

KINGSTON K-14 SCHOOL DISTRICT

SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN

SRCS PLAN



**Updated for
Fall 2021**

Special thanks to:

Our Task Force-consisting of administrators, department directors, teachers, and parents

To those who provided valuable input through our Parent & Staff Surveys

Guidance from State & Local Health Agencies

&

Our Kingston K-14 School Board for their support

Dear Kingston K-14 Families,

I want to begin by saying “Thank you” for your support throughout the 2020-2021 school year. Although we had many challenges and frustrations, I am so proud of the way we worked together to make our students' safety and learning a priority. Many schools across our state and country did not offer in-person learning. We were fortunate that we could keep educating children through the 2020-2021 school year without having to close our school for an extended period.

As we look forward to the start of the 2021-2022 school year, we are preparing for a more typical return. However, we realize that with all of our preparations, things can change without much notice. As the year progresses, we anticipate that changes and adjustments may be necessary. We ask for your continued support, understanding, and patience as we try to navigate through those changes. Please know that the decisions we make along this journey will always be with the best interests of our students, staff, families, and community in mind. We hope that you will continue to provide input as you take this journey with us.

The top priority for the faculty, staff, administration, and school board of the Kingston K-14 School District is to educate our students in a safe learning environment. We will strive to create an environment where our students can learn and continue to do our best to support our students and families. Although we cannot predict the future, we know that in-person learning will help us meet our students' educational, social, and emotional needs.

We are carefully planning a safe return to in-person instruction and continuity of services for the 2021-2022 school year. At any time, the Kingston K-14 School District may decide to move from one phase to another or revise the continuity of services plan based upon the recommendations and guidance given to the school by local and state officials. The latest version of the plan will be on the school district's website.

Thank you once again for your patience, understanding, and continual support of the Kingston K-14 School District. We are blessed to have such an amazing faculty, staff, administrators, parents, students, school board members, and health experts who worked together last year through this unprecedented time and helped us through our many challenges.

Respectfully,

Dr. Lee Ann Wallace

Dr. Lee Ann Wallace, Superintendent

Phases at a Glance

Phase One	*Phase Two	Phase Three	Phase Four
<p>School Buildings Open</p> <p>School fully opened and operational with face-to-face on-campus learning as the standard learning option.</p>	<p>School Buildings Open</p> <p>Less physical distancing and large group protocols in place.</p>	<p>School Buildings Open</p> <p>Physical distancing and large group protocols in place.</p>	<p>School buildings Closed</p> <p>Remote learning for students in grades PK-12.</p>

Phase One: School fully opened and operational. Classrooms School will be back to the normal face-to-face instruction as the standard option for learning.

***Phase Two:** In-person classroom learning with added precautions and safety protocols designed to limit exposure and transmission. Large group activities will be permitted, but physical distancing protocols will be put in place. *The current phase as of August 9, 2021

Phase Three: In-person classroom learning with added precautions and safety protocols added to limit exposure and transmission with COVID-19. Cleaning, physical distancing, and large group protocols will be put in place to ensure the safety of all faculty, staff, and students.

Phase Four: School buildings will be closed temporarily or for an extended amount of time, based upon guidelines received from state and local health agencies. Remote learning will take place virtually, and lessons will be provided by students' classroom teachers. Grades will be taken on remote learning coursework provided.

This plan could change at any time between now and the start of school based on community spread and recommendations by state and local health officials.

On August 12, 2021

The Washington County Health Department created a simplified handout with the new guidelines from DESE and DHSS regarding quarantine, and to assist with determining contacts and quarantine durations during this upcoming school year. As we know – things change frequently, so if things change they will update as needed.

 21-22 school year with letterhead

Federal Mandate - Masks on School Buses

There is a Federal Mandate to wear masks on all public transportation (school buses). Kingston K-14 School District will be following the Federal Mandate, and masks will be provided to the students on the bus.

INTRODUCTION

With returning to school as our objective, we are fully cognizant that this public health crisis has not ended. Our schools need to be prepared to reduce the chance that anyone will acquire this infection during the school day and be armed with protocols to respond to potential cases of infection. Thus this document outlines our Safe Return to in-Person Instruction and Continuity of Services Plan for the 2021-2022 school year.

Throughout the COVID-19 response, Kingston K-14 has worked to make decisions promptly while not making them prematurely. We tried to be consistent in our communication to reduce mixed messaging that might be confusing to students, parents, staff, and community members.

The guidelines referenced in this plan are based on guidance from the Washington County Health Department, the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO). Regular updates will be made to this plan based on recommendations made by the CDC, WHO, and applicable federal, state, and local agencies.

PHASE ONE

IN-PERSON/REGULAR SCHOOL CALENDAR, FULLY OPEN AND OPERATIONAL

In Phase One, the Kingston K-14 School District will return to its traditional educational learning environment. All standard board policies and procedures will be followed, with no additional protocols related to the COVID-19 virus will be implemented.

*PHASE TWO

IN-PERSON/REGULAR SCHOOL CALENDAR, FULLY OPEN AND OPERATIONAL

In Phase Two, the Kingston K-14 School District will look like a typical school year with a few exceptions. The school campus will begin to be less restrictive with social distancing protocols. In this phase, school buildings will be allowed to have assemblies and some large gatherings. Additionally, **health statistics will still be closely monitored**. The custodial cleaning protocols will still look much like phase three in terms of extra cleaning occurring in each building.

*As of August 9, 2021, this is the current phase. We anticipate starting the 2021-2022 school year in Phase Two.

PHASE THREE

IN-PERSON/REGULAR SCHOOL CALENDAR WITH COVID-19 CLEANING AND PHYSICAL DISTANCING PROTOCOLS

The district will implement the following preventative protocols in Phase Three for all students:

- *Face coverings/masks: There is a Federal Mandate to wear masks on all public/school transportation. We will be following the Federal Mandate, and masks will be provided.*
- *Desks and students spaced apart (6 feet when possible) facing the same direction.*
- *Classroom doors open when possible.*
- *One-way traffic in hallways and stairways as much as possible.*
- *Hand sanitizer in classrooms and on buses.*
- *No outside visitors are allowed, including volunteers, except for essential business.*
- *Limit sharing of school supplies.*
- *Lunch and recess with assigned cohorts for K-8 students.*
- *Lockers will be available to students.*
- *Water bottles are recommended for every student.*
- *No dressing out for PE.*
- *No field trips or large assemblies will be taken during this time.*
- *Open Houses and parent-teacher conferences will be held virtually.*
- *The district may transition to 100% virtual as the COVID situation evolves.*

The district's number one priority will be to protect the health and safety of all stakeholders. We will implement the following preventive protocols:

- Face coverings/masks will be optional but strongly encouraged for students and staff at high risk or working closely with others. However, this guidance can change based on recommendations from the Washington County Health Department/CDC.
- Kingston K-14 School District staff will be required to self-screen and report daily for symptoms of and **exposure to COVID-19**.

We ask that parents screen students for COVID-19 symptoms at home before getting on the bus or coming to school. Please ask the following screening questions listed below:

Daily Screening Questions

All students and staff **are required** to self-assess their daily health situations to determine if they are at risk of exposing others to COVID-19. ***If a student or staff member answers YES to any of the questions listed below or if they have a temperature of 100.4 or higher, they should NOT come to school that day.***

Students and staff **MUST** be able to answer **NO** to each of the following questions.

1. *Do you have a temperature higher than 100.4?*
2. *Do you have a household member who has been, or have you been in close contact with someone who has been diagnosed with COVID-19 in the past two weeks?*
3. *Do you have symptoms of lower respiratory illness such as a new or worsening cough, shortness of breath, or difficulty breathing?*
4. *Have you experienced any chills or repeated shaking with chills?*
5. *Have you experienced any muscle pain or headache (different than normal exercise-induced pain or your seasonal allergies or other diagnosed condition)?*
6. *Have you experienced any sore throat (different from your seasonal allergies or other diagnosed condition)?*
7. *Have you experienced any recent loss of taste or smell?*
8. *Have you experienced any recent diarrhea or vomiting?*

Students will also be screened periodically by staff or nurses as needed. If a student exhibits any symptoms, the following protocols will be followed:

- Health isolation rooms will be designated at each nurse's office.
- Any student displaying symptoms will be required to wear a mask and placed in the isolation room until someone can arrive to take them home.
- Symptomatic staff will be required to wear a mask and promptly depart campus.

Range of Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms, and we will continue to update this list as we learn more about COVID-19.

For updated information, please visit the CDC site at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

PHASE THREE PROTOCOLS

COVID-19 HEALTH OFFICE PROTOCOLS

The safety of our students and staff is our number one priority. In our efforts to make this happen, parents must carefully read the following guidelines about our **NEW** protocols and procedures when a student is sent to the nurse's office. The CDC and the Department of Health and Senior Services (DHSS) have put the guidelines in place.

Students will also be screened periodically by staff/nurses as needed. If a student exhibits any symptoms, the following protocols will be followed:

- Health isolation rooms will be designated at each nurse's office.
- Any student displaying symptoms will be required to wear a mask and placed in the isolation room until someone can arrive to take them home.
- Symptomatic staff will be required to wear a mask and promptly depart campus.

Nurses' offices will maintain an adequate supply of personal protective gear (masks, gloves, disinfectants, and thermometers) to evaluate for the disease and reduce the spread of the disease.

Nurse's Offices:

- Nurses' doors will have a stop sign posted directing individuals to knock before entering.
- Ill students and staff members will be isolated from others, but they will be seated 6ft away from others when that is not possible.
- Limit the number of students in offices at one time to help with social distancing per room capacity.
- Students will be called to the nurse's office to take their daily medications and PRN medications. The teacher will call the nurse's office before sending a student.
- Prioritize the students with possible symptoms and place them in the isolation area.
- Log every student in and out of the nurse's office for contact tracing purposes.
- Daily surveillance reports will be submitted to the local health department for students and staff.
- Hang signs throughout the building to remind students and staff about proper handwashing etiquette, covering coughs, proper face-covering procedures, etc.
- Teach all students and staff the proper way to wash hands and the correct use of hand sanitizer.
- Sanitize the nurse's office and isolation area periodically throughout the day and after each student that has been ill in the office.
- Provide a mask to a student or staff member if present with illness while waiting to send them home.
- Find out as much information about the student, such as if they were ill before school, did they take any fever-reducing medications, or been around anyone sick, etc.
- Students will not be allowed to ride the bus until the nurse has cleared them.
- Educate parents and(or) guardians about the signs, symptoms, and procedures for returning to school after a suspected case of COVID-19:
 - Have you had contact with someone who has been diagnosed with COVID-19 in the past two weeks?
 - Do you have symptoms of respiratory illness such as a new or worsening cough, shortness of breath, or difficulty breathing?
 - Have you experienced any chills or repeated shaking with chills?
 - Have you experienced any muscle pain or headache different from normal, seasonal allergies, or other diagnosed conditions?
 - Have you experienced a sore throat that is different from your seasonal allergies or other diagnosed condition?
 - Have you experienced any recent loss of taste or smell?
 - Have you experienced any recent diarrhea or vomiting?
 - If a student has a positive finding on any of the above daily screening questions or a fever of over 100.4, they cannot attend school.

Returning to school after Exclusion:

- **Untested.** Persons who have **NOT** received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - They have NOT had a fever for at least 24 hours (1 full day of NO fever without the use of medicine that reduces fevers.)
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved.)
 - At least **ten** calendar days have passed since your symptoms first appeared.

- **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if all three of the following conditions are met:
 - They no longer have a fever (without the use of medicine that reduces fevers.)
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved.)
 - They have received two negative tests in a row, at least 24 hours apart.

- **Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID-19 may return:
 - When they have gone **ten** calendar days without symptoms and have been released by a healthcare provider.
 - Students may also return with approval by the student’s health care provider documented in writing.

Siblings or Other Students in the Household

- If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, their siblings or other students living in the same household will be questioned. If they exhibit symptoms, they will also be excluded from school. If they do not show symptoms, they may still be excluded from school and asked to self-quarantine.

Self-Quarantine

- If a student or employee has recently had **close contact** with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a “hot spot” by the CDC, they may be excluded from the school building and recommend that they self-quarantine for 14 calendar days.

Identify and plan for vulnerable students:

- The nurse will identify high-risk students, and a plan will be implemented, if necessary, for those students in conjunction with district administration, parents, and students.

Visitors/Parents:

- Parents or visitors dropping off anything for the nurse's offices will have to remain in the foyer, and the office will have one of the building nurses meet them to pick up the item.

Transportation:

- If an ill student does not have a ride home, the resource officer can transport with/without other school personnel, but both should be wearing an N95 mask.
- If an ill student does not have a ride home, the school bus can take them home, but the school personnel on the bus should be wearing an N95 mask for protection.
- Any school personnel taking a student home should be logged for contact tracing purposes.
- Buses will be disinfected before and after the ill student is transported.
- N95 masks must have a fit test per person for accurate sizing.

Parents:

- If a parent calls in and states that their child has tested positive for COVID-19, we will instruct them to keep the child at home, and the building nurse will contact the local health department and our administration for further guidance.

Staff Illness:

- Staff will call their Building Administrator, Facilities Director (Custodial and Transportation Staff), or Food Service Manager. If there are COVID-19 related symptoms, a surveillance questionnaire will be completed for contact tracing.
- The Administrator will report to the School Nurse staff who reports possible COVID-19 symptoms immediately. Staff illnesses will be included in the daily surveillance report to the Health Department.
- If an employee becomes ill at work or begins to exhibit symptoms of COVID-19, they may be asked to leave work. Employees returning to work may be asked to submit a healthcare provider report before returning to work.
- If you have **directly been exposed** to the virus from contact with a confirmed positive COVID-19 outside of the school district contact:
 - Your healthcare provider
 - The School District Building Administrator
 - Your healthcare provider will work in collaboration with the Health Department to determine the next steps.

Daily Home Screening for Students

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev1.pdf>

TRANSPORTATION PROTOCOLS

Our goal is to make sure students are transported safely to school. Please read the following information carefully.

- We encourage parents to transport their child(ren) to and from school to minimize the number of students on school transportation (buses).
- Families will only be allowed to select one permanent pick-up/drop-off address (these can be different).
- Any permanent change to a student's bus route is to be done at least one day in advance, and in writing, to your child's school.
- Temporary bus changes will not be allowed, and bus notes will not be issued.
- All transportation district personnel will be trained on proper cleaning and sanitizing procedures before the start of school.
- Buses will be disinfected after each bus run.
- All students riding the bus will be encouraged to wear a mask at all times. Please contact the transportation department if your child needs a mask to wear while on the bus.
- All students riding the bus will have assigned seating. Siblings will be asked to sit together on the bus.
- If a student currently has transportation written into their IEP plan, the IEP team will make the most appropriate decision for those students.
- If a student is sent home sick, a parent must bring them to school to see our school nurse before being allowed back on the bus to return to school.

CAFETERIA PROTOCOLS

The district is taking extra precautions at this time to keep students safe. We will follow the recommendations by the Health Department and CDC for cafeteria safety protocols.

- Please see individual building plans for breakfast and lunch procedures.
- Lunch schedules will be developed to limit the mixing of groups.
- Arrows will be in place for one-way lines to form 6ft markings for waiting in line.
- The cashier will type in students' lunch numbers to eliminate the use of the keypad.
- Food on stations will be pre-portioned and pre-wrapped. Students will be required to use hand sanitizer before getting milk. Cutlery will be individually packaged, and food service employees will distribute all other food and condiments.

- The share table/crate will not be available for students to share unopened food due to the risk of exposure.
- No external food deliveries or lunch visitors for students will be allowed.
- Hand washing and sanitizer will be used before meals.
- Food allergy accommodations will still be in place.
- Students will sit with an assigned cohort group with space between tables.
- Students will enter and exit by specific routes.
- Lunch shifts will be extended to allow time for sanitizing all tables between lunch shifts.
- Cleaning procedures will take place between lunch shifts.
- Signs promoting handwashing, social distancing, protocols for coughing, hygiene, and face cloth recommendations will be posted.

CLASSROOM PROTOCOLS

The Kingston K-14 School District will be implementing the following procedures to maximize the safety of all students. Please keep in mind that our intent for all students is to keep them in a stable group as much as possible while at school. The following information is a list of general protocols that the district will implement. Each building has a plan with more information.

- Face coverings/masks will be optional but encouraged for students and staff at high risk or working closely with others. However, this guidance can change based on recommendations from the Washington County Health Department/CDC.
- To the extent possible, students will remain in their cohort/cluster/families.
 - Students in grades 5-12 will still switch classes each hour.
 - The elementary students will remain in their homeroom throughout the day except for scheduled events such as activity time, recess, or bathroom breaks.
- All classrooms will be set up to encourage social distancing, and assigned seating will be implemented. All desks will be facing forward in the same direction, so students do not sit face-to-face.
- Signs promoting handwashing, social distancing, protocols for coughing, hygiene, and face cloth recommendations will be posted.
- Teachers and administrators will work together to strive for space between each person as space allows. Flexible seating will be removed (when appropriate), including couches and bean bag chairs. All unnecessary furniture (tables, chairs, lighting, and shelving) will be removed as the classroom teacher and building administrator determine.
- In classrooms where tables are used for seating, students will be seated on one side only or dividers will be used to separate student space.
- Classroom teachers will educate students on proper hand hygiene along with different viruses and signs of illness (age-appropriate). There will be time built into the daily schedule for routine hand washing by both students and teachers.

- All buildings will have sanitizing stations for students to use. These will be positioned throughout the building. Students will be required to use hand sanitizer before and after moving from one location to another.
- There should be limited sharing of school supplies.
 - Teachers will eliminate community/shared supplies on tables/desks.
 - In classrooms where sharing must occur, students will have the opportunity to wash/sanitize their hands when entering and leaving the room.
 - It is understood that many teachers have a supply of pencils available for students. Those supplies will be individually sanitized before being placed for students to use (a clean pencil container/dirty pencil container).
- Teachers/custodians will wipe desks down between classes and at the end of each day.
- Keyboards will be sanitized and wiped down between classes.
- Music and choir classes will be arranged to allow for maximum social distancing. The room will be disinfected with spray before the beginning of each class period. Students will be placed, so not face-to-face at any time. Instruments that are shared will be wiped down between each use. At no time will mouthpieces be shared.
- Physical Education classes will be held outside as much as possible. All equipment will be disinfected between classes.

LIBRARY PROTOCOLS

- Buildings will ensure workspaces allow for social distancing.
- Sanitizing materials will be provided at workstations and the desk.
- Each library will establish a book return area and hold books for 72 hours before being disinfected and shelved.
- Checkout will be done using social distancing protocols with markings on the floor in the checkout area.
- Couches and other comfortable seating areas will not be used.
- One way traffic markings through bookshelves will be used to promote social distancing.
- Entrances and exits will be marked to assist in traffic flow and social distancing.
- Signs promoting handwashing, social distancing, protocols for coughing, hygiene, and face cloth recommendations will be posted.

STUDENT TECHNOLOGY PROTOCOLS

Students will leave chromebooks at school unless directed to take them home. In the event of extended closure, work will be preloaded onto the jump drives, and students will be allowed to take the jump drives and Chromebooks home to participate in remote education.

- The district will develop and offer training for parents to familiarize themselves with classroom learning platforms/applications.
- The district has a Help Desk that individuals can call.

RESTROOM PROTOCOLS

- Restroom breaks will be scheduled throughout the day to avoid overcrowding.
- Each restroom will display a maximum capacity sign.
- Signs promoting handwashing, social distancing, protocols for coughing, hygiene, and face cloth recommendations will be posted.
- Students will be required to use hand sanitizer before and after moving from one location to another.

HALLWAY PROTOCOLS

- Movement through the hallways will be one-way, to the extent possible. Physical distancing markers and cues will be placed throughout the building, which will remind and prompt students to remain six feet apart in areas where they are not stationary. Appropriate social distancing when lining up or walking down the halls will be taught and monitored by all staff members.
- Water fountains will be closed for student use until further notice. Multiple water bottle filling stations have been installed in all buildings. Students are encouraged to bring bottled water or a refillable bottle to school. **ALL WATER BOTTLES MUST BE CLEAR.** Please discuss the importance of not sharing water bottles with others.
- Signs promoting handwashing, social distancing, protocols for coughing, hygiene, and face cloth recommendations will be posted.

RECESS PROTOCOLS

We understand the importance of recess time for students. In accordance with the Department of Health and Senior Services and the Department of Elementary and Secondary Education, “multiple cohorts could have recess at the same time, as long as they are playing in separate

areas of the playground.” Therefore, classroom cohort play is encouraged using social distancing protocols.

- Classrooms will visit the playground on a schedule that limits interaction between different classrooms. Consequently, recess times will be spread out throughout the day. There will be protocols put into place during outside time.
- Students will sanitize or wash their hands immediately upon reentering the building.
- Line-up areas will be marked to encourage social distancing.

GYM and COMMON AREAS

- Entrances and exits will be marked to assist in traffic flow and social distancing.
- Hand sanitizer will be available for student use.
- Markings for individual exercise areas will be used as needed to promote social distancing.
- Procedures for disinfection of equipment will be in place, along with a cleaning schedule.
- Signs promoting handwashing, social distancing, coughing, hygiene, and face cloth coverings will be posted.

BUILDING OFFICES

- Each office will have a visitor window to communicate with visitors to limit visitors to the interior office.
- Health screening documentation will be collected if required for reentry.
- Hand sanitizer will be available for use.
- Tape or a visual on the floor will be used to limit one person/family at a time at the desk/window along with tape or a visible marking on the floor in 6 ft increments to form a line.
- **When possible and appropriate, building offices will remove furniture to ensure social distance seating inside the office and discourage loitering.**
- Two buckets for pens/pencils will be used, one for disinfected pens and one for dirty pens.
- Signs promoting handwashing, social distancing, coughing, hygiene, and face cloth coverings, will be posted.

ATHLETIC/EXTRACURRICULAR EVENT PROTOCOLS

- Face coverings/masks will be optional but encouraged for spectators attending events on campus. However, this guidance can change based on recommendations from the Washington County Health Department/CDC.
- Because complete social distancing is not possible during athletic practices and extracurricular events, if we move into Phase Three, all parents who have a child participating will be required to sign a participation waiver for the 2021-2022 school year before a child can participate. The waivers will be attached to the child's physical form, and copies kept in the Athletic Director's office.
- Athletes/extracurriculars must pass a daily wellness check before entering the practice venue.
- Gatherings (huddles, gating, etc.) will be spaced out to allow for 6 feet social distancing.
- Coaches will use PPE equipment to hand out gear to student-athletes.
- Students will provide and use their own water source marked with their name, and it should not be shared with others. Shared drinking sources (water fountains) will not be used.
- Face coverings are encouraged when social distancing is not possible.
- Athletes should refrain from pre-practice gatherings of players or celebratory contact (hugs, handshakes, high fives, fist bumps, etc.).
- Athletes should arrive as close as possible to when the activity begins and leave as soon as the activity ends.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment will be cleaned before use by the next individual or group.
- Athletes should avoid touching gates, fences, benches, etc., when possible.
- Athletes should notify their coach of any signs of symptoms of COVID-19 if detected during practice. The athlete will be isolated until they can be sent home, and the family should contact their healthcare provider.
- Spectators will not be allowed at practices.
- Regular hand sanitizing and the wiping down of equipment will take place regularly.
- All shared equipment will be disinfected before use.
- Athletes are encouraged to stay home when ill.
- Keep in mind that spectator capacity MAY be reduced to the maximum number allowable to seat spectators 6 feet apart.
 - Attendance at contests and performances will be determined based on the available data closer to the event's start. In the event of limited contest attendance, the district is researching options to live stream contests and performances through different social media platforms.

- Should it become necessary to reduce seating, a limited amount of tickets may be given out to each team. Spectators would need to turn that ticket in when paying at the gate.
- Concession stands will be open following Health Department guidelines.
- All social events and assemblies will be eliminated temporarily. If social distancing guidelines are lifted, this could change.
- Students will be provided with transportation to sporting events, but should a parent wish to transport their child to and from the event, they may during **Phase Three only**. If they transport a child other than their own, they will need to have administrator approval by noon of game day.
- Students may not drive themselves.
- MSHSSA Guidelines
<https://www.mshsaa.org/resources/PDF/2020-2021%20MSHSAA%20Guidelines-Recommendations%20for%20Opening%20Sports%20and%20Activities.pdf>

FACILITIES/CUSTODIAL/MAINTENANCE PROTOCOLS

- All frequently touched surfaces will be disinfected multiple times during the day. These may include door handles, light switches, and any equipment used by multiple students.
- Water fountains will be closed for student use until further notice. Multiple water bottle filling stations have been installed in all buildings.
- Students are encouraged to bring bottled water or a clear, refillable bottle to school. Please discuss the importance of not sharing water at school. Restrooms will be disinfected multiple times during the day.
- Blowers have been turned off and replaced with touchless paper towel dispensers.
- Our custodians will always ensure adequate soap and paper products in the restrooms and classrooms with handwashing stations.
- Hand sanitizer will be available in all classrooms and high-traffic areas.
- Signs will be posted in the classrooms and restrooms with directions on how to wash hands effectively.
- Disinfectant stations will be placed throughout the building. These will include the cafeteria, entrances, office entrances, gym/physical education classes, etc.

STAFF WORKSPACE PROTOCOLS

- Every effort will be made to reduce the number of staff meetings in person unless social distancing can be maintained. Google Meet and Google Classroom will be utilized as much as possible.
- Staff will regularly clean and disinfect workspaces.

- Copy/mail rooms will be following social distancing guidelines and maximum capacity guidelines.
- Staff members will be encouraged to wear a mask while working near students, another staff member, or an essential visitor.
- Signs promoting handwashing, social distancing, coughing, hygiene, and face cloth coverings, will be posted.

PUBLIC/VISITORS

- Under the current circumstances, only essential visitors will be allowed entry into the building for pre-approved appointments.
- Signs for visitor restriction will be posted along with a health screening check poster.
 - Individuals should NOT enter a school building if they answer YES to any of the screening questions.
- Essential visitors will be required to wear a mask.
- Vendors and outside contractors will be required to complete temperature checks, health screening questions and wear a mask when in any building on campus.
- Accurate records of anyone who has been inside a building will be kept at each school and department in case an outbreak occurs to assist with contact tracing efforts. The time visitors enter and exit the building will be recorded.
- Essential visitors will be screened and required to have a temperature check and then sign a log documenting the date, time, locations visited in the building, and reason for the visit.
- Students who are being picked up due to illness will be escorted to the parent's vehicle. Parents will call to inform the office they have arrived, and the student will then be escorted to the car.
- Parents who have to pick up a student early for any reason will call the front office to let them know they have arrived. The student will then be escorted to the car.
- Public use of facilities will not be permitted at this time.
- No outside deliveries to students will be allowed.
- Signs promoting handwashing, social distancing, coughing, hygiene, and face cloth coverings, will be posted.
- Hand sanitizer will be available upon entry.

Early Childhood Programs ECSE Program

- In-person instruction will be available for preschool students.
- If our school is closed, the teachers will send packets and share activities, games, and online practice/websites for parents to do with their children.

- There will be no more than 14 students per class in preschool.
- Necessary cleaning protocols will be implemented.
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Students on IEP's will be provided services as indicated on their plan.

PHASE FOUR
SCHOOL CLOSED FOR AN EXTENDED PERIOD OF TIME
100% ONLINE LEARNING

If the district transitions to Phase Four for any reason, we will be in remote instruction only. All school buildings will be closed for entire school instruction. The district may continue facility use when/if possible in vastly smaller groups.

- Remote instruction will be delivered to all PK-12th grade students.
- This will be different from the virtual learning platform as our classroom teachers will be doing all the instruction.
- Teachers will assign curriculum-related lessons, activities, and assessments via their Google Classroom or remote instruction flash drives or supplement activities as needed. Equitable access to opportunities for all students learning will be made regardless of circumstance.
- Teachers will track the completion of assignments weekly and provide feedback to students.
- Remote instruction and assignments will contain the same content as the regular grade/subject area curriculum.
- Remote learning assignments and assessments will be required and graded as assigned by the teacher.
- The grading scale for remote instruction will follow the same guidelines as in-person instruction.
- Hotspots will be available throughout the community for students who do not have internet access at home to upload assignments or connect to Google Classroom to download assignments.
- Locations of hot spots will be provided upon request and can be found on our school website. If you do NOT have access to the internet or Wi-Fi service, please contact the building office if you would like information on possible access opportunities.
- Training will be provided to all students on how to access all assignments and remote instruction. In addition, tutorials will be posted on our school website for parents to access as needed.
- The district will work with all parents who need additional assistance with remote instruction.

- All students will have access to a district-provided Chromebook to use for remote learning.
- We will still provide meal service during this time. Information on that will be released once we enter Phase Four.

SCHOOL CLOSURE

The decision to move to any Phase of Response could be based on a variety of factors. Possible factors include:

- Student absenteeism
- Staff absenteeism
- Confirmed cases - a confirmed number of cases in such an amount that it becomes a recommendation of the health department or the school district to close to reduce/control the spread
- To protect public health and safety as advised by local, state, or federal officials

Other Mitigation Strategy Policies

1. While mask-wearing is not required, correct mask-wearing is encouraged. Information about correctly wear masks will be provided from the CDC and can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
2. Handwashing etiquette will be taught using the information provided from the CDC found at <https://www.cdc.gov/handwashing/index.html>
3. Vaccinations: we will work with the Washington County Health Department and Great Mines to help provide resources to get vaccinations to those who wish to receive them.
4. Accommodations will be made for all students with disabilities with respect to health and safety policies.

Continuity of Services

Should we have any interruption of in-person instruction again, the district will continue to provide services to all students. We will follow the district's AMI (Alternative Methods of Instruction) Plan.

Periodic Revision

1. This plan will be updated and revised as needed to educate our students safely. We will meet again in December unless it becomes necessary to meet earlier. We will continue to consult with stakeholders to help ensure the plan effectively keeps our kids in school and allows learning to continue.

MENTAL & EMOTIONAL HEALTH

Helping STUDENTS thrive during a public health emergency

What to Expect:

- A daily check-in with each student
- Teach positive coping skills
- Proactive anti-bullying initiative around mask-wearing
- Refer students to the counselor or care team as needed
- Regular and clear parent communication
- Offer virtual parent meetings to allow for 2-way communication
- Resources for students, families, and staff will be published and updated on the district and school website

Helping TEACHERS AND STAFF supporting the wellness needs of our employees

What to expect:

- Masks encouraged for staff and students when distancing is not possible
- PPE available for all staff
- <https://www.anthem.com/blog/your-health-care/telehealth-alternative-to-office-visits/>
- Meetings held virtually as much as possible
- COVID-capacity limits posted in conference rooms and meeting spaces
- Must notify superintendent if traveling to areas with high COVID-19 rates
- Superintendent will work with individuals who require extended medical leave or have underlying health conditions that may put them at higher risk

Our counselors will continue to reach out to community support agencies as needed. The COVID-19 pandemic and other recent events have been traumatizing for many adults and children. It is important to understand the implications of stress and anxiety on children of every age which affect attention spans, decision making, and learning.

The Kingston K-14 School District will continue to instill protective measures that factor in strengthening student mental health and overall function by developing and supporting plans for Social-Emotional Learning. KSD will continue to strengthen partnerships with community agencies designed for students and staff to connect, heal, and cultivate their own SEL competencies and capacity. KSD will create physically and emotionally safe, supportive, and engaging environments that promote all students' social and emotional development.

The pandemic has elevated the role of leaders in creating conditions that help students practice empathy, create social bonds across distance, and adapt to new learning experiences. Because not all students will be identified as at-risk or in need of support through school staff meetings prior to the initial opening of school, universal screeners and other survey tools will be used to determine need.

COMMUNICATION
Providing timely and accurate information

Regular Communication

- Via your student's teacher and school building
- Monitor the District website for updates
- Follow the District on Facebook, Twitter
- Make sure your contact information is up to date in our Student Information System.
- Foster strong relationships with district stakeholders.
- Provide focus and direction for messages/methods in support of the district's goals.
- Enable the district to present itself accurately to audiences.
- Respect the privacy of students, families, and staff members in all district communications.

*Please contact the district office if you need this plan made available in other languages or to stakeholders who employ the oral tradition.

Visitor Screening

To minimize exposure of students and staff to others outside of their small groups, non-essential visitors and parents will not be permitted beyond the secure vestibules at campuses. All essential visitors must enter through the main entrance and answer screening questions.

Visitors are discouraged from entering the school. Meetings with families and teachers should occur virtually whenever possible, however, there will be times we will need to meet in person.

Visitors should sign in and sign out, recording times of entry and exit. Locations visited should be documented. This information will facilitate contact tracing.

Additional Resources attached on August 12, 2021

[COVID MO K-12 School Guidance | Missouri Department of Elementary and Secondary Education](#)