

# **Kokomo School Corporation**

## **2020-2021 Re-Entry Plan**

Approved by the  
Kokomo School Corporation  
Board of School Trustees

JULY 13, 2020

# ESSENTIAL POINTS

The Re-Entry Plan is filled with hundreds of details. A few of the essential points are highlighted on this page. While this page quickly may provide you with answers to some of your most pressing questions and other needed information, please take time to review the entire document. The Re-Entry Plan includes much more information than what is listed on this page.

- TAKE THE WILDKAT PROTECTION PLEDGE!
- CALENDAR – School begins on time. First student day will occur as originally planned. Prepare for potential adjustments to student learning days and potential movement to “eLearning” as warranted.
- LEARNING OPTIONS – Students may elect to attend school in-person OR they may study virtually from home. Extensive professional development will provide “real-time” learning options remotely for those students who are in need or prefer this option.
- SELF-MONITOR – Students and families should monitor their health daily by checking temperatures before coming to school and watching for fever, cough, shortness of breath, and other symptoms of COVID-19.
- SOCIAL DISTANCING – Students and staff must strive to maintain six feet of distance when possible. Efforts are underway to maximize distances in classrooms, lunchrooms, and thickly-traversed passageways and other common areas of gathering.
- MASKS – Possession of a mask is required at all times by students and staff. Masks strongly are recommended to be worn and may be required at any time by school officials based upon changing recommendations from health officials.
- NUTRITION – Prepackaged meals will be available for breakfast and lunch. Sharing of food is prohibited. Bring a water bottle as bottle-filling stations are available.
- CLEANING & DISINFECTING – Significant efforts are underway to increase cleaning and disinfecting, with more frequent cleaning by more staff.
- TRANSPORTATION – Seating will be assigned on buses with students arranged in a manner to maximize distancing on buses. Students should social distance while waiting to board the bus and must follow instructions given by the bus driver to increase safety.
- ILLNESS PROCEDURES – Explicit procedures are in place for situations in which a student or staff member shows symptoms of COVID-19. These procedures include the availability of isolated clinic areas with additional protective resources and increased training of nursing staff.
- NO SCHOOL VISITORS – Anyone required to enter the school building must remain in a dedicated location, and a log of their required visit will be recorded. Masks are required at all times by visitors.

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# A Letter from the Superintendent

July 13, 2020

Unprecedented. Once-a-century. Unparalleled. Atypical. Novel. These are all adjectives that have been used to describe the 2020 COVID-19 coronavirus pandemic that has been a major disruptive event in education and in the daily lives we live.

It is hard to imagine a time during the recent course of events where so many people have faced, together, such a challenging set of circumstances related to one global health crisis.

Beginning on March 16, 2020, Kokomo School Corporation immediately felt the impact of this pandemic when all schools were closed for the remainder of the 2019-2020 school year. Courses were moved online through remote or “eLearning”; athletic and other after-school events and activities were canceled; work requirements for staff members were altered or at least the manner in which work was completed was altered; and, of course, end-of-year traditions, such as our annual Kokomo High School commencement, were forced to adapt to new realities with virtual recognitions and ceremonies becoming necessary.

As government restrictions are eased, and new permissions allow a return of some face-to-face activities and instruction, Kokomo School Corporation has been working diligently as a team, in consultation with local and State health officials, while listening to our students and families, to create a safe and effective educational plan for the 2020-2021 school year.

Adaptive teaching, independent learning, increased technological dependencies, and community-wide efforts to support our students in their academic, physical, and social-emotional health will continue to help our students reach their full potential during these often-trying times. And in the end, I am confident our students will succeed. They will use their determination, confidence, and grit to reach individual goals. Our staff will be here to support them in this quest. And, together, we will be here to celebrate their accomplishments.

The Kokomo School Corporation family of teachers and staff members will continue to do all that we can to ensure student success. And I, for one, cannot think of a better group of dedicated professionals to meet our educational goals.

While the accompanying material within this re-entry plan is vast, it may not be exhaustive of every question or concern you may have. New requirements of realities associated with the operation of school during the novel coronavirus may lead to additional changes and alterations to our plan. If you have any suggestions or ideas to improve the work we do, or if you need any additional support related to the educational services we provide, please do not hesitate to let us know by emailing us at [covid19@kokomoschools.com](mailto:covid19@kokomoschools.com).

Sincerely,

*Dr. Jeff Hauswald*

Superintendent



# A Note about This Guide & Board Authorizations

*“Now is the time to understand more, so that we can fear less.” – Marie Curie*

The Re-Entry Plan is a living document that is intended to provide current guidance and support to Kokomo School Corporation students, families, and staff. The plan has been created based upon guidance from Howard County Department of Health officials, Indiana State government officials, including the Indiana Department of Education, and federal departments and officials, including the Federal Department of Education and the Centers for Disease Control.

The document is broken into sections that relate to RE-OPENING, OPERATIONS & LOGISTICS, HEALTH, TEACHING & LEARNING, COMMUNITY GUIDELINES, STUDENT GUIDELINES, EXTRA-CURRICULAR GUIDELINES, AND STAFF GUIDELINES.

The Kokomo School Corporation Re-Entry Plan WILL continue to evolve and change as new information is known about the best way to educate Kokomo’s students during this global pandemic. Please know that as new recommendations are brought forth by the Howard County Health Department or other governmental agencies, operating procedures, permissions, and possibilities may be altered or adjusted in a way that prioritizes the health and safety of our students and staff.

The Re-Entry Plan is a Board-approved handbook that supersedes existing handbooks, guidelines, and policies for the 2020-2021 school year. Due to the changing nature of school operations related to COVID-19, the rules stated within the Re-Entry Plan replace any rule, policy, or guideline that may conflict or counter the guidance set forth in this guide.

Up-to-date information and changes to the Kokomo School Corporation 2020-2021 Re-Entry Plan can be found at [www.kokomoschools.com/COVID19](http://www.kokomoschools.com/COVID19). Students, staff, and families are encouraged to refer to the online version of the Re-Entry Plan, as the online version, including necessary changes, is the official Re-Entry Plan and guidelines that will be followed through the school year.

The Board of School Trustees has authorized the Superintendent and/or designee to update and make changes to this handbook, when such changes are made under advisement of the Howard County Health Department, and/or when made to improve student health and safety based upon changing and current health-related realities and conditions.



## Wildkat Protection Pledge

Being a part of the Wildkat community means that each of us must take extraordinary steps to stay well and to take care of our personal health. But being part of our community also requires doing all we can do to persistently protect each other...both while in our classrooms, schools and facilities, as well as elsewhere in the community. Accountable together... "I pledge to take responsibility for my own health, the protection of others, and help to keep the Wildkat community safe from the spread of COVID-19 and other infections."

### I PLEDGE TO:

#### PROTECT MYSELF

- Monitoring myself for symptoms of COVID-19 and reporting to a medical professional if I experience a fever of 100.4 F (38 C) or higher, dry cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell.
- Practicing good hygiene, including frequently washing my hands with soap and water or using hand sanitizer, AND avoiding touching my face.
- Following health official and medical recommendations on preventative measures such as getting vaccinations and flu shots.

#### PROTECT OTHERS

- Maintaining appropriate social distancing, especially in the classroom settings or in the presence of any older members of the community.
- Staying at home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19.
- Wearing an appropriate face mask and other protective gear, especially when social distancing cannot be attained.
- Being positive, attentive, and helpful to anyone around me who may be in need of support.

#### PROTECT OUR COMMUNITY

- Keeping my clothing, belongings, personal spaces, and shared common spaces clean.
- Avoiding the unnecessary sharing of things.
- Participating in testing and contact tracing, as necessary.
- Carefully observing instructional signs and following directions.
- Avoiding contact, when possible, with people who are at higher risk for severe illness.

# Re-Opening of Schools

## Instructional Options

Kokomo School Corporation (KSC) strives to provide educational options that fit the individual learning needs and interests of each student. For the 2020-2021 school year, Kokomo School Corporation will continue to offer an in-person, face-to-face instructional model for students. Students and their families still may select from the multiple school choice and program options, including many school options for face-to-face instruction available for students; these options also include non-traditional school settings. Additionally, for the 2020-2021 school year, Kokomo School Corporation will offer a new educational option: a full-time virtual learning classroom for K-12 students. We understand that due to the recent pandemic, some students and families may not be ready to participate in a face-to-face classroom setting when the new school year arrives. With these circumstances in mind, KSC will offer a complete virtual learning option beginning in August 2020. This virtual school program is for families who OPT-IN, or elect, to enroll in this program option. General details for each type of program are described below. If you do not request a change in your educational setting from last year, you will be assigned to an in-person, face-to-face program in your current school. Regardless of the program you choose, enrollment still is required. The Board of School Trustees has authorized the Superintendent to provide and revise guidelines for both virtual and in-person instruction.

### In-Person, Face-to-Face Student Instruction

Kokomo School Corporation is preparing and planning for the provision of outstanding learning opportunities for students in a safe and healthy environment that will be completed and in place before the start of the school year. Kokomo School Corporation will provide an in-person, face-to-face option for all grade levels for the 2020-2021 school year. School officials plan to open on time and are committed to doing everything feasible to keep schools open. Students who are planning to attend in-person and have not already enrolled for school may do so on the Corporation website at [www.kokomoschools.com](http://www.kokomoschools.com), or by calling, or visiting, any school office on or after July 15, 2020. Specific details related to in-person, face-to-face instruction can be found in the “Teaching & Learning” section of this Re-Entry Plan. For additional registration information, you also may call the Administrative Service Center at 765-455-8000.

### Virtual Learning

Kokomo School Corporation is pleased to offer a virtual education option for the 2020-2021 school year. Kokomo School Corporation is investing significant grant funds to create a modern, highly-interactive, virtual learning option for our families. Students who are planning to attend virtually and have not already enrolled for school may do so on the Corporation website at [www.kokomoschools.com/virtual](http://www.kokomoschools.com/virtual), or by emailing [kokomovirtual@kokomoschools.com](mailto:kokomovirtual@kokomoschools.com), or by calling Dr. Teni Helmberger at 765-455-8000. Specific details related to the Kokomo Virtual Program can be found in the “Teaching & Learning” section of this Re-Entry Plan.

The virtual program will provide real-time virtual instruction where students may participate virtually in “real-time” instruction from home. Students will be seen by their teachers. Students will be able to ask questions and interact with classroom teachers just like when they physically are attending a class. Students also may elect to complete their course work independently, with classroom teaching models available for review at a time and pace that better meets individual learning needs.

Students who attend Kokomo’s virtual program may participate in after-school activities. They also may elect to take some virtual courses, while attending other courses (such as those at the Kokomo Area Career Center) in person.

Additional virtual program information is available at [www.kokomoschools.com/virtual](http://www.kokomoschools.com/virtual), or you may email [kokomovirtual@kokomoschools.com](mailto:kokomovirtual@kokomoschools.com), or call Dr. Teni Helmberger at 765-455-8000.

## School Calendar

Kokomo School Corporation will begin the 2020-2021 school year as planned. Calendars may be found on the homepage of [www.kokomoschools.com](http://www.kokomoschools.com). Most schools will begin the first student day on Wednesday, August 5, 2020. However, Transformation Zone Schools (i.e. Bon Air Elementary School, Pettit Park Elementary School, and Bon Air Middle School) will begin one week earlier.

### Calendar Adjustments

Calendar adjustments may be made to the Kokomo School Corporation calendars throughout the 2020-2021 school year. These adjustments include shortening or lengthening breaks, closing schools for days or weeks, or moving regularly-scheduled school days to “eLearning”. Adjustments to the calendars will be communicated to students, families, and staff as far in advance as possible. Adjustments will be made based upon local health realities and in consultation with local officials.

The Kokomo School Corporation Board of School Trustees has authorized the Superintendent to make adjustments to the Board-approved 2020-2021 student and staff calendars, as deemed necessary, due to changing conditions and realities associated with safely operating schools, and in an effort to reduce the spread of COVID-19. Such adjustments include, but are not limited to, changing the dates in which school is “in session” and moving in-person instructional days to “eLearning”/remote learning days.

## School and/or Building Closures with “eLearning”

In addition to district-wide closures, situations may arise due to isolated cases of COVID-19 in which individual schools or buildings must be closed. Kokomo School Corporation will make every effort to keep our district “open” and to provide as much in-person instruction as is feasible. In situations where confirmed cases of COVID-19 are isolated, the Board of School Trustees has authorized the Superintendent to close individual schools/buildings, or multiple schools/buildings, or the district. The Board of School Trustees also has authorized the Superintendent to declare whether the closed schools/buildings/district will be moved to “eLearning”/remote learning, or if the closed schools/buildings will have instruction/classes cancelled for the day(s) of closure. Furthermore, the Board of School Trustees has authorized the Superintendent, and/or designee, to assign classified staff members to alternate work locations, alternate work duties, and/or alternate work times during the 2020-2021 school year. The Board of School Trustees also has authorized the Superintendent, and/or designee, to determine when a worker is essential or when they may serve in an essential position during designated “eLearning”/remote learning days.

These closures will be based on guidelines and/or consultation with the Howard County Department of Health. In cases where individual schools/buildings, or a group of schools are closed, resulting in some of the district being “open” to in-person instruction, and other parts of the district “closed” to in-person instruction, closed schools/buildings automatically will move to “eLearning”/remote learning, unless the Superintendent is permitted to close individual schools/buildings without a requirement for the academic day to be “made-up” or replaced with another day of learning.

## **Short-Term Closure with “eLearning” Procedures**

The district and/or school(s) may be required to close for one to five days in an effort to keep students and staff safe and, in many cases, to control the spread of COVID-19. Short-term closures will be communicated through SchoolMessenger. Additionally, short-term closures with movement to “eLearning” will allow the existing school days to be held without the need to reschedule days.

## **Extended Closure Procedures with “eLearning” Procedures**

While not anticipated, should the unfortunate reality exist where the district/school(s) must be closed for an extended period of time greater than two weeks, introductory information will be sent through SchoolMessenger, followed by extensive details and plans for the extended closure posted on the Corporation’s dedicated COVID-19 webpage at [www.kokomoschools.com/covid19](http://www.kokomoschools.com/covid19). Please know the Corporation officials will do everything possible to keep schools and the district open.

## **School Cancellations**

In limited situations, school days may be cancelled. In these instances, the days will be “made up” at a later date. When school is cancelled with no “eLearning” for the day, virtual programs will be cancelled as well, and the day will be made up at a later time.

## **Building/Facility Restrictions**

Kokomo School Corporation is pleased to reopen our facilities for in-person instruction for the start of the 2020-2021 school year. When schools will be open for student instruction, specific areas of the school may be off limits or temporarily unavailable. These localized closures are being done in an effort to eliminate large gatherings or reduce the spread of disease by using spaces that are difficult to clean or where multiple students share a space. This is especially true for spaces that are used for social gatherings.

## **School Facility Closures**

The following areas shall be closed during the 2020-2021 school year:

- Auditoria seating areas.
- Auditoria stages and back stages unless authorized by the Principal.
- Cafeteria dining halls other than lunch time and cases authorized by the Principal.
- Lobbies for social gathering.
- Library stacks. The libraries will be open remotely with books taken to students. Some library spaces may be used for lunch and other specific purposes approved by the Principal in instances where such utilization can increase social distancing between students.
- Athletic spectator areas for non-school-sponsored events.
- Student “common” areas.

## **Restrooms**

Restrooms will be cleaned and sanitized multiple times per day. Cleaning procedures and cleaning materials will follow the guidance of local health officials. Students/staff are required to wash their hands upon entering the restroom and after using the restroom facility. Frequent handwashing is one of the major deterrents of disease spread.

Patrons using the restrooms must follow social distancing guidelines at all times. Students/staff should not crowd at the sinks. Urinals only should be used on an alternating or every-other basis to further maintain distance between patrons.

## **Water Fountains**

All community water fountains will be turned off. Water bottle refill stations will be available at each school. Students and staff should bring their own personal water bottle to school.

## **Playgrounds**

Playgrounds will be cleaned and sanitized multiple times per day. Kokomo School Corporation will acquire cleaning materials and implement procedures for cleaning that strictly adhere to guidance from the local health department and the CDC.

Some areas of the playground may be closed in cases where there is increased concern for the spread of disease. Social distancing will be encouraged on playgrounds. Schedules will be designed in an effort to minimize the number of students on a playground at any one time.

## **Locker Rooms**

Locker Rooms will be closed during the school day for students in Grades K-8. Shared lockers will not be utilized. Individually-assigned lockers may be used for students in Grades 9-12, as well as for students participating in after-school athletic activities. Students will not be permitted to change or alternate lockers without approval from their teacher/coach, as additional deep cleaning must be conducted before a locker is used by a second student.

## **Posted Signage & Expectations**

All students, staff, and visitors must comply with posted signs and placards. Signs and expectations will change frequently and may lead to updated actions and requirements when visiting a school property. These posted signs and placards allow up-to-date communication of expectations in an effort to keep our community healthy and safe.

## **Visitors & Volunteers**

In an effort to reduce the spread of the COVID-19 virus, Kokomo School Corporation regrets that visitors and volunteers will not be permitted at schools beyond the school offices during the regular school day. This prohibition follows the recommendation of the Indiana Department of Education and health officials.

### **Visitors' Pledge**

Visitors who enter the school building will be asked to sign the visitors' pledge as part of the entrance log that acknowledges the risk inherent with visiting a public school. Visitors will be warned that by visiting the school, they voluntarily assume all risks related to exposure to COVID-19. The pledge also will require a commitment that visitors follow social distancing and other posted health safety measures.

### **Visitors' Log**

The Kokomo Board of School Trustees requires all visitors to the school to sign a visitors' log that acknowledges the visitors' pledge. Visitors must provide basic information, such as name and phone number, and must acknowledge that information of their visit to the school may be shared with health officials, as well as local and State government agencies for contact tracing and other similar health-related purposes.

## **Masks**

All visitors will be required to wear a mask prior to entering the school facility during the school day. The mask must be worn by visitors at all times and may not be removed. Visitors who prefer to not wear a mask should call the office, and a phone conference or virtual teleconference can be arranged. Failure to comply with this requirement will result in a loss of visitation privileges for the remainder of the year.

## Office Procedures & Facility Limitations

Visitors, including parents/guardians, who must visit the school will be given specific instructions as to protocols and procedures for visiting the school office. These procedures will include guidance as to the specific locations that may be visited and the process for providing a parent/guardian with documents and/or materials, or allowing them to pick up or drop off their child(ren).

The Board of School Trustees has authorized the Superintendent, and/or designee, to further restrict facility access by visitors when such limitations are done in an attempt to keep students and staff safe, and in an effort to stop the spread of disease.

## Ceremonies/Performances/Convocations and Assemblies

School celebrations, student performances, and school-wide assemblies provide the student body with the opportunity to demonstrate unity and affirmation to peers. However, all schools need to maintain social distancing and limit large groups of students and staff from gathering to consider the overall health of the school community. The Board of School Trustees has authorized the Superintendent to provide guidelines in regards to school ceremonies, performances, convocations, and assemblies. These guidelines include eliminating school-wide or large group ceremonies, performances, convocations, and assemblies during the instructional day for non-athletic, co-curricular, or extra-curricular programs. Indoor facilities are closed for non-school sponsored events, performances, and gatherings unless authorized by the Howard County Health Department and approved by the Superintendent. Outdoor facilities in which health guidelines and social distancing can be achieved may be permitted with the authorization of the Howard County Health Department and approved by the Superintendent. If authorized and approved, the organization must be pre-approved through the Facility Use Agreement, and follow all guidelines and requirements while on school property.



# Operations & Logistics

## Transportation

The Kokomo School Corporation Transportation Department will strive to maintain a safe and healthy environment for its staff and students during the COVID-19 pandemic. Safe operation of our buses is the first priority. Buses will be cleaned and sanitized at regular intervals, and measures will be put in place to socially distance students to the greatest extent possible while still providing transportation services. While the number of students on each bus will be limited to the greatest extent possible, it is not feasible to keep students six feet apart while on the bus. If a student tests positive for COVID-19, the Transportation Department will provide to Administration officials a roster and/or video to identify students who rode the bus with the student who tested positive. All drivers will be properly trained with correct information about COVID-19, including how it spreads, symptoms, and risks of exposure.

### Bus Stop Procedures

1. Students should adhere to social distancing guidelines while they are waiting at the bus stops. Students should wear a mask at the bus stop if social distancing guidelines cannot be met.
2. Students should board the bus one at a time and go directly to their assigned seat.
3. Bus drivers will have the students sit with as few people per seat as possible. This plan will vary depending on the amount of riders assigned to each bus route.
4. Students should sit facing forward with their back to the back of the seat.
5. Students shall ride only on the buses that they are assigned.
6. Students should wash hands following CDC guidelines or use hand sanitizer upon entering the school building.

### Bus Hygiene

The following guidelines will be utilized for practicing good hygiene/sanitation on corporation buses:

1. Gloves will be worn by staff when using approved disinfectant/cleaning agents.
2. Electrostatic sprayers will be used multiple times a week to clean and disinfect all buses using appropriate disinfectants.
3. Each morning and after routes, staff will clean the door handles, hand rails, and the bottom of each window frame.
4. After each route, staff will walk the bus to clean the handrails, the top and back of each seat, and the bottom of each window frame.
5. At the conclusion of each route, staff will walk the bus to clean the top and back of each seat.
6. Bus drivers and transportation staff will adhere to the following protocols when driving buses:
  - a. Wear a face mask or face shield at all times;
  - b. Wash hands often when possible;
  - c. Use hand sanitizer.
7. Students who enter, and/or ride, a bus they normally do not ride will have their names and other identifying figures recorded. This information will be shared with Transportation Services Staff.
8. Rosters of students for each bus route may be shared with school/district administrators and with local health officials.
9. All students must possess a mask when boarding a school bus. Students may be required to wear the mask at any time while riding a corporation bus, and must wear a mask when instructed to do so.



10. Students are encouraged to read, or use their personal electronic devices, in an effort to limit conversation between students, as conversing on a bus generally requires students to face one another, and is believed to increase the spread of diseases.
11. To increase the cleanliness of each bus and to maintain social distancing, efforts will be made to limit students to one or two per seat when possible.
12. Any health and safety concerns should be communicated immediately to the Transportation Services office staff by calling 765-454-7105.

## **Seating Assignments**

1. Students will have assigned seats on each bus.
2. Students who refuse to sit in an assigned seat, or who move from an assigned seat, are jeopardizing the health of others and may lose ridership privileges.
3. Increased distancing will be utilized whenever possible by limiting the number of students on each seat and/or each row. Additionally, students may be asked to sit in particular sections of a bus seat in an effort to stagger occupied seating.
4. Bus videos may be used to verify student seating locations and general compliance with transportation guidelines.

## **Field Trips**

Off-campus school and class field trips requiring transportation will NOT be conducted during the 2020-2021 school year. Exceptions for activities required as part of the curriculum or other mandated circumstances may only be permitted when authorized, in writing, by the Superintendent and/or designee.

In instances in which extra- or co-curricular activities are permitted, and in which transportation is required, the same general transportation guidelines outlined in the Re-Entry Plan will be in effect.

## **School Arrival**

Kokomo School Corporation is committed to the safety of students and staff; this commitment includes the safe arrival of students to schools. The Board of School Trustees has authorized the Superintendent to provide and revise the student arrival protocols to school guidelines. These guidelines include the following:

- Schools will attempt to stagger the arrival of students on buses and those students dropped off by vehicles. Students walking to school will be asked to not gather in groups outside of the school prior to entry. Multiple entry locations may be utilized based on the overall enrollment of the school and the size of the building.
- At elementary schools, a staff member will meet families outside, or at the facility entrance, to escort the children as they arrive and depart.
- Students are not to congregate in foyers, hallways, or other common areas in the building.
- For situations where student lockers are located in hallways, students are to go directly to their lockers (when necessary and applicable) upon entering the school and before reporting to their classrooms.
- For breakfast, schools may ask students to report to the cafeteria upon the arrival at school. Other schools may require a student to report to his/her classroom prior to going to the cafeteria. In some instances, breakfast may be served in other locations (such as in the classroom).
- Students will take their breakfast to the classroom for consumption. Students should not eat their breakfast in the hallway or in other common areas.

## Room-to-Room Transition Procedures

Kokomo School Corporation strives to provide well-rounded learning experiences for students. In order to provide a well-rounded education, it may be necessary for students to transition from one room to another within the school (especially in Grades 6-12). Each school will develop procedures to limit student gathering and maximize social distancing. During transitions, the following guidelines shall apply:

- Students are strongly recommended to wear face coverings while transitioning in hallways and stairwells. In some instances, the wearing of masks may be required.
- Schools will attempt to have staggered bell schedule so that classes are released at different times between transition times to limit student congregation in hallways and restrooms.
- In some locations, schools may identify one-way stairwells and hallways to be used by students. If so, students must follow all directional signage in hallways and stairwells.
- In locations where one-way hallways are not possible, tape will mark sides of hallways to show one-way walkways for students and staff.
- Furniture in common areas that require usage (such as cafeterias) will be rearranged to maximize distancing of students. Furniture in common areas that do not require usage (such as foyers) will be removed or have its usage prohibited.
- Schools will identify social distancing marks placed on the floor in areas where students line up to ensure social distancing guidelines are followed when feasible.

## Congregating Limitations

Schools must limit the congregation of students to decrease the likelihood of disease spread. These limitations include restricting the use of a school's auditorium, media center/library, foyers, and other common/shared spaces within buildings. These restrictions are in place to further limit student contact and to maximize social distancing.

In situations where it may become necessary to conduct larger group gatherings of students, schools will follow these guidelines.

- Students and staff are strongly recommended to wear face coverings (masks), and the wearing of masks may be required in some instances.
- Students and staff will maximize space for social distancing.
- Students will limit unnecessary congregating.

## Meal Service

Extensive work and planning are ongoing to prepare for the important role our meal services fulfill in providing daily nutritious meals to thousands of students. Kitchen procedures for workers are being revised with new protocols, and cafeteria seating is being redesigned to maximize space between students. While the changes to our meal service are inevitable during this COVID-19 pandemic, Kokomo School Corporation is working to meet all federal, state, and local health guidelines related to food preparation and the serving of food, in an effort to keep our students healthy.

Kokomo School Corporation is pleased to announce that breakfasts and lunches will remain free for all students in Grades PK-8, as well as those who qualify for free/reduced lunches in Grades 9-12.

## Food Preparation

All food safety and sanitation guidelines will be followed as provided by the State Board of Health. During this challenging time, Kokomo School Corporation regrets to inform you that some options may be more limited than our students experience during typical years. All food service workers will wear masks and gloves, and these staff members will have their temperatures checked daily when reporting to work. Extensive cleaning procedures have been implemented in the kitchen for times before, during, and after food is prepared.

## Cafeteria Guidelines

### Hygiene / Sanitizing Recommendations

Students are encouraged to wash their hands before and after breakfast and lunch. Additional hand sanitizing stations will be available in the cafeteria and throughout the schools. Students will be provided additional guidance, and signs will be posted, advising of good hygiene and sanitation tips to help students stay healthy and safe. Family-style meals will not be served during the 2020-2021 school year.

### Seating Requirements

Each school will have seating requirements that have been reviewed and approved by the Director of Food Services. In every case, efforts will be made to maximize student distance. These efforts include the reduction of students at each table with the goal of not having students face each other in very close proximity. In many schools, additional seating areas will be utilized at lunch. Additionally, lunch times will be altered to reduce the number of students in the lunchroom as much as possible. Students will have assigned seats at lunch and/or have specific areas where they may or may not sit. Elementary students will be asked to sit with their class.

## Breakfast Procedures

- Students who want breakfast will be receiving grab-n-go or pre-packaged breakfasts to be consumed in the classrooms.
- Elementary students will receive breakfast meals delivered to their rooms.
- Middle and high school students will pick up grab-n-go breakfast meals from designated areas for consumption in their first period class.
- Students will receive specific instructions for collecting grab-n-go breakfast bags, plastic utensils, and milk.
- Students will place trash in designated bags in the classroom so that it may be collected each morning.
- Students are encouraged to drink all breakfast liquids they take. However, specific instructions will be provided for those liquids which are not consumed.

## Lunch Procedures

- Lunch options may be reduced. The cafeteria staff will work to provide as many options as is feasible.
- Food components will be packaged and handed to students in the cafeteria.
- Students need to have their name badge available and ready to show to cafeteria staff when collecting meals.
- Salad bars will not be available.
- Meal times may vary throughout the year in an effort to limit the number of students arriving at the cafeteria at one time, and in an effort to reduce the number of students in the cafeteria to maximize distancing between students.
- Plastic utensils will be utilized during the 2020-2021 school year. Specific procedures will be practiced for distributing utensils.
- Special procedures will be implemented for the distribution of milk.
- Students may NOT share food. This directive includes food obtained from the school cafeteria, as well as food brought from home.
- Students will be allowed to bring their own breakfast or lunch. Families are encouraged to send each item in a disposable container, such as a sandwich bag, to facilitate sanitary and safe clean-up of items and to prevent cross-contamination by bringing containers back and forth between the school and the home.

Additional procedures may be implemented at Head Start as required or recommended by federal guidelines. Additionally, required snacks for various programs will be provided in the classrooms following established food-safety protocols.

# Health & Safety

## COVID-19 Definition

The Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal.

## Prevention

### Hygiene & Sanitation

School buildings, classrooms, buses, cafeterias, restrooms, and other areas where students/staff are present must be cleaned on a frequent and daily basis. This cleaning includes:

- Washing your hands often with soap and water for 20 seconds throughout the day
- Cleaning of surfaces that staff/students touch frequently as necessary
- Using hand sanitizers with at least 60% alcohol
- Cleaning all surfaces with standard cleaning solution/disinfectant
- Using tissues and no-touch trash cans
- Avoiding touching your eyes, nose, and mouth with unwashed hands

### Social Distancing

All students/school staff should maintain social distancing by six (6) feet if possible. Signage will be present, and classroom educational discussions will be held to remind students of the importance of social distancing in order to prevent the spread of disease.

### Large-Group Gatherings

Large-group gatherings will be limited to only situations where such gatherings are required. Students and staff should avoid gatherings in large groups when possible, as such gatherings can increase the spread of disease.

### Masks

All staff and students must have a mask in their possession at all times when at school. Students, and/or staff, will be required to wear a mask when instructed to do so by authorized staff members.

The School Corporation's guidelines based upon advice from state and local health departments, is to strongly recommend daily and regular use of facial coverings (i.e. bandanas, masks, etc.) for employees.

Students in grades K-12 also are strongly recommended to wear facial coverings. Students should always wear masks in crowded hallways and other areas where social distancing cannot be regularly attained. Students must wear a mask when instructed to do so by authorized staff members.

All visitors entering school buildings are required to wear a facial covering.

A mask will be provided to a student or staff member who requests one.

## Vulnerable Populations

Medically fragile students are at high risk of medical complications if exposed to COVID-19 and may not be able to attend school.

Educational Services will be provided remotely for these students. The case conference committee (CCC) will determine when and how the services will be delivered based on the individual needs of the student. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person. The parent/guardian should consult with his/her child's medical doctor whether it is advisable for the student to attend regular classroom settings.

## Symptom Detection

The Howard County Department of Health recommends that local school districts look for the following symptoms in assessing and detecting the COVID-19 virus. This list is subject to further revision as more studies are done to eliminate this virus.

### COVID-19 Symptoms

Symptoms typically include:

- Fever (of 100.4° F or greater)
- Cough
- Chills
- Muscle pain
- Sore throat
- Headache
- New loss of taste or smell
- Shortness of breath
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

According to the CDC guidelines, some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as an Asymptomatic Case, experience no symptoms at all. These symptoms may appear in as few as two days or as long as 14 days after exposure. The key to controlling this virus in schools is developing a system-wide process of following guidelines from the Indiana State and local Health Department recommendations.

## Temperature Checks

Temperature checks also will be conducted when students/staff show other symptoms that could indicate the presence of COVID-19. Additionally, temperature checks will be performed when students/staff return from a COVID-19-related absence.

In order to ensure the school meal program operates in a healthy and safe manner, school corporation nursing personnel, or designees, will conduct daily temperature screenings of school cafeteria staff, along with the use of questionnaires, at the start of each shift. However, a daily health screening of all school staff is not required to be conducted.

All students and staff will not have their temperatures checked on a daily basis, unless such action is required by the Howard County Department of Health. Schools may screen students and staff entering the school buildings by various means on a random basis. Other random screens may be conducted with an effort to screen all students and staff members on a quarterly basis.

Medical personnel will have access to the appropriate Personal Protection Equipment (PPE) to safeguard their health and the health of students and school staff. Medical staff/designees will have a physical barrier (PPE), when possible, to separate the school corporation medical personnel/designees from the employee/student being screened.

The health screen consists of a temperature check of the employee reporting to work, a visual inspection for any signs of illness, including flushed cheeks for fatigue, and asking if the employee/student has experienced any of the COVID-19 symptoms. School personnel and students are recommended to be screened by various temperature checks or models. School personnel or students who have a fever of 100.4°F (38°C) or higher will be referred immediately to the school nurse and sent home upon confirmation of temperature and/or other symptoms.

Schools are classified as “Low to Medium Exposure Risk” according to OSHA guidelines.

## Sickness/Illness Response

When a student/staff member experiences sickness/illness during the school day or at home, the school nurse, school administrator, and/or direct supervisor should be notified immediately to ensure that proper staff may assess the medical condition of the person who has reported being ill and/or experiencing symptoms related to COVID-19, or other communicable diseases, that staff are trained to assess with the coordination and collaboration of the Howard County Department of Health. Because COVID-19 is having a major impact on school corporations across the state of Indiana, Kokomo School Corporation is prepared to meet this new challenge by continuing to stay updated on new rules and guidelines as they become available.

The following response procedures have been developed following guidance from the Howard County Department of Health and other similar agencies. These response procedures may be altered based upon new recommendations or changing realities associated with the COVID-19 pandemic.

## Procedures

In the instance symptoms occur or are detected by school medical personnel/designee, the following protocols should be followed:

- All students who test with a temperature of 100.4°F or higher will be required to be removed from class, and the parent/guardian will be called to pick them up from a designated isolation room in each school building. The school nurse will allow students who drive to drive home if they have no other health issues.
- Staff members who have a 100.4°F-degree temperature or higher will be required to leave their building and go home, self-isolate, and continue to monitor their symptoms.
- Any student or staff member who is identified with a fever and put in isolation will be required to wear a face mask that the school provides until he/she exits the school building.
- All nurses who have students or staff members that have been sent to them for further assessment are to follow the local Health Department and the School Physician's guidelines assessing for signs and symptoms of COVID-19. If a student or staff member exhibits one or more of the symptoms of COVID-19, or if confirmation is received that he/she tests positive, he/she immediately will be sent home by the nurse or school officials.
- All students/staff members who have been sent home should contact their health care provider about going to the available testing sites in Howard County to test for COVID-19, if fever continues. The school nurse will do follow-up on all cases before students or staff members are allowed to return to school per the state and local Health Department guidelines.
- All students/staff members sent home will be told to communicate with the school nurse the findings from their medical doctor or the local testing sites.

## Transmission-Based Precautions

- In the nursing office and the isolation room utilized for screening processes and for treating sick students/staff members, a plastic protection barrier will be placed between patients.
- If disposable or non-contact thermometers are used during screenings, the same gloves can be used unless the gloves become soiled.
- When gloves need to be changed, the gloves should be removed and discarded following existing protocols, followed by handwashing with soap and water for at least 20 seconds.
- If the nurse is screening a potentially ill person, gloves, eye protection, and an N95 facemask are recommended to be worn for the duration of the health screening. All items must be replaced immediately if they become soiled.
- All sleeping cots and chairs treating sick persons are to be cleaned after each use throughout the school day.
- Students and staff are discouraged from sharing phones, desks, computers, lockers, offices space, other school supplies and equipment, if possible. In cases where this practice is not possible, routine cleaning and disinfecting will be conducted between uses.

## Documentation/Notification

If a student or staff member tests positive for COVID-19 and has been attending school, the local Health Department will be contacted immediately and consulted on contact tracing, appropriate school responses, and re-entry guidelines for those persons directly impacted.



## Student/Staff Re-Entry Guidelines

- All students and staff members sent home by the school nurse with a fever of 100.4°F must remain home until they are fever-free for 72 hours without the use of a fever-reducing medication.
- If symptoms resolve and COVID-19 testing is not completed, students/staff members may return to school/work if they are fever-free for 72 hours (that is, three full days of no fever without the use of any medicine that reduces fevers) and at least ten days have elapsed since symptoms began or two negative COVID-19 tests have been obtained at least 24 hours apart (unless otherwise advised by their health care provider).
- If students/staff members are tested for COVID-19 and the tests are negative, they may return to school or work when they are fever-free (without fever-reducing medications) after 24 hours.
- Health officials advise that a test result can take up to 6 days, depending on where the test was conducted.
- If students/staff members test positive for COVID-19 by a doctor or test site, the information is reported to the local Department of Health, and they are isolated for at least 10 days from the start of their symptoms. They may return to school/work if they are fever-free for 72 hours (that is, three full days of no fever without the use of any medicine that reduces fevers) and at least ten days have elapsed since symptoms began (unless otherwise advised by their health care provider).
- If students/staff members are significantly exposed to a family member or another person living in the same household, or another person who tests positive for COVID-19, they will be required to self-quarantine for 14 days and must monitor for symptoms before returning to school. The Department of Health defines exposure in this case as being less than six feet apart without an N95 mask for more than 15 minutes.
- Students and staff members who are sent home, or do not report to school due to an illness, are encouraged to stay home until re-entry guidelines are met.

## Individual Student Health Plans

Kokomo School Corporation staff will review and/or create student health plans for students with underlying health issues. School staff members will work with families, and/or appropriate physicians, to determine if education services and/or health plans need to be revised to address the need to minimize infection, clearly noting issues that may occur daily unrelated to COVID-19, such as loose stool, nasal congestion, persistent cough, or reflux.

## Social-Emotional Health

Kokomo School Corporation understands the importance of the social-emotional health of our students and staff. Student and staff social-emotional health has been affected by the unexpected and uncertain times brought on by the COVID-19 pandemic as reflected in recent national surveys and studies of families across the country.

Students have been more concerned about their families, financial impact from a parent's/guardian's loss of job, death of family members and friends due to the virus, and having their basic needs met. These situations often have caused unhappiness and depression, isolation, and may have resulted in more students and staff members feeling stressed. School staff members will work to address these situations by attempting to identify students and staff members in distress, and then, referring them to appropriate resources. Kokomo School Corporation also will make every effort to introduce our teaching staff to more coping strategies during staff development activities.

Additional support systems to assist students during the challenges brought on by COVID-19 are available through our partnership with Four County and other agencies, as well as through our schools' system of care with social workers and counselors assigned to each building. These mental health professionals are provided to help resolve issues that affect the classroom and school environment.

Contact your student's school principal or counselor for additional support and information, or call the Administrative Service Center at 765-455-8000 to access support.

# Teaching & Learning

The Kokomo School Corporation community will educate staff on preventative measures on the introduction and spread of COVID-19 in the schools, while still providing quality educational programs at each school.

## Continuous Learning Plan

The Kokomo School Corporation Continuous Learning Plan may be located at [www.kokomoschools.com/covid19](http://www.kokomoschools.com/covid19).

The Board of School Trustees has authorized the Kokomo School Corporation Continuous Learning Plan and grants permission to the Superintendent to update this plan. The Superintendent will provide teachers with resources in Best Practices if “eLearning”/remote learning becomes necessary during the school year.

## Instructional Best Practices

Kokomo School Corporation provides all teachers with Best Practices for in-person and virtual learning available at <https://sites.google.com/kokomo.k12.in.us/ksc-elearning-resources/home>.

## In-Person Instruction

Kokomo School Corporation provides the following guidelines for in-person, or face-to-face instruction, that is being offered for the 2020-2021 school year.

## Classroom Hygiene / Sanitizing

To maintain a healthy school environment, staff must educate students on strategies and behavioral expectations on preventative measures on the spread of COVID-19, including the sanitization of spaces within schools.

- Staff members will routinely clean and disinfect frequently touched surfaces using the usual cleaning/disinfecting products according to the product label. Visit: [www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html](http://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html).
- Staff will post up-to-date signage in classrooms to communicate how to stop the spread of COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school-specific protocols.
- Staff will teach and reinforce proper hygiene measures such as handwashing, covering coughs, and face coverings if applicable.
- Staff will reinforce students' practice of handwashing after restroom breaks, before mealtime, and before touching one's face.
- Staff members will develop classroom plans for sharing preventative measures and updating students regarding changing Coronavirus-related realities.
- All staff will know and follow school procedures for students or staff who become sick at school.
- Staff immediately will communicate with the school administration if they, or one of their students, show symptoms, such as a fever, cough, and shortness of breath that could be COVID-19 symptoms.

The early childhood classroom (Grades PK-2) provides opportunities for children to explore and learn through hands-on activities. In order to ensure proper hygiene during this time, the following procedures will be in place:

- Schools will provide adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single child).
- Staff will develop plans to limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Staff will remove toys or manipulatives that cannot be cleaned and sanitized.
- Staff will set aside toys or manipulatives that children have placed in their mouths or that are otherwise contaminated until they are cleaned by hand by a staff member wearing gloves.
- Staff will use water and detergent to rinse and sanitize items that have been contaminated with an EPA-registered disinfectant, and air-dry, or clean, in a mechanical dishwasher.
- Staff will develop a plan to ensure that machine washable materials are used by one individual at a time, and then, thoroughly laundered before being used by another student.
- Toys should not be shared among classrooms unless they are washed and sanitized before being moved from one class to the other.
- Staff will design a cleaning plan for toys or manipulatives.

## **Classroom Design Guidelines**

Each classroom will be rearranged utilizing current furniture and equipment. Classrooms shall use current classroom space for extra materials to minimize removal. The following guidelines will be followed to support the re-opening of schools:

- Classrooms will be rearranged to maximize the distance between students.
- Seating assignments will attempt to have all students face the same direction. If this practice is not possible, seating assignments will attempt to have students sit at angles to maximize social distancing.
- Teachers will assign seats in all classrooms.

## **Course Schedules / Teacher Assignments**

School schedules create a variety of learning options for student programs and course offerings. Teachers assigned to courses enhance the learning experiences of students while meeting individual student learning needs.

- All elementary specials, except physical education and dance, will be conducted in the grade-level classroom, unless authorized by the principals.
- Kokomo School Corporation will limit the travel between elementary buildings by assigning elementary specials staff to a minimal number of schools during a defined period of time.
- Principals will assign teachers to specific courses or classes whenever necessary to meet the learning needs of students.

## **Class / Course Changes**

Students are encouraged to invest time in planning required courses and elective courses for the 2020-2021 school year. Each school is charged with limiting interactions of students across groups and avoiding course/classroom changes whenever possible.

## **Elementary School**

Once assigned to a classroom, students will remain with that class for the academic year. Any request to transfer schools or classrooms will be denied unless there are extenuating circumstances that warrant a change.

## **Middle School**

Students will be enrolled in courses at the beginning of the school year and will be provided a schedule for the school year. In extenuating circumstances, a student or parent/guardian may request a change in schedule. The principal may approve the request of a schedule change in extenuating circumstances.

## **High School**

Students submitted course requests to counselors by May 1, 2020. In extenuating circumstances, a student may request a change in schedule by following the procedure outlined in the Kokomo High School LENS.

## **Seating Arrangements**

In order to provide accurate and detailed information in the unlikely event of contact tracing, all teachers must assign seats for students in all classrooms. In elementary schools, students will be assigned cafeteria seating to limit interaction with other classrooms and grade levels.

## **Group Activities / Sharing**

Collaboration and communication are essential skills learned through group activities. Current health precautions demonstrate the need to reduce large group activities and reduce sharing amongst students within a school or classroom.

- Schools will ensure adequate supplies to minimize the sharing of high touch materials to the greatest extent possible, or limit the use of supplies and equipment to one group of children at a time, and clean and disinfect between uses.
- Principals may reorganize large classes to allow for social distancing and other precautions.
- Teachers will avoid or minimize the sharing of electronic devices, books, supplies, and other learning aids whenever possible.

## **Shared Seats and Furniture**

The priority of preventing the spread of disease in the school setting includes the elimination of shared lounge seats and furniture. In classrooms or school spaces with shared lounge seats and furniture, these lounge seats and furniture will not be used during the pandemic.

## Hallway Procedures

To ensure the safe transition of students from learning spaces, each school will develop hallway procedures that maximize student social distancing and limits student congregation. These procedures may include:

- School staff will post up-to-date educational signs to limit the spread of COVID-19, and these signs will be in common spaces throughout the schools.
- School staff will attempt to have staggered bell schedules so that classes are released at different times, including between transition times to limit students congregating in hallways and restrooms.
- School staff may identify, if possible, one-way stairwells and hallways to be used by students.
- In locations where one-way hallways are not possible, tape will mark sides of hallways to show one-way walkways for students and staff.
- School staff will rearrange the furniture in common areas to avoid the clustering of students.
- School staff will identify social distancing marks placed on the floor in areas where students line up to ensure social distancing guidelines are met.
- Students may wear face coverings in hallways.

## Elementary Recess Procedures

Recess is an important part of the school day. Students need the opportunity to interact socially with one another in a supportive, safe, and inclusive environment.

- Classes will be on staggered schedules in order to limit the number of students on the playground at a time.
- Teachers and Instructional Assistants will interact and supervise their assigned classes (1:1). At least one adult will remain with an individual class during the entire recess period.
- Playground equipment will be available for use but will be sanitized each afternoon.

## Reduced “Class Grouping” Procedures

Collaborative learning environments are essential for instruction to not only enhance academic skills; but also, to instruct social skills. Large classes may need to be reorganized to increase social distancing amongst students. Students and staff in larger class groupings also are encouraged to use face coverings. Face coverings may be required at any time by a staff member.

## Field Trips

Off-campus school and class field trips requiring transportation will NOT be conducted during the 2020-2021 school year. Exceptions for activities required as part of the curriculum or other mandated circumstances may only be permitted when authorized, in writing, by the Superintendent and/or designee.

In instances in which extra- or co-curricular activities are permitted, and in which transportation is required, the same general transportation guidelines outlined in the Re-Entry Plan will be in effect.

## Parent Resources / Support

The partnership with school and parents is an integral element of educating students. Parents serve an essential role in the reinforcement of good hygiene practices and educating their children on stopping the spread of COVID-

19. Kokomo School Corporation has provided parents with resources to support the education of their children on the school website at [www.kokomoschools.com/covid19](http://www.kokomoschools.com/covid19).

## **Athletic / Extra-Curricular Participation**

Kokomo School Corporation encourages student participation in athletics, extra-curricular, and co-curricular activities. Guidelines for student participation in these activities are outlined in the Student Handbook and Kokomo High School LENS. Coaches and sponsors are required to track daily attendance at athletic and extra-curricular practices, activities, and events. Kokomo School Corporation will follow the phases of reopening of athletic, extra-curricular, and co-curricular guidelines provided by the Indiana Department of Education, and participating schools will develop procedures to follow guidance provided by the IHSAA and other extra-curricular and co-curricular organizations.

## **Attendance**

Attendance awards/programs will be suspended for the 2020-2021 school year due to the COVID-19 pandemic. This change is to avoid situations that might encourage students and/or staff members to come to school ill.

## **Virtual Instruction**

Kokomo School Corporation now is offering a virtual education option. This option does NOT replace our traditional face-to-face programs. Our strong belief in offering quality options for all students, including those who may prefer a non-traditional setting, has led to this new virtual learning option.

The Kokomo virtual option is not a traditional online program. Content will be presented in “real-time” with personal support. Students will receive quality instruction by local, highly-qualified teachers through an interactive and blended approach to learning.

Students will be associated directly with the Kokomo School Corporation teacher and a brick-and-mortar school. Any students living in Howard County, and new to the district, are welcome to enroll and will be assigned to a local teacher and school. For more information visit [www.kokomoschools.com/virtual](http://www.kokomoschools.com/virtual).

## **Virtual Registration**

Students who are planning to attend virtually and have not already enrolled for school may do so on the Corporation website at [www.kokomoschools.com/virtual](http://www.kokomoschools.com/virtual), or by emailing [kokomovirtual@kokomoschools.com](mailto:kokomovirtual@kokomoschools.com) or by calling Dr. Teni Helmberger at 765-455-8000.

## **Virtual School Options**

Virtual programs exist at three elementary schools, two middle schools, and at Kokomo High School.

### **Elementary School**

- Boulevard Elementary STEM (Science, Technology, Engineering and Math) School – Grades K-5
- Lafayette Park Elementary International Baccalaureate School – Grades K-5
- Wallace School for Integrated Arts – Grades K-5

## Middle School

- Central Middle International School (International Baccalaureate School) – Grades 6-8
- Maple Crest Middle STEM School – Grades 6-8

## High School

- Kokomo High School
  - Traditional 9-12 Program
  - Grades 9-10 International Baccalaureate Program
  - Grades 11-12 College Preparatory Advanced Placement program
  - Flexible Alternative Program through the Twilight School

## Virtual Learning Design Options

Students are offered a variety of virtual learning options and the ability to customize the time and manner by which they prefer to study and learn virtually.

**Real-Time Virtual Participation:** Students who opt-in to Virtual Learning will be assigned a classroom teacher in grades K-5. Students will have the opportunity to join in for live instruction in core subjects each school day. Students in grades 6-12 will receive a virtual classroom schedule to follow each day to allow for “real-time” viewing of classroom instruction. Students who require more flexibility will have the opportunity to view the recorded session for on-demand viewing. While following along with the live instruction, students at home can participate in classroom instruction via the chat feature on their device. Students will have the opportunity to get to know and interact with their classmates.

**Independent, Teacher-Supported Virtual Learning:** Students enrolled in the virtual program will be required to complete independent work as well. Teachers will share lessons daily, and students will be required to meet the same deadlines for turning in work as those students attending in person.

**Hybrid Learning Requests:** High school students who opt-in to virtual learning and are scheduled to attend the Kokomo Area Career Center may participate in a hybrid learning model. The same applies for students in a work study program for part of the school day. Students may choose to take core classes virtually while attending career classes or work study the other half of the school day.

**Individual Virtual Learning Requests:** Kokomo School Corporation understands that some students have unique needs, and for this reason, individual virtual learning requests may be considered. All inquiries regarding individual virtual learning special requests should be forwarded to the district Virtual Coordinator, Dr. Teni Helmberger at [kokomovirtual@kokomoschools.com](mailto:kokomovirtual@kokomoschools.com) or by calling 765-455-8000.

## Virtual Technology Provisions and Support

Students opting in to virtual learning will receive a school-issued device. A computer help desk hotline will be available to virtual students for troubleshooting technology issues. Loaners will be provided in the event a device is in need of a repair.

## Virtual Teacher Office Hours

Virtual teachers will hold office hours and will communicate those office hour times/dates to students and families. If the virtual instructor is absent, the student will participate in planned virtual lessons for that day.

## Parent Resources/Support for Virtual Students

Parents will have the opportunity to meet with the teacher during parent/teacher conferences for K-8. Parents and students can schedule a virtual office visit with the teacher using an online web-conferencing program.

## **Athletic/Extra-Curricular Participation for Virtual Students**

Students attending virtual learning programs may participate in school-sponsored clubs and extra-curricular activities, including sports, associated with their school of attendance, unless expressly prohibited by crediting organizations, such as the Indiana High School Athletic Association. For specific questions regarding high school athletics, please email the KHS Athletic Director Nick Sale at [nsale@kokomoschools.com](mailto:nsale@kokomoschools.com). For participation in other high school extra-curricular activities, please email KHS Assistant Principal John Pinson at [jpinson@kokomoschools.com](mailto:jpinson@kokomoschools.com). All K-8 extra-curricular opportunities are locally-sponsored, and students automatically may participate in those activities.

## **Virtual Attendance**

Students will be required to follow the same attendance policy as all Kokomo Schools students. Students will be expected to log in each school day to be considered present.

## **Virtual Classroom Designs**

Teachers will utilize advanced technological presentation programs to provide real-time teacher instruction, as well as digital recording, for on-demand viewing. Teachers and students will collaborate using digital whiteboarding, co-editing, and interactive polling to encourage participation, engagement, and to help virtual students feel part of the learning environment.



# After-School Activities

Kokomo School Corporation encourages students to participate in extra- and co-curricular activities at each school. The Board of School Trustees has authorized the Superintendent to establish and revise guidelines for student participation in extra- and co-curricular activities during this pandemic. Students also are required to follow the Student Handbook and Kokomo High School LENS in regards to extra- and co-curricular activities. Kokomo School Corporation will follow the phases of reopening of athletic, extra-curricular, and co-curricular guidelines provided by the Indiana Department of Education, and participating schools will develop procedures to follow guidance provided by the IHSAA and other extra-curricular and co-curricular organizations.

## Athletics

It is a privilege to participate and represent Kokomo School Corporation in interscholastic competition. The student-athlete, who represents Kokomo School Corporation, will exhibit the highest standards of good sportsmanship. Middle school and high school athletic programs will develop procedures to follow guidance provided by the Indiana Department of Education and the IHSAA.

### Middle School

- Middle School athletic teams will have practice schedules approved by the Middle School Athletic Director.
- Middle School Athletic Office and coaches will ensure all athletic physicals and all forms are completed before student participation. The IHSAA has allowed physicals from the 2019-2020 school year to be used for the 2020-2021 school year. However, a waiver form must be signed by a parent or guardian. Athletes still may choose to have a new physical for the 2020-2021 school year. The forms may be picked-up in the athletic office or printed from the Kokomo Athletic Department website at [www.kokomoathletics.com](http://www.kokomoathletics.com).
- Students will complete a "Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless" form before participation in middle school athletics.
- Middle School athletics will follow IHSAA recommendations for fan attendance at competitions.
- Middle School athletics will follow competing school guidelines when participating in competitions at those schools.
- Coaches will encourage all athletes to follow proper hygiene practices.
- Coaches will ensure all athletes bring their own water bottle, towel, etc. The athlete's name must be labeled clearly on the water bottle.
- Coaches will maximize space to create social distancing when applicable.
- Coaches are encouraged to wear facemasks.
- Coaches will ensure that students understand that the wearing of masks is recommended whenever possible.
- Coaches will maintain attendance documentation for each practice and competition.
- Coaches will follow all procedures defined by the Kokomo School Corporation Middle School Athletic Director.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during practicing sessions.

### High School

- All high school athletic teams will have practice schedules approved by the High School Athletic Director.
- High School Athletic Office and coaches will ensure all athletic physicals and all forms are completed before student participation. The IHSAA has allowed physicals from the 2019-2020 school year to be used for the 2020-2021 school year. However, a waiver form must be signed by a parent or guardian. Athletes still may choose to have a new physical for the 2020-2021 school year. The forms may be picked-up in the athletic office or printed from the Kokomo athletic department website at [www.kokomoathletics.com](http://www.kokomoathletics.com).
- Students will complete a "Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless" form before participation in high school athletics.

- High School athletics will follow IHSA recommendations for fan attendance at competitions.
- High School athletics will follow competing school guidelines when participating in competitions at those schools.
- Coaches will encourage all athletes to follow proper hygiene practices.
- Coaches will ensure all athletes bring their own water bottle, towel, etc. The athlete's name must be labeled clearly on the water bottle.
- Coaches will maximize space to create social distancing when applicable.
- Coaches are encouraged to wear facemasks.
- Coaches will ensure that students understand that the wearing of masks is recommended whenever possible.
- Coaches will maintain attendance documentation for each practice and competition.
- Coaches will follow all procedures defined by the Kokomo School Corporation High School Athletic Director.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during practicing sessions.

## Performing Arts

Kokomo School Corporation encourages students to participate in the performing arts program. Through the performing arts, students learn critical reflection, collaboration, creativity, and communication skills. Teaching performing arts online is feasible when learning objectives drive decisions, but the mediating technologies must be utilized intelligently. These plans demonstrate that though lesson techniques need to shift, curriculum is not abandoned. Kokomo School Corporation Performing Arts Programs will incorporate procedures that follow guidance provided by the Indiana Department of Education.

## Elementary School

- All after-school performing arts programs will have activity schedules approved by the Principal.
- Students will complete a "Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless" form before participation in any after-school performing arts activity.
- Sponsors will maintain attendance documentation for each after-school activity.
- Sponsors will encourage students to follow proper hygiene practices.
- Sponsors will encourage students to maximize space to social distance.
- Sponsors will encourage students to wear face coverings whenever possible.
- Sponsors will ensure that students provide their own water bottle, equipment, and material.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.

## Middle School

- All after-school performing arts programs will have activity schedules approved by the Principal.
- Students will complete a "Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless" form before participation in any after-school performing arts activity.
- Sponsors will maintain attendance documentation for each after-school activity.
- Sponsors will encourage students to follow proper hygiene practices.
- Sponsors will encourage students to maximize space to social distance.
- Sponsors will encourage students to wear face coverings whenever possible.
- Sponsors will ensure that students provide their own water bottle, equipment, and material.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.

## High School

- All after-school performing arts programs will have activity schedules approved by the Principal or designee.
- Students will complete a “Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless” form before participation in any after-school performing arts activity.
- Sponsors will maintain attendance documentation for each after-school activity.
- Sponsors will encourage students to follow proper hygiene practices.
- Sponsors will encourage students to maximize space to social distance.
- Sponsors will encourage students to wear face coverings whenever possible.
- Sponsors will ensure that students provide their own water bottle, equipment, and material.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.

## Other Extra- and Co-Curricular Activities

### Elementary School

- All other extra- and co-curricular activities from partner organizations will be approved by the Principal.
- All other extra- and co-curricular activity sponsors will follow all guidelines and procedures approved by the Kokomo School Corporation.
- Schools will provide training for all extra- and co-curricular activities’ partner organizations’ sponsors to ensure all guidelines and procedures are followed by the partnering organization.
- All after-school programs will have activity schedules approved by the Principal.
- Students will complete a “Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless” form before participation in any after-school activity.
- Sponsors will maintain attendance documentation for each after-school activity.
- Sponsors will encourage students to follow proper hygiene practices.
- Sponsors will encourage students to maximize space to social distance.
- Sponsors will encourage students to wear face coverings whenever possible.
- Sponsors will ensure that students are required to provide their own water bottle, equipment, and material.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.

## **Middle School**

- All other extra- and co-curricular activities from partner organizations will be approved by the Middle School Principals.
- All other extra- and co-curricular activity sponsors will follow all guidelines and procedures approved by the Kokomo School Corporation.
- Schools will provide training for all extra- and co-curricular activities' partnering organizations' sponsors to ensure all guidelines and procedures are followed by the partnering organization.
- All after-school programs will have activity schedules approved by the Principal.
- Students will complete a "Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless" form before participation in any after-school activity.
- Sponsors will maintain attendance documentation for each after-school activity.
- Sponsors will encourage students to follow proper hygiene practices.
- Sponsors will encourage students to maximize space to social distance.
- Sponsors will encourage students to wear face coverings whenever possible.
- Sponsors will ensure that students are required to provide their own water bottle, equipment, and material.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.

## **High School**

- All other extra- and co-curricular activities from partner organizations will be approved by the High School Principals.
- All other extra- and co-curricular activity sponsors will follow all guidelines and procedures approved by the Kokomo School Corporation.
- Schools will provide training for all extra- and co-curricular activities' partnering organizations' sponsors to ensure all guidelines and procedures are followed by the partnering organization.
- All after-school programs will have activity schedules approved by the Principal or designee.
- Students will complete a "Sports and Extra-Curricular Activities Waiver of Liability and Hold Harmless" form before participation in any after-school activity.
- Sponsors will maintain attendance documentation for each after-school activity.
- Sponsors will encourage students to follow proper hygiene practices.
- Sponsors will encourage students to maximize space to social distance.
- Sponsors will encourage students to wear face coverings whenever possible.
- Sponsors will ensure that students are required to provide their own water bottle, equipment, and material.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.

# Non-School-Sponsored After-School Activities, Athletics, and Events

Kokomo School Corporation is committed to the safety of our students and our community. We intend to strictly adhere to the local and state health guidelines. Considering current COVID-19 conditions, the following protocols have been added as a requirement for all Kokomo School Corporation Renters/Facility Users:

1. **DETAILED PLAN:** The renter/user will need to present a detailed explanation of their plan for ensuring that all local, state & district guidelines will be followed during their requested rental/usage, including the following guidelines:
  - A COVID-19 rental plan must be submitted, in writing, to the school district prior to rental approval. This plan must be submitted with the original facility-use request form, and it must be submitted at least forty-five (45) days prior to the first date of requested use.
  - The COVID-19 rental plan must include, at minimum, a plan for social distancing, the number of participants, sanitizing protocols, and the use of face coverings or other protection.
  - The COVID-19 plan must include the name and contact information of the person who will be responsible for documenting all participants through an attendance sheet (see explanation below).
  - A statement must be provided outlining the understanding that no spectators will be allowed, and that any event, if held, must be held with “closed doors”, with no spectators, parents, or non-participants.
2. **COMPLETE ATTENDANCE LOG:** Renter/user now will need to document on a sheet the date and time that each person is in attendance. The attendance log must contain each person’s printed name, signature if aged 18 or over, and phone number.
  - This log is to comply with “contact tracing” guidelines.
  - This log is NOT a sign-in sheet. Only the coach/renter will be touching or filling out the attendance log.
3. **COVID IMPACT FEE:** An additional COVID impact fee of \$100 will be charged each day of the rental. This fee will allow for extra sanitization after each rental. This event is per use and is not a one-time fee if multiple days of rentals are requested. This fee is in addition to any existing fees that may be charged, including rental fees, custodial/supervisory fees, and audio/visual fees. The use of multiple gyms or spaces for a specific rental may result in a fee that is greater than \$100 in instances where cleaning fees are increased due to the square footage of a rented space.
4. **EQUIPMENT:** Facility rentals will be for space only. An organization utilizing space will have to bring their own equipment, including basketballs, volleyballs, baseballs, and other similar equipment.
5. **AVAILABLE SPACE:** While some spaces/areas of schools may be rented conditionally based upon an approval of the submitted facility use form, certain areas will not be rented or available during the 2020-2021 school year. These areas include:
  - Spectator areas such as bleachers and auditorium seats;
  - Locker Rooms (and most restrooms);
  - Classrooms; and
  - Kitchens.

# Family Resources

## Family Assistance

The school system can be a starting point for families as they navigate new territory that may bring unforeseen challenges related to the COVID-19 pandemic. School administrators and social workers can help connect families to counselors, wrap-around services, health care, housing, food, and finances that are available in the county through local and state-wide resources. It is important for families to meet with school administrators and social workers when in need of services.

## Learning Support

All families and students can access education that meets their needs. The school system has designed a variety of programs to meet the individual needs of students in order to keep them safe, healthy, and able to move forward in their learning without interruption.

When schools are required to close due to unsafe weather conditions or coronavirus outbreaks, “eLearning”/remote learning will be put into place. Internet access has been strengthened at five schools so that families without home internet service can log onto the Internet from school parking lots.

Families should contact their assigned schools or the Administrative Service Center if there are any questions about the best programming for their student, or if there are concerns about the availability of technology.

Most importantly, if you have any specific needs related to the academic growth of your student, or if there are specific questions you have regarding additional resources that may be available, please do not hesitate to contact your school office, or the Administrative Service Center at 765-455-8000.

## Teacher Contact and Support

Teachers are available to discuss the classroom environment, daily schedules, programming, and student acclimation to re-entry. Setting up an appointment to meet with your student’s teacher can be done by contacting the school office and requesting a time to meet virtually or face-to-face. All protocols should be followed to protect everyone’s health by wearing face masks during face-to-face meetings.

# Questions & Contacting Us

QUESTIONS? If you have any questions, suggestions, or comments related to the information within this guide, please email us at [covid19@kokomoschools.com](mailto:covid19@kokomoschools.com). Additional resources may be found at [www.kokomoschools.com/covid19](http://www.kokomoschools.com/covid19), including updates to this Re-Entry Plan.

If you need to speak to a school official, please call your child's school office, or contact the Kokomo School Corporation Administrative Service Center at 765-455-8000.

# Student COVID-19 Handbook

This section of the handbook attempts to highlight some of the student-specific rules and regulations that will apply to students during the 2020-2021 school year due, in part, to the COVID-19 pandemic. However, this list is not conclusive, and guidelines and expectations outlined in other sections of this Re-Entry Plan, when applicable, apply to students as well. Additionally, the Board of School Trustees has authorized the Superintendent, and/or designee, to make adjustments to the handbook based on the overall health and safety of our students and staff, as well as updates and new information provided by the state and local authorities, including the Health Department.

## Transportation

- Safe operation of our buses is the first priority.
- Electrostatic sprayers will be used multiple times a week to clean and disinfect all buses using appropriate disinfectants.
- Students should NOT ride the bus if they are showing signs of illness.
- Students will have an assigned seat on each bus.
- Students should adhere to social distancing guidelines while they are waiting at the bus stops. Students should wear a mask at the bus stop if social distancing guidelines cannot be met.
- Students should board the bus one at a time and go directly to their assigned seat.
- Students will sit with as few people per seat as possible. This seating will vary with the amount of riders on each bus route.
- Students will increase distancing whenever possible.
- Students should sit facing forward with their back to the back of the seat.
- Students shall ride only on the buses that they are assigned.
- Students should wash hands following CDC guidelines or use hand sanitizer upon entering the school building.
- Bus videos may be used to verify student seating locations.
- Students will safely and efficiently exit the bus once destinations are reached.
- All drivers will be properly trained with correct information about COVID-19, including how it spreads, symptoms, and risks of exposure.

## Attendance

- A student's absence from school due to COVID-19 related symptoms will be recorded as a student illness day and is considered excused. If the student is receiving instruction at home by a school teacher, he/she is considered present.
- A student who is not ill, but is quarantined by a doctor or the Health Department due to a family member testing positive, is considered excused.
- Medically-fragile students who are unable to attend school and who have IEP's will receive remotely their educational services, unless determined otherwise by a Case Conference Committee.
- Students are required to follow the School Board's approved attendance policies.
- The following steps for Educational Neglect through the Howard County Court system will be followed for unexcused absences in cases where a student does not have symptoms of COVID-19, or another COVID-19-approved reason for absence, or the student's absence is considered unexcused:
  - Students with 5-10 unexcused absences will be referred to the attendance officer to monitor.
  - Students with 15 unexcused absences will be entered into QUEST and referred to the Department of Child Services for K-5 students to investigate the case.
  - Students with 15 unexcused absences will be entered into QUEST and referred to Howard County Probation for 6-12<sup>th</sup> grade students to investigate the case.



- Students with 25 unexcused absences will be referred to the Prosecutor's Office with a signed affidavit from the attendance officer to order parents/guardian to appear in court when all other efforts have failed.

## Extra- and Co-Curricular Participation

A correlation exists between academic success and involvement in school opportunities and programs. The Board of School Trustees has authorized the Superintendent to establish and revise guidelines for student participation in extra- and co-curricular activities during this pandemic. Students also are required to follow the Student Handbook and Kokomo High School LENS in regards to extra- and co-curricular activities.

### Athletics

- Students and their parents/guardians must complete a "Sports and Extracurricular Activities Waiver of Liability and Hold Harmless Agreement" (Appendix E), and other applicable forms required during the COVID-19 pandemic, before participating in any after-school activity, including extra-curricular activities.
- Students will not attend practices if they are not feeling well, have a fever, or recently have been exposed to the COVID-19 virus.
- Students will not attend practices if they have been exposed to COVID-19 or have tested positive for COVID-19. The student's parent/guardian will contact the coach to ensure school protocol is followed before returning to practices is permissible.
- Students will wash workout clothes after each day's session.
- When not working out, students will keep a reasonable distance from teammates when possible.
- Students will wash hands after using the restroom.
- Students will not share water bottles, gloves, or other workout items.
- Students will make sure their ride, if necessary, is at the facility when the practice is finished. Students will not congregate while waiting for their ride home.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during practicing sessions.
- Kokomo Schools will not monitor a student's transportation to and from practices. If an athlete is riding to and from workouts with another athlete, all parents/guardians should be aware and grant permission.

### Performing Arts

- Students and their parents/guardians must complete a "Sports and Extracurricular Activities Waiver of Liability and Hold Harmless Agreement" (Appendix E), and other applicable forms required during the COVID-19 pandemic, before participating in any after-school activity, including extra-curricular activities.
- Students are encouraged to wear face coverings during the after-school activity.
- Students will not attend activities if they are not feeling well, have a fever, or have recently been exposed to the COVID-19 virus.
- Students will not attend activities if they have been exposed to COVID-19 or have tested positive for COVID-19. The student's parent/guardian will contact the sponsor to ensure school protocol is followed before returning to the activity is permissible.
- Students will wash workout clothes after each day's session.
- While participating in the activity, students will keep a reasonable distance from classmates when possible.
- Students will wash hands after using the restroom.
- Students will not share water bottles, gloves, or other workout items.
- Students will make sure their ride, if necessary, is at the pickup location when the workout is finished. Students will not congregate while waiting for their ride home.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.

- Kokomo School Corporation will not monitor a student's transportation to and from activities or conditioning. If a student is riding to and from school with another student, all parents/guardians should be aware and grant permission.

## Other

- Students and their parents/guardians must complete a "Sports and Extracurricular Activities Waiver of Liability and Hold Harmless Agreement" (Appendix E), and other applicable forms required during the COVID-19 pandemic, before participating in any after-school activity, including extra-curricular activities.
- Students are encouraged to wear face coverings during the after-school activity.
- Students will not attend after-school activities if they are not feeling well, have a fever, or have recently been exposed to the COVID-19 virus.
- Students will not attend after-school activities if they have been exposed to COVID-19 or have tested positive for COVID-19. The student's parent/guardian will contact the sponsor to ensure school protocol is followed before returning to the after-school activity is permissible.
- While participating in the activity, students will keep a reasonable distance from classmates when possible.
- Students will wash hands after using the restroom.
- Students will not share water bottles, gloves, or other workout items.
- Students will make sure their ride, if necessary, is at the pickup location when the workout is finished. Students will not congregate while waiting for their ride home.
- Visitors, including parents/guardians, will not be allowed to spectate, or be in the facilities, during after-school activities.
- Kokomo School Corporation will not monitor a student's transportation to and from activities or conditioning. If a student is riding to and from school with another student, all parents/guardians should be aware and grant permission.

## Individual Student Health

Students' Individual Health Plans are developed by the school nurse/principal at the written order of a medical doctor, or other health care provider, with parents'/guardians' written permission. This plan most often will include other school personnel who are trained by the school nurse to carry out the written medical order that has been prescribed. This plan is entered into the school nurse records in Care Dox and updated, as needed, throughout the school year. Students who have an IEP will include members of the Special Education Department to convene a case conference to update the IEP as needed.

## Sick/Illness Notification Expectations

Student and staff members who are sent home by the school/nurse/school personnel for suspected illness or suspected illness related to COVID-19, and based on symptoms, will be asked to contact their medical doctor, or go to available test sites in Howard County, to rule out whether they have a confirmed case of COVID-19. The school nurse, or designated school personnel, will document and follow-up on all cases that the school identifies as being associated with symptoms of COVID-19. The school nurse, or designated school personnel, also will communicate the findings to the Principal or immediate supervisor. This effort is to improve school safety and the health of students and staff.

# Staff COVID-19 Handbook

This section of the handbook attempts to highlight some of the staff-specific rules and regulations that will apply to staff members during the 2020-2021 school year due, in part, to the COVID-19 pandemic. However, this list is not conclusive, and guidelines and expectations outlined in other sections of this Re-Entry Plan, when applicable, apply to staff members as well. Additionally, the Board of School Trustees has authorized the Superintendent and/or designee to make adjustments to the handbook based on the overall health and safety of our students and staff, as well as updates and new information provided by the state and local authorities, including the Health Department.

## All-Staff Guidelines

The following guidelines apply to all Kokomo School Corporation employees.

### *Preventative Measures for Staff Members*

- Staff should stay home when sick and avoid close contact with sick people, even inside their home.
- Staff should put distance between themselves and other people outside their home.
- Staff should conduct FREQUENT, proper handwashing using soap and water for AT LEAST 20 SECONDS, or an alcohol-based hand sanitizer with at least 60% alcohol.
- Staff should AVOID touching the mouth, nose, or eyes with unwashed hands.
- Staff should clean and disinfect daily frequently-touched surfaces as directed.
- Staff should practice respiratory etiquette (e.g., cover coughs and sneezes with a tissue or upper sleeve).
- Staff should be alert for COVID-19 symptoms.
- Staff should avoid handshakes. Use fist bumps if necessary.
- Staff should utilize strategies and behavioral expectations for stopping the spread of germs.
  - Staff should practice and reinforce good hygiene measures such as handwashing, covering coughs, and wearing face coverings, when applicable.
  - Staff should reinforce handwashing after bathroom breaks, before mealtime, and before touching one's face.
  - Staff should observe signage in buildings and work areas to communicate how to stop the spread of COVID-19.
- Staff should routinely clean and disinfect frequently touched surfaces using the usual cleaning/disinfecting products according to the product label, and as directed.
- Staff should know and follow school procedures for students and other staff members who become sick at school.
- Staff should communicate immediately with their supervisor or school administrators if they, or anyone around them, shows symptoms such as a fever, cough, and shortness of breath, that could be COVID-19 symptoms, understanding that such symptoms could be respiratory symptoms related to a common cold or the flu. (For more information see "Health Screening".)

### *Measures to Decrease Employees Congregating in One Location*

- Staff members should rearrange workstations to encourage social distancing, when possible.

### *Entering the Building – Staff*

- All staff members will badge into the school building before entering the building. This entry procedure will assist with contact tracing should such measures be necessary.
- Staff members are recommended to wear face coverings while in school buildings and when unable to socially distance. Staff members must wear a mask when instructed to do so.

## **Staff Lounges / Work Spaces**

Employee lounges and work spaces are available to staff for work purposes, including copying, mail sorting, and other similar functions. Staff members are discouraged from utilizing staff lounges for social gathering when proper social distancing cannot be followed. In an effort to keep employees safe and healthy, staff members are encouraged to find other locations to eat where more space exists and where social distancing guidelines may be followed. Some common seating areas of staff lounges and common shared items may be removed from staff lounges for the 2020-2021 school year. These decisions will be made by the building principal/director.

## **Health Screening**

Student/staff member health screenings used to help identify symptoms related to a student/staff who may have COVID-19 will be completed by the school nurse, the Howard County Department of Health, local doctors' offices, and school administrators. The local Health Department has provided a Symptom Assessment Questionnaire for staff to ask questions of students/staff members who have called in sick or have been sent home by the school nurse and/or other school staff. (See Symptom Assessment Questionnaire – Appendix B.)

## **Employee COVID-19-Related Absence Documentation**

Please see Appendix C for “Employee COVID-19 Absence Information Form”.

## **Employee COVID-19-Related Return-to-Work Expectations**

Kokomo School Corporation officials recognize that COVID-19 is a source of anxiety for many employees, including the impact on employment status and exposure concerns. In addition to the precautions described in this manual, employees directly impacted by a COVID-19 diagnosis have specific benefits available under Families First Coronavirus Response Act (FFCRA) and may have additional benefit or leave of absence opportunities as outlined below. It is important to maintain contact with supervisors and the KSC Human Resources Department if exposure or diagnosis occurs.

### If an employee has been exposed to a person with symptomatic COVID-19:

If an employee has been directly exposed to a person with symptomatic COVID-19 who

- is a household member,
- is someone for whom the employee has provided care, or
- is an individual with whom the employee has been in close contact for a prolonged period of time,

Current Centers for Disease Control (CDC) guidelines recommend that a person with such exposure stay home for 14 days after last exposure, social distance from others at all times (even within the home), self-monitor for symptoms, and follow CDC guidance if symptoms develop (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>).

If this situation occurs, employees should communicate with their supervisors to provide the date of exposure and verify whether they have been at work since exposure. Employees should follow up with their supervisors, and/or district administrators, if applicable, during the quarantine time and prior to returning to work. Employees will need to follow the current guidance of public health professionals or health care providers, and a medical release may be required before returning to work. If an employee develops symptoms during this time period, then he/she should provide the date as to when the symptoms developed to their supervisor and follow guidance of the CDC for symptomatic individuals or health care providers.

Employees should expect to continue employment following a recommendation not to report to work after an exposure to a person with symptomatic COVID-19. Individuals may utilize applicable paid benefit days when recommended not to report to work. Vacation days and Personal Business days also would be applicable if the employee has a balance. Sick days would be applicable if the employee develops symptoms. Any full-time or part-time employee who is directed to self-quarantine by a health care provider or public health official, or is symptomatic and seeking a medical diagnosis, should provide documentation of such orders or testing, as they may be eligible for Emergency Sick Leave under the Families First Coronavirus Response Act (FFCRA) and request these additional paid benefit days in writing.

If an employee develops COVID-19 symptoms:

Employees should communicate with their supervisors if they develop COVID-19 symptoms (symptoms are listed on page 22 of this manual). Employees should follow up with their supervisors and/or district administrators, if applicable, with additional information at least 10 days after exposure and prior to returning to work. Employees will need to follow the current guidance of public health professionals or health care providers, and a medical release may be required before returning to work. The employee should document the date as to when the symptoms developed to their supervisor and follow the guidance of CDC for symptomatic individuals or his/her health care providers. Additional details are outlined in this manual for employees who have been exposed while at work.

Employees should expect to continue employment following a recommendation not to report to work after developing symptoms of COVID-19. Individuals may utilize applicable paid benefit days when recommended not to report to work. Sick days would be applicable if an employee develops symptoms. Vacation days and Personal Business days also would be applicable if the employee has a balance. Any full-time or part-time employee who is directed to self-quarantine by a health care provider or public health official, or is symptomatic and seeking a medical diagnosis, should provide documentation of such orders or testing, as they may be eligible for Emergency Sick Leave under the Families First Coronavirus Response Act (FFCRA) and request these additional paid benefit days in writing.

An employee who has developed symptoms and tests positive for COVID-19 may return to work when the following conditions have been met:

- Remain in quarantine for at least ten calendar days, AND
- At least 72 hours have passed fever-free after calendar-day seven without the use of fever-reducing medication.

An employee who has developed symptoms and does not get a COVID-19 test may return to work when the following conditions have been met:

- At least ten calendar days have passed since symptoms began, AND
- At least 72 hours have passed fever-free after calendar-day seven without the use of fever-reducing medication.

Any employee who is unable to return to work within the current 14-day recommendation and is under medical care should contact the Administrative Service Center to request a medical leave of absence.

If an employee is NOT COVID-19 symptomatic but has tested positive:

Employees should communicate with their supervisors if they have tested positive for COVID-19 but are NOT symptomatic. Employees should follow up with their supervisors, and/or district administrators, with additional information during this time and prior to returning to work. Employees will need to follow the current guidance of public health officials or health care providers, and a medical release may be required before returning to work.

Employees should expect to continue employment following a recommendation not to report to work after testing positive for COVID-19. Individuals may utilize applicable paid benefit days when recommended not to report to work. Sick days would be applicable if an employee develops symptoms. Vacation days and Personal Business days also would be applicable if the employee has a balance. Any full-time or part-time employee who is directed to self-quarantine by a health care provider or public health official, or is symptomatic and seeking a medical diagnosis, should provide documentation of such order or testing as he/she may be eligible for Emergency Sick

Leave under the Families First Coronavirus Response Act (FFCRA) and request these additional paid benefit days in writing.

An employee who is NOT COVID-19 symptomatic but has tested positive may return to work when the following conditions have been met:

- At least ten days have passed since the positive test and no symptoms have developed, OR
- Obtain two negative COVID-19 test results at least 24 hours apart.

### SUMMARY

Employees may have a number of leave options if they are either exposed to COVID-19, test positive for COVID-19, or develop COVID-19 symptoms, including:

- Applicable benefit days
- Emergency Sick Leave if guidelines under the Families First Coronavirus Response Act (FFCRA) are met
- Medical Leave of Absence
- Unpaid days with supervisor approval

Please see Appendix D for the “Employee COVID-19 Return-to-Work Form”.

## **Home Visits**

School Social Workers and Attendance Officers who conduct home visits in their day-to-day operations to resolve attendance, counseling, and other social services issues with students and their families will be completed by speaking with the parent/guardian about the student outside due to COVID-19. These staff members will be required to wear Personal Protection Equipment (PPE) to safeguard their health and the health of students/families. This PPE includes the use of gloves, face masks, eye protection, handwashing and hand sanitizers before and after the visit.

Other employees only may enter a home or residence of a student with permission of their building principal or a district-level administrator.

## **Adherence to Individual Student Health Plans**

Kokomo School Corporation will review and/or create student health plans for students with underlying health issues. Appropriate school staff will work with families and/or related physicians to determine if education services and/or health plans need to be revised to address the need to minimize infection, clearly noting issues that may occur daily unrelated to COVID-19, such as loose stool, nasal congestion, persistent cough, or reflux.

## **Certified Staff Guidelines**

- Teachers will instruct students on preventative measures and limiting the spread of COVID-19.
- Teachers will limit physical interaction through partner or group work.
- Teachers will administer formative assessments toward the start of the school year to document an academic achievement baseline for students.
- Teachers will identify interventions or remediation needs of students due to gaps in learning and learning loss.
- Teachers will prepare for potential future “eLearning”/remote learning.
- Teachers will prepare for individual students who may need short-term “eLearning”/remote learning due to absences.
- Teachers will communicate to school administration information regarding any student suspected to have been exposed or a student who has tested positive for COVID-19.
- Teachers will follow all Kokomo School Corporation and school building specific guidelines and procedures.



# Classified Staff Guidelines

During the challenging time associated with COVID-19, job duties of classified staff members may be adjusted further to meet the needs of students and the overall operation of Kokomo School Corporation. These adjustments include reassignment to duties that are essential and/or pose a safety or health risk to students and staff.

## Office Professional Guidelines

- Staff shall ensure that visitors entering the buildings are wearing face masks and will provide a face mask if one is not available.
- Staff shall ensure that all visitors entering the building sign in using the visitors' log.
- Staff shall complete employee or student health screening sheets for call-ins as needed.
- When handling money, staff shall use hand sanitizer during counting and should wash hands following CDC guidelines upon completion of counting money.

## Custodial / Maintenance Worker Guidelines

- Staff will thoroughly assess their workplace to identify and address exposure risk.
- Staff will be responsible for following employee health screening plans as established by the district.
- Staff will follow enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces. EPA-approved disinfectants with claims against emerging viral pathogens will be utilized.
- Staff is discouraged from using the phones, desks, offices, and work tools and spaces of others when possible.
- In the case of a positive or suspected positive case, staff members are to perform heightened cleaning of the affected areas, including airing out the area (when possible) and detailed disinfecting.
- Staff is encouraged to wash hands more frequently, following CDC handwashing guidelines when possible, or use hand sanitizer when washing hands is not possible.
- Staff will adhere to social distancing requirements (6 feet) whenever possible.
- Staff will minimize face-to-face meetings as much as possible.
- Staff will be flexible and will be prepared to change practices as the need arises.
- Training for staff will be provided for changing needs in the workplace.

## Bus Driver Guidelines

- The safety of our students and staff is our primary focus.
- Additional cleaning and disinfecting of buses will take place daily.
- Drivers will be trained on the required step-by-step cleaning procedures.
- The local Health Department advises all bus drivers to:
  - wear a face mask at all times;
  - wash hands often, following CDC guidelines;
  - use hand sanitizer multiple times daily when washing hands is not feasible.
- Drivers will notify Transportation Services staff when a student enters a bus that he/she normally does not ride. Names and dates of those students will be recorded.
- Drivers will make continued efforts to limit students to one or two per seat when possible.
- Drivers will communicate any health or safety concerns to the Transportation Services office staff in a timely fashion.
- Drivers will continue to keep a safe distance (six feet) from each other in break rooms.
- Drivers will continue to be trained as the situation evolves on the recommendations issued by healthcare and government officials (i.e., CDC).
- Drivers will continue to follow the guidelines set forth in their Corporation Driver's Manual.

## Food Service Employee Guidelines

- Staff and volunteers will be screened each time they report to work per the district-established guidelines.
- Only healthy individuals should be preparing, packaging, or touching food. If someone is ill or feels sick, he/she should notify the cafeteria manager and immediately go home.
- Staff should wear freshly-laundered clothing daily (clothing not worn anywhere else).
- Staff frequently will clean and sanitize food contact surfaces.
- Staff frequently will clean and disinfect non-food contact surfaces with an EPA-approved disinfectant solution.
- Handwashing sinks with soap and single-use paper towels or a hand dryer should be used often throughout the day.
- Staff will use alcohol-based sanitizer with at least 60% alcohol if soap and water are not available.
- Disposable gloves will be worn at all times.
- Clean aprons will be worn each day.
- Masks are required for staff members who are involved in the distribution or preparation of meals.
- Staff members will be limited in the food preparation areas to ensure social distancing whenever possible.
- Staff shall wash hands before leaving the worksite and are encouraged to wash hands upon arriving home.
- As an extra precaution, staff are encouraged to shower or bathe upon returning home.
- The Kokomo Schools Food Service Department will continue to abide by all Board of Health Food Safety and Sanitation guidelines.

## Instructional Paraprofessional Guidelines

- Instructional Paraprofessionals shall assist with the instruction of students on the preventative measures needed to help limit the spread of COVID-19.
- Instructional Paraprofessionals will limit physical interaction in partner or group work.
- Instructional Paraprofessionals will increase their supervision in regards to the safety and social distancing of students.
- Instructional Paraprofessionals will follow guidelines set by classroom teachers and building principals.
- Instructional Paraprofessionals will assist with the preparation for “eLearning”/remote learning.
- Instructional Paraprofessionals will communicate to their supervising teacher any student exhibiting signs of illness.
- Instructional Paraprofessionals will communicate to their supervising teacher any student that is suspected of having been exposed to a person testing positive for COVID-19 or a student who has tested positive for COVID-19.
- Instructional Paraprofessionals will follow Kokomo School Corporation and building-specific guidelines and procedures. These guidelines are subject to change with little notice.

## Nurse Guidelines

Kokomo School Corporation nurses must follow the Nursing Guidelines that are approved by the School Physician. The school nurses and administrators must follow COVID-19 recommended guidelines and collaborate with the Howard County Department of Health.

The nurse's role in preventative measures related to COVID-19, as well as the nurse's responsibilities with students/staff who test positive for COVID-19, are as follows:

- Nurses are required to test students'/staff members' temperatures in all situations outlined in the Re-Entry Plan, and as directed by a building or district administrator. Students/staff with a temperature of 100.4° F or higher will be sent home. (See “Symptom Assessment Questionnaire – Appendix B.)
- Nurses must ensure that any students/staff members who have been screened, and who show possible symptoms of the COVID-19 virus, be put in a separate isolated room from other students/staff members.
- Nurses must provide screened students/staff members with a copy of the “Symptom Assessment Questionnaire” to take home and instruct them to contact their doctor, or visit a COVID-19 testing site, for further assessment.



- Nurses must share requirements that students/staff members communicate their test results with the school nurse prior to returning to school.
- Nurses must contact the Howard County Department of Health with their assessment of the persons sent home and request follow-up information from the Howard County Department of Health related to each case.
- Nurses must wear Personal Protection Equipment (PPE) at all times during screenings for COVID-19. This PPE includes gloves, facemask, and eye protection equipment. Nurses may elect to wear PPE devices at other times throughout the day.
- Nurses must clean all surface areas and sleeping cots after each use throughout the school day.
- Nurses must remove and discard any soiled gloves, eye equipment, masks, and other PPE, and replace them according to guidance.
- Nurses must wash their hands with soap and water for at least 20 seconds after replacing any equipment.
- Nurses must document all symptoms of suspected persons with COVID-19 and must enter the information into in the nurse's Care Dox database log entries, as well as share the results with principals/supervisors and the Howard County Health Department.
- Nurses must take the temperature of any student/staff member who returns to school/work after a prolonged absence due to illness. Nurses also will ensure the Employee COVID-19 Return-to-Work Form (Appendix D) has been submitted and approved by school officials prior to a return to work.
- Nurses will provide appropriate training and professional development related to COVID-19 as required.

## **Social Worker / Student Services Guidelines**

Stress levels have increased for some students and staff members due to the current COVID-19 crisis. Studies have shown an increase in depression and anxiety due to social isolation, suicide and other related deaths have occurred. The Kokomo School Corporation's mental health referral forms are to be used to refer students/staff to the School Social Worker, or other mental health therapist, to be assessed for risk by the building principal, school administrator, or parent/guardians.

The Kokomo School Corporation Department of Social and Student Services officials focus on a student's ability to achieve academic, personal, and social growth. The total educational team includes services provided by social workers, nurses, attendance officers, school security officers, and family advocates. The Social and Student Services staff works closely with administrators, teachers, and other support staff to help a child develop to his/her individual potential – socially, emotionally, and intellectually.

- School Social Workers and Attendance Officers will be required to conduct home visits to address attendance issues, obtain counseling consents, and other social services issues with students and their families to help students be successful in school. These visits will be done at the door of the home/residence of the parent/guardian, without entering the home/residence due to COVID-19.
- The School Social Worker and Attendance Officer will be required to wear Personal Protection Equipment (PPE) to safeguard their health and the health of students/families. This PPE includes the use of gloves, face masks, eye protection, maintaining a 6-foot distance, handwashing and hand sanitizers before and after their home visit. Documentation of these home visits in students' PowerSchool records is required.
- The School Social Worker/Attendance Officer who finds that a student, parent, or guardian violated Kokomo School Corporation's attendance policies during the COVID-19 crisis will refer the case to the Howard County Court system, Probation Department, or the Department of Child Services, to investigate and help resolve the student attendance case.
- The School Social Worker/Attendance Officer will not be allowed to transport sick students to their homes. Instead, they will be required to locate the parent/guardian.
- The School Social Worker/Attendance Officer will be required to report any suspected cases of COVID-19 that were shared or observed during the home visits to the appropriate school official and/or school nurse.
- Referrals for counseling services can be received from parents, the school staff, and community agencies to address students and staff anxiety and stress due to the COVID-19 crisis.
- School Social Workers and Attendance Officers must clean their area before and after serving each student or staff member.

## After-School Athletic Coaches and Extra-Curricular Staff Guidelines

- Coaches, sponsors, and partnering sponsors will ensure that students and their parents/guardians must complete a “Sports and Extracurricular Activities Waiver of Liability and Hold Harmless Agreement” (Appendix E), and other applicable forms required during the COVID-19 pandemic, before eligible students may participate in any after-school activity, including extra-curricular activities.
- Coaches, sponsors, and partnering sponsors will have all school practices and activities approved by the school principal or athletic director before communicating schedules to students and parents/guardians.
- Coaches, sponsors, and partnering sponsors will be trained in prevention measures and limiting the spread of COVID-19.
- Coaches, sponsors, and partnering sponsors will communicate to school administration any student absent from a practice or after-school activity who has been exposed or has tested positive for COVID-19.
- Coaches, sponsors, and partnering sponsors will collaborate with school administration on the return to practice or an after-school activity of a student exposed or a student who has tested positive for COVID-19.
- Coaches, sponsors, and partnering sponsors are strongly encouraged to wear face coverings.
- Coaches, sponsors, and partnering sponsors will encourage students to maximize space to social distance.
- Coaches, sponsors, and partnering sponsors will encourage students to wear face coverings whenever possible.
- Coaches, sponsors, and partnering sponsors will ensure that students provide their own water bottle, equipment, and material.
- Coaches, sponsors, and partnering sponsors will ensure restrooms are available at each facility.
- Coaches, sponsors, and partnering sponsors will encourage students to follow proper hygiene practices.
- Coaches, sponsors, and partnering sponsors will ensure visitors, including parents/guardians, are not in attendance for after-school activities, workouts, or practices.
- Coaches, sponsors, and partnering sponsors will maintain attendance documentation for each after-school activity. This documentation includes logging personal and other staff members’ attendance and locations daily in order to expedite the process of contact tracing, if needed.
- Coaches, sponsors, and partnering sponsors will follow all Kokomo School Corporation guidelines and procedures.
- The school principal or athletic director reserves the right to postpone or cancel any practice or after-school activity at any time.

## Appendix A

# OUR COMMITMENT TO SAFETY

Please Read Before Entering a KOKOMO SCHOOL  
CORPORATION Building or Property



Caution: You are entering a public school building or property and an area that COULD expose you to COVID-19.

According to governmental health organizations, COVID-19 poses a risk to all people of mild to severe illness. Older people and people of all ages with serious underlying medical conditions could be at higher risk of severe illness from COVID-19 and should maintain a safe distance from others at all times.

By visiting a Kokomo School Corporation building or property, including any event or meeting, you voluntarily assume all risks related to exposure to COVID-19.

While visiting a Kokomo School Corporation building or property, you must comply with all posted signs and placards and follow all verbal guidance.



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## Appendix B

### Symptom Assessment Questionnaire

Please answer the following questions and return this form to your supervisor. If you develop symptoms at any time, you must immediately notify your supervisor.

#### **In the past 24 hours, you have experienced:**

Fever: ☐ Yes ☐ No

\*Staff/students who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F or greater using an oral thermometer) and have no signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines.

Chills: ☐ Yes ☐ No

Cough: ☐ Yes ☐ No

Aches/Pains: ☐ Yes ☐ No

New loss of taste or smell: ☐ Yes ☐ No

Sore Throat: ☐ Yes ☐ No

Headaches: ☐ Yes ☐ No

Shortness of breath: ☐ Yes ☐ No

Other (Explain): ☐ Yes ☐ No

**Have you recently been in close contact with anyone who had exhibited any symptoms?**

☐ Yes ☐ No

**Have you recently been in contact with anyone who has tested positive for COVID-19?**

☐ Yes ☐ No

## APPENDIX C

### Employee COVID-19 Absence Information Form

\*\*\*For supervisors to complete with employee in person or by phone

#### Personal Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Location: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_

If you are currently working or have been at work in the past 48 hours, please detail where you have been at your work location:

\_\_\_\_\_  
\_\_\_\_\_

#### Emergency Contact Information

I give permission for Kokomo School Corporation to speak with the following emergency contact with regards to my illness:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### COVID-19 Exposure

\_\_\_\_\_ I have been directed by Kokomo School Corporation officials to return/stay home and seek medical advice or testing.

\_\_\_\_\_ I have been exposed (based upon the current Health Department guidelines) to a confirmed COVID-19 case outside of work and I am taking the following actions

\_\_\_\_\_.

\_\_\_\_\_ I have developed COVID-19 symptoms. The symptoms first appeared on \_\_\_\_\_. I am taking the following actions: \_\_\_\_\_.

\_\_\_\_\_ I tested positive for COVID-19 on \_\_\_\_\_ and am not exhibiting symptoms.  
(Date)

\*\*\*Kokomo School Corporation staff may be contacting you with further health and benefit-related information. Please note that certain guidelines must be met in order to return to work.

\*\*\*\*\*

#### OFFICE USE ONLY:

ASC Administrator Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

## APPENDIX D

### Employee COVID-19 Return-to-Work Form

Depending upon the COVID-19 situation, different guidelines must be met before returning to work. Please fill out the information below and return to your immediate supervisor. A KSC administrator or health official must approve your return to work.

Printed Employee Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**If you were exposed (according to current Health Department guidelines) to a person with COVID-19, you must meet the following guidelines to return to work:**

\_\_\_\_\_ Fourteen (14) calendar days have passed since exposure without symptoms

**OR**

\_\_\_\_\_ A negative COVID-19 test is obtained and you have been fever-free for at least 24 hours

**If you have developed COVID-19 symptoms and test positive, you must meet the following guidelines to return to work:**

\_\_\_\_\_ Remain in quarantine for at least ten calendar days

**AND**

\_\_\_\_\_ At least 72 hours have passed fever-free after calendar-day seven without the use of fever-reducing medication

**If you have developed COVID-19 symptoms and do not get tested, you must meet the following guidelines to return to work:**

\_\_\_\_\_ At least ten calendar days have passed since symptoms began

**AND**

\_\_\_\_\_ At least 72 hours have passed fever-free after calendar-day seven without the use of fever-reducing medication

**If you have developed COVID-19 symptoms and test negative, you must meet the following guidelines to return to work:**

\_\_\_\_\_ At least 24 hours have passed fever-free without the use of fever-reducing medication

**If you have tested positive for COVID-19 but do not exhibit symptoms, you must meet the following guidelines to return to work:**

\_\_\_\_\_ Remain in quarantine for at least ten calendar days without exhibiting symptoms

**OR**

\_\_\_\_\_ Obtain two negative COVID-19 tests at least 24 hours apart

\*\*\*\*\*

OFFICE USE ONLY:

ASC Administrator Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_

Notes:



## APPENDIX E

### **SPORTS AND EXTRACURRICULAR ACTIVITIES WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

In consideration for receiving permission to participate in sports and extracurricular activities (collectively, “the Activities”) at Kokomo School Corporation, I, on behalf of any minor child/children for whom I have the capacity to contract, hereby acknowledge and agree to the following:

1. I understand the hazards of the novel coronavirus (“COVID-19”) and am familiar with the Centers for Disease Control and Prevention (“CDC”) guidelines regarding COVID-19, as well as those issued by my local health department. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and I accept full responsibility for familiarizing myself with the most recent updates.
2. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to grant my child permission to participate in the Activities.
3. I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my child’s participation in the Activities and hereby **RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** (on behalf of myself and any minor children for whom I have the capacity contract) Kokomo School Corporation, its Board of Trustees, administration, teachers, faculty, staff, coaches, representatives, officers, directors, agents, employees, assigns, and other representatives (the “RELEASEES”) from any liability related to COVID-19 which might occur as a result of my child participating in the Activities.
4. If applicable to my child, I understand that certain contact sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants pose an even greater risk of infection of COVID-19 and resultant illness or death therefrom. I acknowledge and fully understand that some contact sports pose a **higher** risk of infection of COVID-19, including but not limited to wrestling, football, lacrosse, competitive cheer, and dance.

I further acknowledge and fully understand that some contact sports pose a **moderate** risk of infection of COVID-19 because they involve (1) close, sustained contact, but can utilize protective equipment that may reduce likelihood of respiratory particle transmission between participants; (2) intermittent close contact; (3) group activity; or (4) equipment that cannot be cleaned between participants. Moderate risk sports include but are not limited to basketball, volleyball, baseball, softball, soccer, water polo, gymnastics, ice hockey, field hockey, tennis, relay swimming, group track and field events, track and field events using shared equipment, and crew.

I further acknowledge and fully understand that some contact sports pose a **heightened** risk of infection of COVID-19, even though (1) they can be performed while socially distancing or individually with no equipment sharing, or (2) the equipment used can be cleaned between competitors. Heightened risk sports include but are not limited to individual running events, individual track and field events, individual swimming, golf, weightlifting, alpine skiing, sideline cheer, and cross country running with staggered starts.

5. I shall release and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys’ fees, costs and disbursements, whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19.

6. It is my express intent that this Waiver and Hold Harmless Agreement shall bind any assigns and representatives, and shall be deemed as a **RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE** the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Indiana. **I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT FOR THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES AND PARTICIPATE IN THE ACTIVITIES.**

**7. I ACKNOWLEDGE AND AGREE THAT I AM EXECUTING THIS WAIVER AND HOLD HARMLESS AGREEMENT KNOWINGLY AND VOLUNTARILY. I FURTHER ACKNOWLEDGE AND AGREE THAT I AM GIVING UP LEGAL RIGHTS BY EXECUTING THIS WAIVER AND HOLD HARMLESS AGREEMENT.**

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have signed this Waiver and Agreement under seal on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Name of Child: \_\_\_\_\_

Activity/Activities: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_