



MCSD

Return to Work & Summer School Guidelines -- Summer 2020

June 25, 2020

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Purpose:

The purpose of this plan is to provide the Montrose County School District (MCSD) guidance on a safe return to summer in-person operations for staff. It clarifies the parameters for work on district and school campuses and for in-person student learning for summer student operations (READ Act summer school, Early Childhood Center Summer School, and special education Extended School Year services). This document takes into account the continued presence of COVID-19 in the region and seeks to mitigate the risk of contagion for staff and students. By the end of July 2020, MCSD will publish its comprehensive Return to Learning plan for the 2020-2021 school year; this plan and annexes reflect expectations for summer activities.

Superintendent's Intent: Montrose County School District (MCSD) will conduct summer work and summer school with its staff and students in accordance with the current Montrose County Public Health Variance, the current Colorado Public Health orders, and the Center for Disease Control's latest guidance, with Montrose County Public Health Department's oversight.

Scope:

MCSD Return to Work plan is meant as an addendum to the MCSD Emerging Infectious Disease Plan, published in March of 2020. It is meant to provide District Office Support Services and Summer School leaders with a basic guidance document for a 'return to in-person work' in a measured and safe manner. The plan approaches this by addressing staff operations first, as they are required to plan and prepare for student operations; next, it outlines protocols for student and family operations. The Training Annex seeks to outline the training that staff will receive as they prepare for summer contact with students.

Assumptions:

COVID-19 is a pandemic and a public health emergency with political, social and economic dimensions; it has already affected everyone in Montrose County School District, Montrose County and Colorado.

We entered into this planning with the following assumptions:

- Contracted-staff participation in the summer work environment will be mandatory, unless employees are designated as high-risk, are the primary care-giver for a high-risk family member, or are facing childcare needs as a result of the COVID Pandemic.
 - o All year-round employees, unless they fall in one of the aforementioned at-risk categories, should be ready to report back to in-person work on 7 July (however, staffing in buildings will still be limited to 50% occupancy).
- Participation in summer school activities will be voluntary for students and their families.
- Parents and students will need to make personal decisions about participation in summer school opportunities based on their own health risk factors.

- Priority for planning is summer work and summer school because there are still too many unknowns about the 2020-2021 school year.
- The Colorado Department of Education (CDE) will develop and publish guidance for the 2020-2021 school year that will impact MCSD planning for the 2020-2021 school year and to begin planning for that now would be counterproductive until that guidance is published.
- COVID-19 will still be present in Montrose County during the 2020 summer and Public Health Orders will make “normal” work and summer school activities more challenging.
- Montrose Public Health, Colorado Department of Public Health and Environment, Colorado Department of Education, and the Centers for Disease Control will publish guidance for the 2020-2021 school year in late summer of 2020.
- The 2020 summer could have outbreaks of COVID-19 that cause short or long-term cessation of in-person work or summer school for periods of time.
- Special consideration must be made in planning for the safety of 'vulnerable' student and staff populations until the development of a vaccine or preventative treatment.
- MCSD will have enough willing and able employees to lead summer school and conduct in-person office operations during the summer of 2020.
- Staff, students, and parents will need training on how to effectively screen staff, visitors, and students, what to do when a staff, visitor, or student is sick or fails a screening, and how to properly don Personal Protective Equipment.
- Staff will provide their own PPE (mask) to be worn during in-person interactions, such as classrooms and during instances where more than one staff member shares the same space.
- Students will be encouraged to wear masks during the high risk periods of the school day.
- Students will want to participate in summer school.

Situation

Current Situation regarding COVID-19 (as of 25 June 2020):

As we publish this plan, new COVID-19 cases seem to no longer be declining in Colorado, but seem to be leveling off for the past month or so at over 150 a day; however, deaths due to COVID continue to be low and hospitals throughout the state report that they have the capacity to handle an increase in infections and hospitalizations. This is true locally as well, as far as hospital capacity, and we have not had a death locally since 28 April. At the national level, many states are seeing increasing case counts, especially those who initially had lower infection rates, and the US as a whole may be experiencing a slight increase in the daily case counts. At the national level and over 120,000 have died in the United States (1,457 deaths due to COVID in Colorado). In Colorado, 89% of the deaths have been those over the age of 60, and 77% have been in people over the age of 70. Globally, many nations that have opened back up after the initial wave of infections are now seeing resurgence. Additionally, some countries around the globe are now reopening schools, and we look forward to seeing the effects of those actions. In

sum, much is still unknown about the virus, the immune system's response post-infection (i.e. are you immune post-infection), and its effects on youth. What we do know is that the Colorado Department of Health and Environment, the Center for Disease Control, and the White House CoronaVirus Task Force leaders agree it is not going away by the start of the school year, so we are planning for how to best support learning in an environment where the transmission of COVID-19 is possible. Additionally, health professionals and all of the aforementioned organizations as well as local medical providers and Public Health officials agree that mask use is the single most important measure individuals can take to prevent the spread of COVID-19.

Concept of Operations:

MCSD believes our staff is a team that benefits from the social interaction of the in-person work environment and our summer school families' academic and social emotional needs are equal to or greater than the risks associated with gathering students in classrooms. We also believe that we are able to meet the challenges associated with planning for in-person work and summer instructional operations because our staff is a disciplined, committed, and professional group of educators who are most concerned with the health and welfare of our staff and students; we will do all within our power to conduct operations in a safe manner. This plan includes a Training annex with guidance for our staff to meet all health and safety requirements. This annex should serve as a foundation for mitigating the risk to staff and students.

Staff Operations:

- Each building will designate a workplace COVID Coordinator charged with ensuring the protocols of this plan are followed in their facility, reporting to the MCSD Director of Safety and Security.
- Each building COVID Coordinator will designate one or more COVID Screener(s).
 - COVID Coordinators and Screeners will be trained by MCSD nursing staff on training and screening protocols.
 - COVID Coordinators are responsible for setting up training for their buildings / programs in accordance with the Training Annex requirements.
- In-person office work environments will be staffed at 50% capacity to account for social distancing and to mitigate exposure risk and will not exceed the numbers designated for the COVID capacity in each meeting space/classroom.
 - Directors of each department will be working with their department's staff to determine a schedule that meets the 50% capacity requirements.
 - COVID Coordinators will work with the Director of Security and Facilities to develop and post signage indicating building occupancy requirements.
- Screenings will occur prior to entry into facilities and will include at a minimum, a trained staff member-administered temperature check and symptoms check that is recorded via this [MCSD document](#) (all screeners will work together to screen each other at the start of day). Staff or students with a temperature of 100.4 or greater will not be allowed to participate.
 - Additionally, staff and students with a new cough or shortness of breath will not be allowed to participate.

- Screeners must wear PPE (mask and safety glasses) during all screenings.
 - Staff and students must also wear PPE (mask) and follow social distancing when they arrive and are screened.
- Staff members or students exhibiting COVID symptoms will not be allowed to participate for 10 days following the notification onset of symptoms (new fever or chills, new cough, or new shortness of breath) and 72 hours following the resolution of fever without fever-reducing medications.
- Staff is expected to wear PPE at work. Masks will be worn during in-person interactions and employees will have a mask on their person at all times, even in their private offices.
 - When working in a space without other staff members, it is not expected that staff wear a mask. However, when another individual joins the workspace (i.e. visits a staff member's desk or office) both employees / participants are expected to don their mask.
- Meetings will be limited to spaces that allow for social distancing (28 sq ft) and will not exceed 10 people. Meeting spaces will be disinfected after use at least daily, but if multiple groups are using a space in a day, it will need to be disinfected between groups.
- No walk-in visitors will be allowed in MCSD work or instructional spaces during the summer.
- Summer building occupancy cannot exceed 50 people in accordance with the current Montrose County Variance.
- Communal eating spaces (break rooms, office coffee makers, etc) will be closed and drinking fountains will be turned off (except for those that allow for water bottles to be filled).
- All indoor facilities will be disinfected between meetings and at the end of day for office and classroom spaces.
 - Bathrooms will have sanitization equipment that staff is expected to use on their own, in accordance with the training MCSD provides, for the duration of the summer.
 - Nurses will work with Custodial to figure out what is reasonable to expect students to learn to do in the same spaces.
 - Meeting space cleaning requirements demand that meetings adhere to a published schedule; if teams or teachers cannot make their scheduled time, they will not meet that day. Office staff will be trained in wiping down communal office meeting spaces at the start and conclusion of meetings.
 - Administrative Assistants / Head Secretaries and Administration will lead this effort and coordinate with custodial services to ensure compliance.

Student operations:

- Participation in summer school for students is voluntary
- Student screenings will occur prior to entry into facilities and will include at a minimum, a trained staff member-administered temperature check and symptoms check that is recorded via [this MCSD document](#) (all screeners will work together to screen each other at the start of day). Staff or students with a temperature of 100.4 or greater will not be allowed to participate.

- Additionally, students with a new cough or shortness of breath will not be allowed to participate.
 - Screener Staff must wear PPE (mask and safety glasses) during the screening.
 - Staff and students must also wear PPE (mask) and follow social distancing when they arrive and are screened.
 - No sick staff members or students will be allowed to participate for 10 days following notification of the onset of symptoms and 72 hours following the resolution of fever without fever-reducing medications.
- P-5 Students will be encouraged to wear masks during in-person instruction or group activities that make social distancing improbable.
- 6-12 Students will be required to wear masks when participating in instruction that requires them to violate the social distancing requirements and during arrival and exit from the school / classrooms.
- Extended School Year special education services: staff and families should plan for the viability of masks, personal protective equipment, and social distancing wherever possible for instructional activities involving students with severe disabilities (e.g. significant support needs, intellectual disabilities, Autism Spectrum Disorder).
- In-person classrooms will not exceed 12 participants (whatever staff/student variation that meets that number) to account for social distancing and to mitigate exposure risk.
- Students will attend classes in the same student instructional pod (not to exceed 10 students).
- Student instructional pods will arrive at schools on a schedule that focuses on mitigating interactions with other pods and will not share spaces with other instructional pods (i.e. stagger arrival and exit schedules for pods or multiple screeners with specific routes for pods to various entry points each day). In general, schedules will focus on keeping instructional pods contained from each other and disinfect shared spaces between use.
 - Administrators will work with custodial to ensure they understand the schedule and can meet the cleaning requirements.
 - Administrators will present their screening, arrival-and-exit, and class migration plans and schedules to the Director of Safety and Security prior to summer school starting.
- Pods will allow for contact-tracing in the event of contagion spread, and potentially make a total shutdown unnecessary in the event of a COVID positive staff member or student.
- Social distancing will be maintained (6 foot spacing or 28 sq ft) during instruction as much as possible and PPE use is encouraged for students and required for teachers except during vigorous physical exercise and meal times.
 - Whenever possible, periods where masks are not practical/possible will occur outside or in spaces where social distancing can be achieved.
- Food should be served to student pods in classrooms (or outdoor spaces) and students will be socially distanced when they eat. No shared food items are allowed. Students should also bring their own water bottles labeled with their first and last name.
- Teachers and building / program leaders will supervise and ensure compliance from students on good personal hygiene practices (handwashing, hand sanitizer, and mask use). MCSD believes personal hygiene should be treated as another “fundamental skill”

for students and staff members with an emphasis on hand washing and teachers are expected to teach and supervise it on a daily basis.

- Failure to adhere to the aforementioned guidelines could result in disciplinary action for staff members, or removal from the summer programs for students.

Cooperating & Coordinating Agencies:

MCSD will continue to work closely with the following agencies:

- Northside School-based Health Clinic
- Montrose County Public Health Department (PH)
- Colorado Department of Education (CDE)
- Colorado Department of Public Health and Environment (CDPHE)
- Montrose Memorial Hospital (MMH)
- Montrose County Joint Information Center (JIC)
- Emergency Operations Center (EOC)
 - Montrose County
 - City of Montrose

Assistance may include the following:

- Providing medical advice to MCSD staff and parents
- Coordinating messaging to community members
- Contact tracing
- Coordinating for testing of suspected COVID-19 cases
- Sharing resources

Areas of Concern:

MCSD continues to be concerned about the populations referenced in the Highly Infectious Disease Plan, published on March 13th, 2020 but is also very concerned about the challenges associated with in-person work and summer school participants. MCSD believes in the need to offer in-person work and learning opportunities this summer in order to ensure our staff is prepared for the 2020-2021 school year. We also believe our summer school families need access to the learning in-person instruction offers. We are focused on providing a safe environment where students can learn and enjoy the academic rigor, social-emotional, and collaborative benefits that follow participation in school. MCSD realizes that social distancing requirements for school are a reality now, and acknowledges the need for modifications to the typical way we conduct school in the current COVID environment. As such, this plan focuses on articulating the left and right boundaries for leaders to operate within as they prepare for in-person work and summer learning activities.

Concluding Statement:

One final note... as mentioned above, MCSD believes in the power of education to change and enrich our student's lives. We also believe in our teachers and administrators ability to work

within the guidelines developed in coordination with Montrose Public Health. The District is committed to do everything in its power to provide a realistic framework for in-person operations and instruction through the summer that meets both the intent and letter of the public health safety requirements to prevent the spread of the novel coronavirus. We believe that this summer will provide us a model for a successful start to the 2020-2021 school year as we remain focused on in-person instruction in the fall.

MCSD ends by reaffirming our commitment to keeping plans current and will update all contingency plans to factor in the most recent public health recommendations and data in July. Our approach must adapt to the changing dynamics of the virus.

References:

[Summer MCSD Employee and Student Health Screening Form](#)

[Highly Infectious Disease Base Plan](#), March 2020.

[MCSD Base Instructional Contingency Plan for 2020-2021](#), May 2020

Annexes:

6. [Training / Screening Guidelines](#)
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***Relevant Annexes from MCSD Base Instructional Contingency Plan**

7. [Human Resources](#)
8. [Facilities](#)
9. [Communication](#)
10. [Safety & Security](#)