on school property, the district/school should contact the LPHA immediately and follow the directions of the LPHA where the school is located. Schools and districts should track information regarding cases and exposures to ensure that no staff member or student returns to school

before released to do so by the LPHA of record. LPHAs should provide clear guidance and direction to schools and districts on the next steps for contact tracing and potential quarantine.

The communication process between LPHAs and schools/districts could take place in a number of ways, including, but not limited to, the following scenarios:

- **Scenario 1:** An LPHA might share that an individual in Mr. Green’s 4th grade class has tested positive to allow for contract tracing. Such information should allow the LPHA to obtain the necessary information from the school to perform contact tracing and notification of exposed individuals.
- **Scenario 2:** A parent/guardian may inform the school that his/her child tested positive and won’t be attending school. The school should alert the LPHA and immediately provide the necessary information for the LPHA to perform contact tracing.
- **Scenario 3:** If the LPHA directs a student to isolate or quarantine, but his or her parent(s)/guardian(s) are not cooperating with the LPHA and causes the LPHA to believe the student plans to attend classes, the LPHA should alert the school, not only for contract tracing purposes, but also to prevent the student from attending school and exposing others.
- **Scenario 4:** If the LPHA’s functional ability to begin contact tracing on the same day of notification is constrained by an increase in cases, a decrease in staffing levels, etc., the LPHA may provide the necessary PHI to the school or district, along with instructions, to begin the process of identifying and isolating close contacts that occurred on school or district property.

[On September 1, 2020](#), DHSS issued additional information about the requirements for schools to report a positive or suspected case of COVID-19 among students or staff members, including when and how this reporting should take place and why this communication is important. DHSS and DESE also released additional information on [September 4, 2020](#), detailing additional guidance for schools and LPHAs as they continue to work together on contact tracing and quarantine/isolation directives.

What is contact tracing and what will that look like in a school/district?

Contact tracing is the means by which COVID-19 infections and exposures are identified, subsequently notified, and ultimately isolated or quarantined to reduce transmission of the virus. Contact tracing is a fundamental epidemiological practice that is used to stop the spread of many infectious diseases, including COVID-19. Contact tracing consists of a series of interviews, performed by public health workers, which are designed to identify close contacts of a student or staff member that tested positive for COVID-19. Close contacts are defined as having been within six feet of an infected individual for more than 15 minutes. The consistent use of a face mask by the case and close contacts may be considered in determining the need for quarantine. Those close contacts are then ordinarily may be asked to self-quarantine for 14 days from their last contact with the positive case and/or take a COVID- 19 diagnostic test.

Contact tracing efforts/investigations are led by the LPHA where the COVID-19 positive person resides, whether that is a student or an adult. Schools should be ready to assist with identifying close contacts within the school setting so that any potential close contacts can stay home from school until the LPHA takes over the case investigation and makes a final determination on that individual’s status (return to school remain quarantined, etc.).

How can schools facilitate contact tracing and COVID-19 containment strategies within a school? Schools will make every effort to facilitate contact tracing in their communities, and be ready to provide timely, effective documentation to the appropriate LPHA. If a school is notified of a positive case of COVID-19 in the school community, the school should begin in-school documentation of that student or staff member’s close contacts, no matter if the notification was received by the positive individual or the LPHA.

Schools can facilitate the speed and accuracy of contact tracing by limiting the movement of students in a school building, cohorting students and using assigned seating. Schools should space students as far apart as is feasible, and create seating charts that can be given to local public health officials to assist in identifying close contacts of the infected student or staff person.

What documentation, records, etc. should schools have ready to assist health officials in conducting contact tracing?

Schools will keep records regarding student attendance at the classroom level, seating charts, which may include classroom assigned seating, lunch room assigned seating, academic and physical education locker location/layout information, school bus assigned seating, and cohort lists for health officials to use to assist with contact tracing. Mask usage policies at the school/district should also be communicated to the LPHA.

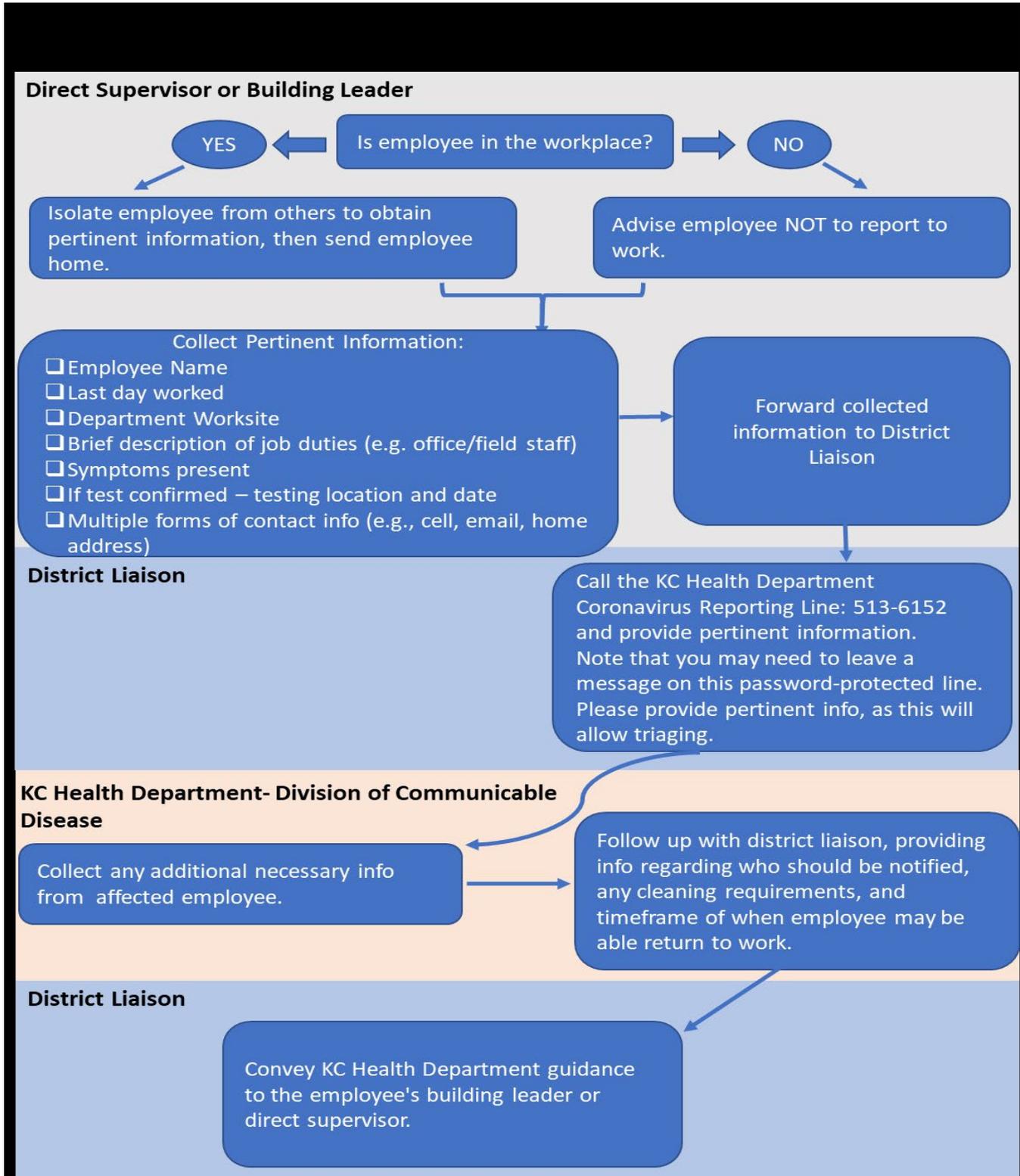
In schools where cohorting is not possible, students should still use assigned seating in each classroom, and where possible, be seated next to the same peers as they move from class to class. Schools will keep records of students' class schedules and seating charts for each class. Seating charts will not change for the duration of a class, and if possible, for the entire school year. This not only ensures that students have fewer close contacts, thereby lowering their chance of infection at school, but also assists in making the contact tracing process more efficient.

School staff members will also keep a daily log of their close contacts. Staff should be discouraged from gathering in break rooms to eat lunch, and will be provided time to eat lunch in a space that allows for adequate physical distancing. These staff member daily logs and records for students will be kept for at least 14 days, whether they are kept manually or electronically.

APPENDIX A: CONTACT TRACING

District Liaison: School Nurse

An **EMPLOYEE** notifies Building Administrator of close contact or confirmed positive test case for COVID-19.



A **PARENT** or **STUDENT** notifies school staff of close contact or confirmed positive test case for COVID-19.

