

# **Hoonah City School District**

## **2020-2021 School Reopening Plan**



### **Smart Start Committee: Members**

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### **Mission:**

**To deliver a quality education that inspires and challenges all students to reach their full potential.**

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## **Introduction**

HCSD will be providing multiple educational options for the 2020–21 school year. The Centers for Disease Control lists the many safeguards that will be in place before buildings reopen and students are back to classrooms that resemble what they had before. While it is the district goal that students attend school on-campus with the maximum possible direct teacher instruction within the State and local health department COVID-19 safety guidelines, it is clear that some type of distance learning—as well as efforts to ensure all students can get online—must be a part of our district’s planning for the next school year and beyond. This plan was developed to aid the district in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

### **GUIDING PRINCIPLES**

In order to ensure the continued well-being of our students, staff and community the following guiding principles have been put in place:

1. Employee and student safety measures
2. Health Guidelines
3. Support for families

### **REOPENING PROTOCOLS AND CONTINGENCY PLANNING**

Reopening HCSD will be done in accordance with state and local mandates and will meet the criteria established by the CDC. First and foremost, planning will consider measures to promote and provide a safe and healthy environment for our students and employees. Special consideration will be given to those in high risk categories. Bringing learners back into the school buildings will be done gradually, providing ample time for orientation and training on new practices and procedures. Special education services will resume the same time as general education.

## Time Lines

Phase	Timing	Items
Planning	June/ July	<ul style="list-style-type: none"> <li>● Supplies, equipment</li> <li>● Prepare detailed work schedule for phases</li> </ul>
Phase 1	August	<ul style="list-style-type: none"> <li>● Prepare building for reopen with thorough cleaning</li> </ul>
Phase 2	September	<ul style="list-style-type: none"> <li>● Expand use of school sites based on recommendations and data from CDC, AK Governor, and applicable state and local agencies and</li> <li>● Follow the HCSD plan for current risk level. (No Risk, Low Risk, Medium Risk, High Risk)</li> </ul>
Phase 3	TBD	<ul style="list-style-type: none"> <li>● Expand use of school sites based on recommendations and data from CDC, AK Governor, and applicable state and local agencies and</li> <li>● Follow the HCSD plan for current risk level. (No Risk, Low Risk, Medium Risk, High Risk)</li> </ul>

Risk Scenarios

<p><b>LOW RISK</b></p> <p>No laboratory-confirmed cases of COVID-19 in the previous 14 days and no reported increase in the number of cases over the last 14 days.</p>	<p><b>MEDIUM RISK</b></p> <p>We will follow the City’s move to Yellow/Medium Risk.          Low to moderate level of community transmission.          Minimal amount of laboratory confirmed cases of COVID-19 as determined by community.          HCS D schools will be designated as <b>Yellow/Medium Risk Scenario</b> if there are no new cases in the city of Hoonah in the previous 14 days with all other cases being classified as recovered.</p>	<p><b>HIGH RISK</b></p> <p>High levels of community transmission.          If the city of Hoonah moves the city's level to Red/High Risk or the school's Smart Start Team is concerned that there is potential transmission within the student/staff body, we will move immediately to distance learning and move our risk level to Red/High Risk.</p>
<p><b>Instructional Delivery</b></p> <p>Green Low Risk School Schedule will be based on a "regular" school schedule as much as reasonably possible, with appropriate social distancing.</p> <p>Flexible scheduling may be utilized for classrooms or grade levels that cannot provide appropriate social distancing.</p> <p>Students identified as Intensive Needs will attend every day on-site. Based upon specifications of their individualized education plans (IEP's), special education students may be served outside of their regular times.</p>	<p><b>Instructional Delivery</b></p> <p>Yellow Medium Risk School Schedule will be based on a "regular" school schedule as much as reasonably possible, with appropriate social distancing. Students may be required to work from a distance.</p> <p>When students are not meeting with teachers face-to-face for in-person instruction they will be supported through a distance delivery instructional model. Students identified as Intensive Needs will attend every day if possible.</p>	<p><b>Instructional Delivery</b></p> <p>All students at home. School staff will utilize Canvas, Seesaw, Zoom, Google Classroom, and online electronic learning platforms. Staff will develop regular office hours and class schedules. Based upon specifications of their individualized education plans (IEP's), special education students may be served outside of their regular group time.</p>
<p><b>Conditions For Learning Welcome Back</b></p>	<p><b>Conditions For Learning Welcome Back</b></p>	<p><b>Conditions For Learning Welcome Back</b></p>
<p>During pre planning we provided staff with training on the safety protocols and mitigation procedures</p>	<p>During pre planning we provided staff with a clear expectation to be prepared</p>	<p>During pre planning we provided staff with a clear expectation to be prepared</p>

<p>that we would utilize throughout the school year.  We provided instructional staff with training on how to increase student engagement without increasing the risk of spreading Covid.  Parent Night  Kindergarten Day</p>	<p>week one to transition to distance learning if needed.  We reviewed online platforms with both staff and parents.  The school and community have worked together to ensure that every student has a laptop and every home has internet.</p>	<p>week one to transition to distance learning. We reviewed online platforms with both staff and parents.  The school and community have worked together to ensure that every student has a laptop and every home has internet.</p>
<p><b>Conditions For Learning</b>  Students, staff, and visitors entering a HCSD school district building will be temperature screened upon entrance and required to wear a mask while in the building.  Staff and students will be COVID19 screened using an FDA approved molecular (PCR) test.  No large group gatherings permitted such as assemblies, cafeterias, or field trips.  Maintain 6 feet from other people within the hallways, classrooms, and recess areas.  Utilization of desk guards in all classrooms with 12 or more students.  Personal protective gear (PPE) masks are required for all staff and students.  Gloves and masks are required for Food and Nutrition Services at all times.  Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.  Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices.  Food Service:  Breakfast will be grab and go on the way into the school building.</p>	<p><b>Conditions For Learning</b>  Students, staff, and visitors entering a HCSD school district building will be temperature screened upon entrance and required to.  Wear a mask while in the building.  No large group gatherings permitted such as assemblies, cafeterias, or field trips.  Family members and visitors will not be allowed in school facilities.  Maintain 6 feet from other people within the hallways, classrooms, and recess areas.  Utilization of desk guards in all classrooms with 12 or more students.  Personal protective gear (PPE) masks are required for all staff and students.  Gloves and masks are required for Food and Nutrition Services at all times.  Gloves and masks are required for Food and Nutrition Services at all times.  Gloves and masks are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.</p>	<p><b>Conditions For Learning</b>  HCSD school buildings will be off limits to all students, staff, and visitors.  HCSD maintenance/custodial staff will deep clean all building facilities.  HCSD Food and Nutrition Services will provide breakfast and lunches in specified locations and times.  District office staff will work in the district office as necessary.  Personal protective gear (PPE) masks are required for all staff working in district buildings.  Gloves and masks are required for Food and Nutrition Services at all times.  Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.  Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices.</p>

<p>Lunches will be served by classrooms cohort in the gym and adhering to social distancing guidelines. Tables will be sanitized between servings.</p> <p>Regular hand sanitizing schedules will be implemented within each classroom.</p> <p>Use of water fountains may not be permitted. Students should bring water bottles from home or be provided water bottles to use at school.</p>	<p>Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices.</p> <p>Food service may be delivered to each classroom.</p> <p>Regular hand sanitizing schedules will be implemented within each classroom.</p> <p>Use of water fountains is not permitted. Students should bring water bottles from home or be provided water bottles to use at school.</p>	
<p><b>Conditions For Learning Parent and community Engagement</b></p>	<p><b>Conditions For Learning Parent and community Engagement</b></p>	<p><b>Conditions For Learning Parent and community Engagement</b></p>
<p>In preparation for our school opening, we have engaged parents and community members in several ways: we hosted virtual Zoom question &amp; answer, and feedback sessions.</p> <p>We meet both face to face and virtually with the City Manager, Mayor and Tribal Leaders to ensure both stakeholder buy-in and plan alignment.</p> <p>We hosted a family night at the school and modeled the school expectations of mitigation strategies such temperature screening, hallway social distancing, breakfast and lunchroom procedures and classroom configurations.</p>	<p>In preparation for our school opening, we have engaged parents and community members in several ways: we hosted virtual Zoom question &amp; answer, and feedback sessions.</p> <p>We meet both face to face and virtually with the City Manager, Mayor and Tribal Leaders to ensure both stakeholder buy-in and plan alignment.</p> <p>We hosted a family night at the school and modeled the school expectations of mitigation strategies such temperature screening, hallway social distancing and classroom configurations.</p>	<p>In preparation for our school opening, we have engaged parents and community members in several ways: we hosted virtual Zoom question &amp; answer, and feedback sessions.</p> <p>We meet both face to face and virtually with the City Manager, Mayor and Tribal Leaders to ensure both stakeholder buy-in and plan alignment.</p> <p>We hosted a family night at the school and modeled the school expectations of mitigation strategies such temperature screening, hallway social distancing and classroom configurations.</p>
<p><b>Conditions For Learning Trauma Informed Practices</b></p>	<p><b>Conditions For Learning Trauma Informed Practices</b></p>	<p><b>Conditions For Learning Trauma Informed Practices</b></p>

<p>HCS D will provide comprehensive social emotional learning (SEL) opportunities, training, and resource supports for students (K-12), faculty, staff, primary caregivers, and other stakeholders in our educational community. These will be available through all three risk levels. Purposeful integration of SEL principles and practices within daily school activity will support our educational delivery toward a trauma engaged and needs-based paradigm. HCS D will provide training in using a trauma responsive approach when engaging with students and staff and will proactively address trauma experiences for both students and staff. September 1<sup>st</sup> the district will hold a 1-day professional development for staff to review the district’s plan for enacting trauma responsive practices.</p>	<p>HCS D will provide comprehensive social emotional learning (SEL) opportunities, training, and resource supports for students (K-12), faculty, staff, primary caregivers, and other stakeholders in our educational community. These will be available through all three risk levels. Purposeful integration of SEL principles and practices within daily school activity will support our educational delivery toward a trauma engaged and needs-based paradigm. HCS D will provide training in using a trauma responsive approach when engaging with students and staff and will proactively address trauma experiences for both students and staff. September 1<sup>st</sup> the district will hold a 1-day professional development for staff to review the district’s plan for enacting trauma responsive practices.</p>	<p>HCS D will provide comprehensive social emotional learning (SEL) opportunities, training, and resource supports for students (K-12), faculty, staff, primary caregivers, and other stakeholders in our educational community. These will be available through all three risk levels. Purposeful integration of SEL principles and practices within daily school activity will support our educational delivery toward a trauma engaged and needs-based paradigm. HCS D will provide training in using a trauma responsive approach when engaging with students and staff and will proactively address trauma experiences for both students and staff. September 1<sup>st</sup> the district will hold a 1-day professional development for staff to review the district’s plan for enacting trauma responsive practices.</p>
<p><b>Continuity of Learning</b></p> <p>HCS D will provide certified staff voluntary, paid time to develop instructional plans, procedures, and management tools for HCS D to seamlessly transition between low, moderate, and high risk scenarios during the 2020-2021 school year.</p> <p>HCS D will prioritize Friday early release days for professional learning and improvement of HCS D’s low risk instructional planning and schedules.</p>	<p><b>Continuity of Learning</b></p> <p>HCS D will provide certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for HCS D to seamlessly transition between low, moderate, and high-risk scenarios during the 2020-2021 school year.</p> <p>HCS D will prioritize Friday early release days for</p>	<p><b>Continuity of Learning</b></p> <p>HCS D will seamlessly transition between low, moderate, and high-risk scenarios during the 2020-2021 school year. HCS D will prioritize Friday early release days for professional learning and improvement of HCS D’s high risk instructional planning and schedules.</p> <p>HCS D will work to ensure all students have access to a</p>



<p>The HCSD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p>	<p>professional learning and improvement of</p> <p>HCSD’s moderate risk instructional planning and schedules.</p> <p>The HCSD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p> <p>HCSD will collaborate with community partners, businesses and others in problem-solving efforts to ensure all students have access to reliable internet access to complete their work remotely.</p>	<p>working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p> <p>HCSD will collaborate with community partners, businesses and others in problem-solving efforts to ensure all students have access to reliable internet access to complete their work remotely.</p>
<p><b>CAPACITY OF LEARNING</b></p> <p>ASAA will provide guidance on ASAA sanctioned activities.</p> <p>Other district activities will be determined on a case by case basis.</p> <p>District related staff and student travel per approval in green risk level.</p>	<p><b>CAPACITY OF LEARNING</b></p> <p>ASAA will provide guidance on ASAA sanctioned activities.</p> <p>Other district activities will be determined on a case by case basis.</p> <p>District related student and staff travel is restricted at yellow and red risk levels.</p>	<p><b>CAPACITY OF LEARNING</b></p> <p>District related student and staff travel is restricted at yellow and red risk levels.</p>
<p><b>CAPACITY OF LEARNING</b></p> <p><b>Flexible Funding</b></p> <p>We have reviewed the multiple funding sources to ensure funds are being leveraged to provide the safest most engaging learning environments possible.</p>	<p><b>CAPACITY OF LEARNING</b></p> <p><b>Flexible Funding</b></p> <p>In the event we are moved to the medium risk level, we have prepared both the infrastructure of the distance learning and the teacher capacity to move additional students to distance learning.</p>	<p><b>CAPACITY OF LEARNING</b></p> <p><b>Flexible Funding</b></p> <p>In the event we are moved to the high risk level, we have prepared both the infrastructure of the distance learning and the teacher capacity to move all students and to distance learning. In the event additional support is needed for</p>

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<p>Federal Funding and Flexibility: The District is actively working on applying for federal CARES Act funding and reallocating ESEA Consolidated grant funding as plans are developed when consulting with taskforce, business office staff, and state guidelines and recommendations. It is known when preparing for Smart Start 2020 districts will encounter additional costs.</p> <p>Considerations Related to Negotiated Agreements: It is the goal of GCSD to ensure the rights of its employees during the ever-changing COVID-19 environment. The district will follow all collective bargaining agreements, state guidelines, state and federal regulations, and laws that pertain to leave during the pandemic</p>		<p>either the teachers or the student, funding has been identified to support this shift</p>
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## Health & Safety Protocols

To ensure the health and safety of students and staff HCSD will implement a regular COVID-19 screening using an approved Antigen Test for the detection of the Covid virus. Students and staff will be screened regularly for the Covid virus. Anyone who tests positive will be immediately isolated. The staff or student that tests positive will be referred to the clinic for further testing. Staff or students that test positive will remain in quarantine according to local and state guidelines and may return to school once they receive a negative Covid test.

### **Protocols for testing and retesting:**

**Negative: If all the students and staff test negative, we continue with face to face instruction.**

**Positive: Student/staff will be retested with a molecular test. If the student/staff test positive on the molecular test they then must isolate for state recommended length of time.**

**If the student/staff of concern had been in the school within the last 10 days, we would do contact tracing. We would contact a state health official to seek recommendation on risk level.**

**Inconclusive and Invalid : Will be retested immediately.**

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### **Testing**

The COVID test that will be administered at the school is the Antigen test. This test will be administered by a HIA (Hoonah Indian Association) staff member. The results will be known that day. In the event of a positive, HIA will immediately notify the school, which in turn will notify the parents/guardians or staff member.

Once the Parent has been notified, HIA will then contact the Health Department to work with the parent and the school addressing their health needs and do contact tracing.

In the event that one of our students or staff members did test Positive and the school's Smart Start Team is concerned that there is potential transmission within the student/staff body, we will move immediately to distance learning. Once we are assured that we have isolated all active cases. We would move back to in-person on campus learning.

The safety of your student and our community is our goal in implementing this program. In accordance with Hoonah City Emergency Mandate 20-04-06 this testing is required. In the event that you do not want your child to participate in testing, your child will start in Hoonah

**Travel off the Island:**

**Staff and students need to ensure that they follow all local and state travel guidelines.**

Hoonah City Ordinance Emergency Resolucion 20-04-06

<https://www.cityofhoonah.org/covid-19>

**State of Alaska Travel Guidelines**

<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/travel.aspx#changes>

*STRATEGIES TO PREVENT & REDUCE THE SPREAD OF INFECTIOUS DISEASES WHILE THE SCHOOL REMAINS OPERATIONAL*

The following guidelines will be used to prevent and reduce the spread of an infectious disease in which the school is to remain open. HCSD will continue to work very closely with public health officials, and infectious disease monitoring is constantly occurring via a network of health aides and designated individuals. It is important to understand that when an infectious disease outbreak occurs, all decisions made will be under the guidance of public health officials.

### **How Germs Spread**

It is important that we understand how germs are spread, so that we may tailor our responses and interventions to reduce and eliminate that spread. There are five general modes of transmission of infectious diseases; however, it is important to note that many infectious agents are spread in more than one way.

- Direct contact: skin-to-skin contact, kissing, and sexual intercourse. Direct contact also refers to contact with soil or vegetation harboring infectious organisms.
- Vehicles: Indirect contact through inanimate objects like food, water, biologic products (blood), and fomites (inanimate objects such as surfaces, bedding, toys, diapers, keyboards, phones, and eating utensils).
- Vectors: mosquitos, fleas, lice, and ticks
- Droplets: germs travel inside droplets that are produced by a person when they are sneezing, coughing, or even talking.
- Droplets travel short distances, usually 3 feet or less, from one person to another before falling out of the air.
- Airborne: germs are carried by dust or droplets that are produced when sneezing, coughing, or even talking, but unlike droplets, they remain suspended in the air for longer periods of time, usually traveling about 6 feet before falling to the ground. Airborne diseases may also be blown over great distances and through air ducts.

### **Disease Prevention & Education**

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. HCSD will

provide hand washing and respiratory hygiene/cough etiquette education anytime there is a suspected outbreak and during the school year as requested by the staff.

### **Educational message is:**

- Cover Your Cough
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)

**Cover Your Cough:** Staff and students will be taught coughing and sneezing etiquette: cough or sneeze into your elbow or the upper part of your sleeve. Alternatively, cover your mouth and nose with a tissue when coughing and sneezing. In either case, staff and students will be taught to clean their hands after coughing, sneezing, or touching their face.

**Wash Your Hands Often:** Hand washing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water, and these are provided in each classroom. Staff will provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing, at the beginning of the lunch line before eating, after bathroom use, and after recess. Staff and students should also use hand sanitizer upon entering/leaving the computer lab, and the computer labs will be wiped down daily.

**Stay Home if You're Sick:** A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers. In times of suspected or identified infectious disease outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at school will be identified and modified, clearly communicated and consistently enforced.

### *SCREENING & MONITORING PROTOCOLS*

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills

- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential

***HEALTH PROTOCOL***

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to do a COVID-19 screening test or leave work and go either home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider’s note before returning to work.
- If you have been diagnosed with COVID19\*, you may return to work when all criteria are met:
  1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
  3. At least 14 days have passed since symptoms first occurred
  4. Test negative

\* If you have symptoms that could be COVID-19 and have do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until criteria listed above have been met

***GUIDANCE IF EXPOSED***

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you’ve been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. HCSD's HR department
  - c. School Superintendent
3. The Superintendent will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

### **Ill While at work**

If an employee or student becomes ill on campus/district, he/she will immediately report to the school's **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### **Illness/Disease Monitoring & Tracking**

During times of a potential infectious disease outbreak, health aides and designees will implement a surveillance system. They will monitor illnesses daily, tracking trends, and report to the district nurse or other designee. The district nurse or other designee will follow up on



trends and determine if there is a pattern, contacting public health officials and implementing indicated infection control measures.

Staff are trained to be alert to students who are ill. These students need to be sent to the office for evaluation. During periods of suspected or identified infectious disease outbreaks, health aides will protect themselves by wearing appropriate PPE when helping a sick person; this includes gown, gloves, eye protection, and facial mask. In the event that a staff or student within the school is discovered or suspect to have a communicable disease that may result in an epidemic/pandemic, that person will be isolated and may be asked to wear a mask until parents pick them up or they are able to go home. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. If the person is unable or unwilling to wear a mask, the individuals helping the sick person will wear a mask.

Parent/guardians will be notified immediately, and the district nurse or other designee will notify public health officials as soon as possible.

Each school has an illness tracking Google Doc. Staff has been educated on how and why to complete the form. Each student who is absent or sent home due to illness is put on this list, symptoms are

documented, and travel history (in last 14 days) is charted.

*Three (3) questions are being asked to the parent of a sick student that are:*

- 1. What are their symptoms? (Check boxes or write symptoms.)*
- 2. Have they traveled in the last 14 days? (Check box. Put place, if disclosed.)*
- 3. Have they been in contact with anyone with COVID19? (Check box.)*

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.

- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## **Illness/Disease Monitoring & Tracking**

During times of a potential infectious disease outbreak, health aides and designees will implement a monitoring and tracking system. They will monitor illnesses daily, tracking trends, and report to the district nurse or other designee. The district nurse or other designee will follow up on trends and determine if there is a pattern, contacting public health officials and implementing indicated infection control measures.

## **CANCELLING SCHOOL DUE TO AN INFECTIOUS DISEASE OUTBREAK**

The Hoonah City School District will collaborate with public health officials to monitor disease outbreaks in our community to determine when and if schools should be cancelled.

If school is cancelled due to an infectious disease outbreak, all other school-related gatherings (athletic events, after school activities, field trips, etc.) will also be cancelled. In some cases, non-academic events may be cancelled even if classes are not cancelled.

## **The Decision to Close Schools**

When determining school closure, HCSD will ensure that quantitative data is used, and that the decision is an evidence-based one and not a political or fear-based decision. A student/staff absenteeism rate of 10% or more from the same infectious disease will be considered an outbreak. To reduce the chance of outbreak and spread, closure of schools will be considered if school absenteeism related to a single infectious disease is 5% or greater for 1 day, 4% or greater for 2 consecutive days, or 3% or greater for 3 consecutive days. Closure of schools related to infectious disease will require consultation between the superintendent and public health officials; however, if absenteeism interferes with a school's ability to function properly, specifically if there are not enough staff for practical operation, school will be cancelled until proper staffing can be secured and approved to do so by public health officials.

## **COMMUNICATIONS PLANNING**

Timely and clear communication is essential at all times, but especially during the reopening of schools process. District plans including the delivery models at each COVID-19 Risk

Level and resulting new protocols and procedures for students, parents, and community members will be detailed and distributed using a variety of media outlets including, but not limited to the following:

- USPS Letters
- School Emails
- School and District Websites
- School and District Social Media Accounts
- Powerschool Messenger
- Local Radio Station KHOO

### **Communication during an Infectious Disease Outbreak**

We will attempt to provide accurate, consistent, and timely communications with staff, students, and parents to instill and maintain public confidence in our district. We will coordinate with public health officials to disseminate critical information from public health officials, to develop and deliver common health messages and educational materials, and to demonstrate the school district is taking reasonable action to preserve the safety and health of our staff and students. Information will be disseminated via our normal emergency communication methods: staff email, web site postings, parent letters, social media postings, and/or mass phone call and text messaging systems as needed.

Media can impact the credibility of the response and recovery strategies and actions. In the event of an outbreak of infectious disease, HCSD's Superintendent Ralph Watkins or designee will work collaboratively with media sources to provide accurate information and to correct any inaccurate information, share actions taken by school administration, provide information about additional safety precautions in place, and stress the importance of student and staff well-being and safety.

### **VISITORS ON CAMPUS**

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **VISITOR SELF-SCREENING FORM /**  
Self Declaration by Visitor.

### **OUTSIDE CONTRACTED SERVICE PROVIDERS**

All outside personnel who provide contracted services to our district and students will be required to screen daily.

**FACILITY USE**

Facility use by outside groups will be considered on a case by case basis. Any use by community organizations must meet CDC guidelines in addition to following local and state mandates.

Low Risk	Medium Risk	High Risk
Facility use is open for scheduled school and community events	Facility use is only open for scheduled school activities	Facility use is not permitted