

HOGAN

PREP ACADEMY



2020-2021

REOPENING PLAN

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Introduction

As Hogan Prep Academy prepares to start the 20-21 school year in very unique times, we embrace our responsibility to our students, families, staff and community. We understand we must create the safest possible situation for our students and staff. We must do our part to reduce community transmission and we must give our students an effective educational experience. Over the past couple of months, a planning team has been studying the information from a variety of sources and collecting input from all stakeholders to come up with a plan that emphasizes safety and maximizes the learning for each student.

Based on the information from various sources and the input of stakeholders it has been determined the safest reopening option for Hogan Prep Academy students and will be a 100% virtual model. We will stay in this educational model for at least the first quarter of the school year. We will continuously analyze transmission levels to determine when it will be safe to start bringing students back to school.

In the meantime, the Hogan staff will be working closely with each student and family to make sure they get access to the needed resources necessary to support their personalized virtual learning experience. The following document outlines the steps Hogan will take to keep all stakeholders safe and facilitate a successful opening of the 20-21 school year.

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Exposure

Children's Mercy Hospital defines exposure as contact within 6 feet for ≥ 15 minutes within the 48 hours prior to the onset of symptoms in a person with COVID-19 OR a positive COVID-19 test in an asymptomatic person. This definition is based on the Centers for Disease Control and Prevention but may vary based on recommendations by local health departments.

Symptoms of COVID-19

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally experience mild illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms **may** have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain, body aches
- Sore throat
- New loss of taste or smell
- Headaches
- Congestion

This list is not all-inclusive. Other symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

Universal Precautions

Hand Washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Physical Distancing

Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Masks

Cover your mouth and nose with a cloth face cover when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask when they have to go out in public.

Clean and Disinfect

Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants work well.

Academic Experience for Hogan Students

Hogan Preparatory is committed to offering rigorous and engaging academics. Teachers will be working together to identify key priority, instructional outcomes, and assessments to best address the learning needs of our students. As we head into the 2020-2021 school year, teachers will take time to pinpoint gaps in instruction from 4th quarter (2019-2020) when we were all in quarantine. They will use this knowledge to plan for continued instruction that is tailored to each respective learner.

Our virtual option has evolved from 4th quarter (2019-2020). Our K-12 online classes align with our curriculum standards and provide grading and instruction that reflect the rigor and expectations of our in-person instruction. Families can expect students to have consistent interaction with their teachers and classmates throughout the day. Student learning and growth will be supported by their teacher(s) who will provide timely and meaningful feedback on a regular basis. The virtual online program for the 2020 - 2021 school year will not feel similar to the emergency virtual learning students engaged in this spring. Virtual learning this year will focus on new learning defined in our curriculum scope and sequence documents, and continued connections with teachers. Students and families should plan for more rigorous expectations of engagement through instruction, work completion, and project work that mirrors our in-person instruction more closely.

Our in-person school plans must be flexible and include multiple scenarios to allow us to provide every student the learning experience that they need while complying with evolving public health guidance. We will continue our partnership with county and state officials, as well as districts throughout the metro area, as we move forward with a mission of providing education in the safest way possible.

Student Academic Checklist for District and Building Leaders

- Develop an assessment plan (select assessment tools) to determine learning loss and individual student academic needs
- Provide staff time and support to collaboratively plan and realign curriculum to account for lost learning
- Select assessment tools to assess student academic and social-emotional health
- Assess and support vulnerable student populations (ELL, homeless, foster, disabilities)
- Create an individual learning and social emotional plan
- Identify the most vulnerable students and design targeted intervention plans
- Develop a mechanism for family engagement and input for the individual student academic plan
- Assess and support students directly impacted by COVID-19 (e.g., due to family sickness, loss of a loved one, health care or emergency worker)
- Determine and communicate grading policies, promotion and retention criteria
- Review graduation requirements, alternate ways to meet them, and potential credit requirement waivers
- Confirm status of various student assessments including state level, AP and ACT
- Develop and implement a plan for each high school student to ensure on-track graduation
- Collaborate with postsecondary institutions on dual credit courses, career and technical education
- Identify aspects of postsecondary transition with which seniors need assistance; survey on plans
- Evaluate the effectiveness of the online program, assessments, and tools used during the spring closure
- Procure any additional programs, tools or materials necessary to support student learning

Social, Emotional, and Heath Wellbeing

At Hogan Preparatory Academy, we understand that teaching the whole child means there is significant focus on the social and emotional wellbeing of our students. We also understand that our students will have needs that are different than when they left our system at the start of quarantine. Our team of counselors and social workers developed protocols to serve all students in need upon their return to school in a virtual or remote setting. They will act as family support coordinators supporting the instructional process by identifying and eliminating barriers to learning, advocating for the needs of the whole child, and empowering all students to be successful in a virtual learning environment.

This support staff will also work to provide support for teachers regarding typical childhood and student reactions to stress and trauma. They will collaborate with teachers on activities to address student mental health while also collaborating with community agencies on best practices.

We are using a variety of social media and communication modalities to share messages with our students and families about the importance of social-emotional learning during this time. We have reached out and communicated the importance of staying connected with others and maintaining relationships, how to deal with stress and anxiety, and who can help if a student is feeling overwhelmed or unsupported.

Each school will work with the District counselor and social worker to develop plans that best support students upon their return for the 2020-2021 school year. Families can expect increased connections between home and school, seeking input from adults at home that can increase success with transition back to school. We look forward to these partnerships and are thankful for all connections that promote the growth of our students.

It is a priority to create supportive, responsive learning climates that will ensure students and adults can thrive while engaging in a virtual learning experience. Therefore, this reopening plan not only addresses teaching and learning, but also acknowledges the complexities and uncertainty our students, families, and staff currently face and has resources in place to support each of these stakeholders.

Dual Credit Courses

All Dual Credit Classes will take place in accordance with current protocols of the partnering University.

Special Education

Special education teachers and teams will continue to provide specialized instruction and support in accordance with a student's individualized education program (IEP). Students who receive special education services will be contacted by case managers to outline the individualized learning necessary for students to ensure the needs of our diverse learners are addressed. IEP teams will determine the appropriate supports needed and have protocols in place to support delivery of services in virtual ways.

Grading Policy

Grades during the 4th quarter were held harmless due to the unprecedented school closure for the COVID-19 pandemic (2019 - 2020). However, for the 2020 -2021 school year, students will receive the grades earned. Virtual learning this year will focus on new learning as well as the continued connections with teachers. Students and families should plan for more rigorous expectations of engagement through instruction, work completion, and project work that mirrors in-person instruction more closely. Below please find Hogan Prep's Grading Philosophy:

Grading Philosophy & Learning Beliefs

- Learning is our core purpose.
- Effective teaching is the most essential factor in student learning.
- Meaningful and specific feedback moves the learning process forward.
- Students are graded on their achievement of instructional outcomes. Work habits such as class participation and attendance are recorded separately.
- Hogan Prep is committed to ensuring that every student learns and succeeds.
- Report cards serve as a record holder of students' academic progress. They are also a communication tool for families, so they have formal documentation of their child's learning progress. For these reasons, report cards should be in a format that is clear, easy to understand, and universally acceptable.

Behavior Expectations/ Code of Conduct

At Hogan Preparatory Academy our emphasis is on lifting others, learning deeply, and leading in a positive manner. We strive to make our schools a safe place where students care for one another, achieve at high levels, develop skills to manage emotions, and become leaders within their school and community. We have a committed staff who work alongside families to help our children unlock their greatest potential and equip them to graduate with a distinct competitive advantage.

Students will be expected to follow the Hogan Preparatory Academy Code of Conduct whether they are in school or learning remotely online. The Student Code of Conduct is designed to foster student responsibility for the rights of others, promote an atmosphere of academic achievement, and ensure the safe and orderly operation of Hogan Prep. No code can be expected to list each and every offense which may result in the use of disciplinary action. Ultimately, consequences are imposed based on the discretion of the Hogan administration.

Families can help their child have a successful school experience by:

- Organizing a learning space for their children at home that is quiet and conducive for learning
- Establishing a routine and schedule for virtual learning and ensure learning activities and assessments are completed
- Staying in touch with your child's teacher
- Praising students' efforts and successes
- Checking students' devices to ensure their child is ready to learn without technical difficulties. This is especially important if the computer or device is not school issued. Parents should look up their online school's system requirements and download the latest software updates.
- Attend school virtual events
- Explore School Resources
- Talk to your child's teacher early in the school year about what kind of schoolwork and online classroom sessions need to be completed at specific times, and which ones are more adjustable.
- It is important for parents to read the Parent Student Handbook, Code of Conduct, and sign the Parent Compact agreement.

Hogan Rams Athletics

Phase 1 (Training with no contest)

Pre-Workout screening:

- Prior to entry and participation, students and staff need to perform a self-assessment for symptoms associated with COVID-19, as well as potential exposure to COVID-19. Any person who has symptoms of COVID-19, or who may have been exposed to COVID-19, should not report to practice or events.
- All coaches and participants will also be screened for signs/symptoms of COVID-19 prior to participation each day.
- Daily Screening records will be kept on file.
- Any coach or participant reporting positive symptoms or who has a temperature of 100.4 or higher will not be allowed to participate.
- Any person who has symptoms of COVID-19 will be referred to a health care provider or a local COVID-19 screening hotline. If they are negative, they may return to participate 24 hours after fever resolution (without a fever reducer) and symptom improvement.
- Any athlete who has tested positive for COVID-19 must isolate for 14 days, be fever-free for 24 hours without a fever reducer, and show an improvement in symptoms prior to returning to participate.
- Any person who has been exposed to an individual with COVID-19 must provide written clearance by a healthcare provider, documentation of a negative test outcome, or complete a 14 day quarantine (quarantine period begins day after last date of exposure) prior to returning to participate.

Limitations on Gatherings:

- No gathering of more than 50 people at a time outside and no gathering inside.
- No locker room access, participants must report to workouts in proper gear.
- There must be a minimum distance of 6 feet between each individual at all times.

Facilities Cleaning:

- Adequate cleaning of athletic facilities will be implemented to mitigate communicable diseases.
- Participants are encouraged to shower and wash their workout clothing immediately upon returning home after participation.

Physical Activity and Athletic Equipment:

- There will be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.
- Participants must wear their own appropriate workout clothing.

- All athletic equipment, including balls, will be cleaned after each use and prior to the next workout.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment will be cleaned prior to use by the next participant.

Hydration:

- Participants must bring their own water bottle which cannot be shared.

Phase 2 (Training with low and moderate risk contest)

Pre-Workout/Contest Screening:

- Prior to entry and participation, students and staff need to perform a self-assessment for symptoms associated with COVID-19, as well as potential exposure to COVID-19. Any person who has symptoms of COVID-19, or who may have been exposed to COVID-19, should not report to practice or events.
- All coaches and participants will also be screened for signs/symptoms of COVID-19 prior to participation each day.
- Daily Screening records will be kept on file.
- Any coach or participant reporting positive symptoms or who has a temperature of 100.4 or higher will not be allowed to participate.
- Any person who has symptoms of COVID-19 will be referred to a health care provider or a local COVID-19 screening hotline. If they are negative, they may return to participate 24 hours after fever resolution (without a fever reducer) and symptom improvement.
- Any athlete who has tested positive for COVID-19 must isolate for 14 days, be fever-free for 24 hours without a fever reducer, and show an improvement in symptoms prior to returning to participate.
- Any person who has been exposed to an individual with COVID-19 must provide written clearance by a healthcare provider, documentation of a negative test outcome, or complete a 14 day quarantine (quarantine period begins day after last date of exposure) prior to returning to participate.

Limitations on Gatherings:

- Gathering sizes of up to 35 individuals indoors and 75 individuals outdoors for workouts.
- If locker rooms or meeting rooms are used, there must be a minimum distance of 6 feet between each individual at all times unless masks are worn.

Facilities Cleaning:

- Adequate cleaning of athletic facilities will be implemented to mitigate communicable diseases.

- Participants are encouraged to shower and wash their workout clothing immediately upon returning home after participation.

Physical Activity and Athletic Equipment:

- Lower and moderate risk sports competitions may resume (volleyball, cheer, basketball, and track).
- There will be no shared athletic towels, clothing or shoes between participants.
- Participants must wear their own appropriate workout clothing.
- All athletic equipment, including balls, will be cleaned intermittently during practices and contests.
- School issued practice and game gear will be cleaned by coaches directly following its use.

Hydration:

- Participants must bring their own water bottle which cannot be shared.

Contest:

- Essential personnel only (administration, athletes, coaches, officials, event staff, medical staff, and security). This will be regulated by a pass list.
- Officials will use electronic whistles.
- No post-game hand shaking, high fives or fist bumps.
- Masks will be worn by all attending the event except for participants when on the court, field, or track.
- Masks will be worn by all participants during transportation to away events.

Phase 3 (Training with all contests)

Pre- Workout/Contest Screening:

- Prior to entry and participation, students and staff need to perform a self-assessment for symptoms associated with COVID-19, as well as potential exposure to COVID-19. Any person who has symptoms of COVID-19, or who may have been exposed to COVID-19, should not report to practice or events.
- All coaches and participants will also be screened for signs/symptoms of COVID-19 prior to participation each day.
- Daily Screening records will be kept on file.
- Any coach or participant reporting positive symptoms or who has a temperature of 100.4 or higher will not be allowed to participate.
- Any person who has symptoms of COVID-19 will be referred to a health care provider or a local COVID-19 screening hotline. If they are negative, they may return to participate 24 hours after fever resolution (without a

fever reducer) and symptom improvement.

- Any athlete who has tested positive for COVID-19 must isolate for 14 days, be fever-free for 24 hours without a fever reducer, and show an improvement in symptoms prior to returning to participate.
- Any person who has been exposed to an individual with COVID-19 must provide written clearance by a healthcare provider, documentation of a negative test outcome, or complete a 14-day quarantine (quarantine period begins day after last date of exposure) prior to returning to participate.

Limitations on Gatherings:

- Gathering sizes of up to 50 individuals indoors and 100 individuals outdoors for workouts.
- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 3 to 6 feet between each individual. Masks should be worn by all people not participating in the activity.

Facilities Cleaning:

- Adequate cleaning of athletic facilities will be implemented to mitigate communicable diseases.
- Participants are encouraged to shower and wash their workout clothing immediately upon returning to home after participation.

Physical Activity and Athletic Equipment:

- High risk sports competitions may resume (Football and Wrestling).
- There will be no shared athletic towels, clothing or shoes between participants.
- Participants must wear their own appropriate workout clothing.
- All athletic equipment, including balls, should be cleaned intermittently during practices and contests.
- School issued practice and game gear will be cleaned by coaches directly following its use.

Hydration:

- Participants must bring their own water bottle which cannot be shared.
- Hydration stations may be utilized but must be cleaned after every practice/contest.

Contest:

- For the first game on August 29th, athletes will not be allowed passes for spectators. Conditions will be re-evaluated weekly for games after August 29th. At which time, the decision will be made for athletes to receive 2 passes per athlete to attend the game. This will be regulated by a pass list as well as designated identifiable game passes.

- Games will be attended by essential personnel which includes coaching staff and District administrators.
- Officials will use electronic whistles.
- No post-game hand shaking, high fives or fist bumps.
- Masks will be worn by all attending the event except for participants when on the court, field, or track.
- Masks will be worn by all participants during transportation to away events.

Positive Testing:

- If a coach or participant test positive for COVID -19 the following steps will take place:
 - The Kansas City Health Department will be notified and Hogan will follow all protocols determined by the health department.
 - The individual will be excluded from practice and play for 14 days.
 - All participants who had close contact with this individual up to 48 hours before symptoms appeared will be excluded from practice and play for 14 days. Close contact is defined by the CDC as less than 6 feet for longer than 15 minutes.
 - KCHD will determine if any close contacts may be released earlier than the 14-day period.
 - Appropriate communication with staff and families will take place.
 - All necessary areas will be cleaned and disinfected.

This plan may adjust as new recommendations and protocols are presented by MSHSAA as well as our local government.

Date _____ **COVID-19 Athlete/Coach Monitoring Form** Time _____

Name	Dry Cough	Sore Throat	Shortness of Breath	Close contact with someone with Covid-19
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No

NUTRITIONAL SERVICES

Breakfast and Lunch Procedures

All Food and Nutrition staff members are thoroughly trained in food safety. The Health Department routinely audits school kitchens. As the year begins, students will attend school virtually, but meals for the week will be available for pick up from the meal preparation site at the Middle School. Meals will be available for pickup at the Middle School and will be **for Hogan students only**. The schedule will begin September 8, 2020, the first day of school and will be as follows:

Hogan Elementary student meal pick-up:

Mondays 9:00am to 12:00pm; 3:00 pm to 5:00 pm

Hogan Middle student meal pick-up:

Wednesdays 9:00am to 12:00pm; 4:00 pm to 6:00 pm. This will be designated our late day for any parent that needs a late pick-up.

Hogan High School student meal pick-up:

Thursday 9:00am to 12:00pm; 2:00pm to 4:00pm

Hogan students in the McKinney Vento program will have their meals delivered. Families that have students at more than one building may pick up meals for all their children on one of the designated days. Families will need to be prepared to get out of their vehicle, give their student's name and retrieve the meals from the west entrance. Masks will be required.

SAFETY/WELLNESS

HOGAN PREPARATORY ACADEMY'S PROCEDURES FOR MAINTAINING STAFF SAFETY

- Staff will be required to wear masks when working at school in a room or space when social distance is difficult to maintain. A supply will be available for those that can't provide their own. Staff may wear a face shield in addition to a mask for added protection.
- Offices, workspaces and/or classrooms will be adjusted, if possible, to meet the 6-feet social distancing requirement.
- Healthcare monitoring of staff will be done daily to ensure individuals do not come to school sick. Temperature checks should be done before reporting to work. If a staff member has a temperature of 100.4 degrees or higher, they should stay home as they will not be allowed on campus.
- Staff will sign in and out each day and verify the absence of exhibiting any COVID-19 related symptoms. Sign-ins may be done manually at the front office or through a Google Form upon entering the building.
- Isolation rooms will be provided on each campus where staff exhibiting COVID-19 symptoms will be assisted until they are able to leave the building. Isolation rooms will be equipped with masks, gloves, paper gowns, disinfectant wipes and other protective equipment. Contact tracing will be done before leaving the building.
- Only essential visitors will be allowed to enter the building, and an appointment will be required. Masks will be required of all visitors and vendors entering the building.
- Traffic flow patterns throughout the building will be reassessed and planned to allow for reduced contact and discourage congregation
- Once students return, water fountains will be off limits and staff will be asked to bring their own water containers.
- Signage throughout the building will encourage frequent hand washing and reminders to not touch the face and to cough into the inside of the elbow.
- Administration will work with the maintenance and custodial staff to ensure appropriate cleaning and increased sanitizing of the workplace, office, classroom etc.
 - In addition to the daily cleaning schedule, high touch areas (entry, doors, restrooms, etc) will be cleaned at least twice per day.
 - All classrooms and hallways will be sanitized daily using electrostatic disinfection sprayers and EPA approved disinfectant.

Exclusion from School

Employees or students will be excluded from school in the following scenarios based on CDC, KCHD, and MSHSAA guidance related to COVID-19:

1. You have **one** symptom of COVID-19:

- If this is related to a chronic condition, you may return to the school with proof of your healthcare provider's approval.
- If this is new, you may return to the school once you've shown signs of symptom improvement and after you've been fever-free for 24 hours without the use of a fever reducer.

2. You have **two or more** symptoms of COVID-19:

- If this is related to a chronic condition, you may return to the school with proof of your healthcare provider's approval.
- If this is new, you may need to get tested for COVID-19.
 - If you live with others, stay in a specific "sick room" area and away from other people or animals, including pets. Use a separate bathroom, if available.
- If this is new, you may return to the school with proof of a negative test result, once you show signs of symptom improvement, and you've remained fever-free for 24 hours without the use of a fever reducer.
 - If you are unable to take a test, you may return to the school after 10 days of isolation, once you show signs of symptom improvement, and you've been fever-free for 24 hours without the use of a fever reducer.
 - If you are an athlete and are unable to take the test, you may return to participate after 14 days of isolation, once you show signs of symptom improvement, and you've been fever-free for 24 hours without the use of a fever reducer.

3. You **test positive** for COVID-19:

- If you live with others, stay in a specific "sick room" area and away from other people or animals, including pets. Use a separate bathroom, if available.
- You may return to the school once you've been isolated for 10 days after symptoms first appeared (if asymptomatic, 10 days after day of test), you show an improvement in symptoms, and you've been fever-free for 24 hours without the use of a fever reducer.
 - If you are an athlete, you may return to participate once you've been isolated for 14 days after symptoms first appeared (if asymptomatic, 14 days after day of test), you show an improvement in symptoms, and you've been fever-free for 24 hours without the use of a fever reducer.

4. You have been **exposed to someone who has tested positive** for COVID-19:

- You may return to the school after 14 days of quarantine and you've remained symptom-free.
- If you begin to develop symptoms of COVID-19, it is best to contact your healthcare provider and you may need to take a test.
- If you live with the symptomatic or positive individual and are unable to separate, your 14-day quarantine begins once their 10-day isolation ends.

If you have a weakened immune system, you may be recommended to isolate or quarantine for a longer period of time.

This is a rapidly evolving situation. Please know that our information is updated as soon as possible based on the information provided by the Kansas City Health Department and the Centers for Disease Control and Prevention.

As always, all recommendations should be considered in conjunction with your healthcare provider's.

Self-Assessments and Screenings

All staff should take responsibility in completing a quick self-assessment each day before arriving at the school building. It is important to identify any potential symptoms (listed above) and also determine if any close contact (within 6 feet for 15 minutes or more) with someone diagnosed with COVID-19 has occurred within the last 2 weeks. Any symptoms or exposure will result in the criteria identified in the "Exclusion from School" section.

Each school will have a building entry plan, identifying safe entrance criteria specific to the layout of the school respectively. If a staff member shows signs of symptoms of COVID-19, they will be directed to a designated isolation room that is separate from others. The individual will then be further examined by our district nurse. Staff members will need to leave campus if they show any symptoms.

Self-Quarantine, Isolation and School Response

Any symptomatic staff will be required to stay home and notify the school principal/supervisor that they will be unable to report to the school building. They should also consider being tested for COVID-19. Any staff who indicates that they have been in close contact with someone diagnosed with COVID-19 within the last 2 weeks or those testing positive for COVID-19 will need to follow the guidance given by the CDC (Centers for Disease Control). Staff required to quarantine or isolate per the KCHD (Kansas City Health Department) and CDC

can return to the school building only once they have completed the necessary requirements listed in the “Exclusion from School” section.

As soon as the school becomes aware of an employee that may have COVID-19 or that has been excluded from school or recommended to self-quarantine or isolate, the custodial staff will be informed so that all workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible, the cleaning will occur immediately.

Should the district learn that there is a confirmed case of COVID-19, the appropriate staff will be notified of possible exposure, while striving to maintain privacy. The district will then implement its defined procedures for addressing sanitation as well as quarantine and isolation protocols as defined by the KCHD and CDC.

What happens if a staff member has symptoms of COVID-19 while at school?

- Staff exhibiting COVID-19 related symptoms while at school will be assisted in the designated isolation room for that particular campus. The district nurse will assess the staff member. Staff members will need to leave the campus if they show any symptoms. The protocol for staff members is:
 - Ask the isolated employee to wear a mask, and provide one if needed, to limit the spread of the individual's potentially infectious respiratory secretions.
 - Require anyone assisting the individual to wear appropriate PPE including mask, gloves, and paper gown.
 - Ask assistance from an isolated employee for information to complete a [Hogan COVID-19 Tracing form](#) that identifies other staff they have come in close contact with within 48 hours before illness onset until the time of isolation. A close contact is someone who was within 6 feet of an infected person for at least 15 minutes.
 - Send the employee home with information regarding isolation.
 - Assist the isolated employee with making arrangements to leave the school and suggest they contact their healthcare provider for medical advice and care.
 - Contact Kansas City Health Department (816-513-6008)
 - Contact other employees identified on the Contact Tracing Form to let them know of their potential exposure, while protecting the isolated employee's identity and privacy.
- If it is necessary to isolate multiple people, social distancing will be

maintained.

What happens if it is determined that a staff member tests positive for COVID-19, or was in close contact with someone that has, while at school?

- If it is determined that a staff member tests positive, or has been exposed to a positive person:
 - Contact the district nurse.
 - Separate the staff member from other individuals by directing them to the school's isolation room.
 - If the staff member is positive, ask for assistance from an isolated employee for information to complete a [Hogan COVID-19 Tracing form](#) that identifies other staff they have come in close contact with within 48 hours before illness onset until the time of isolation. A close contact is someone who was within 6 feet of an infected person for at least 15 minutes.
 - Information about isolation or quarantine recommendations and testing locations (if needed) will be provided.
 - Assist the isolated employee with making arrangements to leave the school and suggest they contact their healthcare provider for medical advice and care if they haven't yet.
 - Contact other employees identified on the Contact Tracing Form to let them know of their potential exposure, while protecting the isolated employee's identity and privacy.
 - Send the staff member home.
- If it is necessary to isolate multiple people, social distancing will be maintained.

What if there is an uptick in positive cases in Kansas City/Jackson County?

- The district will continue to partner and communicate frequently with KCHD professionals for guidance. Their input will help guide not only what school will look like for students, but also for staff. We will communicate with staff the expectations for the various stages of opening or closing the district based on the guidance from these officials.

Building Visitors

What should I do if I need to come to the school for any reason?

We strongly encourage you to do as much communication and business as you can via email or the phone, without coming to the school. **If you need to come to the school for any reason you must contact the school and make an appointment.**

I have an IEP/504/Other parent meeting; can I come to the building to attend?

IEP meetings may be held virtually unless parents are unable to participate online due to lack of technology. In these cases, district screening protocols and social distancing measures will be followed. The preference is to conduct virtual meetings whenever possible to ensure the safest environment and least likelihood of disease contraction.

Will my child's class go on field trips or have guest speakers?

Teachers will work to provide rich experiences through virtual trips and online guest speakers to limit potential exposure to COVID-19 during the pandemic.