

Randolph Elementary



Reopening Plan 2020-2021

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GUIDING DOCUMENTS

[Kansas State Department of Education: Navigating Change](#)

[Topeka Public Schools: Transforming Topeka Together Reopening Plan for Education](#)

TPS RESOURCES

[TPS COVID Response Plan](#)

[TPS Parent Resource Page](#)

[Frequently Asked Questions](#)

[TPS Remote Learning](#)

[Top 10 Things to Know About the Reopening Plan](#)

*****SUBJECT TO CHANGE*****

This is a working document that continues to be updated based on current guidance

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I. OPERATIONS

Signage

- Outside
 - Signs are located on every door of the building indicating that everyone who enters is required to have their temperature checked.
 - Cones/cement markers are used to space students 6 feet apart on sidewalks as they wait to have their temperature taken.
 - Masks required signs are posted on every outside door - [Masks Required](#)
- Classrooms
 - Floor decals are placed in each classroom to assist in lining students up 6 feet apart.
 - A Randolph expectation poster is placed on classroom walls to remind students of expectations
- Cafeteria
 - Cafeteria seats are marked indicating where students are to sit.
 - Floor decals are placed in the cafeteria to assist in lining students up 6 feet apart.
- Common Areas
 - Sanitizing signs are located at all communal areas (such as lounge and copy room areas) to remind staff and students to sanitize hands before and after use.
 - Social distancing decals are placed on the floors reminding students and staff to walk six feet apart from one another.

Communal Spaces

- The communal use of shared spaces will be minimized when possible.
- Use of communal spaces will be staggered and [cleaned and disinfected](#) between use.
- When communal spaces are used, appropriate social distance measures will be in place.
- All staff communal spaces (copiers, etc.) are equipped with disinfectant, wipes, paper towels, and hand sanitizer in order for staff to clean before and after use. All staff members are responsible for properly disinfecting these spaces before and after use.
- Office
 - Office copier is for office use only.
 - Please do not gather and use social distancing at all times.
 - The staff mailboxes may be accessed, but further entry into the small office space is discouraged.
 - Staff members will be mindful of social distancing before and after school while in the office.
- Library
 - Teachers can Zoom into meetings from the library if the classroom is being used. Staff is required to use headphones to maintain confidentiality of information shared in the Zoom meeting.

- Conference Room -
 - All meetings traditionally held in the conference room will be held through Zoom. If an in person meeting is required, the multipurpose room or library will be utilized to assure social distancing is possible.
- Lunch
 - Classified and Certified staff may eat socially distanced in one of the following areas: teacher's lounge, library or classroom
 - Staff must sanitize where they ate after use.
- Work Space
 - Classified and Certified staff may work socially distanced in one of the following areas: Multipurpose room, library, classroom
 - Staff must sanitize where they worked after use.

Walking Routes

- The hallways and stairs will be one way, where feasible and are wide enough to stay to the right and remain socially distant where not feasible.
- Grade level teams will coordinate to ensure classes are not transitioning in the hallways at the same time.

Restrooms

- Each grade level team will decide when their classroom will use their assigned restrooms to eliminate the mixing of students from different classes.
- This classroom restroom schedule is posted on the bathroom door.
- Teachers will teach restroom expectations stressing the importance of remaining socially distanced
- Students will wait in the hallway socially distanced.
- Emergency student restroom breaks will be allowed outside of the scheduled restroom breaks. Students will sanitize hands prior to entering the classroom upon return from the restroom.

Arrival and Dismissal

- Arrival-
 - Students will enter the building through one of three entry points. Walkers, front doors. Car drop off, Medford doors. Bus arrival, Randolph doors.
 - All students will have their temperature taken prior to entering the building.
 - Students with temperatures of less than 100.4 will then walk, socially distanced, directly the gym if having breakfast or to their classroom.
- Dismissal-
 - Classroom teachers will dismiss students by category when called over the intercom - not before.
 - Car Riders - will wait socially distanced in the multipurpose room.
 - Parents will have a sign with the student's car rider # which they will keep in their car. The parent will display the sign in their car window to notify the staff

- member on duty of the student they are picking up.
 - Staff members will walkie in the car rider #
 - The student will exit the building and walk directly to their ride.
- Walkers
 - Parent permission will be needed. Walkers will exit through the front doors and walk directly off the school property down the center path.
- Bus Riders
 - Bus riders will be dismissed by the classroom before walkers and car riders.
 - Bus riders will walk 6 feet apart to the gym. Staff members will be spread out in the hallways to monitor students walking to the gym.
 - Students will sit in an assigned seat in the gym until the assigned bus is ready to be loaded. Assigned seating on the bus will be replicated while students are waiting to load.
 - A staff member will dismiss one bus of students at a time. Students will walk out of the building through the Randolph/gym doors. Students will maintain six feet between each other while filing out of the building and onto the bus.

Checking Students In/Out

- Parents should call the front office to check a student in or out.
- Non-essential visitors will not be allowed into the school building.

Cafeteria

- Students will eat in the gym.
- Students will sit six feet apart.
- Students will wear their mask until they are seated and will put their mask on when they get up to exit the gym when their lunch time is complete.

Recess

- Recess has been scheduled so that no more than two groups of students are on the playground at one time.
- When two classes are out at the same time, teachers will designate a zone for their class and line up separately.
- Playground facilities will be sprayed with a disinfectant prior to the beginning of each school day.
- Recess equipment will be provided per class and disinfected between use. Classroom teacher will spray down the equipment as needed and students may wipe it down. We may also use a product that you can spray and let dry. No need to wipe down.
- Students will wash their hands after recess. Students will wash hands with soap and when possible or use hand sanitizer.
- Students will be taught to avoid touching their faces during recess.

- PE equipment may be used, but must be sanitized between classes.
- If weather prevents students from going outside for recess, recess will be held in the classroom. Students will participate in socially distanced indoor recess activities.

Classroom

- Class size will not exceed 15
- Students will not have to stay at their desk in the classroom all day. There will be movement throughout the class. The structure and makeup of the class will remain the same as before with the expectation of an emphasis on social distancing.

Emergency Drills

- All students will participate in required emergency drills while minimizing potential exposure.
- In the case of a real emergency, the most immediate threat (i.e. fire, tornado, intruder) will override the need for social distancing measures. Specifics will be provided once they become available.

Attendance for Onsite Learners

USD 501 SCHOOL ATTENDANCE NOTICE

In compliance with the KDHE, instruction is taking place during the pandemic COVID-19. While USD 501 has put preventative measures in place to reduce the spread of COVID-19, including, but not limited to, abiding by the guidelines issued by the Center for Disease Control, the Kansas Governor, the Kansas Department of Education, and the county health department, USD 501 is providing this notice to ensure parents are informed of the risks and precautions taken associated with a pandemic. Students have the option of attending the 2020-2021 school year through virtual or remote learning.

Due to the pandemic, administration, teacher, and staff instructions regarding techniques, training, social distancing, hygiene, wearing masks, other rules, etc. will be provided. Parents and students are asked not to allow any student to attend in-person instruction if he/she or anyone in the household has tested positive for COVID-19 or is exhibiting any of the following symptoms:

- | | |
|--|-------------------------------|
| ● Fever or chills; | ● New loss of taste or smell; |
| ● Cough; | ● Sore throat; |
| ● Shortness of breath or difficulty breathing; | ● Congestion or runny nose; |
| ● Fatigue; | ● Nausea or vomiting; and/or |
| ● Muscle or body aches; | ● Diarrhea. |
| ● Headache; | |

Attendance for Remote Learners

During Remote learning students must engage in 360 minutes of instruction per day via both live Zoom sessions and asynchronous learning.

Substitutes

- Each substitute will receive training over Randolph’s reopening procedures and protocols prior to their first day of teaching.

Transportation

- Topeka Public Schools encourages the following options regarding safety of transporting students:
 - Due to social distancing guidelines, Topeka Public Schools recommends that students walk, bike, or be driven to school. Schools will develop protocols for safe drop-off and pick-up procedures.
- Topeka Public Schools Transportation Protocols ([See TPS Transportation website for more information](#))
 - School buses that have not been inspected since fall will have a safety inspection prior to transporting any children.
 - For school buses that have not been used for the past 30 days, the virus will have been killed off, however all buses will be cleaned.
 - Any school bus used for food distribution will be cleaned prior to transporting.
 - School bus drivers will need to attend in-services before transporting students to be informed about new policies and procedures, as well as understand how to effectively clean their bus.
 - Bus drivers will be provided from the bus company protection equipment that will include masks, gloves, and hand sanitizer.
 - Children must wear a mask while on the bus
 - Routes may need additional time to assign/reassign buses
 - Systems should be prepared for an increased number of parents transporting their own children to and from school due to health concerns and/or parents being out of work or unemployed.
 - Transporting of special needs students will be important to ensure no Office of Civil Rights violations with IDEA (IEP and 504 students).
 - Pre and post-trip inspections will now have to include the cleaning of high use areas of the bus, steering wheel, handles, seat backs, etc
 - Transportation issues will continually change based on the evolving nature of the pandemic. Since transportation could result in potential exposure, parents choosing to utilize bus transportation during pandemic conditions may be given a release of liability form.
- Cleaning and Disinfection
 - On district-operated vehicles, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for [bus transit operators](#).
 - TPS contracts bus transportation with Kansas Central. Kansas Central will be expected to develop policies in accordance with CDC guidance and local health department guidelines.
- School Bus Safety
 - The district’s bus vendor will provide thorough school vehicle cleaning. This will become routine and areas of “high-touch” may be cleaned and disinfected according

to a local schedule. Some examples of a routine cleaning schedule are:

- After the bus drops off students at home or school (every trip)
 - At the completion of its morning or afternoon run
 - Once a day
- All school vehicle drivers will be trained in how to appropriately and effectively clean and disinfect the school vehicle. Other steps to take to increase health and safety may include:
 - Keeping windows open to allow for air circulation throughout the vehicle during trips
 - Restricting any food or eating on the school bus
 - Encouraging students to use hand sanitizer or wash their hands prior to boarding
 - Loading and unloading students in a manner that encourages social distancing (load back to front and unload front to back)
 - Keeping the seat behind the driver empty during every trip
 - Taking the temperatures of school vehicle drivers and attendants before active duty. According to the CDC, any staff member that has a temperature considered too high will be addressed accordingly.

II. FOOD SERVICE

From TPS Children Nutrition Services

Cleaning Protocols

- All food contact surfaces will be washed, rinsed, and sanitized with a bleach solution, before, during and after food preparation, and serving.
- Staff will thoroughly clean surfaces with soap and water and remove the soap with water before applying the bleach solution. Keep the surface wet for at least one minute.
- High-touch surfaces will be cleaned and disinfected after students leave the cafeteria.
- Staff will use SMART POWER Sink & Surface Cleaner Sanitizer. This will replace the current three vat system with a new system and it will be in a liquid form. This has a 1 minute set time.
 - Cleaning: SMARTPOWER with our micro mop system on tables.
 - Sanitizing: following cleaning procedures, the spray/bucket system will be filled with SMARTPOWER and a micro towel to wipe.
 - Time Lapse: This procedure will allow the surface to remain wet for 1 min. Allow to air dry. If desired, the surface can be dried with a lint free cloth or paper towel after 1 min. No potable water rinse is necessary with this product.
 - Additional Information: Buckets and towels will be switched out between each lunch. Everyday, towels and micro mop will be washed using detergent and bleach then dried at high heat.

General Food Service Procedures

- All food service staff will be trained on the [TPS Child Nutrition Services: COVID-19 Employee Policy](#).
- Students will sit at assigned seats which will be a minimum of 6 feet apart from one another
- Students will bring their own meals or will be served individually plated meals, while ensuring the [safety of children with food allergies](#).
- A “do not share” food policy will be in place for student
- Disposable food service items will be used for all meals. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
- Tables and seats will be sanitized and cleaned in between use.

Breakfast

- Breakfast will be served in the gym cafeteria.
- Students will stop, receive hand sanitizer, be served breakfast and then proceed to an open, marked seat.

Lunch

- The big gym will be used for our cafeteria .
- Students will stop in the gym hallway, receive hand sanitizer
- Receive their lunch from the lunch staff

- Pick up their milk.
- Students will enter the lunch room and sit directly at their grade level table in an open, marked seat.
- At the start of the school day, the classroom teacher will take a lunch tally and enter it into TylerSIS to make sure the cafeteria has the correct number of prepared lunches.

Snack

- Snacks must be Individually packaged and/or parents may send items for individual students.
- No communal snack

III. INSTRUCTION

Equity

- Topeka’s school systems must apply an equity lens as they develop every aspect of their plans for the transition to school opening, ensuring that “...for any program, practice, decision, or action, the impact on all students is addressed, with strategic focus on marginalized student groups.” This commitment must continue to be a priority.
- Now more than ever, Topeka Public Schools must ensure that all students have the proper support needed to reach their full potential and succeed in school, regardless of race, gender, socioeconomic status, or other individual characteristics. We know that as schools reopen, a commitment must be made that all students, particularly students of color, students with disabilities, and students who have been traditionally underrepresented and not afforded equal opportunities, have access to strong instruction.
- Our educators will ensure that students return to warm, welcoming, and supportive environments with the appropriate rigor and support to allow all students to succeed academically and socially and reach their full potential. Attention to experiences over the past six months must be made to support students socially and emotionally as well as academically.

Ci3t

- Ci3T school plans outline expectations for addressing the academic, behavioral, and social needs of students. Ci3T plans help schools make data based decisions to support students in an inclusive, comprehensive and integrated system. School plans are delivered in an easy to use implementation manual which clearly explains expectations for students, staff, families and administration. This framework allows students to work toward achieving competencies in an integrated and comprehensive system. Our school reopening plan is based on this framework which provides a robust Tier 1 plan and also plans for Tier II and Tier III interventions.

Tier I Instruction: Core Instruction

- The [Kansas Curricular Standards](#) are essential in ensuring that students have a strong command of the skills and understandings associated with the critical areas. These skills and understandings are critical to building the foundational knowledge needed for the success of students. The current health crisis and the manner in which instruction must continue, necessitates the need for Topeka Public Schools to examine which standards have been taught and where the learning gaps exist due to the extended school closures. The district will comply with the KSDE standards and competencies to ensure students are meeting state standards.

Tier II Instruction: Intervention

- Tier II intervention instruction will be provided by the classroom teacher in both reading and math.
- Intervention is scheduled in the master schedule.

Tier III Instruction: Special Education

- The general education standards will be considered when amending, as appropriate, a student's IEP goal(s)/ objective(s) outside of an IEP team meeting, in response to the COVID-19 pandemic. Any amendment(s) made to a student's IEP should be agreed upon by the student's parent(s), documented, and changes provided to the parent and other members of the amended IEP service delivery team.
- The provision of Special Education and related services are provided to students based on their eligibility for services and their demonstrated need of service to make progress in the General Education curriculum and program. The IEP team determines the appropriate supports and services for each student to ensure that they are receiving a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) for each student.
- Depending on health department guidance, special education and alternative education students may also meet in small intervention groups with teachers at other times as deemed necessary. Related services (i.e. OT, PT, and Speech) and gifted programming may meet in small groups following the students' IEP. Parents will be notified prior to the school year starting regarding their child's school schedule.
- Last spring, with the initial school closures every child with an IEP received an updated Individualized Continuous Learning Plan (ICLP) to address how services would be provided during the school closure. These plans revert to the previously written IEPs with the beginning of a new school year. As a result, each school will work with the parents of students who receive Special Education Services to determine the following:
 - With the beginning of a new year, what student specific concerns need to be addressed on the IEP?
 - Consideration of whether the student requires additional support to regain and sustain learning due to the closure of schools last spring.
 - The team will also need to determine whether the services in the IEP need revised or rewritten based on the child's current needs.
 - The team will look at the overall IEP and make required determinations in conjunction with the parent.
- **Role of the family in the teaching/learning process.** Parents of students with disabilities have always had a decision- making voice and required participation at the IEP Team. Remote learning has increased parent capacity (with ongoing coaching and support by educators) to provide supplemental instruction and progress monitoring. In recovery efforts, leveraging this skill and elevating the supportive role of the family to accelerate student progress is essential.
- **Integration of technology.** During this period of continuity of learning technology has

presented new uncharted opportunities for educators, school administrators, and families to leverage the benefits of technology to support learning and meaningful parent participation for students with disabilities.

- **Maintain a focus on Social/Emotional Wellbeing.** In recovery efforts, now more than ever, it is evident that schools play a critical role in the overall whole-child development process and quality of life for families. Research makes it clear that, compared to adults, children are more vulnerable to the emotional impact of traumatic events that disrupt their daily lives. Considerations for students with special needs and/or for those who have a history of trauma are broad and overarching.
- Speech
 - The speech teacher will push into the classroom and/or pull a small group of students to a designated location that has not been used. This space would be sanitized before next use.
- Occupational Therapy
 - OT services will be provided outside when possible. If not possible, OT services will be provided in the new gym during non-lunch times. Equipment will be sanitized in between use.
- Social Work
 - These services will be provided as stated in the IEP. All social emotional curriculum and program materials will be sanitized before next use. When possible support will push into onsite classrooms. Remote learners will access services as stated in their IEP.

TPS Learning Models

[See TPS Learning Options for Families website for more information](#)

- Modified Micro-Classroom On-site Learning Model
 - Beginning in Phase 2, elementary school students attend their home school every day Monday-Friday. Students are placed into small, stable groups reducing the risk of exposure to Covid-19. Teachers deliver targeted, data-driven instruction to meet the academic needs of students.
- 100% Remote Learning Model
 - Students in fully remote learning environments will be enrolled in their home school and be connected to their school's activities and events. They will log into their classroom each day, greeted by a TPS teacher. Direct instruction will be done for core content areas through Seesaw. Learning will be standards aligned and independent work will incorporate project based learning. Students will participate in the required 1,116 hours of instruction.
 - Remote learners will participate in synchronous learning through whole group and/or small group direct instruction. Remote learners will participate asynchronously to complete independent learning tasks.
 - Remote learning teachers will follow the [TPS Remote Learning Staff Expectations](#).
 - The Kansas State Department of Education (KSDE) has announced criteria for districts to follow during distance learning in the Navigating Change: Kansas Guide to Learning

and School Safety Operations document:

- Remote learning is prepared, provided and/or supervised by local teachers and staff from the student's home district. Remote Learning is not simply virtual curriculum and instruction purchased and made available to the regularly enrolled student and paired with a daily call from a local teacher to the student. The student is assessed on the same standards and competencies as On-Site students using each and all progress, academic
- and social-emotional monitoring assessments (Fastbridge, AIMSweb, Interim State Assessments, etc.) as On-Site students.
- Learning may be asynchronous (can take classes anytime, anywhere) or simultaneous (scheduled).
- The student must participate in a minimum of six hours (360 minutes) of learning activity each day. This is the total of learning time in one day, not screen time.
- Curriculum and instruction is prepared, provided and/or supervised by local teachers and staff in the student's home district.
- Remote Learning should approximate the student learning experience that is taking place in the On-Site (brick and mortar) classroom.
- In their [Guide to Remote, Hybrid, and In-Person Teaching and Learning](#), KSDE has outlined the following pertinent information:
 - Families and caretakers play an essential role with their children in hybrid and remote learning environments
 - Students are working in a nontraditional setting, such as homes, while teachers are teaching in their classrooms or other location.
 - Elementary students: Meet with classmates and teachers in a virtual setting multiple times a day. Students are provided with full-class interaction before independent work.
 - Teachers will maintain frequent (daily or weekly) communication with families regarding expectations for student work. Teachers should continue to follow a routine of instructional practice, working with students both synchronously and asynchronously as needed. Teachers should maintain facilitation of lessons and instruction and it is not recommended that they resort to pre-recorded videos without interaction.
 - Counselors or student support specialists will be available daily to support remote students social/emotional needs.
 - Learning will keep the same pace as student learning in-person.

Technology

[See TPS Parent Technology Support website for more information](#)

- In 2020-21, all students will have devices issued by Topeka Public Schools. Preschool-1st grade students will receive an iPad and 2nd-5th grade students will receive a Chromebook to use for instructional purposes.
- If needed, families can make appointments with Information Technology for repairs. Devices will require an internet connection to interact with online

instructional software. The technology department offers in-person technical support appointments each weekday, excluding holidays. Staff, students, and parents may schedule an in-person appointment through the [appointment calendar](#).

- Addressing digital equity is a responsibility of the community. We believe that students and families benefit from access to E-Learning, jobs, services, and telecommuting opportunities. As such, the District is working with internet service providers and community partners to promote the best means to keep our students and families connected at home during this pandemic.
- For students without access to the internet, Cox Communications offers their [Connect2Compete](#) service. Topeka Public Schools has developed a partnership with Cox Communications for the 2020-2021 school year to assist in expanding internet services to families in need who receive Free and Reduced Lunch.
 - Families must complete the [2020-21 Online Meal Services Application](#)
 - Families must qualify for free or reduced lunch benefits
 - Families must apply for the [Cox Connect-2-Compete Program](#)
 - Cox will send TPS the current monthly bill for each family that completes the steps above and qualifies through the month of December.
- Information Technology is piloting an expansion of our outdoor wireless options for parking lots, and technology solutions will be implemented to possibly assist with drone deliveries and other services. When SPARK Grant Applications become available, we will apply for additional CARES Act funds.

Online Learning Platforms

- The following online platforms have been approved by Topeka Public Schools and may be used for online learning. Students and staff may login to these platforms through their [Clever](#) account.
 - [SeeSaw](#)
 - [Discovery Education](#)
 - [Moby Max](#)-Full Suite (English Language Arts, Math, Science, Social Studies)
 - [No Red Ink](#)
 - [NewsELA](#)
 - Pearson Easy Bridge
 - Sonday
 - [Great Minds In Sync](#)-Eureka Math Videos & Fillable PDF Workbook
 - TPS Instructional Website
 - [Preschool](#)
 - [Kindergarten](#)
 - [1st grade](#)
 - [2nd grade](#)
 - [3rd grade](#)
 - [4th grade](#)
 - [5th grade](#)

Tools for Instruction

- The following online platforms have been approved by Topeka Public Schools and may be used to support instruction.
 - [Clever Single Sign-on](#)
 - [Individual Staff Websites](#)
 - Flipgrid
 - Seesaw
 - Peardeck
 - Moby Max
 - Discovery Education
 - EPIC
 - NewsELA
 - Screencastify
 - Google Apps for Education
 - Pearson Easybridge
 - Great Minds Inspire
 - Mastery Connect

Specials Instruction

- Physical Education (PE)
 - PE classes will be held outside when possible.
 - The PE teacher will go into the classroom when class cannot be outside.
 - Students must wash their hands following PE.
 - Students will be taught not to touch their faces during PE class.
- Music
 - The music teacher will go into the classroom to provide music instruction.
 - Lessons will follow guidance from the CDC and Kansas Health Department.
- Library
 - The librarian will go into the classroom to provide media lessons.
 - A system will be created to allow students to check out books without going into the library space.
 - Upon return, books will be stored for 72 hours then sanitized.
 - Students can access digital books through the following resources:
 - Kansas State Library - Serves the library needs of Kansas citizens and provides access to high-quality online resources. Contact your school librarian and media specialist or library para to set you up with a state library card and library card numbers. ([RB Digital](#), [cloudLibrary](#), [Enki](#), [Freading](#)) *all log-ins use state library card numbers.
 - EPIC - A collection of 35,000 books which are available for students age 12 and under. Teachers can assign books to students based on reading level and students personal interest. This is free for all educators! (www.getepic.com) *The Epic app is included on the 501 iPads.*
 - Vooks - A kid-safe, ad-free streaming library of read-aloud animated

storybooks. Students can stream books or download them to use when they don't have an internet connection. Books are sorted into categories to make selecting what's right for your student even easier. (www.vooks.com) *Parents must create an account using an email.*

- MyOn Books - Renaissance myON® Reader is a student-centered, personalized literacy environment that gives students access to more than 6,000 enhanced digital books. Titles are dynamically matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement. Currently free for students. (<https://www.renaissance.com/products/myon-reader/>) *Teachers will need to sign up for an account. We are including the MyON app on iPads.*

- Orchestra-to be determined
- Band-to be determined

Grading Practices

- Enter reading and math scores into TylerSIS, at least weekly (consistent across grade level).
- Enter writing, SS, and science scores into TylerSIS, at least bi-weekly (consistent across grade level).
- Grading is how we communicate information about learning with students' families. To ensure families have accurate information about their students' progress, schools must examine how their decisions about grading systems will affect each student group and create an equitable system of instruction, assessment, and grading.
- Grading Guiding Principles:
 - Emphasize students' progress based on evidence of mastery
 - Ensure students have access to timely and effective feedback from teachers and/or peers
 - Provide students with multiple opportunities to relearn and redo based on feedback
 - Provide students with voice and choice in how they demonstrate learning
 - Separate academics from nonacademic indicators (e.g. behavior, timeliness, extra credit)

IV. SOCIAL EMOTIONAL SUPPORT

[See TPS Social Emotional Website for more information](#)

Protocol for accessing social emotional supports

Counselors & Social Worker

- By appointment only
- Passes to the counselor and social worker will be virtual - the student's teacher will email the counselors or social worker when a student needs to schedule a one on one meeting.
- Parents and family members may request mental health services for self or student.

Classroom Calm Down Spaces

- Students can use calm down materials at their own desk or they can access calm down strategies through the [TPS Social & Emotional Learning Resources](#) website.
- The student will notify the teacher if a calm down item is needed.
- Calm down items will be placed in a separate bin once it is no longer needed.
- The item must be sanitized before it can be used by another student.

Social Emotional Learning

- Second Step lessons will be utilized to provide social emotional instruction to all students by the classroom teacher at least weekly.
- Social emotional instruction is built into the master schedule.
- Counselor will provide supplemental instruction over the social and emotional standards to all students at least weekly.

V. COMMUNICATIONS

[See TPS Communications website for more information](#)

Communication Platforms

- Randolph Elementary will proactively communicate pertinent information regarding the reopening of the school with all stakeholders. Communication will be shared through the following platforms:
 - The school website, topekapublicschools.net/Randolph
 - Parent Link Blackboard Messenger (email, text, phone)
 - Social Media (Facebook)
 - Monthly newsletters through Smore.
 - Tyler Student Information System
 - SeeSaw
 - PTO & SPMT Meetings

Beginning of the Year Communication

- The TPS Virtual District Orientation video outlines safety and cleaning procedures along with important information on how to login to a student's technology device (Appendix B)
- The Randolph welcome back video will highlight new re-opening procedures and expectations for students and families. This video will be shared in September prior to students returning on-site.
- Randolph will host a Virtual Open House on September 3rd from 4:30pm-5:30pm.
- Upcoming school events will also be listed in the monthly newsletter.
- The 2020-2021 Academic Calendar can be found [here](#).

Feedback

- Parents, family members, and community members may submit feedback to the district by completing [this Google form](#).
- Staff members may submit feedback to the district by completing [this Google form](#).

COVID-19

[See TPS Frequently Asked Questions for Parents and Staff website fore more information](#)

- Help Line: The COVID-19 Response Team is actively up with a phone bank running daily to address families. The number is **785-GET-HELP**
- Families can access important information regarding COVID-19 at the [TPS Parent Resource website](#).
- The district will keep families informed through an email each Friday. This weekly correspondence is called the TPS COVID Communicator. Archived messages can be found through the [TPS Communication website](#).

- The Shawnee County Health Department will notify staff and families of any confirmed cases of COVID-19.

VI. School Climate



School Assemblies

- School assemblies will take place through live Zoom meetings. All classroom teachers will remote into the meetings and participate accordingly.

Behavior Expectations

- The school team will record a video reviewing the expectations for all common areas as listed on the Randolph Expectations Matrix. These videos will be shared with all staff and students to watch accordingly.

VII. HEALTH & SAFETY

Daily Nursing Procedures

- Students will continue to access Randolph's health clinic if they complain of not feeling well, or appear ill. The clinic staff will evaluate the student for illness, provide care, send the student back to class, or home, as indicated.
- Nursing Services will continue to follow the KDHE Exclusion guideline for *non-COVID-19* symptoms. In addition, Nursing Services will follow the Assessment/Evaluation and Referral guideline provided by Shawnee County Health Department for the management of COVID-19 symptoms (Appendix C).
- The teacher must call the nurse before a student goes to the nurse's office. Students will be escorted by an adult on a case by case basis. The teacher will identify if the student has-
 - A minor cut or bruise, headache, recess accident. If yes, the student will be escorted to the nurse's office.
 - COVID symptom. If yes, the student will be escorted to the Isolation room (fever will go to the isolation room).
 - Only essential staff and students assigned to the Isolation Room may enter, and must sign in so there is a record of the persons who entered the room. Staff must wear PPE.
- Students must have a completed Teacher to Nurse Referral in order to access the school health clinic (Appendix D).
- The nurse will create go kits for each classroom teacher. (bandaids, gloves) to take care of minor issues which can be taken care of in the classroom.
- Lost Tooth: little envelopes for the tooth will be given to each teacher. Get a drink and stop the blood with gauze or napkins to stop blood. If blood doesn't stop then call and send them to the nurse.

Daily Health Screenings

Daily health screenings (self-assessments) will be required for all staff and students each day.

- Fever of 100 or greater
- New cough
- Shortness of breath or difficulty breathing
- Chills
- Sore throat
- Body aches
- Loss of sense of smell or taste
- If a student is experiencing any of these symptoms, they should stay home from school.

Confirmed COVID-19 Case

See Appendix E-COVID Response for Staff, Students and Visitors

- Individual tests positive for COVID-19

- Individuals who test positive for COVID-19 must be isolated at home and will not be allowed to enter any district building for a minimum of 10 days after onset of symptoms. Additionally, you must be fever free and feeling well for at least 72 hours. If you are positive but symptom free, you must be isolated at home for 10 days days after the COVID test was taken.
- Building principal, supervisor or school nurse shall contact Nursing Services (295-3093) who will then contact facilities to determine the extent of disinfecting needed. Building custodian will disinfect High Touch Points (HTP) in frequently used, ancillary spaces, as a preventative measure.
- Contact Tracing Process
 - School nurse or Nursing Services designee will contact the Shawnee County Health Department immediately to determine next steps and begin contact tracing to identify “close contacts.”
 - School nurse and/or Nursing Services in coordination with the Shawnee County Health Department will research close contacts to determine if any self quarantines are needed for others.
 - The school nurse shall collaborate with necessary school staff to compile a list of close contacts including names, email addresses and phone numbers. The list of close contacts will be shared with the Shawnee County Health Department for follow-up during the quarantine period.
 - The school nurse or designated personnel will contact individuals identified as “close contact” or “household contact” as soon as possible and inform them to quarantine at home. Instructions will be provided.
- Close Contacts
 - Student, employee or visitor has been identified as having been in close contact of a confirmed positive COVID-19 case
 - Follow “Close Contact” protocol
- Household Contacts
 - Student, employee or visitor has been identified as an individual living in the same household as a confirmed positive COVID-19 case.
 - Follow “Household Contact” protocol

Student & Staff Experiencing COVID-19 Symptoms

See Appendix E-COVID Response for Staff, Students and Visitors

- Individual is having symptoms of COVID-19 but has not yet been confirmed negative or positive for COVID-19
 - If a student’s parent or a staff member reports that they will not be at school or work due to illness, the school may ask if they’re exhibiting any [symptoms](#). Office staff or administrators receiving this information should communicate to the school nurse and (Human Resources 785-295-3088, for employees experiencing symptoms) for follow up and communicable disease management.
 - If an individual becomes ill or exhibits COVID-19 symptoms after arriving at school or work, the school nurse and/ or designated personnel may take temperatures on a

- random basis or in situations where there is a reason to believe a person may be ill.
- Building principal, supervisor or school nurse shall contact Nursing Services who will then contact the Facilities and determine the extent of the disinfectant needed. Building custodian will disinfect High Touch Points (HTP) in frequently used, ancillary spaces as a preventative measure.
- If not already done, the individual experiencing COVID-19 symptoms will be advised by the school nurse to contact their primary healthcare provider or contact Shawnee County Health Department. **The individual must remain in isolation at home until test results are received.**
- Individual received NEGATIVE test results for COVID-19.
 - Individuals that have NOT been identified as a close contact to a COVID-19 case and have not traveled from a location on the KDHE Travel-Related Quarantine List may return to work or school if they are not experiencing symptoms and have been fever free for 72 hours without fever reducing medication.
- Individual tests POSITIVE for COVID-19
 - Follow “Confirmed Case of COVID-19” protocol

Student/Employee COVID-19 Exposure

TPS Schools COVID-19 Exposure Plan

Individual has been identified as a “close contact” to someone who has tested positive for COVID-19.

If employee has been exposed (within six feet for 10 min. or more or if they had exposure to secretions such as being coughed or sneezed on) to someone with a CONFIRMED case they must do the following:

- Notify building administration and HR
- Follow the direction of their health care provider or agency regarding social distancing, quarantine or isolation.
- Self monitor for symptoms: check temp twice a day, watch for fever, cough, shortness of breath
- Avoid contact with people at higher risk for severe illness
- Follow guidelines from Shawnee County Health if symptoms develop
- Sick staff members should not return until they have met CDC’s [criteria to discontinue home isolation](#) and can also produce a Doctor’s Release to Return to Work.
- Staff will be notified they should not come to school and that they should notify their health care provider and school officials if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.

Student/Employee COVID 19 Close Contact

See Appendix E-COVID Response for Staff, Students and Visitors

- Individual has been identified as a “close contact” to someone who has tested positive for COVID-19.
 - If employee has been exposed (within six feet for 10 min. or more or if they had

- exposure to secretions such as being coughed or sneezed on).
- The school nurse or school administration will contact individuals identified as a “close contact” as soon as possible and inform them to quarantine at home. Instructions will be provided to close contacts and parent/guardian of students identified as a close contact.
- Close contact must start a 14-day mandatory quarantine period (stay home and monitor for symptoms) starting from the last date of exposure with the confirmed case.
- Individual *does NOT* experience symptoms during quarantine period.
 - If the individual identified as a “close contact” does not experience COVID-19 symptoms during the quarantine period, they are released from quarantine after 14 days and can return to school or work with a medical release.
- Individual *DOES* experience symptoms during the quarantine period.
 - If the close contact develops symptoms during quarantine, they should be advised to contact their healthcare provider or the Shawnee County Health Department.
- Individual received NEGATIVE test results for COVID-19.
 - A negative test result does not allow the close contact to end quarantine early. Once the quarantine period has ended, the student or employee may return to school or work if they are not experiencing any symptoms of COVID-19 with a medical release.
- Individual tests POSITIVE for COVID-19.
 - Follow “Confirmed Case of COVID-19” protocol.

Household Contact

See Appendix E-COVID Response for Staff, Students and Visitors

- Individual lives in the same household as a person who has tested positive for COVID-19.
 - If a student or employee staff is a “household contact” of a confirmed positive case, they must quarantine (stay home and monitor for symptoms) until 14 days after the COVID case in their household has been fever free (temp <100.4 degrees without fever-reducing medication) and feeling well for at least 72 hours.
 - Individuals identified as a “household contact” will be contacted as soon as possible and informed to quarantine at home. A letter with instructions will be provided to household contacts and parent/guardian of students identified as a household contact.
- Individual *does NOT* experience symptoms during quarantine period.
 - If the individual identified as a “household contact” does not experience COVID-19 symptoms during the quarantine period, they are released from quarantine after 14 days and can return to school or work with a medical release.
- Individual *DOES* experience symptoms during the quarantine period.
 - If the household contact develops symptoms during quarantine, they should be advised to contact their healthcare provider or the Shawnee County Health Department.
- Individual received NEGATIVE test results for COVID-19.
 - A negative test result does not allow the close contact to end quarantine early. Once the quarantine period has ended, the student or employee may return to school or work if they are not experiencing any symptoms of COVID-19 with a medical release.

- Individual tests POSITIVE for COVID-19.
 - Follow “Confirmed Case of COVID-19” protocol.

Travel-Related Quarantine

See Appendix E-COVID Response for Staff, Students and Visitors

- Individual has traveled to a location identified on the KDHE Travel-Related Quarantine List.
 - Individuals who have traveled from a location on the KDHE Travel-Related Quarantine List must be quarantined for 14 days. The list is updated frequently on the KDHE webpage. [KDHE Travel-Related Quarantine Guidelines](#).
- Individual *does NOT* experience symptoms during quarantine period.
 - If the individual does not experience COVID-19 symptoms during the quarantine period, they are released from quarantine after 14 days and can return to school or work with a medical release.
- Individual *DOES* experience symptoms during the quarantine period.
 - If the individual develops symptoms during quarantine, they should be advised to contact their healthcare provider or the Shawnee County Health Department.
- Individual received NEGATIVE test results for COVID-19.
 - A negative test result does not allow the close contact to end quarantine early. Once the quarantine period has ended, the student or employee may return to school or work if they are not experiencing any symptoms of COVID-19 with a medical release.
- Individual tests POSITIVE for COVID-19.
 - Follow “Confirmed Case of COVID-19” protocol.

****Please Note**

See Appendix E-COVID Response for Staff, Students and Visitors

- Any student or staff member who is sick or doesn’t feel well should not report to school or work and follow normal absence reporting procedures.
- Any employee who has been diagnosed with COVID-19, is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, or has been advised to quarantine or cannot report for regular duties due to a COVID-19 related reason should contact Human Resources at (785) 295-3088.

Maintaining Healthy Environments

[See TPS School Environment website for more information](#)

- Cleaning and Disinfection
 - Building custodians will follow a schedule for increased, routine cleaning and disinfection.
 - The custodian will ensure [safe and correct use](#) and storage of cleaning and disinfection products, including storing products securely away from children. The custodian uses products that meet [EPA disinfection criteria](#).
 - The custodian cleans and disinfects frequently touched surfaces (i.e door and sink handles, water dispensers) within the school at least daily or between use as much as

possible.

- The use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between uses.

- Shared Objects

- Teachers will give assignments through online instructional platforms as much as possible instead of paper assignments.
- Preschool manipulatives and stations will be individualized for preschool students and sanitized in between use.
- Teachers will discourage the sharing of items that are difficult to clear or disinfect.
- Student belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Administration will ensure all classrooms have adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment when possible).
- Teachers will ensure limited use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Teachers will minimize the sharing of electronic devices, toys, books, and other games or learning aids.

- Ventilation

- Randolph will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors.
- Doors can be open or closed upon teacher's discretion (however suggest to remain closed if the air conditioner is running).
- Windows and doors will not be opened if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

- Water Systems

- Water fountains will be used for only filling water bottles.
- Students are encouraged to bring their own water bottle filled from home.
- Students and staff will sanitize hands before and after use of the fountains.

- Modified Layouts

- All student desks are spread apart a minimum of 6 feet to allow for social distancing.
- Student desks are turned to face the same direction.
- Students at tables will sit only on the end of the table.
- Students still assigned a personal desk or spot at the table.

- Physical Barriers and Guides

- Each student desk will be equipped with a plexi glass sneeze guard shield.

- Social Distancing

- Students will socially distance to the extent possible.
- Social distancing of at least six feet remains one of the best preventative measures for reducing the spread of COVID-19.

- It is recognized that this cannot be accomplished at all times, and distancing of at least three feet has been shown to reduce infection
- Administration will teach and reinforce social distancing protocols for different situations (walking in hallways, for example) to students and families.
- Temperatures
 - Staff members, students, and other individuals entering all facilities will have daily temperature checks before entering the building for the first time each day.
 - Staff Temperature Checks:
 - Temperatures will be recorded in a Google spreadsheet.
 - If a staff member has a temperature, they will follow the protocol outlined in the [TPS COVID Response Plan for Students, Staff, and Visitors](#) (Appendix D).
 - Student Temperature Checks:
 - Staff members will be checking temperatures at each assigned door before students enter the building.
 - Staff will record the students temperature on a spreadsheet.
 - If a student or visitor has a temperature, the staff member at the assigned door will follow the protocol outlined in the [TPS COVID Response Plan for Students, Staff, and Visitors](#) (Appendix E).
- Masks
 - In order to maximize health and safety **all** staff, students and visitors will wear cloth face coverings at school.
 - Masks are required and no COVID cold symptoms should be present.
 - Staff will teach and reinforce the use of face coverings to students through direct instruction on [World Health Organization guidelines for wearing a non-medical mask and tutorial videos](#).
 - Face coverings should be worn by staff and students, and are most essential in times when physical distancing is difficult.
 - Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.
 - Staff members will be at each assigned door ensuring students are wearing a mask before entering the building.
 - All students, faculty, staff, vendors, and other visitors are required to cover their mouth and nose with a mask or face covering at all times, except as described in [Executive Order No. 20-59](#).
 - Students will wear their masks in the hallway and in the cafeteria, except while eating six feet apart.
 - Face masks are required in the classroom at all times.
 - TPS will provide staff and students two masks.
 - Staff and students may wear face shields and goggles in addition to, but not in lieu of masks.
 - Staff & students may wear masks they already own.

- Hygiene
 - Administration will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff through direct instruction and [tutorial videos](#).
 - Staff and students are required to wash hands when they come to school and at regular intervals throughout the day and no less than once every hour. Staff will set an hourly timer to indicate when it is time to wash and/or sanitize hands.
 - Hand sanitizer is available in all classrooms and conveniently accessible throughout other areas of building.
 - Administration will teach and reinforce the COVID Compliance and Guidance plans and protocols as outlined in Appendix F.

- Immunizations
 - In accordance with district policy, immunizations must be adhered to.

- Facilities
 - Minimize use of facilities by outside groups to reduce risk and ensure time for adequate cleaning.
 - In accordance with the Kansas guidelines, both parent and community visitors will be limited within schools to minimize exposure.
 - Mass gatherings, such as school assemblies, parent nights, and student performances, will not be held in -person unless approved by state guidelines.
 - Full staff meetings will be held virtually.

VIII. APPENDICES

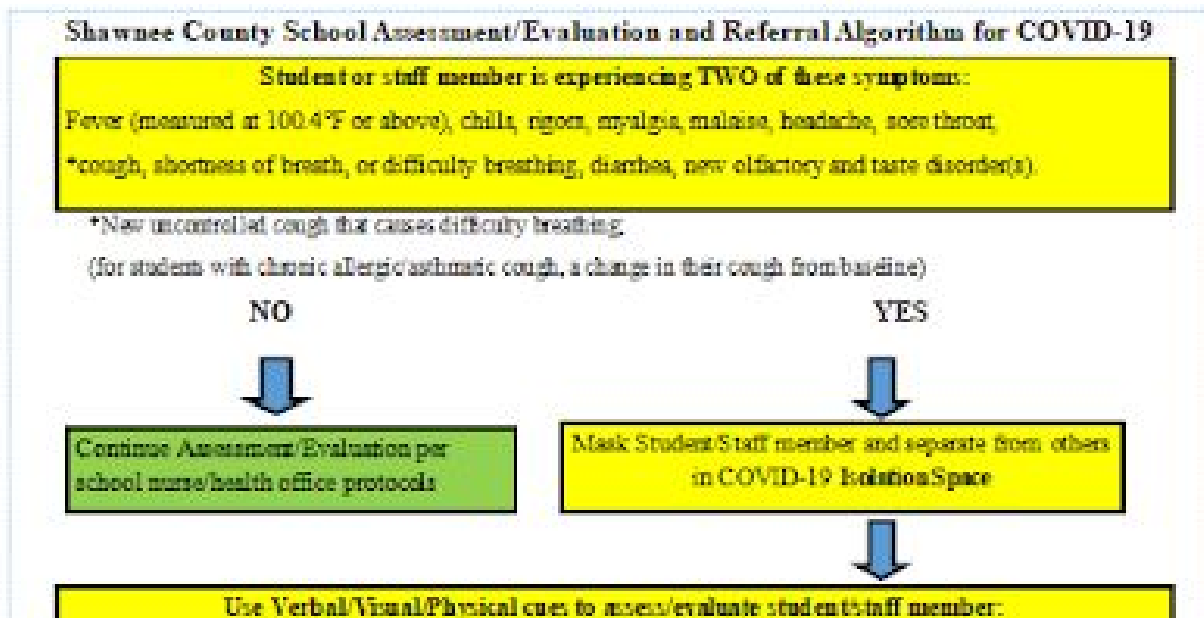
vcxAppendix A:

[Randolph Ci3t plan](#)

Appendix B: TPS Virtual District Orientation Video



Appendix C: Shawnee County School Assessment/Evaluation & Referral Algorithm for COVID-19



Appendix D: Teacher to Nurse Referral

TEACHER TO NURSE REFERRAL FOR COVID-19/MIS-C SYMPTOMS

Student Name: _____ Teacher: _____ Date: _____ Time: _____

Covid-19 Symptoms: (Circle all that apply)

Cough Diarrhea Difficulty Breathing Fatigue Fever/Chills
Muscle/Body Aches Nasal Congestion Nausea New Loss of Smell New Loss of Taste
Runny Nose Shortness of Breath Sore Throat Vomiting

Multi Inflammatory Syndrome in Children (MIS-C): (Circle all that apply)

Abdominal Pain Bloodshot Eyes Bluish Lips/Face Diarrhea Extreme Fatigue
Fever Inability to Wake/Stay Awake Neck Pain New Confusion
Chest Pain/Pressure Rash

Recent close contact with someone with COVID-19?

No _____

Yes _____

ACTION TAKEN:

Appendix E: TPS COVID Response Plan for Staff, Students and Visitors

| TPS COVID Response Plan for Staff, Students and Visitors topekapublicschools.net | | | | |
|--|---|--|--|---|
| CONFIRMED CASE | EXPERIENCING COVID-19 SYMPTOMS | CLOSE CONTACT | HOUSEHOLD CONTACT | TRAVEL-RELATED QUARANTINE |
| <p>Individual tests positive for COVID-19</p> <p>Individuals who test positive for COVID-19 must be isolated at home and will not be allowed to enter any district building for a minimum of 10 days after onset of symptoms. Additionally, you must be fever free and feeling well for at least 72 hours. If you are positive but symptom free, you must be isolated at home for 10 days after the COVID test was taken.</p> <p>Building principal, supervisor, or school nurse shall contact Nursing Services (705-3983) who will then contact Facilities to determine the extent of disinfecting needed. Building sanitation will sanitize High Touch Points (HTP) in frequently used, ancillary spaces, as a preventive measure.</p> | <p>Individual is having symptoms of COVID-19 but has not yet been confirmed negative or positive for COVID-19.</p> <p>If a student's parent or a staff member reports that they will not be at school or work due to illness, the school may ask if they're exhibiting any symptoms of COVID-19. Office staff or administrators receiving this information should communicate with their school nurse and Human Resources (705) 290-3088, for employees experiencing symptoms) for follow up and communicable disease management.</p> <p>If an individual becomes ill or exhibits COVID-19 symptoms after arriving at school or work, the school nurse and/or designated personnel may take temperatures on a regular basis or in situations where there is reason to believe a person may be ill.</p> <p>Building principal, supervisor, or school nurse shall contact Nursing Services who will then contact Facilities to determine the extent of disinfecting needed. Building sanitation will sanitize High Touch Points (HTP) in frequently used, ancillary spaces, as a preventive measure.</p> <p>If not already done, the individual experiencing COVID-19 symptoms will be advised by the school nurse to contact their primary healthcare provider or contact the Shewanee County Health Department. The individual must remain in isolation at home until test results are received.</p> | <p>Individual has been identified as a "close contact" to someone who has tested positive for COVID-19.</p> <p>A person is considered a "close contact" of a confirmed case if they spent within 6 feet of the case for 15 minutes or longer or if they had exposure to secretions (for example, being coughed or sneezed on).</p> <p>School nurse or designated personnel will contact individuals identified as a "close contact" as soon as possible and inform them to isolate at home. Instructions will be provided to close contacts and caregivers of students identified as a close contact.</p> <p>Close contact must start a 14-day mandatory quarantine period (stay home and monitor for symptoms) starting from the last date of exposure with the confirmed case.</p> | <p>Individual lives in the same household as a person who has tested positive for COVID-19.</p> <p>If a student or employee staff is a "household contact" of a confirmed positive case, they must isolate (stay home and monitor for symptoms) until 14 days after the COVID case in their household has been fever free (temp < 100.4 degrees without fever-reducing medication) and feeling well for at least 72 hours.</p> <p>Individuals identified as a "household contact" will be contacted as soon as possible and warned to isolate at home. A letter with instructions will be provided to household contacts and parent/guardian of students identified as a household contact.</p> | <p>Individual has traveled to a location identified on the KDEH Travel-Related Quarantine List.</p> <p>Individuals who have traveled from a location on the KDEH Travel-Related Quarantine List must be quarantined for 14 days. The list is updated frequently on the KDEH webpage. KDEH Travel-Related Quarantine List</p> |
| <p>Contact Tracing Process</p> <p>School nurse or Nursing Services Designee will contact the Shewanee County Health Department immediately to determine next steps and begin contact tracing to identify "close contacts."</p> <p>School nurse and/or Nursing Services in coordination with the Shewanee County Health Department will research close contacts to determine if any self-quarantines are needed for others.</p> <p>School nurse will collaborate with necessary school staff to compile a list of close contacts including names, email addresses and phone numbers. The list of close contacts will be shared with the Shewanee County Health Department for follow-up during the quarantine period.</p> <p>The school nurse or designated personnel will contact individuals identified as a "close contact" or "household contact" as soon as possible and inform them to isolate at home. Instructions will be provided.</p> | <p>Individual received NEGATIVE test results for COVID-19</p> <p>Individuals that have NOT been identified as a close contact to a COVID-19 case and have not traveled from a location on the KDEH Travel-Related Quarantine List may return to work or school if they are not experiencing symptoms and have been fever free for 72 hours without fever-reducing medication.</p> | <p>Individual does NOT experience symptoms during quarantine period</p> <p>If the individual identified as a "close contact" does not experience COVID-19 symptoms during the quarantine period, they are released from quarantine after 14 days and can return to school or work with a medical release.</p> <p>Individual does experience symptoms during quarantine period</p> <p>If the close contact develops symptoms during quarantine, they should be advised to contact their healthcare provider or the Shewanee County Health Department.</p> | <p>Individual does NOT experience symptoms during quarantine period</p> <p>If the individual identified as a "household contact" does not experience COVID-19 symptoms during the quarantine period, they are released from quarantine after 14 days and can return to school or work at that time with a medical release.</p> <p>Individual does experience symptoms during quarantine period</p> <p>If the household contact develops symptoms during quarantine, they should be advised to contact their healthcare provider or the Shewanee County Health Department.</p> | <p>Individual does experience symptoms during quarantine period</p> <p>If the individual develops symptoms during quarantine, they should be advised to contact their healthcare provider or the Shewanee County Health Department.</p> |
| <p>Close Contacts</p> <p>Student, employee or visitor has been identified as having been in close contact of a confirmed positive COVID-19 case.</p> <p>Follow "Close Contact" protocol</p> | <p>Individual tests POSITIVE for COVID-19</p> <p>Follow "Confirmed Case of COVID-19" protocol</p> | <p>Individual received NEGATIVE test results for COVID-19</p> <p>A negative test result does not allow the close contact to end quarantine early. Once the quarantine period has ended, the student or employee may return to school or work if they are not experiencing any symptoms of COVID-19 with a medical release.</p> <p>Individual tests POSITIVE for COVID-19</p> <p>Follow "Confirmed Case of COVID-19" protocol</p> | <p>Individual received NEGATIVE test results for COVID-19</p> <p>A negative test result does not allow the close contact to end quarantine early. Once the quarantine period has ended, the student or employee may return to school or work if they are not experiencing any symptoms of COVID-19 with a medical release.</p> <p>Individual tests POSITIVE for COVID-19</p> <p>Follow "Confirmed Case of COVID-19" protocol</p> | <p>Individual received NEGATIVE test results for COVID-19</p> <p>A negative test result does not allow the individual to end quarantine early. Once the quarantine period has ended, the student or employee may return to school or work if they are not experiencing any symptoms of COVID-19 with a medical release.</p> <p>Individual tests POSITIVE for COVID-19</p> <p>Follow "Confirmed Case of COVID-19" protocol</p> |
| <p>Household Contacts</p> <p>Student, employee or visitor has been identified as an individual living in the same household as a confirmed positive COVID-19 case.</p> <p>Follow "Household Contact" protocol</p> | | | | |
| <p>**SUBJECT TO CHANGE** This is a working document that continues to be updated based on current guidance.</p> <p>Objectives throughout this pandemic are to optimize education, promote health and safety and mitigate risk for everyone who is part of our school community!</p> | | | | |



Appendix F: COVID-19 Compliance & Guidance

COVID-19 GUIDANCE

As we begin the 2020-2021 school year during the outbreak of a worldwide pandemic, we have established plans and protocols to reduce the risk of exposure to COVID-19 to students and staff while in school buildings, including distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures. Parents have the option to enroll their students in remote learning. For parents choosing to partake in any form of on-site learning or in-person activity in Topeka Public Schools during the onset of a worldwide pandemic, parents are assuming the risk of exposure and infection during on-site instruction and activities.

To aid the school and community in fighting the spread of COVID-19, parents and students are expected to read and adhere to the following DO's and DON'Ts.

- **DO NOT** attend in-person instruction if the student or anyone in the household has tested positive for COVID-19 or is exhibiting any of the following symptoms:
 - Fever or chills;
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Fatigue;
 - Muscle or body aches;
 - Headache;
 - New loss of taste or smell;
 - Sore throat;
 - Congestion or runny nose;
 - Nausea or vomiting; and/or
 - Diarrhea
- **DO** contact the Shawnee County Health Department testing appointment line at (785) 251-4949 for free testing for anyone with 2 or more of the above-listed symptoms.
- **DO** wash your hands often.
 - Wash your hands often with soap and water for at least 20 seconds.
 - It's especially important to wash:
 - Before eating food;
 - Before touching your face;
 - After using the restroom;
 - After blowing your nose, coughing, or sneezing; and/or
 - After handling your cloth face covering.
- **DO NOT** touch your eyes, nose and mouth with unwashed hands.
- **DO** cover coughs and sneezes
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- **DO** avoid close contact with others.
 - Put and stay at least 6 feet of distance (about 2 arms' length) between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread the virus.
- **DO** cover your mouth and nose with a cloth face cover when around others.
 - You could spread COVID-19 to others even if you do not feel sick and the cloth face cover is meant to protect other people in case you are infected.
 - Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing