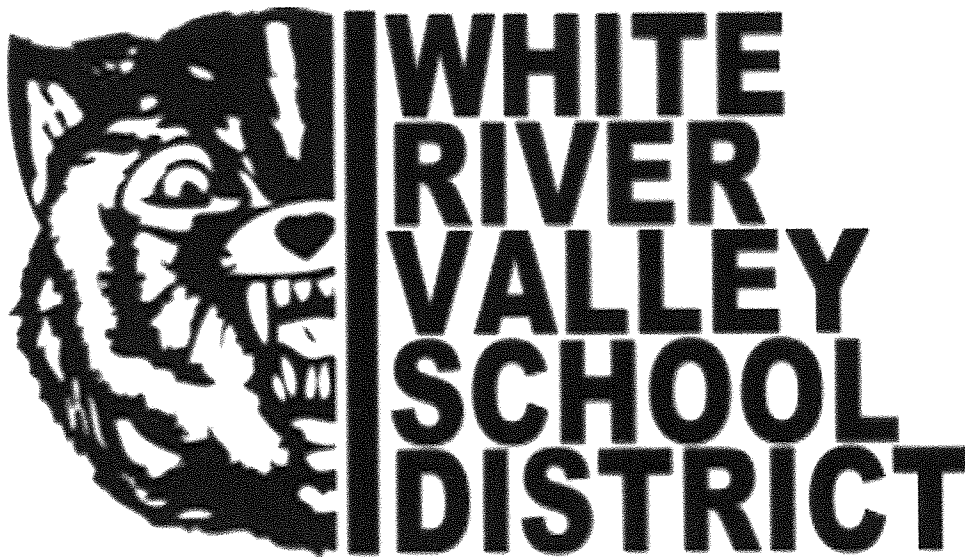


WHITE RIVER VALLEY
SCHOOL DISTRICT



IDOE LEARNING PLAN
2020-2021

July 31, 2020
Board Adopted: July 20, 2020

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*More information will be added to this plan upon receipt. Any questions can be directed to:

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Document Overview

The goal of White River Valley School District is to provide the best educational experience possible for students while providing a safe learning environment during COVID-19. This document is the framework of how we will accomplish this goal while making decisions using the best information available this time.

The guidance provided by national, state, and local officials rapidly changes. Knowing information changes quickly the planning, preparing, and operating of the school district may change and this document may be revised. Please **expect revisions and updates throughout the 2020-2021 school year** based on the information provided by federal, state, and local officials as the medical landscape and knowledge surrounding COVID-19 continue to evolve.

We believe the best instruction takes place when teachers and students can work together in the classroom. Our goal is to have school in session with classroom instruction throughout the 2020-2021 school year. To do this, we must maintain a safe and healthy school environment and monitor the prevalence of COVID-19 in our community.

Knowing there are students with various health needs, White River Valley School District is dedicated to offering options for students who have family members who may be immune compromised or students themselves facing challenges in returning to classroom instruction. Beyond the safety measures being taken on the WRV school campuses, we will also offer a virtual school option for any family with COVID-19 related concerns. WRV Schools have a 1:1 computer platform that allows for virtual instruction. We will accommodate any special education needs, technology repairs, and provide office hours for assistance during the school day.

This option is not to be confused with E-Learning. Distance learning is much more rigorous and requires a full day of instruction online. The student working hours may vary but the instructor hours will be during the teacher contract time. All work being completed daily within the schools will be required of students with the same grading expectations. **Any student unable to attend on campus instruction will not be able to participate in extra-curricular or co-curricular activities.** This COVID-19 distance learning option is provided for those who must socially distance themselves for health concerns.

We also understand that conditions change within our nation, state, and local community quickly. This document will also contain basic guidance on a quick transition to online learning for all students if required by the Indiana Department of Education.

ACKNOWLEDGEMENTS

For students who are returning to in-person instruction:

The White River Valley School District has put together a Continuous Learning Plan that intends to enact measures to mitigate risk from the spread of the coronavirus; however, these measures cannot and are not intended to eliminate risk.

The District has held six planning sessions of the White River Valley School District Return-to-School planning team, a team that consists of administrators, teachers, custodial staff, transportation providers, school nursing staff, and food service providers. The WRVSD R-I-S team sent the planning document to the Greene County Health Department for review and had the document approved by the White River Valley Board of Education on July 20, 2020. The document continues to be updated with the latest in best practice and research as provided by the CDC, the state and local health departments, the Indiana Department of Education, and the office of Governor Holcomb.

We will ask each student that returns to in-person school and all WRVSD employees for their signature of these acknowledgements. Furthermore, we will ask the WRVSD Board of Education to pass an Acknowledgement Resolution at its meeting on August 6, 2020 prior to the start of the 2020-21 school year.

Health Protocol for Schools

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 are liable to transmit it after exposure (IC 20-34-3-9).

In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, districts/schools are encouraged to work closely with their local health departments.

Symptoms Impacting Consideration for Exclusion from School

Students and employees will monitor symptoms to recognize the following COVID-19-related symptoms:

- A fever of 100.4 ° F 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

Students or employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained until they present a medical release form signed by their doctor.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC.

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 24 hours (that is a full days of no fever without the use of medicine that reduces fevers);
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers);
- Other symptoms have improved (for example, when your cough or shortness of breath has improved);
- At least 10 calendar days have passed since symptoms first appeared; and
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released in writing by a healthcare provider.

Tested Positive- Impact on School Operations

Establish predetermined thresholds for mitigation strategies by following ISDH's recommendation to work with your local health department in following the CDC guidance which can be found here . Reference page three, "When a confirmed case has entered a school, regardless of community transmission."

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.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee 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.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or 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 school attendance.

Wearing Personal Protective Equipment (PPE) - Non-students

Mask-wearing requirements or recommendations in schools should be consistent with state and local guidelines . The Governor has issued a mask mandate. You may find the Executive Order in the Appendix of this document, beginning on page 38.

Reusable/washable masks will be provided for all faculty and staff. We recommend that students provide their own cloth masks. Each student will be given a cloth mask the first day of school. Plenty of disposable masks will be available at each building if a student forgets his/her mask.

- All non-students may be required to wear additional PPE (i.e. health-related custodial staff, specialized positions, etc.) when directed to do so by the employee's supervisor.
- Additional accommodations may need to be made for staff based on their individual health plan.

In addition, all staff must check-in with the school secretary at the front office for temperature checks each day prior to reporting to their work station.

Wearing Masks and other Personal Protective Equipment (PPE) - Students

Mask-wearing requirements or recommendations in schools should be consistent with state and local guidelines. The Governor has issued a mask mandate. You may find the Executive Order in the Appendix of this document, beginning on page 38.

- By order of the Governor, students in grades 3-12 are required to wear a mask while at school. Any student may wear a mask if they choose to do so. Any masks with a design must meet school standards. All students utilizing school transportation are required to wear face masks.
- Additional accommodations will be made for students based on their individual health plan.

Clinical Space COVID -19 Symptomatic

Each school building has a nurse's office for daily medication and routine health issues. Any student experiencing COVID-19 symptoms will be provided a mask and monitored until a parent can pick up the student. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever for any reason, the staff or student must be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 are encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider. Please see guidance above.

Clinic Space Non-COVID-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions

(i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, White River Valley Schools will contact the local health department immediately. WRV Schools will also notify the Indiana Department of Education per state guidance. Unless extenuating circumstances exist, WRV Schools will work with the Greene County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. **It is the responsibility of the Indiana State Department of Health (ISDH) or the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions.** *The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the ISDH or local health department.* If a closure is determined necessary, White River Valley Schools will consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as the district becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Immunizations

Immunization requirements should remain. Assistance through local health departments and health systems will be provided.

Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness

symptoms. Thus, these employees or students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate PPE.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others.

These key times for handwashing will include a modified class pattern to maintain the best opportunities possible while maintaining distancing between students and include:

- Each hour of the school day
- During Breakfast and Lunch
- After recess and when using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Social Distancing in the School Environment

The following are measures that White River Valley Schools will take to increase social distancing while still maintaining a level of in-person classroom instruction. These protocols may evolve as they are implemented, and more information is obtained about COVID-19.

Social Distancing

Social distancing will not be possible at all times while at school. The following areas will be modified to help assist in reducing contact but six foot social distancing barriers are not possible at all times in a school setting.

- School bus seats will be assigned for all routes. Students must remain in their seat and not move from seat to seat. Routes have been reviewed to help reduce transfers and number of occupants. Many bus routes cannot be reduced any further. If you feel you must transport your student each day we understand.
- Pick up and drop off lines- Parents should expect longer wait times as an increased number of parents may utilize the pick-up and drop off option for their child. To help with the flow of traffic, and social distance among family groups, we are asking all parents to remain in their cars this year. Your child's principal will provide a map of the pick-up and drop off line and rules prior to the start of school.
- All buildings will be entered through the main school entrance. The only exceptions will be the bus drop off/pick-up sites since students will have already had temperature checks prior to boarding. Elementary students on the bus will enter through the back school entrance. At the middle school, bus students will enter through the gym school entrance. Drop off students will be entering

through the main school entrance. Parents should not drive away until their student is allowed entry into the school building. All high school students will enter through the front doors.

- Breakfast items will include some prepackaged grab and go items allowing students to quickly eat and return to the hall or classroom reducing cafeteria attendance at one time.
- The number of lunch times in a day have increased at the middle and secondary levels. This will allow for fewer students per lunch. WRV Elementary School students will go to lunch at varying times and in more than one location. Students will be spaced every other seat for lunch at a minimum.
- Recess will be modified to a grade level at a time. Balls and other student used items will be sanitized by a teacher prior to passing them out and sanitized again when collected at the end of recess. A school faculty or staff member will spray all climbing or hand touched playground equipment with a CDC and health board approved cleaning solution.
- All students will wash their hands when entering the building from recess.
- Student seats will be spaced as far apart as possible and all students will face one direction.
- Handwashing breaks or hand sanitizer will be available for students a minimum of once per hour.
- **Students will be allowed to carry a clear water bottle to class. Water fountains have been covered and will not be used. Each school has added two touchless water refill stations for hydration.**
- In the mornings all students will be assigned a space to report to where they can eat breakfast or rest quietly. The ability to spread out in the hallways, gym, and cafeteria will help social distancing.
- High school and middle school students will not be allowed in the elementary school prior to school or following school. Those students will socially distance at the shelter house as they await bus pick-up.
- Students and staff will be encouraged to socially distance whenever possible and maximize distance between themselves in situations less than six feet.

If social distancing is a large concern please contact your building principal for the possible option of virtual learning for the 2020-2021 school year.

CHECKING for SYMPTOMS at HOME--PARENTS

REQUEST of PARENTS:

All students of White River Valley School District will need to be checked for symptoms prior to boarding school transportation or being dropped off at school. We are asking parents/guardians to handle this responsibility at home. Students should not be sent to school with a temperature OR on medication to reduce a temperature.

The following symptoms should be cause for concern:

Cough

Headache

Shortness of Breath

Nausea or Vomiting

Fever Above 100.4

Diarrhea

Chills

Runny or Stuffy Nose

Muscle or Body Aches

General Fatigue

Sore Throat

Recent Loss of Taste or Smell

Thank you, in advance, to our parents for being good partners in helping us to limit the spread of illness or virus.

White River Valley Schools **Educational Instruction Plan**

Daily classroom instruction provided with daily bus service offered. Breakfast and lunch will be provided following the WRVSD guidelines above. Daily recess will take place for all elementary and middle level students. State and local health guidelines will be followed. Sports seasons will take place as scheduled for all student athletes attending school. Additional services will be provided for students who incur absences during the 20-21 school year due to COVID-19 related issues. Communication through your building offices during extended absences will ensure measures are taken to ensure academic needs are met.

Distance learning or remote learning opportunities are available for any student who has social distancing or health concerns. Please contact your school building office for details. Please note as stated above, this is true distance learning and not E-Learning. The rigor and course load will be the same as those attending school each day. There will be no opportunities for extra-curricular or co-curricular activities taking place on campuses or traveling out of the county for distance learning students. The Board of Education has allowed an appeal process for unusual situations. The paper work must be completed and turned-in to the principal's office of the respective school. There will need to be doctor's documentation that accompanies the appeal. A copy of the appeal is including in the appendix of this document.

Course sizes, structure, and classrooms to decrease infection:

- Communal use spaces such as dining halls and playgrounds will have grade levels staggered and areas will be disinfected in between use.

- P.E., choir, band, and other large classes may be moved on your child's schedule to accommodate smaller classes and other precautions.
- COVID-19 has required we reorganize assemblies, field trips, registrations, orientations, round-ups, and other large gatherings. We appreciate your understanding.
- Alternate recess will be provided to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between uses.
- Every effort has been made to increase space between students during in-person instruction.
- We will face desks in the same direction when possible.
- We may move classes outdoors when possible.
- Students will be required to remain seated in assigned seats.
- Some high school courses may include broadcasting in-class instruction to multiple locations to allow students to spread out and/or learn from home.
- We will limit classroom visitors to outside curriculum instructors only.
- Every effort will be taken to ensure adequate supplies are available to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. will be assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Some soft hard to clean items have been removed from classrooms. (stuffed animals, bean bag chairs, and other soft touch toys) Classes will also avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.
- There will be no use of attendance awards or perfect attendance incentives for students. We want to work collaboratively with parents and students in an effort to reduce spread of colds and virus related symptoms that may be symptoms of COVID-19. If your child is sick, please keep them home and notify the school of the absence. A doctor's note will not be necessary for each absence but may be requested if symptoms are COVID-19 related to return.

SCHOOL BUILDING CLEANING:

GUIDELINES and PROTOCOLS

All three operational buildings in the White River Valley School District will have specific cleaning guidelines, cleaning schedules, and employee protocols to ensure that the building is kept as clean and as safe as is possible during the day. These guidelines will be monitored consistently by the building principal and reported to the superintendent.

Building plans are listed separately in this document beginning on page 12.

Covid 19

Food Service Areas (Cafeteria / Gym)

K-4 students will eat breakfast in the gym Custodian 2 will clean beginning at 8:00 AM
PK Students will eat in cafeteria Custodian 1 and 2 will clean beginning at 9:00 AM

In order to provide social distancing, students will eat lunch in three locations, the stage, the gym bleachers, and the cafeteria. Each area will have tables, benches, and high touch areas wiped down after each group of students use the area by non-certified staff on lunch duty. Deep cleaning (sweep, mop, clean tables and benches, and trash) will be completed after the last group has used each area.

Custodian 1 - Stage

Custodian 2 - Gym Bleachers Home and Visitor Sides

Custodian 3 - Cafeteria

Water Stations

Water Fountains will be shut off.

Water Bottle Filling Stations will be in the nurse's office and teachers' work room.

No students will be allowed to use these stations. Staff members will fill student bottles.

Water filling stations will be cleaned at 9:00 and 1:00. Custodian 1

Playground Disinfecting

To help prevent the spread of germs, playground equipment will be sprayed down with disinfectant. Recess times have been adjusted to reduce the number of students on the playground at any given time.

Custodian 1 will spray playground equipment at the following times.

11:25-11:35

12:05 - 12:10

12:45 - 12:55

1:15 - 1:25

1:50 - 2:00

The building will be vacuumed and deep cleaned each evening by custodian 3 and 4.

**White River Valley
Elementary School Custodial Plan
Covid 19**

CLASSROOMS

During the lunch period and at the end of the day, all desktops, chairs, and high touch areas (door knobs etc) will be wiped down by the classroom teacher or instructional assistant in each classroom. Special classrooms (Art/ Music) will be wiped down after each set of students leave the room. Custodial staff will assist with maintaining cleaning spray and paper towels/rags for teachers to use.

Each classroom will have a hand sanitizing station as will office, cafeteria, and common areas. Custodial/maintenance staff will keep them full and stocked.

All classrooms and hallways will be vacuumed and deep cleaned each evening by the night time staff. Custodian 3 and 4

RESTROOMS

All restrooms will be cleaned the night before by the evening crew or first thing in the morning by the day shift (prior to students entering the building). Those assigned to clean will be:

*Custodian 3 (evening custodian) - Upper restrooms and staff restroom on Success Street

*Custodian 4 (evening custodian) - Lower restroom and staff restroom on Education Ave.

- Main restrooms on Wolverine Way

*Custodian 2 (day custodian) - Gym restrooms and locker rooms

Then all restrooms will be cleaned again by the day staff between 10:00-10:30 and then again in the afternoon before 1:30. This will be done each school day.

Custodian 1 (day custodian) - AM clean upper restrooms on Success Street AM

- PM clean main restrooms on Wolverine Way

Custodian 2 (day custodian) - AM clean main restrooms on Wolverine Way

AM clean lower restroom on Education Ave.

- PM clean main restrooms on Wolverine Way

- PM clean gym restrooms

- Custodian 3 (evening custodian) - PM clean upper restrooms on Success Street
- Principal -AM Staff Restrooms

Restroom doors will be removed or propped open to avoid touching doors and surfaces.

Middle School Custodial Plan Covid 19

Each class period, all desktops and high touch areas (pencil sharpeners etc) will be wiped down and supervised by the classroom teacher before the next class comes into the classroom. All custodial staff will assist with maintaining cleaning spray and paper towels/rags for teachers to use.

All restrooms will be cleaned the night before by the evening crew or first thing in the morning by the day shift (prior to students entering the building). Those assigned to clean will be:

- Custodian 2 (evening custodian/s) - Nurse's office restroom and restrooms in both the 5 - 6 hallway and the 7 - 8 hallway.
- Custodian 1 (day custodian/s) - The Locker rooms will be closed through the school day and only open for athletic practices and events in the evenings. The daytime custodian will take care of cleaning the locker rooms.

Then all restrooms will be cleaned again by the daytime staff periodically after students rotate classes.

- Custodian 1 (day custodian) - clean restroom in nurses office after lunch
- Custodian 1 (day custodian) - custodians will monitor the restrooms in both hallways and have a checklist to document when items are cleaned.

Each classroom will have a hand sanitizing station as will office, cafeteria, and common areas. Custodial/maintenance staff will keep them full and stocked.

Lunch will be provided in the cafeteria and also the NE side of the gym for social distancing reasons. Cafeteria staff will wipe down all cafeteria tables after breakfast and lunch. Custodial staff will clean the gym before the first lunch and after both lunches.

All classrooms and hallways will be vacuumed and deep cleaned each evening by the night time staff.

Gym staging area for students entering the building at 7:15 will be cleaned and sanitized each day before 1st lunch (Custodian 1).

Water filling stations will be cleaned between 10:00-11:00 and then between 1:00-1:45.

Each of the cleaning areas will be maintained and cleaned at the designated time or as needed.

High School Custodial Plan Covid 19

Each class period, all desktops and high touch areas (pencil sharpeners etc) will be wiped down by the classroom teacher before the next class comes into the classroom. All custodial staff will assist with maintaining cleaning spray and paper towels/rags for teachers to use.

All restrooms will be cleaned the night before by the evening crew or first thing in the morning by the day shift (prior to students entering the building). Those assigned to clean will be:

- Custodian 3 (day custodian) - Office restroom and restrooms between rooms between 123/124
- Custodian 4 (evening custodian) - restroom across from FACS room and locker rooms
- Custodian 5 (part-time evening custodian) - restrooms near central office and Ag Building restroom

Then all restrooms will be cleaned again by the day staff between 10:45-11:30 and then again between 1:00-1:45. This will be done each school day. This includes the Ag Building as well.

- Custodian 1 (day custodian) - clean restroom in central office area and Ag Building
- Custodian 2 (day custodian) - clean restroom outside FACS room and locker rooms
- Custodian 3 (day custodian) - clean restroom between rooms 123/124 and office

Restroom doors will be removed to avoid further touching doors and surfaces.

Each classroom will have a hand sanitizing station as will office, cafeteria, and common areas. Custodial/maintenance staff will keep them full and stocked.

Cafeteria staff will wipe down all tables after breakfast and lunch. After lunch, custodial staff will assist with sweeping the cafeteria areas (Custodian 1, Custodian 2, and Custodian 3)

The weight room and athletic/gym locker rooms will be cleaned and disinfected each night by the evening custodial staff (Custodian 4)

All classrooms and hallways will be vacuumed and deep cleaned each evening by the night time staff, including Ag building (Custodian 4 and 5).

Gym staging area for students entering the building at 7:30 will be cleaned and sanitized each day between 8:15-9:00 am (Custodian 1).

Room 110/111 (staging area for 8th grade students) will have door knobs wiped down and room cleaned after they leave for the day. This will happen 9:50-10:30 am (Custodian 3).

The Ag building will be cleaned each evening by night time staff (Custodian 5).
The Wolverine Academy will be cleaned each evening (Custodian 5).

Water filling stations will be cleaned between 10:45-11:30 and then between 1:00-1:45 (Custodian 3).

Checklists have been created for all employees to complete as cleaning duties are assigned by the building principals. These checklists will be kept on file in the principal's office of each school on a weekly basis. Each principal will report to the superintendent completion of the duties each Friday afternoon by 3PM.

School Nurse Recommendations/Guidelines

Nurse Station

During the lunch period and at the end of the day, all desktops/beds, chairs, medical tools (thermometers, blood pressure cuffs, etc.) and high touch areas (doorknobs etc.) will be wiped down by the nurse. Used medical devices and beds will be wiped down after each student leaves the nurse station. If a student is exhibiting symptoms of COVID-19 (fever > 100.4, congestion/runny nose, cough, shortness of breath, diarrhea, headache, nausea/vomiting, sore throat, muscle pain/fatigue, chills, or new loss of taste/smell) student will be quarantined to a separate care area from well students for monitoring until student is picked up by a parent. After possible COVID-19 student leaves the building the quarantined area and bathroom if used by the student will be closed off to any staff except the nurse until after school when room can be thoroughly cleaned by custodial staff to prevent further spread of COVID-19. Custodial staff will assist with maintaining cleaning spray and paper towels/rags for nurse to use.

Nurse station will have a hand sanitizing station for both students to use entering and exiting the station and for the nurse to use before and after caring for each student along with frequent hand washing to prevent virus spread.

Nurse's STATION RESTROOMS

All restrooms will be cleaned the night before by the evening custodial crew or first thing in the morning by the day shift (prior to students entering the building). The school nurse will also clean bathroom frequently touched surfaces (sink/toilet handles, doorknobs, and sink top) after student use and at lunchtime. The bathroom in nurse station will be closed to any staff or student use if a student thought to be positive or exhibiting COVID-19 symptoms uses facilities during quarantining before parent pick up until the bathroom can be thoroughly cleaned by custodial staff to prevent further spread of COVID-19.

Medication Changes

Due to the potential spread of the virus through aerosolized procedures, the use of nebulizer treatments is discouraged. For students needing asthma treatment during the school day, please obtain an inhaler with a spacer in place of a nebulizer, mask, and medication. If a student needs nebulizer medication

throughout the day, they are likely too sick to attend school. For students who will carry an inhaler, a consent form must be completed and signed by the physician and kept on file with the school nurse.

The Indiana Department of Health has also recommended that student medications be administered at home to reduce student exposure in the nurse's office. Therefore, morning medications should be administered at home. Exceptions will be made for medication dosing required during the school day.

Lastly, please do not send any medication(s) to school with your student. A parent/guardian must bring the medication to school, where a consent form will be completed and signed. The school nurse WILL NOT administer any medication or treatment without a consent form on file. No exceptions will be made to these procedures. All medications must be in a bottle with a current prescription label affixed, including the student's name, date of birth, prescriber information, medication name, and the correct dosage and directions. Any questions should be directed to your child's school nurse.

Exchange of Resources to and From School

Parents, every effort should be made to reduce the amount of materials, supplies, and personal belongings going to and from school. The school will take the same efforts in consideration to reduce student exposure to high-touch, shared resources at school. We will require students take their devices home daily.

Nutrition service procedures to minimize exposure:

Cafeteria use is typically used. Meals may be served in classrooms or in alternative areas in an effort to reduce cafeteria capacity if necessary.

Prior to any meal service, all children should utilize hand washing or sanitizing to ensure safe eating practices. Opportunities to wash hands before both breakfast and lunch will be provided to students.

If your student brings their lunch please send bagged or boxed meals with all necessary utensils, condiments, napkins, etc.

We will take the following precautions:

- No self-serve food line items.
- Disposable napkins and silverware will be provided.

- We have installed controls such as sneeze guards in cafeteria serving lines and provided face shields for all cafeteria workers.
- We will serve medically fragile students separately from other students. Please call your principal if your child needs an accommodated meal or meal time.
- We will promote social distancing while waiting in line.
- Food-sharing is prohibited.
- Online deposits will be taken and office drop box for cash is available. We will limit cash transactions during the waiting line. Staff handling cash will not also handle food.
- Hand sanitizer will be available upon entry to the cafeteria and at each line.
- PPE will be provided to all food service staff, including both staff preparing and serving food.

FOOD PLAN—

White River Valley Schools Food Service Reopening Plan

Cafeteria service at the middle and high school will be traditional service, with some students carrying their meal trays to alternate dining locations outside of the cafeteria, to reduce the cafeteria capacity as necessary.

Cafeteria service at the elementary school will be traditional service for those classes assigned to sit and eat in the cafeteria. For the classes that are assigned to an alternate dining location, meals will be delivered by the cafeteria personnel to those alternate locations.

STUDENTS

- Prior to any meal service, students should wash their hands.
- Hand sanitizer will be available in each cafeteria and near serving areas.
- Microwaves will **NOT** be available in any of the buildings.
- If a student brings his/her lunch, please send all necessary utensils, condiments, napkins, etc. and remember that microwaves will NOT be available for use.
- Sharing of food, even prepackaged items, will be prohibited.
- It is preferred that lunch account payments are made online through Harmony, but cash or check payments can be dropped off at the school office or the cafeteria **BEFORE** school starts. Please put monies in an envelope labeled with the student's first and last name, and the monetary amount in the envelope. If you know the student's lunch number, please include it, too. At the high school and middle school, deposits will only be taken **AFTER** all students have been served.
- Middle and high school students will receive a lunch card with a bar code that can be scanned by the cashier to access the student's lunch account.

- Entrances and exits to the cafeterias and lunch lines will be marked to control the flow of traffic through the cafeteria.
- Students will practice social distancing while standing in line, and sitting at lunch tables.
- Ala carte items (chips, cookies, drinks, extra entrees, etc.) will still be available for sale at the middle school and high school.

CAFETERIA STAFF

- All components of the meal will be served by the staff, including condiments.
- Disposable napkins and cutlery will be provided by the staff.
- Staff will wear personal protection equipment (gloves, mask, and/or face shield).
- Staff will wash hands frequently! Upon arrival in the kitchen, when changing gloves, after using the restroom, after eating, and other times as needed.
- Staff will wipe down and sanitize tables and service area after each lunch period.
- Staff will promote social distancing of students while they wait in line.
- Staff will not handle cash and then handle food.
- Sneeze guards and Plexiglas barriers are installed in cafeteria serving lines.
- Staff will wipe down and sanitize all kitchen surfaces – prep tables, counters, carts, ovens, coolers, and other high touch surfaces daily. Prep tables, counters, and carts will be wiped down frequently throughout the day.
- Dish wares will be washed

Other Notes:

The Greene County Health Department has recommended seating charts at all levels in case contact tracing needs to be completed.

The use of swipe cards will be explored as early in the semester as is possible. The Food Services Director will work with building principals and technology assistants to get this set up with Harmony.

The 8th grade students will have an opportunity for breakfast at the high school each morning as students begin their day at that building. and sanitized per health code regulations.

Extra-Curricular and Co-Curricular Re-entry

**Summer 2020
Athletic Participation Guidelines
Phase I and II
GENERAL GUIDELINES FOR ALL SPORTS**

1. All summer activity is completely VOLUNTARY. Any student-athlete, or parent of a student-athlete, who does not feel that it is in their best interest to participate is free to exclude themselves from any and all workouts, practices, etc. Voluntary participation will serve as assumption of risk and agreement that the school will not be held responsible for any illnesses that may occur. **All students who participate in ANY activity MUST complete and sign the COVID-19 Waiver Form PRIOR TO any involvement.**
2. Any coach or student-athlete experiencing any symptoms related to COVID-19 will not be allowed to return to participation until he/she is completely symptom free for 72 hours without medication, or can show proof of a negative COVID-19 test, or a medical release from a medical provider. We are consulting CDC guidelines and are aware that these are changing as this virus evolves and will continue to monitor and update as needed.
3. Prior to participation, all first-time student athletes are required to have an **IHSAA Pre-Participation Physical** for the upcoming school year. **Returning student-athletes are not required to obtain a new physical, but must provide the 2020-21 IHSAA Health History Questionnaire and Consent & Release.** (8th grade physicals from 2019-20 will be accepted as long as the physical has been completed on the official IHSAA form.)
4. All athletes and parents will be required to sign the **WRV COVID-19 Waiver Form** stating that they will self-monitor the athlete's health each day prior to sending the athlete to the school for workouts. This self-monitoring will include checking for fever and any symptoms of illness. If the athlete has a fever higher than 100.4 or is experiencing any symptoms of illness, the parent agrees that the athlete will not attend workouts that day and will not return until they have met the requirements of #2 above.
5. Any student-athlete noticing a rash on any body surface needs to report it immediately to their coach and seek medical attention either from the athletic trainer and/or physician before returning to practice/play.
6. According to IDOE guidelines, between July 6 and July 19, student-athletes are limited to 15 total hours per week on campus including conditioning and sport-specific activities. The athletic director will work with the coaching staff to make sure all sports have equity in scheduling.

7. Between July 7 and July 19, no sport may have more than two activity days per calendar week and those activities may not occur on consecutive days. Contact sports may have NO CONTACT activities during phase 1 (Soccer/Basketball).
8. The use of locker rooms will be strictly prohibited. Student-athletes should come dressed in the necessary attire for their practice or workout, and take all clothing items and personal equipment home with them to be washed before returning.
9. Bathroom usage will be restricted to specific locations on each school's campus and they will be thoroughly cleaned each day that usage occurs.-
10. Each student-athlete shall bring their own water bottle and towel, clearly marked with their name, for use. Bottles may be refilled at designated fountains on campus that will be cleaned daily.
11. Coaches will be responsible for sanitizing any/all equipment used during a given practice or workout, especially equipment that is shared such as soccer balls, volleyballs, basketballs, handheld pads, etc.
12. Coaches will be responsible for the cleaning of any facility that requires it before and after a practice or workout occurs (i.e. weight room, gym floor, etc.).
13. WRV Schools will not be hosting or traveling to the campus of any other school for the purpose of scrimmages, practices, or contests during July.
14. All facility usage, both indoor and outdoor, must be approved and scheduled in advance with school administration.
15. Only essential student athletes, student participants, coaches, medical staff, related supervisors, directors, and security should be in attendance. **Summer work-outs are open ONLY to WRV High School students.**

SPORT SPECIFIC GUIDELINES

CROSS COUNTRY

All Phases: July 6th - Start of Season

- Practice times determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical** or **IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- All practices and workouts shall be completed outside. In the event of inclement weather, practices and workouts may be conducted in the gym as long as

proper social distancing and all other general guidelines for indoor activity are met. **There will be no running or entry into the school/classroom hallways.**

- Coaches and student-athletes are to not engage in any other social activities before or after each practice.

GOLF

All Phases: July 6th - Start of Season

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical** or **IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes will adhere to all CDC guidelines for golf courses including social distancing practices, the use of one's own golf balls and equipment, and not touching pin flags.
- All practices and workouts shall be completed outside.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

TENNIS

All Phases: July 6th - Start of Season

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical** or **IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- Normal gameplay may occur as long as there is no sharing of rackets.
- All practices and workouts shall be completed outside.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

VOLLEYBALL

Phase 1: July 6th - July 18th

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical** or **IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- No scrimmaging or game play. Drills should be conducted individually or in smaller groups.
- Breaks from drills or practice will be taken frequently, and shared equipment or volleyballs will be sanitized. Student-athletes should wash/sanitize hands and arms at each break.

- Emphasis will be placed on physical conditioning as well as individual skill development.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

Phase 2: July 20th - Start of Season

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other when not engaged in drills and gameplay.
- Scrimmaging and game play will be allowed, but emphasis should be placed on stopping gameplay and disinfecting volleyballs that have been touched by multiple student-athletes as often as possible. Student-athletes should also take measures to wash/sanitize hands and arms at those times.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

SOCCER

Phase 1: July 6th- July 18th

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- No scrimmaging or gameplay. Drills shall be conducted individually or in smaller groups to avoid multiple athletes making contact with the same soccer ball using hands or heads.
- Breaks from drills or practice will be taken frequently, and shared equipment or soccer balls will be sanitized. Student-athletes should wash/sanitize hands at each break.
- Emphasis will be placed on physical conditioning as well as individual skill development.
- All practices and workouts shall be completed outside.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

Phase 2: July 20th - Start of Season

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other when not engaged in drills and gameplay

- Scrimmaging and game play is allowed, but emphasis should be placed on stopping gameplay and disinfecting soccer balls that have been touched by the hand or head of student-athletes as often as possible. Student-athletes should also take measures to wash/sanitize hands at those times.
- All practices and workouts shall be completed outside.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

BASKETBALL

Phase 1: July 6th - July 18th

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- No scrimmaging or game play. Drills should be conducted individually or in smaller groups.
- Breaks from drills or practice will be taken frequently, and shared equipment or basketballs will be sanitized. Student-athletes should wash/sanitize hands at each break.
- Emphasis will be placed on physical conditioning as well as individual skill development.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

Phase 2: July 20th - July 31st

- Practice times to be determined by Athletic Director
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other when not engaged in drills and gameplay.
- Scrimmaging and game play will be allowed, but emphasis should be placed on stopping gameplay and disinfecting basketballs and equipment that have been touched by multiple student-athletes as often as possible. Athletes should also take measures to wash/sanitize hands at those times.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

BASEBALL/SOFTBALL

Phase 1: July 6th - July 18th

- Practice times to be determined by the Athletic Director.

- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- Emphasis will be placed on physical conditioning as well as individual skill development.
- No scrimmaging or game play. Drills should be conducted individually or in smaller groups.
- All practices and workouts shall be completed outside. In the event of inclement weather, practices and workouts may be conducted in a gym as long as proper social distancing and all other general guidelines for indoor activity are met.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

Phase 2: July 20th - July 31st

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other when not engaged in drills and gameplay.
- Scrimmaging and game play will be allowed, but emphasis should be placed on stopping gameplay and disinfecting baseballs/softballs that have been touched by multiple student-athletes as often as possible. Student-athletes should also take measures to wash/sanitize hands at those times.
- All practices and workouts shall be completed outside.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

TRACK & FIELD

Phase 1: July 6th - July 18th

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- Student-athletes shall not share equipment (i.e. shot puts or discs) and may not use landing pads (i.e. high jump and pole vault)
- Emphasis will be placed on physical conditioning as well as individual skills.
- All practices and workouts shall be completed outside.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

Phase 2: July 20th - July 31st

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- Any shared equipment or padding used must be sanitized after each use. Student-athletes should also take measures to wash hands, arms, and any other body part that came in contact with equipment or padding at this time.
- All practices and workouts shall be completed outside. Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

CHEERLEADING/DANCE

Phase 1: July 6th - July 18th

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times.
- Emphasis will be placed on physical conditioning as well as individual skill.
- No builds or stunting that requires physical touching and no sharing of equipment.
- Practices and workouts may be conducted inside or outside. In the event of inclement weather, practices and workouts may be conducted in a gym as long as proper social distancing and all other general guidelines for indoor activity are met.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.

Phase 2: July 20th- Start of Season

- Practice times to be determined by the Athletic Director.
- Signed **WRV COVID-19 Waiver Forms** and **IHSAA Pre-Participation Physical or IHSAA Health History Update Questionnaire** will be mandatory for all student-athletes prior to participation.
- Coaches and student-athletes shall attempt to maintain a minimum of six feet of separation from each other at all times when not engaged in builds or stunting.
- After builds and stunting, student-athletes should take measures to wash hands, arms, and any other body part that came in contact with another student-athlete.
- Any equipment used will need to be disinfected immediately after its use.
- Coaches and student-athletes are to not engage in any other social activities before or after each practice or workout.
-

Extra-Curricular and Co-Curricular Re-entry Phase III Beginning- August 15

- All State and local guidelines for group limitations must be followed and social distancing is encouraged.
- Any student who prefers to wear a face covering for activities will be allowed, if doing so will not cause a health risk.
- Consideration is given to vulnerable individuals and it is encouraged for those individuals to seek medical guidance regarding his/her individual level of participation.
- **Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. *Returning student athletes are not required, but encouraged, to obtain a new IHSAA pre-participation physical.* All returning athletes must provide a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.**
 - Any person with COVID-19-related symptoms cannot take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
 - The state website has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.
 - Coaches must track COVID-19 impacted attendance and report to district/school athletic director.
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer will be available to individuals as they transfer from place to place.
- Locker rooms or meeting rooms will be at 50 percent capacity when possible.
**If the restriction to 50 percent capacity at competitive events creates a hardship and impacts the hygiene or safety of students, a 50 percent or greater capacity is allowed.*
- Appropriate clothing/shoes should be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Contact should be limited to only contact necessary to compete as defined by IHSAA . Modified sportsmanship practices should be observed. (NO Team handshakes)
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment will be cleaned prior to use and immediately following usage by the coach.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered or discarded.
- Shared hydration stations (water trough, water fountains, water hose, etc.) should not be utilized except for filling individual, labeled water bottles.
- Competition may begin.
- Spectators, media, and vendors can be present but should implement social distancing and follow established mass gathering guidelines.
- Concessions may be sold with prepared, prepackaged food only. Food handlers and cashiers will use appropriate PPE.

Special Education Overview

White River Valley Schools will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community, including those with special health needs. District and school plans will be designed to work with other community strategies to slow the spread, protect high-risk populations, and the community's healthcare system, and minimize disruption to teaching and learning, while protecting students and staff from social stigma and discrimination. Districts and schools should develop a strong communication plan with families to discuss the delivery method of instruction for students with disabilities. An appropriate platform for delivery of special education-related services must be identified. Schools and districts must ensure that adequate staffing is available to meet the needs of all students with IEPs within the district.

Case Conferences

Annual Case Reviews

At this time, there has been no waiver of the requirement to convene the case conference committee (CCC) annually to conduct the annual case review (ACR) consistent with the requirements of 511 IAC 7-42-5(a)(2). Districts and schools must conduct the ACR within the one year timeline, regardless of school closure status.

Case Conference Committee Meetings to Review and Revise the IEP

As schools and districts plan to reopen buildings to provide in-person instruction, CCC meetings with parents should be scheduled to review the provision of services and the educational progress of each student. Discussion should determine whether or not there is a need to adjust the frequency or duration of services.

Educational needs can be measured by considering:

- Whether the student participated in continuous learning opportunities provided by the school and district during the COVID-19 school building closure;
- Parent observations of the student's learning during the continuous learning opportunities provided by the school or district;
- Teacher observations of the student's learning in the continuous learning opportunities provided by the school or district;
- Whether there were services identified in the student's IEP prior to the school closure that the school or district was unable to provide during the building closure due to restrictions on in-person services;
- Whether the student continued making progress toward meeting his/her IEP goals;
- Whether the student experienced any additional or new social-emotional health issues during building closure and re-entry;
- Whether the student experienced any regression during the period of school building closure.

Future Services/Compensatory Services

The United States Department of Education (USED) has advised, "[A]n IEP Team and, as appropriate to an individual student with a disability, the personnel responsible for

ensuring Free and Public Education (FAPE) to a student would be required to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements.” QA-1 Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak (USED March 12, 2020).

This does not mean schools must immediately offer compensatory services to all students with IEPs; rather, it requires the CCC to lead a discussion of the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC may consider the appropriateness of collecting data for an agreed-upon time following the student’s return to school and subsequently reconvening to discuss the need for future services at that time.

It is important school staff are documenting with specificity the special education and related services being provided to students with disabilities while monitoring and tracking individual student progress. This information will be necessary to inform the CCC in making a determination as to what future services or compensatory services are necessary to ensure the provision of a Free and Appropriate Education.

Transition IEPs

Transition assessments need to be updated annually, even during the COVID-19 pandemic. When updating transition assessments, teachers of record (TORs) may conduct assessments virtually or in person. Assessments may be administered prior to or during the CCC meeting. In all cases, assessment information needs to be documented within the Summary of Findings utilizing the SPIN method - Strengths, Preferences, Interests, and Needs. Ways to provide transition assessments virtually are available as a part of the eLearning Resources for Secondary Transition document.

Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

CCC Meeting Method Options

CCC meetings may be conducted virtually while school buildings are closed. See this guidance document for more information on conducting remote CCC meetings. As school buildings reopen, CCC meetings may be conducted in-person or through virtual Means.

EdPlan Connect

In light of the COVID-19 pandemic, the Indiana IEP vendor, Public Consulting Group (PCG), has made EdPlan Connect available to IDOE to help facilitate IEP meetings. With EDPlan Connect, parents/guardians have a centralized, secure place to:

- Access student records online and in their native language;
- Sign documents electronically and save time;
- View historical documents in the student’s record; and
- Stay up to date with student progress.

Evaluations

Requirements for evaluations remain unchanged. Please refer to the Revised Evaluation Timeline memo for detailed evaluation information. Evaluations may be conducted virtually if the school psychologist has been appropriately trained in conducting virtual assessments and has access to the digital assessments. Additionally, the National Association for School Psychologists (NASP) has combined resources to support virtual evaluations. This link will take you to NASP resources related to evaluations.

Medically Fragile Students

Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students unable to attend school will need to be provided with educational services remotely. The determination of the services to be provided must be made by the CCC based upon the individual student's medical and educational needs. Special education and related services determined by the CCC could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology must be considered. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person (511 IAC 7-42-11).

Homebound Services

Districts and schools must provide special education and related services to a student with a disability who is absent for an extended period of time. QA-2 in Questions and Answers on Providing Services to Children with Disabilities During a COVID-19 Outbreak (USED March, 2020) states:

“It has long been the Department’s position that when a child with a disability is classified as needing homebound instruction because of a medical problem, as ordered by a physician, and is home for an extended period of time (generally more than 10 consecutive school days), an individualized education program (IEP) meeting is necessary to change the child’s placement and the contents of the child’s IEP, if warranted. Further, if the IEP goals will remain the same and only the time in special education will change, then the IEP Team may add an amendment to the IEP stating specifically the amount of time to be spent in special education. **If a child with a disability is absent for an extended period of time because of a COVID-19 infection and the school remains open, then the IEP Team must determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities, to the extent available** . In doing so, school personnel should follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services. The Department understands there may be exceptional circumstances that could affect how a particular service is provided.

If a child does not receive services after an extended period of time, a school must make an individualized determination whether and to what extent compensatory services may be needed, consistent with applicable requirements, including to make up for any skills that may have been “lost.”

If the school has been provided a statement from the student’s physician that the student will be unable to attend school for 20 or more instructional days, Article 7 requires the school provide instruction to the student during the time the student is unable to attend school (511 IAC 7-42-12). For students with disabilities, (511 IAC 7-42-11) requires the CCC to determine the appropriate educational services to be provided.

Use of Homebound due to Infection in Student’s Family

Once school buildings reopen, a student with a disability may be quarantined at home for an extended period of time due to a family member’s infection. A school or district would follow the same homebound protocol identified above to ensure the provision of FAPE. School personnel should likewise follow appropriate health guidelines to assess and reduce the risk of transmission in the provision of such homebound services.

Use of Homebound Not Related to COVID-19

As schools reopen, students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student’s IEP is in the student’s home or an out-of-school location other than the student’s home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19 (511 IAC 7-42-11).

Homebound Timelines

Schools and districts must ensure the CCC reconvenes at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to the LEA’s Continuous Learning Plan) when a student is receiving services in a homebound setting. 511 IAC 7-42-5(a)(7). Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes. 511 IAC 7-42-11.

Special Transportation

If districts and schools are providing in-person services and a student requires transportation, then the IEP should reflect this service. Collaboration with transportation vendors to implement a bussing plan that meets social distancing recommendations are imperative (including pick-up, in-transit, and drop off). It is also important to review cleaning and disinfection protocols. (See Appendix D)

Therapy

FAPE requires taking into account the needs of individual students. Therefore, at a minimum, school re-entry planning for providing IEP-required therapies in accordance with the CDC community-level guidance for schools must address:

1. Student-specific medical and special transportation needs for transitioning back into school settings such as classrooms, playgrounds, and day programs for therapy services;
2. Unique operating conditions, including:
 - Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions;
 - Class and therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids, and possible shifts to non-traditional class settings to improve ventilation;
 - Instruction about and observance of frequent handwashing and face covering recommendations;
 - Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings;
 - Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures; and
3. Individual students' skills regression or lack of progress and communication with parents/families about IEP therapy service changes or additions to address regression; and
4. Anticipated backlogs in evaluations and possible need to prioritize new referrals before re-evaluations.
5. Adequate staffing to meet all students' therapy needs, including:
 - Age and underlying medical conditions that may preclude qualified personnel from delivering services in the physical proximity of students and other staff;
 - Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies; (see USED and IDOE COVID-19 web resources on expanded options and Indiana Medicaid coverage for IEP therapy services); and
 - Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.
6. The district requirement to provide equitable services to parentally-placed students with disabilities attending reopened non-public school buildings within the district boundaries.

Student Transportation Considerations

The school bus is often the student's first contact with the school in the morning and the last point of contact in the afternoon. We are paying particular attention to protocols used in student transportation to minimize the spread of COVID-19 and protect both students and employees.

The following are protocols White River Valley School District has put in place during the COVID-19 pandemic. These precautions are not required by law but are taken as an additional precautionary measure in an effort to protect both students and staff.

Preparation and Cleaning and Inspection of all buses and transport vehicles for cleanliness and safety has taken place this summer. The following are additional considerations taking place during the 2020-2021 school year.

- All bus seats and student areas will be sprayed using a CDC and FDA agency approved cleaning solution before and after each route, both morning and afternoon.
- COVID-19 prevention strategies, such as appropriate use of cloth face coverings or personal protective equipment (PPE), and follow the prevention strategies.
- Drivers may wear masks or face shields during the route and while cleaning the bus.
- Students may wear school appropriate masks during all bus rides.
- Student temperature will be monitored before boarding the bus. Any student with a 100.4 degree temperature or above will not be allowed to ride the bus.
- Students will be assigned a specific seat and must remain in that seat throughout the route.
- Wait 24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tests positive for COVID-19 or exhibited symptoms of COVID-19. If 24 hours is not feasible, wait as long as possible. Affected buses can be used immediately after cleaning and disinfection.
- Bus routes have been modified to allow for less student exchange points and fewer riders where possible.

Modifications for School and Extracurricular Transportation Situations

- Custodial-arranged, reimbursable transportation for McKinney-Vento, foster, and medically fragile students is possible for those able to transport McKinney-Vento out of district homeless, foster, or medically placed students.
- Drivers and maintenance/cleaning staff are properly trained. (Eight hours of annual training required.)
- Contact your school if you feel a student or the driver exhibits symptoms of COVID-19.
- Students displaying symptoms of COVID-19 must be picked up from school. They will not be allowed to ride the bus home.
- Avoiding touching surfaces often touched by passengers.
- All activity buses will be cleaned after their route before sports teams or academic teams travel.

Bus Transportation in response to new DCD guidelines:

Student Loading: As the bus drivers approach the student stop, they expect students to be ready and waiting at the designated location. When the student loads with his/her mask on, the driver will ask him/her to stop and check his/her temperature. As long as the temperature is below 100.4, the student will be permitted to go to their assigned seat and remain in this seat until the bus arrives at school. The mask should be worn at all times while on the bus.

It is our plan to add additional buses to provide social distance where possible, but with the closeness of physical distance while riding the bus, CDC and GCHD recommendations call for masks, and we will follow that recommendation.

Students who ride a shuttle bus from their regular route will not have to temperature check again, but will sit in assigned seats to allow for minimum spread of contact. Students will only have to be temperature checked one time.

At the Elementary -

- High school and middle school students will not enter the building, but walk around to the back and use the awning and/or shelter house as they wait for shuttles.
- Original shuttles for HS - Buses 1,2,3
- Original shuttle for MS - Bus W-1.
- Additional shuttles for MS and/or HS - Buses 9, and L-1 - Return trip.
- Additional shuttle for MS students - Bus 14.

At the Middle School -

- Elementary students who ride a bus will go to the gym and sit on the wooden bleachers and practice social distance. Middle school students will sit socially distanced on the concrete bleachers.
- Kids who are dropped off by a parent, will stay in their own car until it is time to load the shuttle buses. Students will have their masks on and have temperatures checked as they load.
- Original ES shuttles are Bus 9 and L-1.
- Understand that the shuttles will leave at 7:20 to allow us to return to the middle school with middle schoolers from Worthington.
- Additional shuttle to the MS is bus 14.
- High School students who live in Lyons will not ride L-1, but meet Buses 10 and 11 on the respective sides of town at the designated stops. High school students will not come to the MS to catch a bus.

At the High School -

- Elementary students will wait under the awning outside of the front door of the high school as they wait on shuttle buses.
- Middle school students will wait under the awning outside of the front door of the high school as they wait on shuttle buses.
- We will provide additional shuttles for the elementary and middle students as the drivers return to Worthington and Lyons respectively.
- Original ES shuttles - Buses 4 and 5
- Original MS shuttles - Bus 6 and 7
- Additional ES shuttles - 1,2,3 - Return trip
- Additional MS shuttles - 10, Possibly 9 or L-1.

**Bus Driver Custodial Plan
Covid 19**

After each route in the morning, afternoon, or any other time that the bus transports students or athletes, the bus driver will clean all high touch areas that are defined. This includes the service door, handrails, seats, windows, etc. Following the high touch areas for students, the driver will take account of what they touch as well. The driver will wipe all switches, steering wheel, gear shift, etc. This will provide a very clean environment for students and the bus driver to have a safe ride to and from school.

For corporation route drivers, the school will provide the appropriate cleaner and toweling to clean and disinfect the bus.

For contract drivers, they will need to provide the appropriate cleaners to take care of the surfaces in the school bus.

This checklist will be used to keep track of areas that need to be cleaned and disinfected. Each checklist needs to be sent to Mr. Walton at jwalton@wrv.k12.in.us for us to document the cleaning that was performed every Friday morning. Bus drivers can signify cleaning by initialing the sheet for each of the areas cleaned.

buses	Day	Date:				
	inst. panel	steering wheel	door	hand rail	seats	windows
AM						
mid-day						
PM						

Health Department Mitigation Strategy Recommendations

White River Valley School District is working with the Greene County Health Departments to help prevent the spread of COVID-19 among students, staff and teachers. Although evidence shows that most children infected with COVID-19 have mild symptoms, some children will develop serious illness, especially those children at risk because of underlying health issues. We encourage families with children who have underlying health issues to discuss your child's attendance in our classroom or Wolverine Academy with your personal health care provider.

White River Valley School District is prepared to respond to COVID-19 cases if and when they occur in our facilities. Through our action plan and working with our local health officials, it is our mission to provide your child with the best educational opportunities possible in any circumstance. This will require each school to develop a mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-19 in their school. Please help us by contacting your school and our local health department in the event you or a family member has tested positive in your home.

Any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing.

If an individual in one's home has COVID-19 or is quarantined because of COVID-19, those in the household should also stay home for a minimum of two weeks. Return to school after documented infection with COVID-19 should be provided by the individual's health care provider.

You will note that in the event of a documented positive case, that the decision tree has the school closing for two-five days so the local health department or the Indiana State Department of Health can engage with our team to recommend further testing, cleaning etc. **In the event our school is closed for a period of time there will be no use of facilities by any group and no athletic activities will take place.**

Recommendations about prolonged closure will depend on the community level of disease and the current burden of infection impacting our hospital systems. This decision will be made by Dr. Bob Hacker, Superintendent, while working with the local health department.

Other considerations to note:

The White River Valley School District 2020-2021 school year calendar is currently following the previously approved schedule. In the event a change must be made all parents will receive notification of the updated calendar dates and the dates will be taken to the board in a public school board session.

We will make every effort to ensure communication is enhanced through this period of rapidly changing information. Please update your Harmony information with the most current information.

We have hired additional custodial staff to meet the increased cleaning requirements. Our teachers are assisting in the cleaning of hard surface tables, bus drivers in cleaning seats and students areas, faculty and staff will clean all playground equipment between use, and cafeteria and common areas have been modified or staggered to accommodate lower capacity limits. Please encourage your child to bring only necessary items to school, come to practices dressed to reduce locker room use, and help them promote self-distancing practices. Working together we look forward to working with your student during the 2020-2021 school year.

WHITE RIVER VALLEY SCHOOLS EDUCATIONAL OPTIONS SUMMARY

White River Valley School District will offer the following options for education during the 2020-21 school year:

- 1. Traditional School:** WRVSD believes that the best form of educational programming that we can offer is face-to-face teacher to student instruction. When at all possible, WRVSD will operate in this manner. Within the traditional school schedule, short term school closures will necessitate the use of our regular e-Learning system.
- 2. Self-Paced Learning Virtual Education Option:** All three WRVSD schools will operate a virtual self-paced education offering through Edgenuity Curriculum and a WRVSD employee supervisor. These programs will be offered both on-site at the MS and HS through the

Wolverine Academy and online (virtually). The ES program will be offered off-campus (virtually) only. The student may change from a virtual option back into the traditional model at the end of each nine weeks (elementary and middle school) and at the end of a semester for high school students. The high school students earn credits at the end of each semester making mid-stream transfers impossible. The high school Wolverine Academy program and the middle school virtual learning program option must be approved by the building principal.

If a parent chooses this option for his/her student, he/she must set up a conference with the building principal in order to get the student registered into the program.

The onsite virtual programs are available all day at the high school and from 1-4pm at the middle school.

- 3. Distance Education Hybrid:** If the school system is required to move to online schooling because of an extended shut down, WRVSD will run a hybrid distance education program with online class meetings and instruction offered on a specific schedule. Distance Education instruction will operate as most colleges do with both "real-time" class meetings and teacher online availability.

Sample Hybrid Schedule

Teachers hold online classes through Google Meets:

MON	TUES	WED	THURS	FRI
9-11:30 MS	9:30-11:30 ES	9-11:30 MS	9:30-11:30 ES	9-11:30 MS
11:30-3 HS		11:30-3 HS		11:30-3 HS

Teachers Available for Online Tutoring and/or Parent/Student Meetings:

ES	HS	MS
5:30-8PM	5:30-8PM	5:30-8PM

All Teachers available via email from 9AM-3PM Daily and one night per week as scheduled.

APPENDIX

Governor Holcomb's Executive Order Mandating Face Masks

White River Valley School District

ACKNOWLEDGEMENTS

For students who are returning to in-person instruction:

The White River Valley School District has put together a Continuous Learning Plan that intends to enact measures to mitigate risk from the spread of the coronavirus; however, these measures cannot and are not intended to eliminate risk.

The District has held six planning sessions of the White River Valley School District Return-to-School planning team, a team that consists of administrators, teachers, custodial staff, transportation providers, school nursing staff, and food service providers. The WRVSD R-t-S team sent the planning document to the Greene County Health Department for review and had the document approved by the White River Valley Board of Education on July 20, 2020. The document continues to be updated with the latest in best practice and research as provided by the CDC, the state and local health departments, the Indiana Department of Education, and the office of Governor Holcomb.

We will ask each student that returns to in-person school and all WRVSD employees for their signature of these acknowledgements. Furthermore, we will ask the WRVSD Board of Education to pass an Acknowledgement Resolution at its meeting on August 6, 2020 prior to the start of the 2020-21 school year.

Student/Employee Name: _____

Parent Acknowledgement Signature: _____

Date: _____

White River Valley School District

RESOLUTION of ACKNOWLEDGEMENTS

The White River Valley School District has put together a Continuous Learning Plan that intends to enact measures to mitigate risk from the spread of the coronavirus; however, these measures cannot and are not intended to eliminate risk.

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We will ask each student that returns to in-person school and all WRVSD employees for their signature of these acknowledgements.

Furthermore, we will ask the WRVSD Board of Education to pass an Acknowledgement Resolution at its meeting on August 6, 2020 prior to the start of the 2020-21 school year.

Be it resolved that the White River Valley Board of Education supports the re-opening of school under the planning and guidance of the White River Valley Return-to-School team as supported by the Greene County Health Department, the Indiana State Health Department, the Governor's Office, and the Department of Education.

Signed, this 6th day of August, 2020:

WRV Board of Education President

WRV Board of Education Secretary

WRV School Superintendent

WHITE RIVER VALLEY SCHOOL DISTRICT

“Home of the Wolverines”

Dr. Robert M. Hacker, Superintendent
Mrs. Marilyn Burch, Treasurer
Mrs. Michelle Emmons, Payroll

5644 West State Road 54
PO Box 1470
Switz City, Indiana 4746

Board of Education
Mr. David Reed, President
Mr. Brock Hostetter, VP
Mr. Roger Shake, Secretary
Mr. Jason Davidson
Mr. Andy Davis
Mr. Joe Decker
Mr. Bruce Porter

July 29, 2020

The Nurse’s Stations at all three WRV Schools are undergoing several changes due to the COVID-19 situation. Due to the potential spread of the virus through aerosolized procedures, the use of nebulizer treatments is discouraged. For students needing asthma treatment during the school day, please obtain an inhaler with a spacer in place of a nebulizer, mask, and medication. If a student needs nebulizer medication throughout the day, they are likely too sick to attend school. For students who will carry an inhaler, a consent form must be completed and signed by the physician and kept on file with the school nurse.

The Indiana Department of Health has also recommended that student medications be administered at home to reduce student exposure in the nurse’s office. Therefore, morning medications should be administered at home. Exceptions will be made for medication dosing required during the school day.

Lastly, please do not send any medication(s) to school with your student. A parent/guardian must bring the medication to school, where a consent form will be completed and signed. The school nurse WILL NOT administer any medication or treatment without a consent form on file. No exceptions will be made to these procedures. All medications must be in a bottle with a current prescription label affixed, including the student’s name, date of birth, prescriber information, medication name, and the correct dosage and directions. Any questions should be directed to your child’s school nurse.

Thank you!! Our goal is always to keep every child safe and healthy!!

Jessica Egenolf
WRV ES

Ashley Kennett
WRV MS

Cara Graves
WRV HS

STATE OF INDIANA
EXECUTIVE DEPARTMENT
INDIANAPOLIS

EXECUTIVE ORDER 20-37

FOR: FACE COVERING REQUIREMENT

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, on March 6, 2020, I issued Executive Order 20-02 which declared a public health emergency exists throughout the State of Indiana as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and a confirmed report of the disease in our State and this initial declaration has been extended by me in Executive Orders 20-17, 20-25, 20-30 & 20-34;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic and, on March 13, 2020, the President of the United States declared a national emergency with respect to this dangerous virus;

WHEREAS, as of the date of this Executive Order, the virus has now spread to every county in our State, with over 60,000 confirmed cases and over 2,600 deaths;

WHEREAS, as Governor, under Indiana's Emergency Management and Disaster Law, Ind. Code ch. 10-14-3 ("Emergency Disaster Law"), I have authority to take actions necessary to prepare for, respond to and address a public health disaster emergency including the following:

- making, amending and rescinding the necessary orders, rules and regulations to carry out the response to a public health disaster emergency;
- suspending the provisions of any regulatory statute prescribing the procedures for conduct of state business, including the orders, rules or regulations of any state agency if strict compliance with any of these provisions would in any way prevent, hinder, or delay necessary action in coping with the emergency;
- transferring the direction, personnel, or functions of state departments and agencies or units for performing or facilitating emergency services; and
- using any and all available resources of state government and of each political subdivision of our State as reasonably necessary to cope with the public health disaster emergency;

WHEREAS, to reduce and slow the spread of COVID-19, the Centers for Disease Control and Prevention (CDC) and the Indiana State Department of Health (ISDH) have recommended implementation of mitigation strategies to contain this virus;

WHEREAS, in order to take all necessary steps to increase containment of this virus, I have issued various Executive Orders including a stay-at-home order, closure of state

WHEREAS, throughout many areas across the United States including Indiana, there are signs of increased coronavirus spread and evidence of resurgence;

WHEREAS, there has been a rise in COVID-19 positivity across the state from a low of 3.6% a month ago to nearly double that percentage now; our overall hospitalization census has increased from approximately 600 a day near the end of June to approximately 800 now; some counties which early on had minimal positive cases, in some instances are now reporting regular double-digit COVID-19 positive cases; and our surrounding states are all experiencing increases in positive cases; and

WHEREAS, based upon the above, implementation of a neutral and generally applicable face covering requirement is a rational and reasonable countermeasure to mitigate the spread of COVID-19 in Indiana.

NOW, THEREFORE, I, Eric J. Holcomb, by virtue of the authority vested in me as Governor by the Indiana Constitution and the laws of the State of Indiana, do hereby order:

1. Face Covering Requirement:

This directive becomes effective at 12:01 a.m. on Monday, July 27, 2020, and continues for a period of thirty (30) days until 11:59 p.m. on Wednesday, August 26, 2020, unless rescinded, modified or extended by me. Any rescission, modification or extension of this directive will be contingent on the status of our state's COVID-19 data which may be directly impacted and influenced by Hoosiers' compliance with this directive. During this time period, every individual within the State of Indiana shall wear a face covering over the nose and mouth when:

- a. inside a business, public building, or other indoor place open to the public. This does not extend, however, to private offices, private workspaces or meetings in which six feet of social distancing can be achieved and maintained between people not in the same household;
- b. in an outdoor public space wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; or
- c. using public transportation or while in a taxi, private car service, or ride-sharing vehicle;

unless an exemption outlined in ¶ 4 below applies or when in a private residence.

2. Prior Executive Orders on Face Coverings:

This Executive Order does not supersede or modify any prior directives requiring employees and staff at restaurants, bars, taverns, wineries, breweries, gyms, exercise and fitness centers and personal service businesses to wear face coverings. These directives extend for the duration of the public health emergency unless specifically rescinded.

3. Definitions:

- a. *Face Coverings:* A "face covering" means a cloth which covers the nose and mouth

- a. children under two (2) years of age should not wear a face covering because of the risk of suffocation;
- b. children who are over the age of two (2) years and under the age of eight (8) years unless otherwise required by a directive in this Executive Order;
- c. any person with a medical condition, mental health condition or disability which prevents wearing a face covering;
- d. any person who is deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
- e. any person for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines;
- f. any person while consuming food or drink, or is seated at a restaurant or other retail food establishment to eat or drink;
- g. any person while exercising or engaging in sports activity and who can maintain six feet of social distancing from other people not in the same household;
- h. any person who is in a swimming pool, lake, or similar body of water and who can maintain six feet of social distancing from another person not in the same household;
- i. any person while driving alone or with passengers who are part of the same household as the driver;
- j. any person obtaining a service which requires temporary removal of the face covering for security surveillance, screening, or a need for specific access to the face, such as while visiting a bank or while obtaining a health-related or personal care service involving the face, however the removal of the face covering must be temporary and limited only to the extent necessary to obtain the service;
- k. any person, upon request, as part of a law enforcement investigatory stop or investigation or court-related proceeding;
- l. any person who is incarcerated;
- m. any person who is experiencing homelessness;
- n. any person while giving a speech for a broadcast or to an audience if the person can maintain six feet of social distancing from another person not in the same household; or
- o. any person attending or engaged in a religious service as he or she must already maintain six feet of social distancing from another person not in the same household.

measures could include re-imposition of more stringent measures such as business closures or other burdensome limitations or implementation of new restrictions to help protect the health, safety and well-being of Hoosiers.

6. Special Requirements for K-12 Educational Institutions:

a. *Buildings, Facilities and Grounds:* Also effective at 12:01 a.m. on Monday, July 27, 2020, and continuing until rescinded or modified by me, all public and private K-12 educational institutions shall require all students in grades 3-12 regardless of age, all faculty, all staff, all vendors, all contractors, all volunteers, and all visitors to their educational institutions to wear a face covering or a face shield while physically present in any building, facility or grounds at all times who do not otherwise fall within an exemption listed in ¶ 4 in this Executive Order or who fall within an exemption listed below.

b. *School Buses or School-sponsored Modes of Transportation:*

All students regardless of age or grade, all faculty, all staff, all vendors, all contractors, all volunteers, and all visitors shall wear a face covering or a face shield while on a school bus or other school-sponsored mode of transportation except those who fall within an exemption listed in ¶ 4b – f in this Executive Order.

c. *Additional Exemptions to Face Covering Requirement for K-12 Educational Institutions:*

i. *Food Consumption:* Face coverings or face shields are not required while eating or drinking;

ii. *Faculty/Staff Areas:* Faculty and staff, while working—other than to prepare food or meals—along with other individuals who are in a room, office or place, where all persons not of the same household can maintain six feet of social distance from each other;

iii. *Children between ages 2 & 8:* Except when on school buses or on other school-sponsored modes of transportation, children, whether or not students, who are over the age two (2) years and under the age of eight (8) years are not required to wear face coverings or face shields. Such children, however, are strongly encouraged to wear a face covering or a face shield. Children under the age of two (2) years should not wear a face covering because of the risk of suffocation;

iv. *Classroom Settings:*

1) where a classroom or place of instruction can be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, face coverings or face shields do not need to be worn during in-person educational instruction; or

2) where a classroom or place of instruction cannot be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, face coverings or face shields must be worn during in-person educational instruction, however, where an instructor can maintain six feet of social

above, shall wear face coverings or face shields unless six feet of social distancing can be achieved and maintained.

d. **Enforcement:** Schools are responsible for developing and implementing an enforcement plan.

7. **Local Authority:** Nothing in this Executive Order prohibits a county, political subdivision or school corporation from imposing more stringent requirements than this Executive Order.

8. **Other Executive Orders:** This Executive Order shall be read in conjunction with other Executive Orders responding to the COVID-19 pandemic that are still in effect and supersedes any contrary provisions of previous orders.

IT IS SO ORDERED.



IN TESTIMONY WHEREOF, I, Eric J. Holcomb, have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana, on this 24th day of July, 2020.

A handwritten signature in black ink that reads "Eric J. Holcomb". The signature is written in a cursive style with a horizontal line underneath the name.

Eric J. Holcomb
Governor of Indiana

A handwritten signature in black ink that reads "Mac Neil" followed by the date "01/16/20".

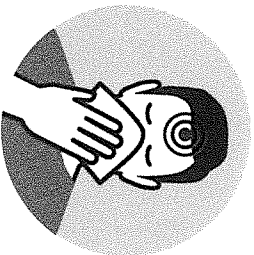
ATTEST: Connie Lawson
Secretary of State

COVID-19 Screening for Parents

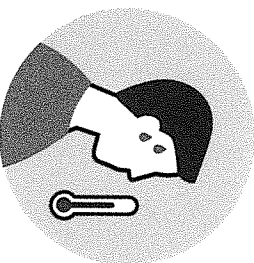
Every morning before you send your child to school please check the following:

1 Your student does **NOT** have a fever greater than 100.4 degrees (may be lower based on your school's policy) OR lower if your child is not feeling well.

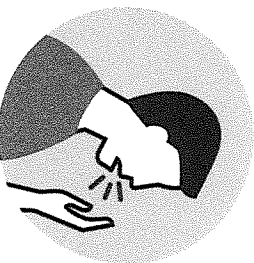
2 Other signs of illness such as:



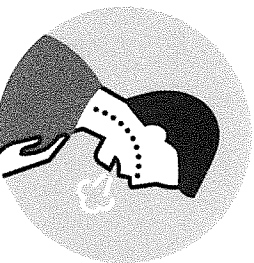
CONGESTION
OR RUNNY NOSE



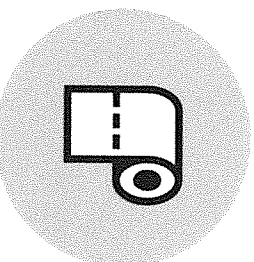
FEVER 100.4*
*or school board policy
if threshold is lower



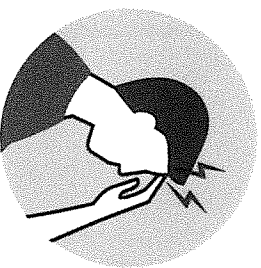
COUGH



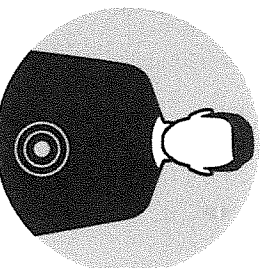
SHORTNESS OF BREATH OR
DIFFICULTY BREATHING



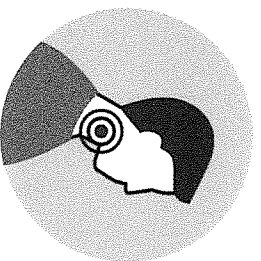
DIARRHEA



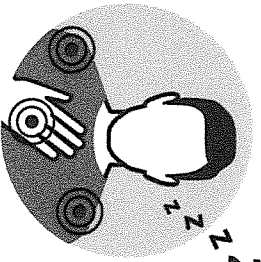
HEADACHE



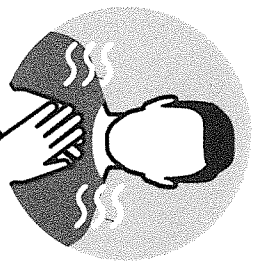
NAUSEA
OR VOMITING



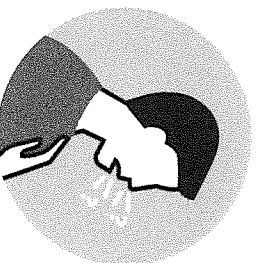
SORE THROAT



MUSCLE PAIN
AND FATIGUE



CHILLS

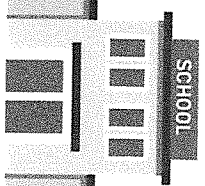


NEW LOSS OF TASTE
OR SMELL

3 Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks?

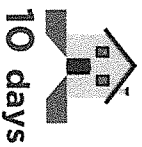
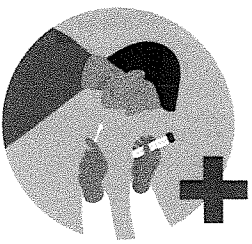
→ If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin quarantine of your child and contact your healthcare provider. Strongly consider COVID-19 testing.

COVID-19: When a student, faculty or staff member can return to school



Individual	Symptomatic	No Symptoms
<p>Not Tested with Alternate Explanation (Strep, influenza, etc. as determined by a provider)</p>	<p>May return to school after 24 hours resolution of fever AND note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.</p>	<p>N/A</p>
<p>Not Tested Without Alternate Explanation</p>	<p>Must remain home for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medicine and with improvement of symptoms.</p>	<p>N/A</p>
<p>Tested and Negative</p>	<p>1) If no alternative explanation, <i>isolate</i> for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medications and with improvement of symptoms. OR 2) The individual can return to school if tested negative AND with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school.</p>	<p>May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day <i>quarantine</i>, even if test results are negative for COVID-19.</p>
<p>Tested and Positive</p>	<p>Must remain home in <i>isolation</i> for at least 10 days from the date symptoms began AND individual is 24-hours fever free, symptoms have improved. (CDC does not recommend test-based strategy except in certain circumstances, including provider's advice and test availability.)</p>	<p><i>Isolate</i> at home for 10 days from the day the test was taken. (CDC does not recommend test-based strategy except in certain circumstances, including provider's advice and test availability.) *If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</p>
<p>Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19)</p>	<p>N/A If an individual becomes symptomatic, refer to the symptomatic scenarios. The individual must <i>quarantine</i> for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.</p>	<p><i>Quarantine</i> for 14 days before returning to school. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios.</p>

Note: QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others. ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



- Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when he got the test. The test comes back positive. The student must *isolate* and stay symptom-free for 10 days after the date he took the test.



- Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when she got the test. The test comes back positive. The student starts *isolating* for 10 days after the date she took the test. Four days into her *isolation*, she develops a fever and cough. She must now *isolate* at home for at least 10 days and 24 hours fever-free without fever-reducing medicine and with improvement in symptoms. The student ends up *isolating* at home for 14 days.



- Student tests positive and has three siblings in the home or as close contacts who attend other schools. If the siblings have symptoms, they should be tested and report to that school if results are positive. Otherwise, siblings should *quarantine* for 14 days before returning to school. Contacts of the siblings are not considered a close contact unless the siblings test positive themselves.



- Student has a fever, cough, headache and loss of taste and smell. The student goes to get tested and the test is negative. There is at least a 30% chance of having a false negative test. Therefore, it would still be required that this student *isolate* at home for at least 10 days and 24 hours fever-free without medication and with reduction in symptoms or be 24-hours fever free, improved symptoms and results are negative from two consecutive tests more than 24 hours apart (not CDE recommended).

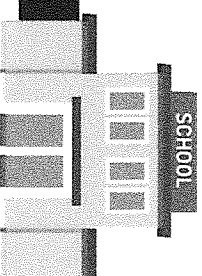


- Student has a fever and sore throat and history of getting strep throat. Student sees her provider, who does a strep test and exam and believes the patient has strep throat and does not have COVID-19. The student may return to school after 24 hours fever-free with a note from her provider stating she may return to school.



- Student has fever, cough, shortness or breath, and loss of taste and smell. His parents do not want to get him tested for COVID-19. Highly recommend that the student get tested so that the proper contact tracing can be done. The student will need to *isolate* at home for at least 10 days and go 24 hours fever-free without use of medication and have a reduction in symptoms. Additionally, if the school is suspicious that the student has COVID-19, the school could do contact tracing and monitoring for others with symptoms..

COVID-19: When a student, faculty or staff member can return to school



Individual	Symptomatic	No Symptoms
<p>Not Tested with Alternate Explanation (strep, influenza, etc. as determined by a provider)</p>	<p>May return to school after 24 hours resolution of fever AND note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.</p>	<p>N/A</p>
<p>Not Tested Without Alternate Explanation</p>	<p>Must remain home for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medicine and with improvement of symptoms.</p>	<p>N/A</p>
<p>Tested and Negative</p>	<p>1) If no alternative explanation, <i>isolate</i> for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medications and with improvement of symptoms. OR 2) The individual can return to school if tested negative AND with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school.</p>	<p>May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day <i>quarantine</i>, even if test results are negative for COVID-19.</p>
<p>Tested and Positive</p>	<p>Must remain home in <i>isolation</i> for at least 10 days from the date symptoms began AND individual is 24-hours fever free, symptoms have improved. (CDC does not recommend test-based strategy except in certain circumstances, including provider's advice and test availability.)</p>	<p><i>Isolate</i> at home for 10 days from the day the test was taken. (CDC does not recommend test-based strategy except in certain circumstances, including provider's advice and test availability.) *If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</p>
<p>Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19)</p>	<p>N/A If an individual becomes symptomatic, refer to the symptomatic scenarios. The individual must <i>quarantine</i> for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.</p>	<p><i>Quarantine</i> for 14 days before returning to school. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios.</p>

Note: QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others. ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Updated:7/21/20

The following instructions are for people who have or are being evaluated for novel coronavirus (COVID-19) and their families and caregivers. If you have or are being evaluated for COVID-19, you should follow the prevention steps below until a healthcare provider, the Indiana State Department of Health (ISDH), or your local health department determines that you can return to your normal activities.

If you are not sure if you have COVID-19, contact your healthcare provider. Your healthcare provider, in consultation with the health department, will determine whether you meet criteria for COVID-19 testing and will determine the most appropriate care plan for you.

INFORMATION FOR COVID-19 PATIENTS WHO ARE NOT HOSPITALIZED

1. **Stay home except to get medical care.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not go to work, school, or public areas, and do not use public transportation, ride-sharing or taxis.
2. **Separate yourself from other people and animals in your home.** As much as possible, stay in a specific room away from other people in your home. If possible, use a separate bathroom. If you must be in the same room as other people, wear a facemask to prevent spreading germs to others. Although there have not been reports of pets becoming sick with COVID-19, you should also avoid contact with animals or pets while you are sick.
3. **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medications such as acetaminophen, to help you feel better.
4. **Call ahead before visiting your doctor** and tell them that you have or may have COVID-19 so they can prepare for your visit and take steps to keep other people from being exposed or infected.
5. **Wear a facemask.** You should wear a cloth face covering when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room. **NOTE:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.
6. **Cover coughs and sneezes.** To prevent spreading germs to others, when coughing or sneezing cover your mouth and nose with a tissue or your sleeve. Throw used tissues in a lined trash can, and immediately wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if soap and water are not available. You should use soap and water if your hands are visibly dirty.
7. **Wash your hands often** and thoroughly with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water are not available and if hands are not visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.
8. **Avoid sharing household items.** Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people or pets in your home. These items should be washed thoroughly after use with soap and warm water.

9. Clean all “high-touch” surfaces every day.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets and bedside tables.

- **Clean and disinfect areas that may have blood, stool or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product

10. **Monitor your symptoms.** If illness gets worse (e.g., trouble breathing, pain in chest), get medical care right away. **Before** you visit a clinic or hospital, call your healthcare provider and tell them that you have, or might have, COVID-19. This will help your provider take steps to keep other people from getting infected. If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for, COVID-19. If possible, put on a facemask before emergency medical services arrive.

11. How to discontinue home isolation.

- **People with COVID-19 who have stayed home (home isolated)** can leave home under the following conditions**:
 - **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 24 hours (that is a full day of no fever **without** the use of medicine that reduces fevers)
 - AND**
 - other symptoms have improved
 - AND**
 - at least 10 days have passed since your symptoms first appeared
 - **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (**without** the use of medicine that reduces fevers)
AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
- you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions:**

- At least 10 days have passed since the date of your first positive test
AND
You continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
 - You received two negative tests in a row, at least 24 hours apart, symptoms have improved and fever free without the use of medications. Your doctor will follow CDC guidelines.

Note: if you develop symptoms, follow guidance above for people with COVID19 symptoms.

In all cases, **follow the guidance of your doctor and local health department. The test-based strategy is not recommended in most cases, and the decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.

INFORMATION FOR CAREGIVERS AND HOUSEHOLD MEMBERS OF COVID-19 PATIENTS

1. **Limit visitors to only people caring for the patient.** As much as possible, anyone who is not caring for the patient should stay in another home or stay in other rooms. They should also use a separate bedroom and bathroom, if possible. Keep elderly people and those who have weak immune systems or chronic health conditions away from the person.
2. **Make sure that shared spaces in the home have good air flow.** Open windows or use an air conditioner, if possible.
3. **Wash your hands often** with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60% to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. You should use soap and water if your hands are visibly dirty.
4. **Avoid touching your eyes, nose, and mouth with unwashed hands.**
5. **Wear a disposable facemask** when in the same room as the patient.
6. **Wear a disposable facemask and gloves** when you touch or have contact with the patient's blood, body fluids and/or secretions, such as saliva, sputum, nasal mucus, vomit, urine or diarrhea. Throw these away after use and do not reuse. When removing, first remove and dispose of gloves, then immediately clean your hands with soap

and water or alcohol-based hand sanitizer. Next, remove and dispose of the facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.

7. **Avoid sharing household items.** Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items the patient. Follow the cleaning instructions below.
8. **Clean all “high-touch” surfaces,** such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables, every day using household disinfectants. Also, clean any surfaces that may have blood, body fluids and/or secretions or excretions on them.
9. **Cleaning Instructions:**
 - Follow the recommendations provided on cleaning product labels, including precautions you should take when applying the product, such as wearing gloves or aprons and making sure you have good ventilation during use of the product.
 - Wash laundry thoroughly. Immediately remove and wash clothes or bedding that have blood, body fluids and/or secretions or excretions on them. Wear disposable gloves while handling soiled items and keep soiled items away from your body. Wash your hands immediately after removing your gloves. Read and follow directions on labels of laundry or clothing items and detergent. In general, wash and dry with the warmest temperatures recommended on the clothing label.
 - Place all used disposable gloves, gowns, facemasks and other contaminated items in a lined container before disposing of them with other household waste. Wash your hands immediately after handling these items.
10. **Monitor the patient’s symptoms.** If they are getting sicker (e.g., trouble breathing, pain in chest), call their medical provider and tell the medical staff that the person has, or is being evaluated for, COVID-19. This will help the healthcare provider’s office take steps to keep other people from getting infected. Ask the healthcare provider to call the local or state health department for additional guidance. If the patient has a medical emergency and you need to call 911, notify the dispatch personnel that the patient has, or is being evaluated for, COVID-19.
11. **Monitor your own health** for signs and symptoms of COVID-19, including fever, cough or shortness of breath. Contact your healthcare provider if you develop any of these symptoms. Call your provider **before** going to a hospital or clinic to describe your symptoms and let them know that you are a close contact of someone with COVID-19.

ADDITIONAL INFORMATION

Additional information and resources for COVID-19 are available at the links below.

- CDC guidance for home care of people not requiring hospitalization: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>
- CDC COVID-19 webpage: <https://www.cdc.gov/coronavirus/>
- ISDH COVID-19 webpage: <https://coronavirus.in.gov>

INTRODUCTION

While studies have found that people under 18, especially younger children, appear to be anywhere from one-third to one-half as likely to contract the virus, with community spread of infection it is inevitable that schools will have a student or staff become positive for COVID-19. Effective July 27, all Hoosiers age 8 and older are **required** to wear masks in indoor public places, including schools, with some exceptions for health reasons, eating or drinking or physical exercise. Schools also are urged to implement other non-pharmaceutical interventions, including socially distancing students and staff when feasible, cohorting students, washing hands frequently, and disinfecting regularly. The goal of these measures is to significantly limit the number of students required to quarantine with a positive case.

HOW TO MINIMIZE THE SPREAD OF COVID-19 IN SCHOOLS

The Indiana State Department of Health (ISDH) strongly recommends that schools establish a framework by which to implement non-pharmaceutical interventions. This includes masks, socially distancing students and staff when feasible, cohorting students, hand washing, and disinfection. The goal of these measures is to significantly limit the number of students required to quarantine with a positive case.

- Students desks should be spaced out as far as possible. They should all face forward.
- Consider cohorting younger students into pods that can interact when needed, including playing at recess or in physical education together.
- Carefully plan older students' schedules so that a minimum number of students are close contacts each day. For example, if 5 students all take the same classes, ensure that those 5 students are assigned to seats near each other in each of those classes.
- It is essential that families understand the importance of not hosting events such as birthday parties where the students are not socially distanced, as this may lead to an outbreak in the class or grade.
- Families should be educated on COVID-19 symptoms and expected to monitor for symptoms daily.
- Immediately isolate and send home any student or staff member who develops symptoms during the school day.

DEFINITIONS

Close Contact: According to the Centers for Disease Control and Prevention (CDC), a close contact is a person who spends greater than 15 minutes within six feet of a positive COVID-19 person from the 48 hours prior to the positive person's symptom onset or positive test collection date if asymptomatic. While mask use decreases the risk of infection, at this time it does not change recommendations for



quarantine. Close contacts need to quarantine at home for 14 days after the date of their last exposure.

Contact Tracing: Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease and their contacts (people who have been exposed) and working with them to interrupt disease transmission.

To accomplish this, it is essential that the school have available students' schedules, assigned seats, bus seating, cohort groups, lunch seating, extracurricular activities and other potential contact settings.

Isolation: A positive student or staff member with symptoms must isolate at home for 10 days from onset **and** be fever-free for 24 hours without the use of fever-reducing medication and have a reduction in symptoms. A positive student/staff member without symptoms must isolate at home for 10 days after the date the positive specimen was collected.

Quarantine: Close contacts who have been exposed should quarantine at home for 14 days after last date of exposure to the positive student/staff member.

Indiana Centralized Contact Tracing Program (ICCTP): The contact tracing program is supported by the Indiana State Department of Health. Contact tracers collect information on the positive cases and their close contacts. The close contacts are notified, and quarantine and symptom monitoring are explained. Positive cases and close contacts get texted daily to follow up on symptoms.

STEPS AFTER NOTIFICATION OF A POSITIVE CASE

- 1.) Notification of a positive case to school: This may come from the local health department, the Indiana Centralized Contact Tracing Program (ICCTP), or, the most likely scenario, from the positive student's parents or staff/faculty.
 - a. Schools should have in place a person/phone number for a designated point of contact.
 - b. Symptomatic Case: The point of contact should collect information on the date of symptom onset. Contact tracing starts 48 hours prior to the onset of symptoms.
 - c. Non-Symptomatic Case: The point of contact will need to know the date that the positive specimen was collected. Contact tracing starts 48 hours prior to collection of the positive specimen.
- 2.) If the school finds out about the positive case from a parent/staff/faculty, the school notifies call the local health department of the positive case.
- 3.) If one student or staff member tests positive in a classroom, it is recommended that contact tracing be done on that person. This would include all students or staff who spent greater than 15 minutes within 6 feet of the positive student/staff in the 48 hours prior to the positive student/staff's symptom onset until the date of isolation, or, if the positive student/staff is asymptomatic, the 48 hours prior to collection of the positive specimen until the date of isolation.



- 4.) Start identifying the potential close contacts of the case utilizing the student's/staff's schedule, seating charts, cohort groups, extra-curricular activities, transportation, etc.
- 5.) Establish a line list of those contacts' names, dates of birth and phone numbers.
- 6.) Report the contacts' information to the local health department so the local health department can import this information into the ICCTP.
 - a. If a local health department is unable to import the information or it is a request of the local health department or school, the school may also call 1-833-670-0067 to give the information directly to the ICCTP.
 - b. School officials must identify themselves as such and have available pertinent information on the positive case.
- 7.) In working with the local health department, the school or local health department will notify close contacts that they have been exposed and give recommendations for quarantine.
- 8.) Close contacts will also get follow-up messaging and monitoring from the ICCTP for the duration of their quarantine period.
- 9.) If any of the close contacts test positive, start the process over again. See below for thresholds for recommendations for closing classrooms, grades or school.

THRESHOLDS

For one positive student, it is recommended that contact tracing be done for that student only and close contacts (students or staff) quarantine for 14 days from the date of last exposure. An exception may occur for Pre-K through Grade 2 when cohorting and assigned seating may not be feasible. In those cases, the entire classroom may need to quarantine.

If more than one student tests positive in a given classroom, it is recommended that the entire classroom quarantine for two weeks.

There is no threshold for closing the entire school. If this is being considered because of widespread positive cases throughout the school, it is recommended that school officials work with the local health department and the Indiana State Department of Health for further recommendations. This may include, but is not limited to, short-term closure for cleaning and disinfecting or moving to virtual learning for students, with an option for students to do their virtual learning on site with supervision.

POSITIVE FACULTY/STAFF

Faculty and staff should take all precautions to keep >6 feet from students during instruction. It is understandable that one-on-one instruction is necessary at times. Both the teacher and student should wear masks during these interactions and contact should be kept under 15 minutes when possible. Faculty/staff will need to track which students they worked with one-on-one in the event the faculty or student becomes positive.



SCHOOL INFECTION PREVENTION STRIKE TEAMS

If a local health department or school has concerns about infection prevention practices, an increase in positive cases, or any other concerns an ISDH infection preventionist will work with the school. This may be a conversation by phone or an in-person visit if needed. From these conversations, recommendations such as changes in cohorting, infection prevention measures, and/or targeted testing may be made. Send requests for ISDH infection prevention assistance to striketeamrequest@isdh.in.gov

DUTIES OF ISDH, LOCAL HEALTH DEPARTMENTS AND SCHOOLS

Responsible for task	Not Responsible/capable for task		
Task	ISDH/Call Center Agents	Local Health Department (LHD)	Schools
Initial Case Investigation			
<ul style="list-style-type: none"> • Demographics • Symptoms and Outcomes • Clinical Information • Pre-existing Conditions • Exposure History • Contact Tracing <ul style="list-style-type: none"> ○ Work and Location Exposure ○ Exposure to Individuals ○ Add close contacts as identified 			
Identify close contacts within the school setting and contact the centralized contact tracing call center at 1-833-670-0067 to add to case			
Monitoring of close contacts if entered into centralized contact tracing system			
Monitoring of any close contacts not entered into centralized contact tracing system			
Obtain and Enter Information or contact the call center to enter data into Dynamics Record			
Work/School Excusal Letter NOTE: Healthcare provider can also provide this letter			



FREQUENTLY ASKED QUESTIONS

Is it the school's job to find out about close contacts in the student's after-school activities?

- The school should be aware of close contacts in any school-sponsored activity. However, any after-school activities, athletics, or extra-curricular activities not associated with the school will be discussed with the positive student's parents by the ICCTP or the local health department.
- If the activity is school-sponsored, such as football, then the coach should be notified to help identify close contacts on the team.

If the school is aware of a student believed to have COVID-19 but the test results are not back or the student is not getting tested, should the school do contact tracing on that student and recommend those students quarantine?

- At this time, it is not recommended that those close contacts quarantine without a positive result. However, exceptions may be made while working with the local health department if there are significant concerns.

Do close contacts' siblings also need to quarantine?

- No, unless the sibling is also a close contact by definition.
- If the close contact becomes positive, then the sibling would then be considered a close contact of their positive sibling. This assumes the siblings live in the same household and the positive sibling was unable to fully quarantine.

What cleaning needs to be done when there is a positive case?

- Routine cleaning should be a part of daily infection prevention procedures. All hard and frequently touched surfaces should be cleaned as recommended in the IN-CLASS document.

When we are calling close contacts, should we release the students name?

- The student's name should not be released to anyone unless absolutely necessary. For example, close contact students do not need to know the positive student's name. However, you may need to let a teacher or a coach know the student's name to assist in identifying close contacts in the classroom and on the team.

Do we or should we let a class know of a positive case?

- This is up to the individual school. People will likely be aware. Schools may choose to send notification to the class that there has been a positive case in the classroom and that all students who were considered close contacts have been notified and will quarantine for 14 days. The positive student should not be named. It is acceptable for other students and families to self-monitor (see definition above) for 14 days, but the risk is very low.



COVID-19 POSITIVE STUDENT SCENARIO

Kathryn is in the seventh grade. Her school has done an excellent job of wearing masks, spacing desks, assigning seats, and developing cleaning protocols. Additionally, Kathryn has been assigned to a “pod” of 12 other seventh-grade students, several of whom sit close to her in class. This pod play at recess in addition to doing other activities together. Here is Kathryn’s day:

Period 1 Homeroom:

- Assigned seating
- Desks facing forward

Period 2 Math:

- Math teacher comes to Kathryn’s homeroom classroom so students do not move
- Students stay in assigned homeroom seats and remain facing forward
- At end of the class, the students clean their desks

Period 3 Change Classes:

- One-way directions in halls, no use of lockers, staggered dismissal of students

Period 3 History:

- Assigned seating. Two of the students who sit next to Kathryn in homeroom and are in her pod are seated close to her in History as well.
- At the end of class, the students clean their desks.

Period 4 Change Classes:

- All students return to their homeroom and assigned seats for lunch
- Eat in homeroom
- Clean desks after lunch

Period 5 Recess:

- Kathryn’s pod of 12 students is assigned to the soccer field for recess
- They only play with each other. Other student pods are assigned to other parts of the recess area.

Period 6 Science:

- Kathryn is at an experiment table with three other students. They wear their masks the entire class since they work together on the experiment.
- Two of those students are in Kathryn’s recess pod.
- Clean table before they leave.

Period 7 English



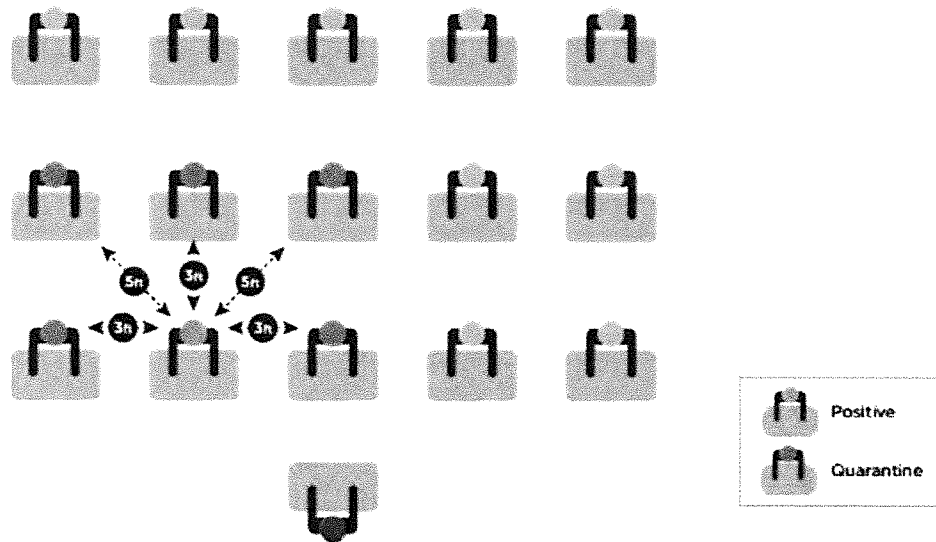
- Kathryn returns to her History classroom and her assigned seating from that class.

Kathryn develops a fever, cough, and loss of smell on Wednesday. She does not come to school. Her parents notify the school and Kathryn starts virtual-learning. The school recommends that Kathryn get tested. The school also tells Kathryn's family she needs to remain home and to let them know the results of her test. On Friday, the test comes back as **positive**.

As instructed, Kathryn's parents notify the school of her positive test. The school immediately notifies the local health department of the positive case. The school CAN release the student's information to the local health department.

The school looks at Kathryn's schedule and her assigned seating positions.

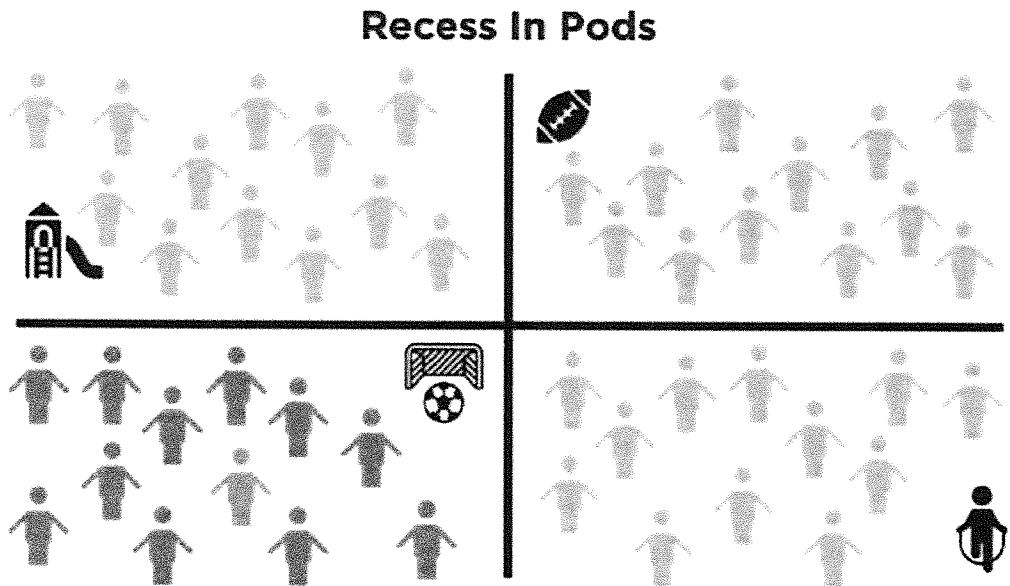
COVID-19 Positive Student Scenario:





The school also identifies everyone in Kathryn's recess "pod." Since several of those students also sit close to Kathryn in her classes, an additional five students are identified as close contacts.

COVID-19 Positive Student Scenario:



Whom to Quarantine:

- Anyone who Kathryn was within 6 feet for more than 15 minutes in the two days (48 hours) prior to Kathryn developing symptoms needs to be notified to quarantine for 14 days after the last date of exposure and start virtual learning.
 - In this case, it is all the students who sit around Kathryn during her classes and all students who play with her in her recess pod.
- In this case, all of Kathryn's teachers maintained more than 6 feet of distance from students. When answering questions, the teacher and Kathryn wore masks and the teacher spent fewer than 2 minutes at Kathryn's desk.

Recommendations for quarantine and testing:

- Please review the [ISDH recommendations for quarantine](#).
- They should also be recommended to get tested 5 days after date of exposure and carefully monitor for symptoms.
- If the test is negative, the close contact students still need to complete the quarantine, since symptoms can develop up to 14 days after exposure despite a negative test.



- If a close contact student develops symptoms, she should notify the school and get retested if already tested and negative.
- If one of Kathryn's close contacts test positive, then there are 2 positive cases in the classroom and the recommendation is that the entire classroom quarantine for 14 days.

Siblings:

- Kathryn has two siblings in other grades of the school. They are also considered close contacts and must quarantine at home for 14 days.
- The students who sit around Kathryn's siblings are NOT considered close contacts.
- UNLESS the siblings' tests are positive. In that case, the siblings' close contacts would be quarantined if the siblings were exposed to the other students in the 48 hours prior to developing symptoms through date of isolation or in the 48 hours prior to a positive test until date of isolation if asymptomatic.
 - If the siblings develop symptoms five days into their quarantine, then their close contacts at school would NOT need to be quarantined because the siblings had not been near them for five days.

After school officials identify Kathryn's close contacts, they would give the local health department the contacts' names. The local health department will input the contacts' names into the ICCTP. Contact tracers would then notify these contacts with instructions to quarantine and daily monitoring for the duration of quarantine.