



Southwest School Corporation

2020-2021 Reopening Plan

Last update: June 26, 2020

Southwest School Corporation (SWSC) strives to provide a safe, healthy learning environment for all students as our schools reopen for the 2020-2021 school year. In order to provide a safe, healthy learning environment, changes to the traditional school structure are necessary for all students, families, faculty, staff, and community. After discussion with the Leadership Team, Teachers Association, and School Board along with surveys from parents and staff, SWSC developed this reopening document to guide our reopening, which is based primarily on the Indiana Department of Education's reopening framework entitled, "Indiana's Considerations for Learning and Safe Schools (IN-CLASS)" as well as the reopening framework published by the Georgia Department of Education entitled, "Georgia's Path to Recovery for K-12 Schools". In addition, the Sullivan County Health Department has reviewed the district's plans for the 2020-2021 school year.

SWSC will continue to collaborate, share information, and review plans with the Sullivan County Health Department to help protect the whole school community, including those with special health needs. The SWSC plan is designed to complement other county-wide strategies to minimize disruption to teaching and learning.

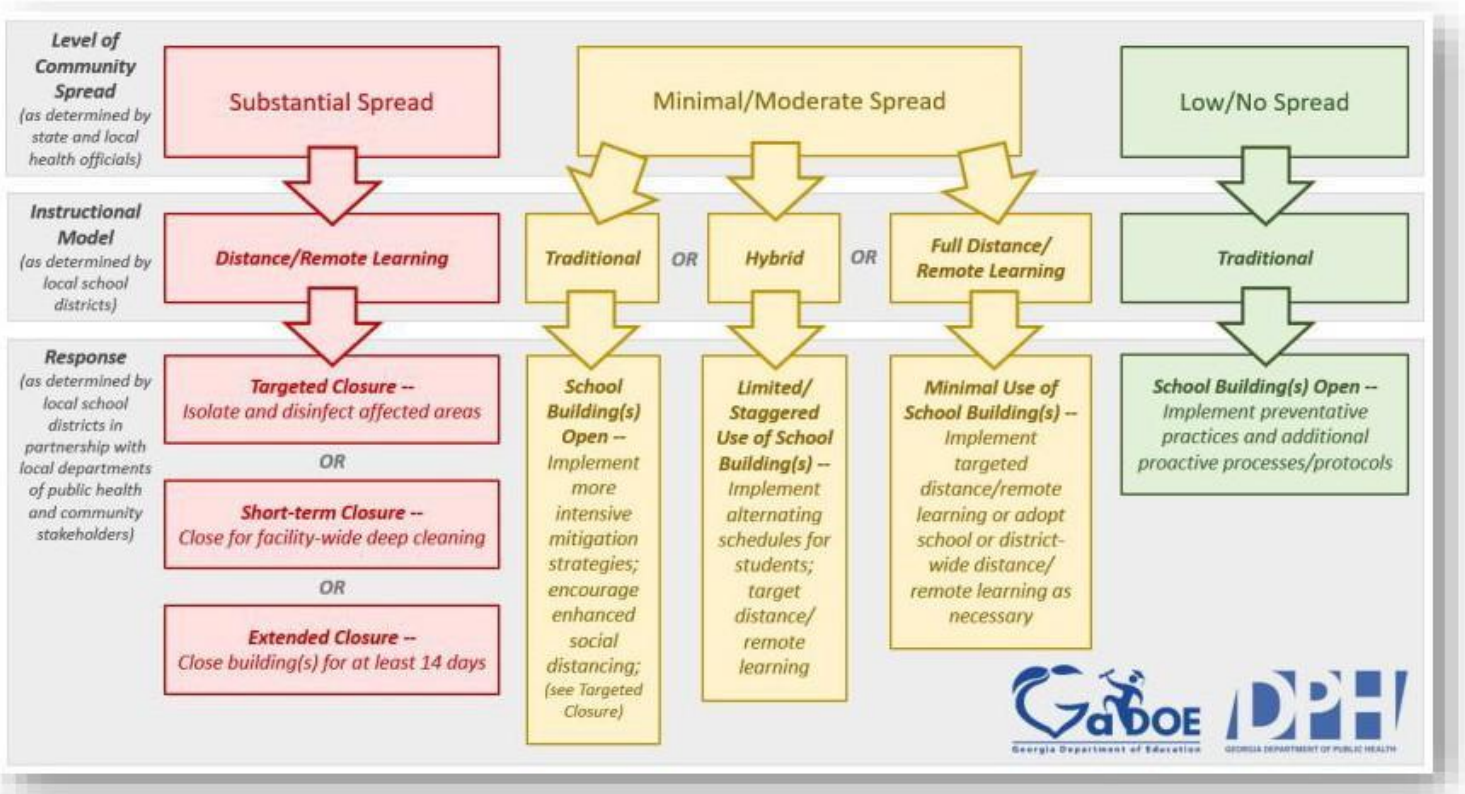
SWSC's reopening document serves to outline the precautionary measures and adjustments to be implemented as students and staff return to school. The following pages are organized into sections related to the various aspects of school operations:

- Page 2 - Framework for Reopening
- Page 2 - Health Protocols
- Page 7 - Student Expectations
- Page 7 - Student Attendance
- Page 7 - Transportation
- Page 9 - Visitors and Volunteers
- Page 9 - Classroom Environment
- Page 9 - Cafeterias, Common Areas, Offices, and Hallways
- Page 10 - Extra-curricular and Co-curricular
- Page 13 - Special Education
- Page 17 - Personnel and Service Vendors
- Page 23 - Mitigation Strategies
- Page 24 – References

Please note: SWSC's reopening document will be continuously updated as necessary.

Framework for Reopening

Upon reviewing the level of community spread throughout SWSC and the surrounding area, Sullivan County aligns within the “Low/No Spread” and “Minimal/Moderate Spread” outlined below.



(Georgia Department of Education, 2020)

SWSC understands the level of community spread may change, but in terms of reopening structures for the start of the 2020-2021 school year, the district will focus efforts aligned with the “Low/No Spread” approach for K-12 schools. If the level of community spread increases, SWSC will seek counsel from the Sullivan County Health Department to determine the most appropriate response, which may include hybrid or fully virtual instructional models. **SWSC does not anticipate modifications to the school calendar for the 2020-2021 school year.**

Health Protocols

It is essential for the school community to work together to prevent the spread of COVID-19 in the school environment and in the community while still providing a quality education program. State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the Sullivan County Health Department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

Symptoms Impacting Consideration for Exclusion from School

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

- A fever of 100.4° F or greater;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat; and
- New loss of taste or smell.

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

Return to School After Exclusion

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

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared and released by your healthcare provider.
- The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic

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

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

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's healthcare provider.

Self-Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure.

All students and employees are required to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 (see Symptoms Impacting Consideration for Exclusion from School listed on page 3) without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

SWSC will provide professional development regarding the recognition of COVID-19 symptoms and screening to improve observational reporting.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent reports that a student is ill, SWSC will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, SWSC will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, SWSC will make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, SWSC may exclude the student or employee from the school building and recommend that the student or non-student self-quarantine for 14 calendar days.

Personal Protective Equipment (Masks)for Non-Students

All non-students are recommended to wear personal protective equipment (masks) where social distancing is not an option. In addition, specific employment groups may be required to wear a mask when performing specific tasks as determined by SWSC. Foodservice personnel will wear PPE preparing and serving meals. SWSC will establish individual health plans for high-risk non-students to ensure additional accommodations are made as necessary.

Personal Protective Equipment (Masks) for Students

All students are recommended to wear personal protective equipment (Masks) in any circumstance where social distancing is not an option. Some students may be required to wear additional personal protective equipment (i.e. health-related, special conditions, etc.). Additional accommodations will be made for students based on their individual health plan.

All students will be provided with (2) masks from the Southwest School Corporation. Students are expected to have a mask in their possession while on school property. Disposal masks will also be available if needed.

Clinical Space COVID-19 Symptomatic

SWSC will create a room separate from the nurse's clinic where students or non-students, who are exhibiting COVID-19 symptoms, are evaluated or waiting for pick-up. All students and non-students will be required to wear a mask while in this clinical area. School nurses and trained unlicensed assistive personnel will use Standard and Transmission-Based Precautions when caring for sick students and non-students. Only SWSC staff assigned to the room may enter except for emergency situations.

Each school building will maintain a record of all persons who entered the room and the room will be disinfected following each use. Students who are ill will be walked out of the building to their parents.

If a student or non-student has a fever, for any reason, students and non-students are to be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school.

Additionally, all students and non-students with symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions.

Clinic Space Non-COVID-19 Related

Students who do not display symptoms of COVID-19 will be seen and treated in the nurse's clinic. These would include medications, injuries, illness assessment, and students with special healthcare needs and treatment plans.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, SWSC will contact the Sullivan County Health Department immediately and notify the Indiana Department of Education. Unless extenuating circumstances exist, SWSC will work with the Sullivan County Health Department to assess factors such as the likelihood of exposure to students and non-students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the Sullivan County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions.

The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the Sullivan County Health Department.

If a closure is determined necessary, SWSC will consult with the Sullivan County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

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

Immunizations

Immunization requirements will remain unchanged. Building nurse staff will continue to coordinate with local and state health officials, as needed.

Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick students and non-students stay home. Additionally, students and non-students should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. These students or non-students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate personal protective equipment.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. SWSC will continuously reinforce the importance of students and non-students to wash their hands often using soap and water. In situations where soap and water are not readily available, SWSC will provide the use of hand sanitizer that contains at least 60 percent alcohol.

Each school building will reinforce healthy habits regarding handwashing, especially in key situations that include:

- Start of the school day;
- Before eating;
- After using the restroom;
- After blowing the nose, coughing, or sneezing; and
- After using shared equipment.

Water fountains will not be utilized in schools until further notice. SWSC will provide water bottle refill stations for students and non-students access.

Exchange of Resources to and From School

SWSC will continue to make efforts to reduce the amount of materials, supplies, and personal belongings going to and from school. In addition, SWSC will modify situations, when applicable, to reduce student and non-student exposure to high-touch shared resources at school.

Student Expectations

SWSC students are expected to adhere to all existing student handbook policies and procedures. In addition, students are to follow social distancing guidelines whenever possible.

In the event of a quarantine period or school closure, SWSC students are expected to continue the educational process through the combined support of teachers, instructional assistants, and technology. SWSC will utilize eLearning during any quarantine period or school closure. Unlike the end of the 2019-20 school year, student eLearning assignments during 2020-21 will be expected to complete assignments on time for credit and/or grade. Failure to complete assignments could result in loss of credit.

Individual situations that may prevent a student from attending virtual learning sessions will be addressed on a case-by-case basis by building administration.

Student Attendance

A SWSC student absent from school due to COVID-19 related symptoms will be recorded as a student illness/medical absence. If a student is not ill but circumstances require the student to quarantine, the student's attendance will be considered an "excused" absence from school.

Transportation

For many SWSC's students, the school bus is a student's first contact with the school in the morning and the last point of contact in the afternoon. Thus, SWSC understands the importance of establishing protocols regarding student transportation to minimize the spread of COVID-19 and protect both students and non-students. All passengers riding on the school bus are recommended to wear a mask. Social distancing won't be possible on the bus. Bringing your child or carpooling to school is encouraged.

Preparation and Cleaning

In order to provide safe transportation for students, SWSC will:

- Inspect all buses and transport vehicles for cleanliness and safety;
- Disinfect using products recommended by the CDC, local health departments, and/ or risk management professionals;
- SWSC employees are recommended to wear personal protective masks while operating a school bus;

- Clean and disinfect all buses and transportation vehicles at the conclusion of each bus route; and
- Whenever possible, wait 24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tests positive for COVID-19 or exhibited symptoms of COVID-19. If 24 hours is not feasible, SWSC personnel will wait as long as possible.

Modifications

SWSC will provide traditional school bus transportation with key modifications to the transportation system to improve student and non-student safety as well as assist with the Sullivan County Health Department with any contact tracing needs in the event of a positive COVID-19 test.

General Transportation Services

The following lists the changes to SWSC's transportation system:

- All passengers riding on the school bus are recommended to wear a mask;
- Students will be **ASSIGNED** a single school bus seat and/or a zone;
- Bus seat assignments will be designated on a “bus stop basis” meaning students at one bus stop will be grouped together in bus seats, students living in the same household will sit together.
- Students will not be permitted to change bus arrangements;
 - If a parent/guardian needs to change a child’s transportation method on a given day, he/she will only be allowed to change to a car rider or walker. Students are not permitted to switch to a different bus as all seats are assigned ahead of time in an effort to limit student contact as well as enhance contact tracing, if necessary.
- Students will not be permitted to eat or drink on the bus unless medically necessary; and
- **Students will be required to remain in their assigned seats for the duration of the school bus trip.** Failure to comply with seating requirements may result in the loss of school bus privileges for a student.

Modifications for Extra-curricular Transportation Services

The following lists the changes to SWSC's extra-curricular transportation services:

- Encourage custodial-arranged, reimbursable transportation for McKinney-Vento, foster, and special needs students;
- Coaches will assign each athlete to a seat.
- All passengers riding on the school bus are recommended to wear a mask.
- Reinforce social distancing whenever possible.
- Athletes will be encouraged to ride home with their parents after athletic contests with the proper release form.

Modifications for Academic Field Trips

The following lists the changes to SWSC's academic field trips:

- **No academic field trips until further notice.**
- When field trips resume, the number of field trips will be limited;
- Teachers/sponsors will assign each student to a seat.
- All passengers riding on the school bus are recommended to wear a mask.

- Reinforce social distancing whenever possible.

Visitors and Volunteers

Visitors to SWSC will not be permitted beyond the main office of the school building. Volunteers will be limited to only individuals providing substantial educational benefits to the students and school, in general. The building principal will maintain a listing of all approved volunteers. Volunteers are recommended to wear personal protective equipment (masks) whenever social distancing is not an option.

Classroom Environment

Each SWSC school will address modifications to the classroom on a building by building and classroom by classroom basis. Whenever possible, SWSC schools will:

- Increase space between student desks, tables, etc.;
- Face desks in the same direction;
- Use assigned seating arrangements;
- Encourage educational activities that keep students seated in the classroom;
- Limit activities that combine classes or grade levels;
- Limit, when possible, student transitions from room to room;
- Limit sharing of high touch materials (art supplies, equipment, etc.);
- Avoid sharing of electronic devices;
- Increase opportunities for student hygiene activities;
- Encourage the use of outdoor spaces for instruction;
- Schedule restroom breaks to avoid overcrowding.
- Classroom parties or bringing food items to school are suspended until further notice.

Cafeterias, Common Areas, Offices, and Hallways

Each SWSC school will address modifications to cafeterias, common areas, and hallways on a building by building basis.

Cafeteria and Food Service

Whenever possible, SWSC schools will:

- Eliminate self-serve food items;
- Eliminate communal access to napkins and silverware;
- Serve special needs students separately from other students;
- Prohibit food sharing;
- Limit cash transactions;
- Ensure personnel handling cash do not also handle food;
- Schedule hand washing for students and non-students prior to food service times;
- Provide access to hand sanitizer;

- Use floor markings and various signage to indicate appropriate social distancing for student lines;
- Require food service personnel to wear personal protective equipment including masks while preparing and serving food; and
- Installation of sneeze guards in cafeteria serving lines.
- **PARENTS WILL NOT BE PERMITTED TO SIGN STUDENTS FOR LUNCH UNTIL FURTHER NOTICE.**

Common Areas, Offices, and Hallways

Whenever possible, SWSC schools will:

- Use directional signage to indicate walk patterns;
- Schedule restroom breaks to avoid overcrowding;
- Rearrange furniture to avoid clustering of students;
- Use floor markings to indicate appropriate social distancing for student lines;
- Limit students to sections of the playground and a daily rotation;
- Install sneeze guards and directional signage;
- Promote social distancing through ongoing verbal and visual messaging; and
- SWSC facilities will BE closed for use by outside groups until further notice.

Extra-Curricular and Co-Curricular

The restarting of extracurricular and co-curricular activities for SWSC students will be completed through a three-stage process. Each phase will span a designated period of time and subsequent phases provide less restrictive activities as the plan progresses. SWSC's administration and athletic directors have collaborated to develop a restart plan for SWSC extra-curricular and co-curricular activities.

This plan was approved by the Board of Trustees on Wednesday, June 17, 2020.

Highlighted Recommendations

- High School activities may resume on July 6, 2020. We will follow the re-entry considerations in Appendix C of the return to play document provided by the state of Indiana.
- No SHS teams will scrimmage with opponents from other schools. We will not host and or travel. Competition will begin with girls' golf on August 6, 2020, and other sports will start competition on August 13, 2020.
- All youth camps are put on hold until further notice.
- Middle School activities may resume on Monday, August 3, 2020
- All Facilities are closed to outside groups until further notice.

Phase 1: July 6 through July 19

- ALL SUMMER ACTIVITIES ARE VOLUNTARY
- Individual student-athletes are limited to 15 hours per week on campus.

- This includes sport activity days.
 1. Phase 1 - Fall sports are Monday/Wednesday and Winter are Tuesday Thursday
 2. Phase 2 through August 1 - Fall sports add Fridays to their schedules.
- The Sunday Rule will be enforced.
- No sport may have more than two (2) activity days per calendar week. Each sport must register their activity days in the office of the Athletic Director at least ten
 - (10) days in advance. Sport-specific activity days may not occur on consecutive calendar days.
 - Activity days are limited to three (3) hours per day or six (6) hours per calendar week.
 - All State and local guidelines for group limitations must be followed and social distancing is encouraged.
- Students and non-students are recommended to wear appropriate personal protective equipment in any circumstance where social distancing is not an option so long as doing so will not cause a health risk.
 - For sidelines, benches, or other holding areas, consider establishing protocol as a guide for students and coaches. The goal and expectation is no contact.
- Only essential student-athletes, student participants, coaches, medical staff, related supervisors, directors, and security should be in attendance.
- Consideration will be given to vulnerable individuals and SWSC encourages those individuals to seek medical guidance regarding his/her individual level of participation.
- An alternate command structure for coaching staff will be established in case of illness.
- Prior to participation, all first-time student-athletes are required to have an IHSAA pre-participation physical for the upcoming school year.
 - Returning student-athletes are not required to obtain a new IHSAA pre-participation physical, but SWSC strongly recommends student-athletes obtain a new IHSAA pre-participation physical.
 - Student-athletes must provide a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.
- All students and staff will be trained to self-screen for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.
 - Student-athletes who attend sport activities or conditioning sessions are assuring other participants in attendance that they are symptom-free.
- Any person with COVID-19-related symptoms will not be allowed to attend or take part in workouts, rehearsals, or practices and must contact his or her primary care provider or other appropriate healthcare professional following SWSC's Health Protocol listed above.
 - Coaches will track COVID-19 impacted athletes' attendance and report to district/school administration.
- Individuals must wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer will be plentiful and available to individuals as they transfer from place to place.
- Locker rooms will not be utilized.
 - Students must report to their activity in proper gear and immediately return home to shower at the conclusion.
 - Restrooms will remain available for student-athletes and athletic staff; however, social distancing is encouraged.
- Gathering sizes will be decreased as much as possible to reduce risk.

- Workouts will be conducted in defined, smaller groups of students with the same students always together. Reduce gathering size by half capacity in large areas (weight room, band rooms, wrestling rooms, etc.).
- SWSC will schedule activities in such a way to reduce the number of events, duration, and/or participants present.
- Cleaning schedules will be created and implemented for all facilities and equipment to mitigate any communicable diseases.
- Appropriate clothing/shoes should be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- In the event equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment will be cleaned prior to usage by a group.
- Students are expected to shower at home and wash workout clothing immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- Free weight exercises requiring a spotter cannot be conducted.
 - Safety measures in all forms must be strictly enforced in the weight room.
- For contact sports (football & competitive cheer), no contact is allowed.
- Shared hydration stations (water trough, water fountains, water hose, etc.) will not be utilized except for filling individual, labeled water bottles.
- No formal competition is allowed.

Phase 2: July 20 through August 15

Phase 2 of extra-curricular and co-curricular activities maintains the guidelines and regulations of Phase 1 outlined above except for the modifications listed below:

- Limitations on student-athlete participation hours revert back to traditional IHSAA and SWSC regulations and guidelines.
- The use of locker rooms or meeting rooms is limited to 50 percent capacity.
- The Weight Room remains closed.
- For contact sports (football & competitive cheer), contact is permitted per traditional IHSAA and SWSC regulations and guidelines.
- No formal competition is allowed with the exception of girls golf.

Phase 3: August 16

Phase 3 of extra-curricular and co-curricular activities maintains the guidelines and regulations of Phase 1 and Phase 2 outlined above except for the modifications listed below:

- The use of locker rooms or meeting rooms is limited to 50 percent capacity whenever possible.
- Students and non-students (including officials) are recommended to wear appropriate personal protective equipment in any circumstance where social distancing is not an option so long as doing so will not cause a health risk.
 - For sidelines, benches, or other holding areas, consider establishing protocol as a guide for students and coaches. The goal and expectation is no contact.
- Hospitality rooms for officials will not include shared food service and will allow for social distancing whenever possible.

- Team and group transportation will adhere to guidelines outlined above in SWSC's Transportation section of this document.
- Contact will be limited to only contact necessary to compete as defined by IHSAA
- Modified sportsmanship practices will be observed.
- SWSC will provide appropriate personal protective equipment for personnel laundering uniforms and/or athletic equipment.
- Competition may begin.
- Spectators, media, and vendors may be present, but SWSC recommends all parties implement social distancing whenever possible.
- SWSC and/or SHS Athletic Boosters event concession service personnel must use appropriate personal protective equipment when preparing, handling, and serving concession items.

Special Education

SWSC will continue to communicate individual student plans with families to discuss the delivery method of instruction for students with disabilities. An appropriate platform for delivery of special education-related services will be determined on a case-by-case basis. SWSC will ensure adequate staffing is available to meet the needs of all students with individualized education plans (IEPs) within the district.

Case Conferences

Annual Case Reviews

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

Case Conference Committee Meetings to Review and Revise the IEP

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

Educational needs can be measured by considering:

- Whether the student participated in continuous learning opportunities provided by SWSC during the COVID-19 school building closure;
- Parent observations of the student's learning during the continuous learning opportunities provided by the school or district;
- Teacher observations of the student's learning in the continuous learning opportunities provided by the school or district;
- Whether there were services identified in the student's IEP prior to the school closure that SWSC was unable to provide during the building closure due to restrictions on in-person services;
- Whether the student continued making progress toward meeting his/her IEP goals;

- Whether the student experienced any additional or new social-emotional health issues during building closure and re-entry;
- Whether the student experienced any regression during the period of school building closure.

Future Services/Compensatory Services

The United States Department of Education (USED) has advised, “[A]n IEP Team and, as appropriate to an individual student with a disability, the personnel responsible for ensuring Free and Public Education (FAPE) to a student for the purposes of Section 504, would be required to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements.” QA-1 Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak (USED March 12, 2020).

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

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

Transition IEPs

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

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

CCC Meeting Method Options

CCC meetings may be conducted virtually while school buildings are closed. As school buildings reopen, SWSC will continue to conduct CCC meetings through virtual means to align with the district’s pursuit of limiting visitors during the course of the school day unless unique circumstances require an in-person CCC meeting.

EdPlan Connect

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

- Access student records online and in their native language;

- Sign documents electronically and save time;
- View historical documents in the student’s record; and
- Stay up to date with student progress.

Evaluations

Requirements for evaluations remain unchanged. Evaluations may be conducted virtually if the school psychologist has been appropriately trained in conducting virtual assessments and has access to digital assessments.

Homebound Services

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

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

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

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

Use of Homebound due to Infection in Student’s Family

SWSC will follow the same homebound protocol identified above to ensure the provision of FAPE. School personnel will follow appropriate health guidelines to assess and reduce the risk of transmission in the provision of such homebound services.

Use of Homebound Not Related to COVID-19

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

Homebound Timelines

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

Special Transportation

IEPs must indicate the need for special transportation services. SWSC will develop a transportation plan that meets social distancing recommendations for individual students (including pick-up, in-transit, and drop off).

Therapy

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

1. Student-specific medical and special transportation needs for transitioning back into school settings such as classrooms, playgrounds, and day programs for therapy services;
2. Unique operating conditions, including:
 - a. Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions;
 - b. Spaced seating to facilitate physical distancing, limited sharing of equipment/learning aids, and possible shifts to non-traditional class settings to improve ventilation;
 - c. Instruction about and observance of frequent handwashing and face-covering recommendations;
 - d. Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings;
 - e. Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures; and
3. Individual students' skills regression or lack of progress and communication with parents/families about IEP therapy service changes or additions to address regression; and
4. Anticipated backlogs in evaluations and possible need to prioritize new referrals before re-evaluations.
5. Adequate staffing to meet all students' therapy needs, including:

- a. Age and underlying medical conditions that may preclude qualified personnel from delivering services in the physical proximity of students and other staff;
 - b. Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies; and
 - c. Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.
6. The district requirement to provide equitable services to parentally-placed students with disabilities attending reopened non-public school buildings within the district boundaries.

Personnel and Service Vendors

Educational Personnel

Teachers, Instructional Assistants, Student-Teachers, and Substitute Teachers

Safety Procedures and Protocols

All SWSC teachers, instructional assistants, student-teachers, and substitute teachers will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Facilitate the cleaning of student desks, tables, and other high-touch areas prior to the new student groups entering the classroom;
- Provide access to hand sanitizer;
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols outlined within this document;
- Adhere to all SWSC existing policies and procedures.

Professional Development

All SWSC teachers, instructional assistants, student-teachers, (responsibility of supervising teacher) and substitute teachers will complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to working with students in the school building.

SWSC, in coordination with the IDOE, Sullivan County Health Department, and other expert resources, will provide training to ensure all SWSC teachers, instructional assistants, student-teachers, and substitute teachers are properly trained.

Special Education Teachers and Special Education Instructional Assistants

Safety Procedures and Protocols

All SWSC special education teachers and special education instructional assistants will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Facilitate the cleaning of student desks, tables, and other high-touch areas prior to the new student groups entering the classroom;
- Provide access to hand sanitizer;
- Wear appropriate personal protective equipment (including mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. assisting students with daily functions such as toileting, dressing, grooming, eating, etc.);
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and
- Adhere to all SWSC existing policies and procedures.

Professional Development

All SWSC special education teachers and special education instructional assistants will complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to working with students in the school building.

SWSC, in coordination with the IDOE, Sullivan County Health Department, and other expert resources, will provide training to ensure all SWSC special education teachers and special education instructional assistants are properly trained.

In addition, all special education teachers and special education instructional assistants will complete professional development training as outlined by Greene-Sullivan Special Services.

Administration, Guidance Staff, Technology Staff, and Office Personnel

Safety Procedures and Protocols

All SWSC administration, guidance staff, and office personnel will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Provide access to hand sanitizer;
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and

- Adhere to all SWSC existing policies and procedures.

Professional Development

All SWSC administration, guidance staff, and office personnel will complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to working with students in the school building.

SWSC, in coordination with the IDOE, Sullivan County Health Department, and other expert resources, will provide training to ensure all SWSC administration, guidance staff, and office personnel are properly trained.

Nurse Personnel

Safety Procedure and Protocols

All SWSC nurse personnel will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Provide access to hand sanitizer;
- School nurses and trained unlicensed assistive personnel will use *Standard and Transmission-Based Precautions* when caring for sick students and non-students.
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and
- Adhere to all SWSC existing policies and procedures.

Professional Development

All SWSC nurse personnel will complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to working with students in the school building.

SWSC, in coordination with the IDOE, Sullivan County Health Department, and other expert resources, will provide training to ensure all SWSC nurse personnel are properly trained.

Operational Personnel and Vendor

Custodial and Maintenance Personnel

Safety Procedures and Protocols

All Sodexo custodial and maintenance personnel will:

- Follow social distancing guidelines whenever possible; masks are recommended when social distancing can't be observed;
- Prioritize the cleaning of high-touch areas throughout the school building;

- Wear appropriate personal protective equipment (including mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. addressing toileting issues, accident clean-up, vomit, etc.);
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and

Professional Development

Sodexo will provide all custodial and maintenance personnel will complete all necessary, ongoing professional development training regarding chemical management and cleaning supplies.

Food Service Personnel

Safety Procedures and Protocols

All Sodexo food service personnel will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Prioritize the cleaning of high-touch areas throughout the school kitchen and cafeteria area;
- Wear appropriate personal protective equipment (including mask) when engaging in food preparation and serving;
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and

Professional Development

Sodexo will provide all food service personnel with all necessary, ongoing professional development training regarding meal preparation and serving.

Transportation Personnel

Safety Procedures and Protocols

All SWSC transportation personnel will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Prioritize the cleaning of high-touch areas school bus;
- Facilitate the cleaning of school bus seats and high-touch areas;
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and
- Adhere to all SWSC existing policies and procedures.

Professional Development

All SWSC transportation personnel will complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to reopening the school building for student access.

SWSC, in coordination with the IDOE, Sullivan County Health Department, and other expert resources, will provide training to ensure all SWSC transportation personnel are properly trained.

In addition, all transportation personnel will complete all necessary, ongoing professional development training regarding school bus transportation services.

School Resource Officer

Safety Procedures and Protocols

All SWSC school resource officers will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and
- Adhere to all SWSC existing policies and procedures.

Professional Development

All SWSC school resource officers will complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to reopening the school building for student access.

SWSC, in coordination with the IDOE, Sullivan County Health Department, and other expert resources, will provide training to ensure all school resource officers are properly trained.

In addition, all school resource officers will complete all necessary, ongoing professional development training regarding school safety and requirements established by the Southwest School Corporation Police Department.

Service Vendors and Outside Service Providers

Safety Procedures and Protocols

All SWSC service vendors and outside service providers will:

- Follow social distancing guidelines whenever possible, masks are recommended when social distancing can't be observed;
- Promote social distancing and healthy hygiene practices;
- Adhere to the SWSC's Health Protocols within this document; and
- Adhere to all SWSC existing policies and procedures.

Professional Development Training

SWSC will provide professional development training to address the following topics related to COVID-19

- SWSC Health Protocols as outlined above including;
 - How COVID-19 spreads
 - Symptoms
 - Risk of exposure
 - Mitigation techniques
 - Who to contact if an individual exhibits symptoms
- How to appropriately wear personal protective equipment;
- How to maintain and dispose of personal protective equipment;
- Hygiene expectations and general day-to-day healthy practices;
- The appropriate methods, tools, and products for cleaning surfaces and other high-touch areas;
- General occupational safety trainings including the location of eyewash stations, AED, first-aid supplies, etc.;
- Universal precautions when handling bodily fluids; and
- Proper handling techniques for higher-risk items (waste bins, trash bags, etc).

Personnel Leave in Regards to COVID-19

SWSC will comply with all local, state, and federal legislation in regards to COVID-19 related personnel leave. Specifically, SWSC will comply with regulation stipulated in the Family First Coronavirus Response Act (FFCRA) and the Americans with Disabilities Act (ADA). The following information aims to clarify personnel leave situations related to COVID-19:

Quarantine Leave

SWSC personnel are not entitled to self-quarantine merely because they are in a high-risk category, or live with someone in a high-risk category, and are thus more fearful that he or she may contract COVID-19. However, if an employee is disabled under the ADA, an employer may need to discuss and possibly offer the employee a reasonable accommodation.

By way of background, the FFCRA establishes, among other things, paid sick leave (under a new law known as the Paid Sick Leave Act "PSLA") and temporarily expands the existing federal Family and Medical Leave Act of

1993 (the "FMLA"). Under the PSLA, employers must provide paid sick time to the extent that an employee is unable to work (or telework) because the employee:

1. Is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine due to COVID-19 concerns.
3. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. Is caring for an individual subject to a quarantine or isolation order, or who has been advised to self-quarantine.
5. Is caring for a child whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
6. Is experiencing any other substantially similar condition specified by Health and Human Services ("HHS") in consultation with the Department of Treasury and Department of Labor.

The applicable DOL and IRS regulations require employees to provide particular information to support their leave request. Specifically, SWSC personnel must provide:

- The name of your employee requesting leave;
- The date(s) for which leave is requested;
- The reason for leave; and
- A statement from the employee that he or she is unable to work or telework because of the reason.

Also according to the Department of Labor, in order to self-quarantine, or to care for an individual subject to a quarantine, the employee must also provide the name of the healthcare provider who recommended the quarantine. Without a medical recommendation from a healthcare provider, the employee is not entitled to leave under the PSLA.

Leave Request Process

SWSC will utilize specific forms for personnel leave requests under the PSLA and the Emergency FMLA.

SWSC will continue to engage in an interactive process to determine if there are reasonable accommodations that might help a disabled employee to continue working. However, specifically in regards to COVID-19, the EEOC also recently stated:

There may be reasonable accommodations that could offer protection to an individual whose disability puts him at greater risk from COVID-19 and who therefore requests such actions to eliminate possible exposure. Even with the constraints imposed by a pandemic, some accommodations may meet an employee's needs on a temporary basis without causing undue hardship on the employer.

Low-cost solutions achieved with materials already on hand or easily obtained may be effective. If not already implemented for all employees, accommodations for those who request reduced contact with others due to a disability may include changes to the work environment such as designating one-way aisles; using plexiglass, tables, or other barriers to ensure minimum distances between customers and coworkers whenever feasible per CDC guidance or other accommodations that reduce chances of exposure.

Flexibility by employers and employees is important in determining if some accommodation is possible in the circumstances. Temporary job restructuring of marginal job duties, temporary transfers to a different position, or modifying a work schedule or shift assignment may also permit an individual with

a disability to perform safely the essential functions of the job while reducing exposure to others in the workplace or while commuting.

According to the EEOC, an employer and employee can discuss:

1. What is the employee's disability;
2. What about the employee's disability necessitates an accommodation;
3. How the employee's requested accommodation will effectively address his limitation;
4. Whether another form of accommodation could effectively address the issue; and
5. How a proposed accommodation will enable the employee to continue performing the "essential functions" of the job (that is, the fundamental job duties.)

Therefore, employees that self-quarantine without the advice of a health care provider are not protected under the FFCRA. However, under the ADA requirements, SWSC will engage with the employee to determine what their specific concerns are and whether a reasonable accommodation exists.

Mitigation Strategies

SWSC continues to work closely with the Sullivan County Health Department to help prevent the spread of COVID-19 among students, staff, and teachers. School officials maintain direct lines of communication with the Sullivan County Health Department to ensure consultation and expertise are readily available.

Although evidence shows that most children infected with COVID-19 have mild symptoms, some children will develop serious illness, especially those children at risk because of underlying health issues. SWSC encourages all families to discuss with their child's health care provider to determine whether continued remote learning is an appropriate option until adequate immunization can occur. Also, SWSC personnel who are 65 years and older or who have underlying health conditions are encouraged to consult with a health care provider.

SWSC continues to prepare to respond to COVID-19 cases when they occur in our school buildings. A mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-19 in their school is in place as part of the district's Health Protocol. Any student, teacher, administrator, or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website www.coronavirus.in.gov has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic.

In the event of a documented positive case, the Sullivan County Health Department or the Indiana State Department of Health will engage with SWSC administration to assess school closings and recommend further testing, cleaning etc.

Recommendations about prolonged closure will depend on the level of cohorting the school has been adhering to, the community level of disease, and the current burden of infection impacting hospital systems.

References

This document was created through a combination of original resources created by Indiana state agencies and plan outlines created by other states. Additionally, development relied heavily on materials developed from the following documents:

Centers for Disease Control and Prevention. Coronavirus, 2019, Interim Guidance for Child Care Programs.

Centers for Disease Control and Prevention, (2019). Coronavirus 2019, COVID-19. How to protect yourself. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Centers for Disease Control and Prevention (2020). Guidance for Administrators of US K-12 Schools and Child Care Programs.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Centers for Disease Control and Prevention, (2020). Coronavirus 2019, COVID-19. Cleaning and Disinfecting Your Facility. Everyday Steps, Steps When Someone is Sick, and Considerations for Employers.

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

Environmental Protection Agency, (2020). Pesticide Registration. List N: Disinfectants for Use Against SARS-CoV-2.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Georgia Department of Education, (2020). Georgia's Path to Recovery for K-12 Schools. Considerations and Recommendations for Georgia's Schools. https://www.scribd.com/document/464344036/georgias-k-12-recovery-plan?secret_password=300B9Q3QROc5h86dftiW#download&from_embed

National Institutes of Health, (2020). New Coronavirus is Stable for Hours on Surfaces, SARS-CoV-2 stability similar to the original SARS virus. <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

North Carolina Department of Health and Human Services. Interim Coronavirus Disease 2019 (COVID-19) Guidance for Child Care Settings. Updated April 13, 2020.

San Diego County Office of Education. COVID-19 Planning Assumptions.

Van Vleck Independent School District. COVID-19 Return to School Plan. Completed April 1, 2020.

Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1. New England Journal of Medicine, DOI: 10.1056/NEJMc2004973

World Health Organization, (2020). Q & A on Coronaviruses, (COVID-19). <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

