



Guadalupe Centers Schools

2020-2021 School Reopening Plan



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Stakeholder Message

Guadalupe Centers Schools is excited to welcome back our students and families for the 2020-2021 school year. Although there is an understanding that school will look different across the nation, we are confident that we can implement a plan that will best serve our students, staff, family, and community. Together we will continue to grow, and we will embrace challenges together as we reimagine school for all of our learners.

With feedback and guidance from *stakeholders* (district and school leaders, staff members, families, and our board of education), we have been working diligently to create a detailed plan that will allow us to facilitate school when we return in August. We are appreciative of the support everyone has offered in order for us to finalize our direction for the upcoming school year. The steps we take must be rooted in opportunities that are safe, manageable, and best suited to equip our students for their future. This will require flexibility, patience, and an “all-in” mentality from all stakeholders.

In the following pages of this document there are details related to our return to school. We will continue to rely on the CDC and JCHD (Jackson County Health Department) to guide our decision making. The plan is designed to be fluid in nature so that we can change as the world around us evolves. We will work to update stakeholders with ongoing communication, and we will do our best to make the best possible decisions to support our students at Guadalupe Centers Schools.

Our goal is to eventually return to school in a capacity that is 100% face-to-face on campus. At this time, we feel it is in the best interest of our students, staff, and families to offer virtual learning as we begin the school year, wherein students will participate in virtual learning from home 100% of the school day. Students will participate in *online* synchronous (same time, *not* in the same place) and asynchronous (*not* the same time, *not* in the same place) learning opportunities connected to instruction from their respective schools.

Should we experience *decreased* cases of COVID-19 (or receive word from CDC or JCHD), Guadalupe Centers Schools will be prepared to transition to a blended learning model or a 100% face-to-face model. We look forward to welcoming everyone back for the 2020-2021 school year. Thank you for your ongoing partnership to support our students!!

*****Please note, all in-person criteria in this document applies to when stakeholders (staff, students, family, or patrons) are on campus for work, learning opportunities, or activities. *****



CDC Information and Guidelines

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes. (CDC, 2020)

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms. (CDC, 2020)

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. In general, **the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.** (CDC, 2020)

The virus may be spread in other ways

It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.



- [Maintain good social distance](#) (about 6 feet). This is very important in preventing the spread of COVID-19.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- Cover your mouth and nose with a [cloth face covering](#) when around others.

Learn more about what you can do to [protect yourself and others](#). (CDC, 2020)

Watch for symptoms

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

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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. (CDC, 2020)

How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.

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- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. (CDC, 2020)

Wash your hands often

- [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. (CDC, 2020)

Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people](#).
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#). (CDC, 2020)

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.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a [cloth face cover](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. (CDC, 2020)

Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.



- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol. (CDC, 2020)

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work. (CDC, 2020)

Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop. (CDC, 2020)

Health and Safety

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program. The following are guidelines that will be implemented in order to maintain a safe environment at Guadalupe Centers Schools:

Exclusion from School

Students and employees will be excluded from school in the following scenarios based on CDC and JCHD Guidance related to COVID-19:

Definitions:

- **High risk symptoms:** Coughing, shortness of breath, loss of taste and smell



- **Low risk symptoms:** Fever of 100.4 or greater, headache, stomach ache, muscle ache, fatigue, nausea/vomiting/diarrhea, congestion, sore throat
- **Exposure:** Close contact greater than 15 minutes with no mask, to an individual who has tested positive for COVID-19

Scenario 1: If you show 1 low risk symptom, No exposure

- Return to school 24 hours after symptom resolution

Scenario 2: Two or more Low risk symptoms OR 1 high risk symptom, No exposure

- *COVID-19 test required* (SARS-COVID-2 PCR test)
 - Negative test result:
 - Return to school 24 hours after symptom resolution.
 - Positive test result:
 - Return to school after:
 1. 14 days from the onset of symptoms AND
 2. 24 hours of no fever or symptoms AND
 3. a negative COVID test or medical release to return to the school setting.

(ALL 3 criteria must be met prior to returning to school)

Scenario 3: Exposure

- With ANY symptoms:
 - *COVID-19 test required* (SARS-COVID-2 PCR test)
 - Negative test result:
 - Return to school 24 hours after symptom resolution.
 - Positive test result:
 - Return to school after:
 1. 14 days from the onset of symptoms AND
 2. 24 hours of no fever or symptoms AND
 3. a negative COVID test or medical release to return to the school setting.

(ALL 3 criteria must be met prior to returning to school).

- Without symptoms:
 - Return to school after 14 days from last contact unless symptoms develop.

Self-Assessments and Screenings

All stakeholders should take responsibility in completing a quick self-assessment each day before arriving at the school building. Families received communication from the district regarding the need to complete the Daily COVID-19 Student Assessment. Families will access this assessment daily prior to students coming to school. It is important to identify any potential symptoms

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(listed above) and also determine if any close contact (within 6 feet) with someone diagnosed with COVID-19 has occurred within the last 2 weeks. Any symptoms 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. All staff and visitors will have their temperature checked upon entering the building. Those within the normal range will be allowed to participate in school at the building site that day. If an individual registers a temperature that reaches the CDC defined level of concern (100.4 degrees or higher) they will be directed to a designated space that is separate from individuals that register safe temperatures. The individual will then be further examined by our school nurse. If it is determined that a student needs to go home, a parent will

be contacted to pick the student up within a timely fashion. The student should be picked up by a parent within an hour of being contacted. *When students are ill, families need to commit to the timing of student pickup to help minimize contact with other stakeholders. The district reserves the right to change a family’s status from blended learning to virtual learning if unable to abide by these guidelines. Any individual (student, employee, etc.) showing symptoms will need to leave campus.*

Masks and Face Coverings

At this time all stakeholders entering the building will need to wear masks as recommended by the CDC and JCHD. Staff will be required to wear a mask during times they are in spaces with other stakeholders, especially when social distancing cannot be observed. Students will be asked to wear a mask during most of the school day. Masks should be worn during any period in the day when appropriate social distancing is not possible, particularly during times of transition throughout the school. One exception is when students are eating during their designated lunch or snack time. Families will be asked to provide a mask as part of their child’s supply pack.

Self-Quarantine and School Response

Any symptomatic stakeholder will be required to stay home, notify the school (supervisor or front office for students) that they will be unable to report to the school building. They should also arrange to be tested for COVID-19. Any stakeholder 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 CDC and JCHD (Jackson County Health Department). Stakeholders required to quarantine per CDC and JCHD can return to the school building only after they provide medical documentation that indicates they are cleared to return to the school building. See the “Exclusion from School” section for steps that should be taken.

As soon as GCCS becomes aware of a student or employee that may have COVID-19 or that has been excluded from school or recommended to self-quarantine, the custodial staff will be



informed so that all desks, lockers and 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 or school is in session, the cleaning will occur immediately.

Should the district learn that there is a confirmed stakeholder case of COVID-19, staff and families will be notified without identifying the infected individual. The district will then implement its defined procedures for addressing sanitation as well as quarantine protocol as defined by CDC and JCHD. HIPPA guidelines related to COVID-19 will be followed respectively.

Instructional Delivery and Scenarios

GCCS is committed to offering rigorous and engaging academics. Teachers will be working together to identify key priority, instructional standards and assessments to best address the 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 will have evolved from 4th quarter (2019-2020), drawing more focus to live instruction. With this option, families can expect that students will have regular interaction with their teachers and classmates throughout the day. With a deeper focus on a more concise curriculum, families can expect interaction with a few key online resources and a standard learning platform. Teachers will engage regularly with students and support learning growth as needed.

As noted in the “Stakeholder Message” at the beginning of this document, our plan for the beginning of the year is to offer virtual learning, wherein all students will participate in learning online from home 100% of the school day. Students will participate in *online* synchronous (same time, *not* in the same place) and asynchronous (*not* the same time, *not* in the same place) learning opportunities connected to instruction from their respective schools. However, the school district has worked to develop a few scenarios that can be implemented once circumstances allow for a change. Those potential scenarios are as follows:



GCCS Fall 2020 Re-Opening Scenario 1

Virtual Learning - Students will participate in virtual learning from home 100% of the school day. Students will participate in *online* synchronous (same time, *not* in the same place) and asynchronous (*not* the same time, *not* in the same place) learning opportunities connected to instruction from their respective schools.

GCCS Fall 2020 Re-Opening Scenario 2

Blended Learning 1 - This model follows an A/B cohort system, wherein Cohort A attends school onsite two days a week and Cohort B attends school onsite two days a week. The fifth day is a virtual learning day in which all students are at home learning via online media. The fifth day is also an opportunity for our custodial staff to deep clean our learning spaces at each respective building.

Model:

Cohort A = onsite Monday & Tuesday

Cohort B = onsite Thursday & Friday

*Wednesday is our virtual learning day for students.

GCCS Fall 2020 Re-Opening Scenario 3

Blended Learning 2 - This model follows an A/B cohort system, wherein Cohort A attends school onsite two days a week and Cohort B attends school onsite two days a week. The fifth day is a flex learning day in which Cohort A and Cohort B attend school onsite during alternate weeks. This option provides additional learning time onsite for students and allows teachers to more easily facilitate assessments and offer our students in-person support. The cohort not attending school on the fifth day participates in virtual learning day wherein students are at home learning via online media.

Model:

Cohort A = onsite Monday & Tuesday

Cohort B = onsite Thursday & Friday

*Wednesday is our flex day for students. Students in the opposite cohort participate in virtual learning at home.

GCCS Fall 2020 Re-Opening Scenario 4

Traditional Face-to-Face Learning – This model provides the opportunity for *all* students to participate in school onsite 100% of the time. The district will only issue this model when measures can be implemented that will allow for *all* stakeholders to return safely to our buildings. Families will still be given the option for their children to participate in virtual learning (Scenario 1) should they choose.

Special Programs

Special Education

Guadalupe Centers Schools is invested in making every effort to provide students with disabilities a Free and Appropriate Public Education (FAPE) in accordance with state and federal guidelines within the instructional delivery model offered for all students. During this unprecedented time, every effort will be made to provide special and related services in accordance with the Individualized Education Program



(IEP) to the greatest extent possible. FAPE during a distance and/or blended learning model may include, as appropriate, special education and related services provided through multiple modalities including scheduled on-site and/or virtual direct instruction (one-one-one; small group), online platforms and applications, packets and/or telephonically.

To achieve this vision for continued learning for students with disabilities, the Special Services Department will:

- Contact parent(s)/guardian(s) to review and discuss specific individualized needs students with disabilities have in the distance learning environment due to his/her disability.
- Develop Individualized Distance Learning Plans, in collaboration with appropriate IEP Team Members, to identify and outline the prioritized goals, accommodations and services that will be addressed during the reopening of school and identified models of instruction for all students.
- Provide meaningful instructional opportunities for the progression of skills and communication with families on which prioritized IEP goals are focused.
- Collaborate with general education teachers for lesson design and delivery of online learning to ensure access to content learning with required special services supports and accommodations outlined within the IEP.
- Develop procedures to complete overdue and/or incomplete evaluations as agreed upon during the emergency closure of schools to determine eligibility for special education services.
- Establish procedures for alternative methods for member participation, which ensures the adherence to social distancing (and other health and safety requirements) when convening Special Service meetings and/or the administration of in-person standardized assessments in which consent has been received as part of the evaluation process.

ELL (English Language Learners)

Building ELL Support Teams will meet on a regular basis to identify ways to support ELL students and enhance instruction by general education teachers, specifically for ELL students to understand content material. Teachers will focus on three main questions when designing lessons:

1. What do students need to **Know** to understand the content?
2. What do students need to **Do** to show what they know?
3. What **language supports** do students need to understand and demonstrate content knowledge and skills?

We will be flexible & solution-oriented in order to address the needs of students, regardless of virtual or on-site instruction, which could include the following components in either scenario:

- Consistent format for all teachers
- Technology processes are step-by-step & explicitly taught to students before asked to do on their own—e.g. if students need to copy & paste to find a picture of an item & put into a Google slide, then there will be practice with the teacher, or a video demonstration

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- Simplified Instructions
- Video Demonstrations of Lessons
- Vocabulary Support
- Build Background Knowledge
- Small groups
- Ensure all students have access to technology—devices & hotspots when necessary
- Consistent Virtual Instruction
- Check-ins—with families
- Education websites are emailed to parents with Live-links, so families don't have to type in links
- Education software is used to help students learn literacy and math skills.
- Lesson directions & lesson summaries are provided in Spanish (when possible)

Food Services and Meals

It is our goal to serve nutritious meals for our students in a safe manner. All food services and nutrition staff will adhere to CDC and JCHD guidelines for serving meals and for cleaning areas where meals are served. Additionally, we will ensure that our infrastructure is set up appropriately for students to acquire their meals during their scheduled meal (breakfast and lunch) time. Each school will implement guidelines for where students will eat their meals, ensuring appropriate social distancing can be observed. It is very possible that most (if not all) students will eat lunch in their respective classrooms. If students eat in the cafeteria, this will occur with limited numbers of students so that spacing between each student is appropriate. Below is a set of criteria that will be followed each day meals are served:

- All food items will be fully packaged/boxed and no item can be directly touched by anyone. (single use pre-packaged cutlery/seasoning/sauces/napkins to be included)
- Enforce no sharing of meals, prevent self-serving food items.
- Require all students to eat in classrooms (or in larger spaces where social distancing can be observed)
- Students with identified special needs can be served separately to ensure needs are met.
- Elementary, middle, and high school students will wear a mask during grab 'n go meal service.
- Disinfect/sanitize kitchen surfaces/ cafeteria serving lines between staggered lunch periods.
- Disinfect/sanitize delivery/transportation equipment.
- Disinfect/sanitize desks/tables where students sit before and after they eat.
- Students will be required to wash their hands (or use appropriate hand sanitizer) before and after each meal they eat.



Infinite Campus will continue to be used for paying meal charges. Additionally, families can complete the free and reduced lunch application on this platform.

Transportation

Guadalupe Centers Schools will commit to providing transportation to any student that needs it. However, we issued a parent survey in June and nearly 63% of families responded that they could transport their children to and from school. We highly encourage families to provide transportation as we start the 2020-2021 school year. The bus can be a challenging place to maintain social distancing, and any help we can get to minimize the number of students on the bus at any given time will assist us in creating safer riding practices. For busing, students will be required to follow this set of rules:

- Single riders will sit one person to a seat.
- Family members may sit together in a seat (no more than two to a seat).
- All riders (including drivers and monitors) will be required to wear face masks during the ride to and from school.
- The buses will be regularly sanitized in order to ensure surfaces are disinfected for our riders.
- Monitors will be on the bus to assist with daily student self-assessments (that may include temperature checks) before students arrive at the school building.

Social and Emotional Planning

At Guadalupe Centers Schools, 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. We have a team of counselors and social workers that developed protocols to serve all students in need upon their return to school. This will require us to embrace an “it takes a village” mentality. We need all hands on deck from social-emotional experts, teachers, and parents alike. The following are some of the stances our schools will take in partnership with our families:

- Establish specific reentry plans for students we know have increased need for support.
- Develop protocol on student contact/check in for students who choose not to/are unable to attend in person classes.



- Establish back to school social events to facilitate connection (likely virtual).
- Establish plans for addressing reports of increased trauma.
- Ensure support personnel (e.g, counselors, social workers, SLPs) have adequate space to conduct confidential sessions while maintaining social distancing requirements.
- Identify calming spaces in each classroom separate from safe seat area.
- Establish system wide approaches to address secondary traumatic stress.
- Provide activities to help families feel more comfortable with transition back to school.
- Continue family education opportunities, specifically around successful reentry strategies.
- Take extra time for relationship building, considering that defiance or resistance may occur as a method of establishing control.

Each school will work with their respective counselors and social workers 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.

Human Resources

Responding to COVID-19 Symptoms and Diagnoses

All employees will participate in a quick check that takes place at the beginning of each day. Upon arrival to their respective building, each staff member will participate in a self-assessment that will include a temperature reading. Any employee who experiences COVID-19 symptoms or is diagnosed COVID-19 should notify their direct supervisor and Human Resources immediately. Any employee who has symptoms or tests positively for COVID-19 will need to follow the criteria specified in the “Self-Quarantine and School Response” section of this document.

Supervisors and Human Resources will decide if an employee can work remotely during the time they are self-quarantining. In this regard, the district will only be able to make accommodations for employees whose position will allow for successful work task completion. If the district is unable to accommodate a staff member working remotely, the staff member will be expected to take appropriate leave. For those who have come in contact with individuals that test positive for COVID-19, the district requires that these staff members (and students) refrain from coming to campus for up to 10 work days.

If employees need to take time off because of COVID-19, they might qualify for paid time off in accordance with the Family First Coronavirus Relief Act (FFCRA), which applies through December 31, 2020. Again, you should contact your supervisor and HR, as there will be

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paperwork to complete as part of the process.

The FFCRA allows up to two weeks (10 days) of paid sick leave at your regular rate of pay if you cannot work because you are quarantined under district, CDC, and JCHD guidelines. Employees who meet these criteria will need to complete the FFCRA Request Form.

The FFCRA allows up to two weeks (10 days) of paid sick leave at two-thirds your regular rate of pay if you cannot work because you are caring for a child who is quarantined or seeking a medical diagnosis for COVID-19 symptoms.

The FFCRA also offers up to 10 weeks of paid expanded family and medical leave at two-thirds your regular rate of pay if you cannot work because you need to care for a child whose school or childcare provider is closed or unavailable due to COVID-19. You must have been employed for at least 30 calendar days, you must complete the FFCRA Request Form, and you must provide appropriate documentation.

Return to Work Conditions

If an employee is ill and has not had a positive COVID-19 test, they are expected to stay home until they have been symptom-free and fever-free for at least 72 hours. To be clear, employees must stay home if they have a fever, regardless of the degree of temperature.

If an employee has had a positive COVID-19 test and has had symptoms of COVID-19, they will be required to provide their supervisor who will issue to Human Resources a doctor's note indicating that they have been cleared to return to work. In addition, at least 10 days must have passed since their symptoms first appeared and there must be an improvement in their respiratory symptoms (e.g. cough, shortness of breath).

If an employee has tested positive for COVID-19 but has not had any symptoms, they will be required to provide to their supervisor who will issue to Human Resources a doctor's note indicating that they have been cleared to return to work and at least 10 days must have passed from their first positive COVID-19 diagnostic test.

When a family member or member of your household tests positive for COVID-19, prior to returning to work, the employee should plan to follow JCHD and CDC guidelines for isolation and quarantine. This should include a quarantine of 10 days from the initial date of known exposure, remaining symptom free, and a doctor's note (or negative test result) provided to the employee's supervisor indicating that they have been cleared to return to work.



Athletics, Extra-Curricular Activities, and After School Care

Athletics

The rules from the Missouri State High School Activities Association, or MSHSAA, say that our Guadalupe Centers Schools students (including online students) may participate in programs like sports, band and choir *only if face-to-face learning is taking place at the schools*. Families must provide transportation in cases where their children participate in online learning. MSHSAA's eligibility requirements will still apply, including attendance, a semester of enrollment, and making progress toward graduation. We will follow guidance from CDC and JCHD in regard to appropriate safety measures at all events. At this time, we will ask all spectators to wear masks and socially distance themselves appropriately from others. **Please note, students will not be able to participate in activities that fall under the MSHSAA umbrella during any period when student learning is 100% virtual.**

Extra-Curricular Activities and Clubs

These activities will be limited as we start the school year. Onsite activities will need to be approved by the building principal, and all activities must adhere to safe practices outlined in this plan. As restrictions are lifted, further consideration will be given to additional clubs and activities.

After School Programming

As we move toward an in-person school day, information regarding our after school care program will be shared with families. Please note, any programming that takes place outside the school day will need to adhere to safety practices defined in this document.

Visitors to Guadalupe Centers Schools

Parents

Due to the given circumstances related to COVID-19, we will be limiting parents' access to our buildings. As much as possible, meetings between home and school should be held virtually. If a virtual meeting is not feasible, a parent may request an in-person meeting but will only be granted access to the building by appointment. Parents should contact the front office, classroom teacher, or building administrator to address appointment needs. The building principal will ensure that there is a process in place for meetings to meet health/safety guidelines outlined in this document. Upon arrival, parents will be asked to complete the self-assessment (including but not limited to a temperature check) and wear a mask. Please put on your mask prior to entering the building.



Volunteers

In-person volunteer opportunities will be severely limited during the reopening phase of Guadalupe Centers Schools. Any and all volunteer opportunities that require any onsite interaction must be approved by the building administrator. If not first approved, volunteers will not be given access to our buildings respectively. Upon arrival, volunteers will be asked to complete the self-assessment (including but not limited to a temperature check) and wear a mask. Please put on your mask prior to entering the building.

Vendors

Authorized vendors must check in with district personnel (director or building administrator) at the building's entrance. Upon arrival, vendors will be asked to complete a self-assessment (including but not limited to a temperature check) and wear a mask. Please put on your mask prior to entering the building.

FAQ (Frequently Asked Questions)

Are students and staff required to wear masks? Yes. The district *will* require students and staff at this time to wear masks. The District recommends that staff follow all health department guidelines both while at school and in their free time.

Will students and staff be provided masks? We ask that all students and staff members be prepared to acquire their own approved masks that can be worn at school. However, the district will provide *staff members* at least two approved masks at the start of the school year. Families should be prepared to acquire masks for their children as part of their student supply list.

What is being done to keep staff safe? The District is instituting new cleaning measures, implementing social distancing, changing structures in buildings to comply with local health department guidelines and providing personal protective equipment (PPE). It is our mission and responsibility to keep staff and students safe and only move forward with opening school based on health department guidelines. CDC and JCHD have experience and education to help guide our community through this process and we have faith in their guidance.

What if there is a positive test in a GCCS building? If there is a positive test within a school building, Guadalupe Centers Schools will comply with all CDC and JCHD guidelines. This could range from a complete quarantine or partial quarantine, or no quarantine, based on the level of threat and infection/exposure. Additional cleaning and sanitation procedures will also be followed to ensure that the building has been treated. Please see the "Self-Quarantine and School Response" section of this document.

What if I am sick but it's not COVID related? If you are sick but it is not COVID-19 related, staff will use PTO in accordance with school board policy. This process will not change from our previous standard process in accordance with policy. Families will be encouraged to keep students at home and not return until symptoms diminish. Students will not be allowed back to school until they are fever free (without fever reducers) for 24 hours. Additionally, students should not return to school if they have vomited or had diarrhea within the past 24 hours.

What if I (the employee) use all of my PTO (generally 2 weeks for full FTE employees) to care for a family member but then get COVID symptoms? Do I get more PTO? No. If you use all of your allotted PTO under *Our Mission: To create and empower our school by providing rigorous and engaging academic and cultural experiences.*



board policy, then you do not receive additional PTO for a different qualifying reason. However, cases related to COVID-19 specifically may be covered by the Family First Coronavirus Response Act (FFCRA). Please see the Human Resources section of this document for additional information about FFCRA. Should a staff member find him/herself in this position they should contact their direct supervisor and Human Resources for guidance.

If I (the employee) am caring for my child, can I use the leave every other day or every other week? Leave provided under the Family First Coronavirus Response Act (FFCRA) can only be used intermittently upon agreement between the employee and the employer. At this time, the district is not permitting employees to use FFCRA leave intermittently. Leave must be continuous and not used every other day or every other week or even in hourly increments.

What if I or my child has a compromised immune system? If you are eligible for either FMLA or expanded FMLA provided under the FFCRA, you may have the opportunity to receive paid or unpaid leave. Please contact HR and work through all scenarios.

How do I report my leave (as an employee)? If you are out for COVID or non-COVID related reasons, you will need to let your supervisor know. All leave will be reported in Paycom. If it is COVID related, you will also need to be in contact with HR, so that we can direct you to the type of leave that is required/allowed for the absence.

Do I (the employee) need to contact Human Resources regarding my COVID-related leave? Yes. HR will direct you to the type of leave that is required/allowed under federal law and/or policy. There will be a process to determine this and you will want to work with Human Resources through that process.

Can my supervisor or HR send me (the employee) home? If so, do I have to use my leave? The district may send you home if it is believed you have symptoms related to COVID. For the day that the district sends you home paid administrative leave will be provided. There will be expectations for employees to pursue treatment or medical consultation. Please see the “Exclusion from School” and “Self-Quarantine and School Response” sections of this document for further information about the process.

Can my supervisor or HR ask me about my symptoms if they are related to COVID? Yes, the Equal Employment Opportunity Commission has weighed in on COVID related conversations in the workplace. Normally an employer may not ask you specific questions related to symptoms without medical documentation. However, as COVID is a medical condition that affects others and has been deemed a public health concern, employers may ask employees if they are experiencing COVID-related symptoms, even prior to the employee working at the facility/location.

What if I (the employee) don’t feel comfortable coming into work? The district recognizes that every employee is feeling something different right now and there is a lot of information circulating regarding COVID-19. What we know for certain is that our local health officials are guiding us through the process based on science and data. They are implementing guidelines to ensure that our staff and students are safe. Although you may have fears about returning, we will be directing employees to return to their positions based on those guidelines. If at any time the guidelines are relaxed or tightened based on the data, then Guadalupe Centers Schools will adjust to those changes. If you have a medical condition that prevents you from returning, you will need to contact Human Resources.

Do I (the employee) have to use Personal Protective Equipment? What if I don’t want to? PPE will be required based on position. As it stands right now, all staff members will at least be required to wear masks. Additional PPE



(ex. gloves for food service workers) will be provided to those staff members who need it at no charge for their protection and peace of mind.

What is the district doing to protect employees and limiting interaction with multiple people? The district is providing plexiglass guards for individuals in high reception/traffic areas. Additionally, custodial staff has implemented cleaning guidelines in compliance with CDC and JCHD. The district also has prepared various scenarios to comply with health department social distancing guidelines in various phases. This includes implementing different structures within the buildings as well as implementing the possibility of different learning models for instruction. Please see the “Instructional Delivery and Scenarios” section of this document.

All of this is being done to keep our students safe, but also to keep our staff safe. We recognize that our staff also have concerns regarding the sanitation, social distancing and PPE provided. We want to ensure we are doing everything possible to not only comply with recommendation but to ensure that our staff have peace of mind while educating our students. Your job is important, and we want you to feel safe and secure while doing it.

What if there is an uptick in positive cases in Kansas City/Jackson County? The district will continue to partner and communicate frequently with CDC and JCHD professionals for guidance. Their input will help guide not only what school will look like for students, but also provide direction on staffing. We will communicate with staff the expectations for the various stages of opening or closing the district based on the guidance from these officials.

What if there is a positive test within a building by either a student or an employee? The district will follow CDC and JCHD on school or district closure as it relates to Covid-19 positive tests. We will continue to keep logs and records for contact tracing, continue efforts for stable groups and follow recommendations on re-opening and cleaning and disinfecting surfaces and buildings.

How will I know my expectations for online instruction or working from home? Each employee will be required to meet with their supervisor on an on-going basis and will follow supervisor directives regarding expectations. For teaching staff online, they will be required to meet with their students. Administrators will be checking in with teaching staff. Online teachers are expected to work a standard normal workday, either in-person, remotely, or online. It is the expectation of the district that any teacher designated for online instruction, will do so with the expectations that instruction will mirror the standard school day and they must be available to support that for our online students. For support staff, based on structures that are changing in the buildings and potentially the different models being implemented for in-person and/or online instruction, your roles may vary in terms of student support. Adhering to supervisor direction will be important.