

Updated November 24, 2020

The update is in response to recent guidelines offered by the governor's office, DESE, and DHSS. The updated district procedures comply with requirements of the Osage County Health Department.

- The Junior High/High School will continue to implement the requirement for all staff and students to wear a mask when social distancing of 6ft cannot be maintained, including the classroom.
- Each student and staff member in the JH/HS building will receive a new, disposable mask each day.
- Close Contact- Students and staff who have been identified as a close contact to a positive case will be allowed to attend school (academic setting) if the following criteria are met
  - Building is successfully following mask requirement.
  - Both contact and positive case were wearing a mask at the time considered close contact.
  - The close contact occurred in the academic setting (classroom) in which everyone within 6 ft of others were wearing a mask.
  - People are wearing their mask correctly.
  - Contact is based on proximity and not other factors such as physical touching.
- If all criteria are met, the contact will be allowed to attend school for academic purposes only.
- The policy does not apply to situations outside of the school classroom environment.
- This will affect JH/HS only and not the elementary at this time.



## Osage County Health Department

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**Public Health**  
Prevent. Promote. Protect.

### Policy on Mask Use and Quarantine in K-12 Schools

November 20, 2020

This policy is in response to recent guidelines offered by the governor's office, DESE, and DHSS:

1. An official mask mandate must be written into procedures, in effect, and enforced which require ALL staff and students to PROPERLY wear a *surgical* mask at all times feasible throughout the school day.
  - a. Staff or students unable to utilize a face covering due to a medical exception with documentation provided by their primary care physician will not void the mask mandate but the student will not be eligible for exemption from quarantine should they be identified for exposure.
  - b. It is not necessary for the mask mandate to affect the entire district, however, populations of students and staff not required to mask may not intermix with those under the mandate. This can be accomplished through building wide mandates, physical boundaries, or procedural controls that guarantee separation.
2. Schools must continue to identify all students who meet current criteria for significant close contact and provide this information to the Osage County Health Department.
  - a. Students eligible for exception from quarantine due to proper mask use must be designated on the contact list.
  - b. To ensure proper identification of students, assigned seating in the classrooms and during meal periods must be in place and enforced.
  - c. The Osage County Health Department will be monitoring cases and continue to collect data regarding the effectiveness of the new guidelines. In the event of multiple positive cases, suggesting transmission in the classroom, the Osage County Health Department may re-evaluate the current mask guidance and return to CDC quarantine guidelines.
3. This exemption for quarantine applies only in the typical academic setting and does NOT apply to time spent on the bus, any athletics, or other extra-curricular activities. **Students identified as a close contact, regardless of mask use, must be excluded from extracurricular activities for 14 days from last exposure to the positive case.**
4. School districts must notify parents of all significant close contact exposures, regardless of mask use, and parents should be given the option to quarantine their child. If this is their choice, the student will be officially quarantined by the Osage County Health Department.
5. Students in quarantine due to exposure occurring outside of the school setting, including exposure on the bus, are expected to follow and complete CDC close-contact quarantine guidelines and would be exempt from attending school.

*Dear Parents and Guardians:*

*Attached are the Osage Co. R-I COVID Response and Reopening Plans, which outline the procedures for communicating how suspected and positive COVID-19 cases will be handled in the school setting. Additionally, the document outlines specific procedures for returning to school or work after a quarantine.*

*There are a number of procedures that will be implemented in order to mitigate the spread of COVID-19. While no single action will completely eliminate the risk of COVID-19 transmission, we must make a coordinated effort to implement multiple strategies designed to greatly reduce the risk. We must be vigilant in our mitigation efforts and work together in keeping our building open in order to effectively meet the academic, social, and emotional needs of our students.*

*Our 2020 Reopening Plan is built around the following foundational priorities:*

- 1. Increased Sanitation Efforts*
- 2. Social Distancing*
- 3. Staff & Student Screening Measures*
- 4. Personal Protective Equipment*
- 5. Limited Visitor Access to Buildings*
- 6. Procedures for COVID-19 Infections*

*As we return for the 2020-2021 school year, the Osage Co. R-I School District will work to minimize the risk of exposure to COVID-19 for students and staff. However, we must all acknowledge that returning to in-seat instruction will introduce a greater risk of exposure in spite of our best efforts. The overall goal of the reopening plan is to provide a path that allows for in-person instruction to continue for as many students as possible, for as long as possible with minimal disruptions in learning. **We hope you share the belief that the inconvenience of extended school closings and distance learning is much greater than any perceived inconvenience of procedures related to reopening our school district.***

*The information that follows provides a summary of what students and parents can expect as different situations arise. Please remember these procedures are a working document and can be adjusted as information becomes available and we adjust to any federal, state, or local requirements.*

*Level 1- In- person classes for all. Mitigating measures in place.*

*Level 2- Limited positive cases in school. Anticipated short-term closing. Increased mitigating measures. Possible distance learning required for some. Attempt to return to Level 1 as soon as possible*

*Level 3- Multiple cases/continued short-term closing/etc.- Alternate Method of Instruction plans implemented. Distance learning for all.*

*The decision to move from one level to another will be determined by the district in consultation with local health officials.*

*Sincerely,*

*Osage Co. R-I Administration*

**LEVEL 1: No/Low Cases in School--  
Steady County Rate- In Person Classes**

- Mitigating measures such as distancing, screening and face covering in place.
- Visitor /gathering restrictions.

**LEVEL 2: Limited Positive Cases in school  
(student or staff)- Increased County Rate-  
In Person Classes or Blended In  
Person/Distanced Learning**

- County Health Department will lead contact tracing
- School will not be provided or release any individual names
- Close off rooms/areas where person(s) were located
- Deep clean/disinfect those areas
- Temporary closing of building or district in order to clean- Minimum 1 day-Coordinate closing length with health department
- Implement more strict measures such as increase distancing, implement attendance grouping, grouping system, limit extra curricular activity
- Implement AMI-X or other distance learning measures

**LEVEL 3: Multiple Positive Cases or  
Oubreak (student or staff)-Distance  
Learning**

- Same procedure for tracing
- School will not be provided or release individual names
- Close all facilities for minimum 24 hours
- Deep clean/disinfect entire facility
- Coordinate with health department on length of closing
- Implement AMI-X and distance learning process

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### LEVEL 1-Some, all, or additional measures may be in place

- School open with in-person classes.
- Preventative measures will be implemented to the extent possible.
  - Increased cleaning and disinfecting
  - Emphasis on hand washing and use of hand sanitizer
  - Visitor restrictions/Health Screening/Limit gatherings and activities
  - Social distancing in classrooms and other areas such as cafeteria and buses
  - Staff use of face covering required when not social distancing (transitioning, hallway, etc)
  - JH/HS student use of face covering required when not able to social distance - transitioning in building/hallway/lines, etc.
  - Health screening and temperature checks as needed for students
  - Health screening (temperature check/log) for staff daily.
  - Assigned seating on bus (family groups), classrooms, and common areas such as cafeteria
  - Elementary students/teachers stay with class/stable group as much as possible.

### LEVEL 2 Some, all, or additional measures may be in place

- Continue Level 1 Procedures
- Close off affected area and deep clean/disinfect if notified of positive case.
  - Building or district closed minimum 1 day
- Increased mitigating measures may include:
  - Distance learning for specific grade levels only (close contacts of positive tests)
  - Implement distance learning and AMI-X
  - Small group or individual sessions with teacher at school possible for those with lack of distance learning challenges
  - Implement attendance grouping
    - Groups come every other day to allow for social distancing-attempt to keep families together; or
    - JH/HS Grouping System-Stable Group (all students attend same day)
- Modify, postpone, or cancel non-essential instructional activities based on circumstances
  - No extra-curricular on days school not in session

### LEVEL 3- Some, all, or additional measures may be in place

- Building and District closing likely
- Length of closing determined by county/state guidance, ability to thoroughly clean and disinfect, prevalence of COVID in community, etc
- Implement distance learning and AMI-X
- Small group or individual sessions with teacher at school possible for those with lack of distance learning challenges
- Postpone/Cancel all extra-curricular and non-instructional activities

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### 2020-21 School Year

#### COVID Procedures

As the Osage Co. R-I School District plans for the reopening of school, our goal is to provide a safe environment for our students and staff. We understand that these recommendations will be adopted, reviewed and revised accordingly to the guidance given by the Federal, State, and Local health officials. As a district we understand that this plan may create some inconvenience but we are following the guidelines and recommendations to minimize the spread of communicable diseases in our district. This plan will help reduce the threat of the spread of communicable diseases. The intent of this plan is to provide a start to school that is as normal as possible and be modified in the event of a positive case. The district will remain open until given guidance from the county health department. The district will develop plans in the case of limiting the number of students per day in the building.

#### Governance

Policies- New state and federal laws enacted relating to the COVID-19 pandemic or the waiver, suspension or amendment of an existing law or regulation made by the federal government, the Missouri Governor or state agencies in relation to the COVID-19 pandemic may take precedence over current approved School Board Policies.

#### Attendance

- Attendance remains important for students, however incentives for perfect attendance will not be used this year. It is much more important to stay home when sick to prevent disease transmission.
- Attendance and homework related policies will be modified to account for COVID related absences. Policies for unexcused absences will remain. Communication and documentation on reasons for absences is very important.
- Staff Leave associated with COVID-19- The district is to comply with the Families First Coronavirus Response Act while in effect. The Emergency Paid Sick Leave and Emergency Family and Medical Leave provisions fall under FFCRA. Additional COVID or non-qualifying leave will come from employee accrued paid leave.

#### Instruction

- The 2020-21 school year will start with in-person classes on August 24<sup>th</sup>.
- Elementary, Junior High, and High School students will follow a typical class schedule.
- Students will receive general education instruction, supplemental instructional services, and special services.
- Elementary students will receive instruction in “specials” (Music, Media/Library, Art, and PE/Health). Instruction and location may be modified or revised.
- K-12 PE will utilize outdoor space when possible.
- JH/HS physical education classes may not have access to locker rooms.
- JH/HS courses in Art, Music/Band, PE, Career Ed, etc will be taught with necessary modifications.

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- Elementary students/teachers will remain with their class (stable group) as much as possible.
- Grading practices will be consistent with prior school years (normal grading).
- Level 2 and Level 3 procedures may require distance learning. JH/HS distance learning will be primarily virtual or computer based. Elementary will be a combination of the two.
- Level 2 instruction could consist of student grouping for alternating days of attendance.
  - Group A attends M,W,F. Distance learning T, TH
  - Group B attends T, TH. Distance learning M, W, F.
  - Groups alternate schedule the following week.
    - Group A attends T, TH.
    - Group B attends M, W, F.
- Level 2 instruction could consist of all students attending daily, but JH/HS students would be in grade cohorts and assigned to a specific classroom.
  - Minimal movement for students and staff.
  - Course material sent to students electronically or packets delivered to classrooms.
- Other Level 2 and Level 3 procedures will be implemented as necessary.
- Level 3 would be distance learning only.

### Transportation

- Students are encouraged to drive, walk, or get dropped off when arriving and leaving school.
- Social distancing on the bus will be implemented to the extent possible.
- Drivers will have assigned seats for students. Families will be grouped together.
- Attempts will be made to have an empty seat between groups of students and only 3 students per row.
- Students will only be allowed to ride on one bus route. (same driver same students)
- Students will use hand sanitizer when loading and unloading the bus, or as necessary.
- Commonly touched surfaces will be cleaned after each route.
- Drivers will wear a face covering when loading/unloading.
- Students in grades 7-12 are required to wear a face covering while on the school bus if social distancing is not possible. All students are encouraged to wear a face covering while on the school bus.
- Bus stops less than 1 mile from school will not be made to all for increase space on bus.
- Modifications to routes may occur should there be a shortage of drivers.

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### Food Service

- Breakfast will be served in the cafeteria (elementary). JH/HS Grab N Go style.
- Lunch will be served in the cafeteria. Seating will be available in the cafeteria, outside, and possibly classrooms.
  - Elementary will eat in two lunch shifts.
  - Students will eat/be seated with their stable group and socially distanced from other groups. (Breakfast and Lunch)
- JH/HS will eat in one lunch shift. Students will be split between those who eat in the cafeteria/outside and those who will eat in designated classrooms. Groups will rotate.
- Assigned seating by grade levels.
- Staggered release time for shifts if necessary.
- Students will be appropriately spaced at cafeteria tables to the extent possible. Spacing between stable groups, individuals, sitting on only one side of the table, etc.
- No sharing of utensils, food, napkin holders, etc.
- No use of self-serve items, salad bars, etc.
- Food Service staff will wear a face covering when not able to social distance and when serving.
- Tables will be cleaned after each shift.

### Recess/Physical Activity

- Recess and physical activity will be incorporated.
- Playground/outdoor equipment will routinely be cleaned.
- Each class/recess group will have their own balls, jump ropes, etc to use. Classes/groups will not share those supplies.
- Recess materials will routinely be cleaned.
- Students will sanitize/wash hands before and after recess.

### Classrooms

- Elementary students will go immediately to the cafeteria or to their classroom upon arriving at school.
- JH/HS students will go to the cafeteria for breakfast or to their 1<sup>st</sup> period class upon arriving at school (after putting items away in their locker). JH/HS students will not congregate in the hallways or by lockers.
- Desks/chairs will be socially distanced to the extent possible.
- Assigned seats will be given within classrooms.
- Teacher will wear face covering when transitioning, monitoring halls, working in close proximity to students/when distancing is not possible, etc. Teacher-only area marked in each room (distanced from students, teacher face covering not required in area).



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- All attempts will be made for students to not share supplies, computers, equipment, etc. If sharing occurs, items and commonly touched surfaces will be cleaned before a new group of students use the item/area. A log in each classroom/area will be kept to track usage.
- Distancing will be practiced as much as possible in classroom activities.
- Classrooms, desks, etc will be cleaned/disinfected daily.
- Frequent handwashing and sanitizing will be incorporated.
- JH/HS students will wear a face covering when transitioning classes, at lockers, in lunch/breakfast lines, when distancing is not possible, etc.

### Restrooms

- Restroom breaks will be one class at a time (elementary).
- Proper handwashing will be emphasized.
- JH/HS will have some flexibility on passing time to ensure proper handwashing and distancing can occur.

### Visitors and Parents

- Log all visitors and parents who enter building.
- Visitors and parents only allowed in building if necessary or approved by the principal. All visitors will have a health screen/temperature check.
- Primary communication will be at the door through telecom system.
- Visitors and Parents/Guardians will be required to wear a face covering in the building until social distancing is possible, unless requested to continue wearing face covering.
- Parents/Guardians will be provided a letter to sign and date acknowledging that they received this notice and agree to follow the rules AND that they will instruct and discuss this with their school-age child(ren).
- Parents will have the primary responsibility of assuring that their child(ren) do not have signs/symptoms of COVID-19 OR any other illness including new-onset fever, cough or diarrhea before the child(ren) leave for school or for school-sponsored events.
- Parents should have contingency plans for childcare in the event that the child cannot go to school due to illness and/or quarantine due to exposure to a confirmed COVID-19 case.
- Meetings involving parents will primarily be held virtual or by teleconference.

### Student and Staff Health Protocols

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program. State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or who are liable to transmit the disease after having been exposed to it. See 167.191, RSMo. In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine. 19 CSR 20-20.05. Osage Co. R-1 School District will be working closely with the local health departments.

Given the nature of the pandemic, the school district may make additional medical inquiries of staff and students than they otherwise would have. Please note that 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 by federal agencies in this circumstance. If a parent tells the school district that a student is ill, the school district may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the school district will inquire as to whether the employee is experiencing any COVID-19 symptoms. The school district may take the temperature of students, employees and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. If a person is obviously ill the school district may make additional inquiries and may exclude the person from school property.

- Students and staff are expected to practice social distancing as directed by the school guidelines.
- Students in grades 7-12 and staff are required to wear a face covering when social distancing is not possible. This would include on busses and in the hallway. Face covering can be provided from home. The school may elect to provide face covering for students and staff.
- Students and employees exhibiting symptoms of COVID-19 without other obvious explanations should not come to school, and if they do come to school, they will be sent home immediately.
  
- Symptoms include:
  - A fever (100.4° or sense of having a fever)
  - Cough
  - Shortness of breath/difficulty breathing
  - Chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Nausea, vomiting, or diarrhea
  
- Temperature checks and screening will be completed for students/staff who display symptoms.
- Employees will be required to self-screen for COVID symptoms prior to the beginning of every school day. Employees are encouraged to screen at home, but can also screen upon arrival. Thermometers are available in HS and Elementary office.

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- Siblings and other household members of a student or staff who exhibit the above symptoms or test positive may also be excluded from school. If a student is excluded from school due to COVID-19 symptoms, his or her siblings or other students living in the same household will be excluded from school if they display symptoms. If a student has had a positive COVID19 test, his or her siblings or other students living in the same household will be excluded from school and asked to self-quarantine.
- A separate space will be available to assess students or staff members who may be exhibiting symptoms of a communicable disease. Only essential staff will be allowed to enter the room and must wear a face covering.
- Students and staff who exhibit COVID-19 symptoms, without other obvious explanations, will be sent home. Criteria for returning will be based on CDC and local guidelines.
- Students and staff **who are** identified as a close contact of a positive case will not be permitted to return to school until after they have been released by the local health department.
- Students and staff **who are not** identified as a close contact of the positive case will be permitted to return to school after contact tracing by the local health department is complete.

Once a student or employee is excluded from the school environment for COVID related illness or symptoms, they may return if they satisfy the recommendations of the CDC and local health guidelines. Currently those guidelines are:

7. **Untested.** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
  - They have not had a fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers); and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - At least ten (10) calendar days have passed since your symptoms first appeared.
8. **Tested.** Persons who experienced symptoms and have tested positive for COVID-19 may return to school if the following three conditions are met:
  - They no longer have a fever (without the use medicine that reduces fevers) for at least 24 hours; and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - They have been released by a health care provider/ local health department after minimum 10 days since symptoms first appeared.
9. **Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID-19 may return when they have:
  - gone ten (10) calendar days without symptoms and
  - have been released by a health care provider/local health department.

**Students and staff may also return if they are approved to do so in writing by the student's health care provider.**

- Non-Covid Illness
  - Students and staff who are sent home with a temperature must be fever free (100.4°) for 24 hours without the use of fever reducing medications and may return to school if accompanied by a doctor's note with a diagnosis not related to a respiratory illness, influenza or COVID-19 (such as pink eye, strep throat, ear infection, etc.).
  - Students and staff must be fever free for 72 hours without the use of fever reducing medications if not accompanied by a doctor's note for a diagnosis

Immunocompromised students and staff

- Many people of all ages have conditions that put them at higher risk for COVID that may not be apparent to others. Students or staff members who have serious heart conditions, chronic kidney disease, COPD (chronic obstructive pulmonary disease), Obesity (BMI>30), Sickle Cell Disease, Solid Organ Transplant (heart, kidney, etc.), Diabetes, Asthma, Cerebrovascular disease, hypertension, pregnancy, Smoking or use of corticosteroids or immunosuppressive medications may be at higher risk for COVID-19 disease or many other diseases. Those over 65 in addition to those with chronic medical conditions may be at risk. It is important that adults take precautions consistently should they have any of these risk factors and that parents reinforce to their child(ren) with identified high risk conditions of the importance of following all the guidelines set forth by the school and the CDC. Alternate plans may need to be considered for accommodation and should be discussed with school authorities **before** an event occurs at the school.

In-School Gatherings

- In-school gatherings such as assemblies, rallies, school parties, dances etc. will not be held unless social distance can be maintained and students can remain with limited small groups.
- Additional details and guidelines regarding extra/co-curricular activities and competition will be released at a later time pending specific guidance from the Missouri State High School Activities Association.
- The instructional day (regular school hours) should be focused on academics and considered a non-voluntary component of a student's education while co-curricular activity participation is voluntary. This approach will drive our planning and preparation for extra/co-curricular guidance when released.

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### General

- Refillable water bottles are required. Drinking from water fountain is not allowed.
- Maintenance will sanitize door handles and commonly touched items throughout the day. Maintenance will thoroughly clean all areas after school.
- Staff will clean their areas of use at least once a day (door handles, student desks, etc). Rooms will have cleaner/disinfectant spray, towels, and or wipes.
- Any shared materials will be cleaned after each use.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the school will follow established procedures and coordinate efforts with local health department.
- Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible.
- Notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Local Health Department responsible to lead contact tracing.
- Follow guidance from the local health department to inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance/health department guidelines if symptoms develop. If a person does not have symptoms follow appropriate CDC/health department guidance for quarantine or isolation.

All students, staff, and parents need to make plans for any type of school closing or prolonged absence. Any of the following could occur:

- Closing a specific building
- Closing the entire district
- Specific classes or groups of students may be kept from school.
- Symptom free or otherwise healthy students/staff may be required to stay home if they are considered a close contact.
- Closing or specific class/grade cancellation due to a lack of substitute teachers or other staff.

We cannot predict all the possible scenarios, but please be thinking ahead. The district will work with individuals and groups to provide instructional services throughout the school year.

### **Face Covering Exemptions For School**

- The following individuals are exempt from the requirement to wear a face covering:
  - o Those who are deaf or hard of hearing
  - o PK-6<sup>th</sup> grade students
  - o Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes, but is not limited to, persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Exemption requests must be made to the building principal.

**Extra-Curricular and Activity Policy for Visitors**

- Face coverings **are required** to be worn by those who wish to attend any school event or activity. This requirement applies to any student in grade 7 and above, and all adults.
  - Practice social distancing to the extent possible while attending any school activity.
  - Avoid sitting in multiple areas in order to reduce the number of contacts you encounter.
  - Make all attempt to sit by individuals you could identify by name for contract tracing purposes.
-