



# Eastbrook Community Schools

## Roadmap to Reopening/Staying Open 2020-2021

**IMPORTANT:** *The information in this document continues to evolve in accordance with ongoing updates and guidelines from local and state and federal health officials.*

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### GUIDING PRINCIPLES:

There is an understanding that education as we know it will be changed tremendously in numerous unprecedented ways. We recognize there are immense challenges but in these times of uncertainty, Eastbrook Community Schools Corporation (ECSC) remains committed to prioritizing:

- **HEALTHY STUDENTS & STAFF:** Providing ongoing education and support services to address the immediate and long-term considerations on the social and emotional wellbeing of students and staff.
  - **HEALTHY CLASSROOMS:** Implementing safety protocols and preventative health measures that accommodate a range of reopening scenarios and contingency plans while offering multiple educational opportunities that remediate, accelerate, and enrich learning.
  - **HEALTHY BUILDINGS:** Creating a safe physical space for students and staff while in the school building.
  - **HEALTHY POLICIES:** Building a culture of health, safety, and shared responsibility.
  - **HEALTHY SCHEDULES:** Ensuring students and staff can move safely to/from school and in between classrooms and school locations.
  - **HEALTHY ACTIVITIES:** Enjoying modified co/extra-curricular activities and athletic events with necessary modifications and preventative safety measures in place.
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### CONTACT INFORMATION:

- For questions, comments, and concerns related to COVID-19 or the ECSC: Roadmap for Reopening 2020, please utilize the following contact information:

### FREQUENTLY ASKED QUESTIONS:

- [Eastbrook Community Schools FAQ](#)
- [Eastbrook Community Schools Nurse FAQ](#)
- [Indiana State Department of Health FAQ](#)
- [Indiana Department of Education FAQ](#)



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## HEALTHY STUDENTS & STAFF

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- Social Emotional Learning and Mental Health
- Protect high-risk students and staff



## HEALTHY CLASSROOMS

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- Support learning options
- Wear facial coverings
- Maximize physical distancing to protect individuals
- Maximize group distancing to slow transmission chains
- Disinfect objects between usage
- Wash hands frequently



## HEALTHY BUILDINGS

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- Keep surfaces clean
- Focus on bathroom hygiene
- Increase outdoor air ventilation
- Use plexiglass as physical barrier



## HEALTHY ACTIVITIES

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- Provide recess
- Modify physical education
- Continue sports with enhanced controls
- Reimagine fine arts
- Add structure to free time



## HEALTHY POLICIES

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- Establish and reinforce a culture of health, safety, and shared responsibility
- Prioritize staying home when sick
- Establish plans for when there is a case
- Form a COVID-19 response team and plan
- Promote viral testing and antibody testing
- Support virtual learning options
- De-densify school buildings



## HEALTHY SCHEDULES

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- Manage transition times and locations
- Make breakfast/lunchtime safer
- Modify attendance
- Rethink transportation

Graphic from Harvard T.H. Chan School of Public Health



# Roadmap to REOPENING Eastbrook Schools



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## Provide robust social emotional learning and mental health supports

- ECSC recognizes there will be immediate and long-term social emotional impacts on both students and staff. As such, ECSC will provide back-to-school and ongoing professional learning designed to support the Whole Child and Whole Employee.
- IDOE's ["The Science of Happiness Course"](#) for students (Grades 6-12)
- IDOE's ["The Science of Happiness Course"](#) for adults/staff

*\*Additional resources will be added regularly*

## Learn how to clean your facial coverings/masks

### Washing machine

- Face scarves and masks made of fabric, such as cotton, can be included in your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
- Disposable, blue surgical masks cannot be laundered or cleaned and should be thrown away when it is visibly soiled or damaged, likely after a single use.
- After laundering your fabric masks, tumble dry them in the dryer on a high-temperature setting.

### Washing by hand

- You can also hand wash your mask, using hot, soapy water. Scrub the mask for at least 20 seconds, and dry it on high heat in the dryer.
- Store masks in a dry, clean location when not in use.

## Ensure you are wearing your facial covering/mask correctly

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.



## Understand the importance of immunization compliance

- On-time vaccination throughout childhood is essential because it helps provide immunity before children are exposed to potentially life-threatening diseases. Vaccines are tested to ensure that they are safe and effective for children to receive at the recommended ages.
- School immunization requirements are determined by the Indiana State Department of Health.
- [Indiana 2020 Indiana 2020-2021 Required and Recommended 2021 Required and Recommended School Immunizations](#)

## Set students up for success




- If your student is feeling anxious about returning to school, then have an open conversation about what is worrying them. Make sure your student understands it is okay to feel nervous about what to expect and be honest about the changes s/he will see upon the return to school.
- Talk to your student about the recommendation to wear a mask. If they are feeling anxious, reassure the student that parents and teachers are working hard to keep them safe.
- Remind your student about the positives – They will be able to see their friends and teachers and will also be able to learn new things.
- Help students remember that they can help prevent the spread of germs by washing their hands often. You can make this fun by washing hands while singing along to a favorite song or doing a special dance. You can also show your student how to cover a sneeze or cough with their elbow and remind them to tell you if they are feeling sick.
- [Schools and Childcare Programs - Checklist for Parents](#)

# HEALTHY CLASSROOMS



## Support multiple student learning options

- All K-12 students will be assigned an individual technology device for use.
- While we believe the most effective instruction for your child happens in the classroom via in-person instruction, we recognize the importance of offering virtual learning options to families. As such, Eastbrook Community Schools will provide virtual learning options in addition to in-person instruction that takes place within our school buildings:

Option 1: In-Person Instruction	Option 2a: Virtual School for <b>7-12</b>	Option 2b: Virtual School <b>K-6</b>
 <p>Follow everyday ECSC live instruction with COVID specific safety precautions. This option provides students face to face learning opportunities and routines with teachers and peers in the traditional classroom setting while also accommodating the needs for social distancing and procedures to maintain a healthy and safe learning environment.</p>	 <p>This option requires a student to enroll virtually for <b>at least 4 classes</b>. The remaining periods can be virtual or on-site.</p> <p>The virtual academy provides a comprehensive educational experience that is tailored to a student's unique needs. This option provides students a blended learning approach. Students will complete an online curriculum and meet with the virtual academy teacher.</p>	 <p>This option requires a student to enroll virtually for <b>all classes</b>.</p> <p>This virtual learning experience provides a comprehensive educational experience that is tailored to a student's unique needs. This option provides students a blended learning approach. Students will complete an online curriculum and meet with a virtual teacher.</p>

## Facial Coverings (Required)

- Per Governor Eric Holcomb's Executive Order students and staff are [required to have a mask with them at all times](#). There will be times indoors or in enclosed spaces when 6 feet of physical distance cannot be maintained when students, grades 3-12 will be required to wear

masks (e.g. students will be required to wear masks/facial coverings while on district transportation, in hallways, when working in small groups, during music/choir, and in the classroom when at least six feet of social distancing is not possible and all students are not facing the same direction).

- Exceptions: Students age 2-8 are not required to wear a mask except while riding a school bus.
- ECSC will provide all PreK-12 students with one reusable mask.
- ECSC staff will receive one reusable mask. Teachers are required to wear the mask when teaching and supporting the learning needs of students. Teachers may remove their mask when there is at least six feet of distance between themselves and the students. A mask is required to be worn when working within six feet of students and other staff members.

### **Maximize physical distancing to protect individuals**

- Instructional spaces will be reorganized to maximize available space including, but not limited to, increasing space between students during in-person instruction, moving classes outdoors whenever possible, rearranging desks to increase space between students, and facing desks in the same direction.
- Building leaders may repurpose large spaces in the school as temporary classrooms (e.g., auditorium, gymnasium) or to ensure specific activities can occur while ensuring students and staff are safely socially distanced.
- All classrooms will have a seating chart, and students will be facing the same direction.

### **Maximize group distancing to slow transmission chains**

- Elementary students will remain with the same group or “pod” for the majority of the instructional day, to the greatest extent possible.
- Secondary passing periods may be modified, to the greatest extent possible, to allow students to travel from learning space to learning space while following designed traffic patterns and to reduce congestion.

### **Disinfect objects between users**

- Sharing instructional materials will be limited and elementary school supply lists will be adjusted to accommodate this preventative measure.
- K-12 students will be assigned an individual technology device for use.

### **Wash hands frequently**

- Enhanced cleaning and hand washing procedures will be required with additional hand sanitizer stations available for all students and staff.

### **Support early learners through the Panther Preschool**

- PreK students, staff, and families will follow all ECSC health and safety measures.
- Specific staffing patterns and classroom hours will be determined to support education and social emotional development.



- Arrival and departure routines may be altered to meet social distancing guidelines. More specific information to follow in the coming weeks.

## HEALTHY BUILDINGS



### Keep surfaces clean

- ECSC has updated custodial cleaning protocols and monitoring, in line with CDC guidelines, to provide a safe and healthy school environment.
- Students and staff, when appropriate, will focus on cleaning high touch surfaces often during school hours (e.g. before switching classes).
- Interior school facility use, by internal and external groups, will be restricted for at least the first 9-weeks of school.

### Focus on bathroom hygiene

- Bathrooms will be readily available for students during scheduled time slots, as determined by each building leadership team.

### Consider indoor/outdoor air ventilation

- HVAC systems are scheduled to provide maximum fresh air and fans will run consistently in classrooms and indoor spaces for a minimum 2-hours prior to occupancy.
- Classroom windows will be opened, as possible and when appropriate, to allow for maximum air circulation and ventilation; however, ECSC's existing HVAC system is designed to operate at its highest efficiency under the conditions that classroom doors and windows are closed.

### Use plexiglass as a physical barrier

- ECSC may install plexiglass shielding in select areas with fixed interactions (e.g., front office secretary's desk, cafeteria checkout, administrator and counselor office spaces)
- Use plexiglass shielding in the classroom, if needed (e.g., around student desks, around teacher desks, between spaces at shared tables)

# HEALTHY POLICIES



## Create and reinforce a culture of health, safety, and shared responsibility

- ECSC health protocols will continue to align with the most current guidance and recommendations from the Grant County Health Department, Indiana Department of Education, and CDC.
- All ECSC facilities will display signs in/around the school as reminders of rules, roles, and responsibilities.



- ECSC will provide training to teachers, staff, students, and families prior to school opening and will ask that families partner with schools to reinforce these messages at home.

## Prioritize staying home when sick

- Students and staff should recognize the following COVID-19-related symptoms:
  - A fever of 100F or greater
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- All ECSC students and staff are expected to conduct at-home, self-screening/monitoring for COVID-19 related symptoms prior to leaving their residence on a daily basis.
- Students and staff exhibiting symptoms of COVID-19, without being otherwise explained, or in a household with a confirmed positive case, are prohibited from coming to school/work, and if



they do come to school, they will be sent home immediately.

- Students and employees exhibiting symptoms of COVID-19, or in a household with a confirmed positive case, are to remain at home and seek appropriate medical guidance/care.
- Students and staff will be required to be fever free for 72 hours without use of fever reducing medication before returning to school.
- Guidance from the Indiana State Department of Health: [COVID-19: When a student, faculty or staff member can return to school](#)

## Prepare plans for when there is a case

- Each school will identify a space within school buildings or the existing health clinics to treat symptomatic students and staff.
- Students and staff will do their best to practice social distancing by trying to maintain 6ft between individuals whenever possible.
- If a parent/guardian reports to the district/school that a student is ill, the district/school may ask the parent/guardian whether the student is exhibiting any symptoms of COVID-19.
- If a staff member calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.<sup>1</sup>
- Even without symptoms, if a student or staff member has recently had contact with a person with a confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 10-14 calendar days.
- If there is confirmation that a person infected with COVID-19 was on school property, ECSC will contact the Grant County Department of Health to assess factors such as the likelihood of exposure to other students and staff in the building, the number of cases in the community, and other factors that will determine the appropriate course of action.
- Health and safety is everyone's responsibility. Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, materials, and equipment will be emphasized.
- Students and staff will receive training at the start of the school year in regards to preventative health measures to maintain a safe and healthy school environment.
- Indiana Department of Health's [2020 School Screening COVID-19 Symptoms Decision Tree](#)
- Indiana State Department of Health: Back to School and COVID-19 [Guidance Update](#)

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<sup>1</sup> Medical Inquiries


Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

**District Status: Level 1**

**Coronavirus Disease (COVID-19)**

**LEVEL 1**

Actively Monitoring




**District Status: Level 2**

**Coronavirus Disease (COVID-19)**

**LEVEL 2**

Reported Cases in Grant County/Local Areas




**District Status: Level 3**

**Coronavirus Disease (COVID-19)**

**LEVEL 3**

Local or Statewide Shelter in Place Order



- In-person instruction
- Wearing a mask is recommended when social distancing is not possible
- Virtual learning option
- eLearning

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### Develop and enforce policies and procedures to support all learners

- Students and staff will be recommended/required to utilize appropriate PPE.
- Students and staff will adhere to appropriate social distancing measures for the activity or instructional model.
- Staff will support students in the learning of health and safety procedures.
- Students will receive their IEP/ILP services as agreed upon by the case conference committee.
- Case conference committees may determine the need for additional or alternate modifications and accommodations to safety procedures and special education services/supports for in-person instruction.
- If families elect to pursue a virtual learning option, a case conference committee will convene to determine the appropriate special education/language services and supports.
- If families elect to pursue a virtual learning option, a committee will convene to determine the appropriate services and supports.

### Manage visitors and guests in school buildings

- Visitors and guests will be restricted in school facilities until further notice.
- All parents/guardians are encouraged to participate in meetings/conferences with school staff virtually, until further notice. In some cases, parents/guardians will be allowed into school buildings only under the assumption that all required safe measures will be followed before/during/after their visit. Refusal to do so will result in denied entry into the building.
- Pre-service/Student teachers will continue to be allowed in ECSC facilities under the assumptions these guests will adhere to all required safe measures before/during/after their visit. Refusal to do so will result in denied entry into the building.

# HEALTHY SCHEDULES



## Manage transition times and locations

- Upon entry into school buildings at the specified times, students are expected to report directly to their classroom to avoid congregating in hallways and find their assigned seats. Hallway traffic flow will be strategically designed to avoid congestion.
- Usage of restrooms will be monitored closely before and after school with the general expectation that students should use the restroom prior to leaving home to avoid congregation in restrooms during high-traffic times of the day.
- ECSC will utilize specific COVID-19/social distance decals on the floor to encourage physical distancing and indicate direction of travel.
- Parents are encouraged to remain in their vehicles, as much as possible, during drop-off and pick-up times and to begin practicing with their children the process of getting in and out of the vehicle without parental assistance, to the greatest/safest extent possible. If parents do need to get out of their vehicles during these high-volume periods of time, they will be recommended to wear a mask/facial covering when on school property.



## Make breakfast/lunchtime safer

- Students should wash/sanitize their hands before breakfast/lunch.
- Breakfast will be grab and go and available in designated areas in each school building. Students will eat breakfast upon entry in their classrooms in their assigned seats.
- Lunch will be pre-packaged when possible in order to minimize student congregation in serving lines.
- To maintain safe social distancing, lunch lines may be staggered, to the greatest extent possible, and available open space will be maximized.
- Lunch areas will be sanitized after each student group.
- Disposable silverware will be used for students.
- Install engineering controls such as sneeze guards in cafeteria serving lines and on cafeteria tables, when possible.

- Students will be encouraged to pre-load money into student lunch accounts via efunas.
- [Food service policy](#)

## **Modify attendance**

- All perfect attendance incentives for both students and staff will be discontinued.

## **Rethink transportation**

- Students will be required to wear masks while on ECSC yellow/white buses, including for both co/extra-curricular activities and athletic events.
- Students will be seated in assigned seats and arranged in appropriate formations following state guidelines.
- ECSC yellow/white busses will be cleaned/disinfected in between routes.
- [Please click here](#) for more information on specific Transportation guidelines.

# HEALTHY ACTIVITIES



## Provide recess

- Elementary recess areas will be “zoned” so that students are not clustered in one area.
- Elementary recess time will be 20-30 minutes and scheduled throughout the school day to reduce that amount of students occupying a zone at any given point.
- Students will wash their hands after recess and the wearing of masks will be strongly encouraged but not required during recess.

## Modify physical education

- Hold physical education classes outdoors when possible.
- Modify activities to limit the amount of shared equipment.
- Choose activities that limit close contact over those with a high degree of personal interaction.
- Eliminate the use of locker rooms, as much as possible.

## Continue sports with the appropriate modifications

- [Eastbrook Community Schools Athletic Guidelines for Reopening](#)
  - Eastbrook High School will open its facilities for all sports beginning July 6, 2020. Summer conditioning and workouts are voluntary, and student athletes who do not attend in July may still try out for teams when official practices begin.
  - Athletic physicals and all forms on Final Forms must be completed prior to student participation.
  - All athletes will be required to bring their own water bottle and towel everyday. The Athletic Department will issue those to each athlete at the first day of workouts. They will write their name on the bottle and keep their towel with it. All bottles and towels will be taken home after every practice, to be cleaned and refilled.
  - Locker rooms will not be available.



## Reimagine Fine Arts

- ECSC Guidelines for Band
  - Marching Band Camp will begin on July 14th with new safety protocols in place. Students will answer a daily health questionnaire before attending practice.
  - At the start of the fall semester, large music ensembles will be permanently split into smaller groups and moved to separate spaces.
  - All ECSC concerts, programs, plays, etc. are cancelled for the first nine-week of schools but will be tentatively scheduled thereafter with live streaming options available, when possible. A final decision will be made on a quarterly basis and communicated to families accordingly.
  - All K-12 music and art supplies will be adjusted to limit sharing and contact.





# Eastbrook Community Schools

## *Roadmap to Reopening/Staying Open 2020-2021*

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