



# Guadalupe Centers Schools

2021-2022 Safe Return to In-Person  
Instruction and Continuity of Services  
Plan (SRCSP)



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## *Stakeholder Message*

Guadalupe Centers Schools is excited to welcome back our students and families for the 2021 – 2022 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 with all stakeholders to review and revise the SRCSP if necessary, every six months. 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.

Last year our students had the option to choose between virtual learning and in-person learning. For the 2021-2022 school year, all students will return to school in a capacity that is 100% face-to-face on campus. We look forward to welcoming everyone back for the 2021-2022 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 a virus that can cause mild or severe respiratory illness in humans or animals. The primary transmission of COVID-19 is from person to person through respiratory droplets. Data suggests that those with mild or no symptoms can still spread the virus. (Centers for Disease Control and Prevention, 2021)

Schools are an important part of the infrastructure of communities. They provide safe, supportive learning environments for students. Data shows that although children can be infected with COVID-19, can get sick from COVID-19, and can spread the virus to others, less than 10% of COVID-19 cases in the United States have been among children and adolescents aged 5-17 years. New research and data show that when prevention strategies are followed consistently and correctly, the risk of transmission in the school environment is decreased. (CDC, 2021)

### *COVID-19 Transmission*

**The virus is thought to spread mainly from person-to-person through respiratory droplets and very small particles that contain the virus.** These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected. It is important to note that COVID-19 may be spread by people who are not showing any symptoms. (CDC, 2021)

COVID-19 is spread in three main ways:

1. Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
2. Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
3. Touching eyes, nose, or mouth with hands that have the virus on them.

### *Protect yourself and others*

**The best way to prevent illness is to get a COVID-19 vaccine as soon as you can.** If you do not have your vaccine, you can still take steps to slow the spread.

- Wear a mask that covers your nose and mouth.
- Stay 6 feet away from others.
- Avoid crowds and poorly ventilated spaces.
- Wash your hands often.

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- Cover coughs and sneezes.
- Clean and disinfect.
- Monitor your health daily.

Learn more about what you can do to [protect yourself and others](#). (CDC, 2021)

### *How to Protect Yourself and Others*

#### **Wear a mask**

- Everyone 2 years and older should wear masks in public.
- Masks should be worn in addition to staying at least 6 feet apart, especially around people who don't live with you.
- If someone in your household is infected, people in the household should take precautions including wearing masks to avoid spread to others.
- Wear your mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

#### **Stay 6 feet away from others**

- **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 arm lengths) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick. (CDC, 2021)

#### **Get Vaccinated**

- Authorized COVID-19 Vaccines can help protect your from COVID-19.
- It is strongly recommended that you get a [COVID-19 vaccine](#) when it is available to you.
- Once you are fully vaccinated, you may be able to start doing some things that you had stopped doing because of the pandemic.



### 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, 2021)

### Cover coughs and sneezes

- **If you are wearing a mask:** You can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands.
- **If you are not wearing a mask:**
  - 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.

### Clean and disinfect

- Clean high touch surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If someone is sick or has tested positive for COVID-19, disinfect [frequently touched surfaces](#)**. Use a household disinfectant product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#)[external icon](#) according to manufacturer's labeled directions.
  - **If surfaces are dirty, clean them** using detergent or soap and water prior to disinfection. (CDC, 2021)

### Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#) (listed below).
  - 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, 2021)



### *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, 2021)

### *The Covid-19 Vaccine*

COVID-19 vaccines are safe and effective. CDC recommends you get a COVID-19 vaccine as soon as possible. The vaccine is effective at preventing the COVID-19 disease, especially death, while it also reduces the risk of people spreading COVID-19. (CDC, 2021)

Although it is not required, we highly recommend that our staff and students get vaccinated when it becomes available to them. The school will require proof of your COVID-19 vaccination to be kept on file. In accordance with the ADA, this information will be kept confidential and will be stored separately from the employee's personnel files. More information regarding COVID-19 and EEO laws can be found [here](#).

### **If you've been fully vaccinated:**

- You can resume activities that you did prior to the pandemic.
- You can resume activities without wearing a mask or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- If you [travel in the United States](#), you do not need to get tested before or after travel or self-quarantine after travel.



- You need to pay close attention to [the situation at your international destination](#) before traveling outside the United States.
  - You do NOT need to get tested **before** leaving the United States unless your destination requires it.
  - You still need to [show a negative test result](#) or documentation of recovery from COVID-19 **before** boarding an international flight to the United States.
  - You should still get tested 3-5 days **after** international travel.
  - You do NOT need to self-quarantine **after** arriving in the United States.
- If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.
  - However, if you live or work in a correctional or detention facility or a homeless shelter and are around someone who has COVID-19, you should still get tested, even if you don't have symptoms. (CDC, 2021)

#### **For now, if you've been fully vaccinated:**

- You will still need to follow guidance at your workplace and local businesses.
- If you [travel](#), you should still take steps to [protect yourself and others](#). You will still be [required to wear a mask](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States, and in U.S. transportation hubs such as airports and stations. Fully vaccinated [international travelers](#) arriving in the United States are still [required to get tested](#) 3 days before travel by air into the United States (or show documentation of recovery from COVID-19 in the past 3 months) and should still get tested 3-5 days after their trip.
- You should still watch out for [symptoms of COVID-19](#), especially if you've been around someone who is sick. If you have symptoms of COVID-19, you should get [tested](#) and [stay home](#) and away from others.
- People who have a condition or are taking medications that weaken the immune system, should talk to their healthcare provider to discuss their activities. They may need to keep taking all [precautions](#) to prevent COVID-19. (CDC, 2021)

### ***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:

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### Definitions:

- **High risk symptoms:** new cough, difficulty breathing, loss of taste and smell (Children’s Mercy Hospital, 2021)
- **Moderate risk symptoms:** Fever of 100.4 or greater, headache, muscle or body aches, fatigue, nausea/vomiting/diarrhea, congestion/runny, sore throat (CMH, 2021)
- **Fully Vaccinated:** 2 weeks after your second dose in a 2-dose series, such as Pfizer or Moderna vaccine or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine. (CDC, 2021)
- **Close contact: (excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated):**
  - Within 6 feet of someone who has COVID-19 for a total of 15 minutes or more and neither the sick individual or the exposed individual is wearing a mask OR
  - Had direct physical contact with the sick individual (hugged or kissed them) OR
  - You shared eating or drinking utensils OR
  - They sneezed, coughed, or somehow got respiratory droplets on you. (CDC, 2021)

**Scenario 1:** If you show 1 low risk symptom & no exposure

- Return to school 24 hours after symptom improvement

**Scenario 2:** Two or more moderate 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 improvement
  - Positive test result:
    - Return to school after:
      1. 10 days from the onset of symptoms AND
      2. 24 hours since resolution of fever without the use of fever reducing medications AND
      3. Improvement in all symptoms.

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

**Scenario 3:** Exposed & not vaccinated

- Without symptoms:
  - End quarantine after Day 10 without testing if NO symptoms are reported during daily monitoring, OR
  - End quarantine after Day 7 if a SARS-COVID-2 PCR tests negative and if no symptoms are reported during daily monitoring.
- With ANY symptoms:
  - *COVID-19 test required* (SARS-COVID-2 PCR test) 7 days after exposure.

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- Negative test result:
  - Return to school 24 hours after symptom improvement.
- Positive test result:
  - Return to school after:
    1. 10 days from the onset of symptoms AND
    2. 24 hours since resolution of fever without the use of fever-reducing medication AND
    3. Improvement in symptoms.

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

#### **Scenario 4: Exposed & fully vaccinated**

- Without symptoms: No action needed upon presentation of COVID-19 vaccination card.
- With ANY symptoms:
  - COVID-19 test required (SARS-COVID-2 PCR test) 7 days after exposure.
    - Negative test result:
      - Return to school 24 hours after symptom improvement.
    - Positive test result:
      - Return to school after:
        1. 10 days from the onset of symptoms AND
        2. 24 hours since resolution of fever without the use of fever-reducing medication AND
        3. Improvement in symptoms.

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

#### **\*\* EXCEPTION TO THE ABOVE SCENARIOS\*\***

If students or staff are experiencing COVID-19 symptoms but are able to complete ALL of the following...

- Provide a negative PCR test
- Provide an additional diagnosis from medical provider explaining their symptoms

...then you are able to return to school as long as you are 24 hours fever free and not using fever reducing medications.

#### **Self-Assessments and Screenings**

Children and adolescents with COVID-19 might experience different symptoms and varying symptoms severity compared to adults. (CDC, 2021) Because of this, there are different screening requirements for students, staff and visitors.

#### *Student Screening:*

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. This assessment should identify any potential symptoms (listed above) and

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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. If a child has to miss school, the parent/caregiver should contact the designated person at the school.

#### *Staff/Visitor Screening:*

All staff and visitors are required to complete an electronic self-assessment and receive a temperature check upon entering the building.

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 isolation 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. Any individual (student, employee, etc.) showing symptoms will need to leave campus.*

#### **Masks and Face Coverings**

According to the CDC (2021), if you have been fully vaccinated then you can resume activities without wearing a mask or staying 6 feet apart. Because of this, students and staff who are fully vaccinated will not be required to wear a mask at school. A copy of your COVID-19 vaccination card must be on file with the GES Human Resources in order to not wear a mask. Students and staff who are NOT fully vaccinated will be required to wear masks as recommended by the CDC and JCHD. Students and staff who are not vaccinated 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. If a child is not vaccinated, families will be asked to provide a mask as part of their child’s supply pack.

#### **Self-Quarantine and School Response**

Any stakeholder who is showing symptoms of COVID-19 will be required to stay home, notify the school (supervisor for staff or front office for students) that they will be unable to report to the school building. They should follow the above scenarios (pg. 9-10) based on their symptom(s). 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). 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, proper contact tracing will be conducted and appropriate 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. Due to the declining numbers of positive cases in our area and the wide spread use of the COVID-19 vaccine, it has been decided that all stakeholders can return safely to our buildings. We will be doing traditional face-to-face learning for the 2021-2022 school year. All students will be required to participate in school onsite 100% of the time.

Should the number of COVID-19 cases increase in our area and make it unsafe to have traditional face-to-face learning, we have developed 3 scenarios that can be implemented. Those potential scenarios are as follows:

<b>GCCS Scenario 1</b>
<b>Virtual Learning</b> - Students will participate in virtual learning from home 100% of the school day. Students will participate in <i>online</i> synchronous (same time, <i>not</i> in the same place) and asynchronous ( <i>not</i> the same time, <i>not</i> in the same place) learning opportunities connected to instruction from their respective schools.
<b>GCCS Scenario 2</b>
<b>Blended Learning 1</b> - 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.
<b>GCCS Scenario 3</b>



**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.

## *Special Programs*

As we hope to continue face-to-face, in person, learning for the whole school year, we understand that there may be a time where we have to divert back to all virtual learning. If that is the case, we will follow the below information regarding our 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
- 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:

- Cafeteria staff should wear gloves and masks during food preparation and service.
- 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:

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- Using hand sanitizer upon bus entry is encouraged.
- 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.
- 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 2021-2022 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***

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### **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 PTO. 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.

### ***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**

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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**

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 get vaccinated in order to come school buildings?** No, although The District will require students and staff that aren't vaccinated to wear masks at all times.

**Are students and staff required to wear masks?** If you are not vaccinated, yes. If you are vaccinated, no. 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. Families should be prepared to acquire masks for their children as part of their student supply list.

**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. Contact-tracing will be conducted and appropriate staff and families will be notified. 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 board policy, then you do not receive additional PTO for a different qualifying reason.

**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-19 related conversations in the workplace. Normally, an employer may not ask you specific questions related to symptoms without medical documentation. However, as COVID-19 is a medical condition that affects others and has been deemed a public health concern, employers may ask employees if they are experiencing COVID-19 related symptoms, even prior to the employee working at the facility/location.

**Can HR ask if I have been vaccinated or ask for proof of my vaccination?** Yes, the EEOC states that as long as ADA guidelines are followed, then your employer can ask if you have been vaccinated and ask for proof of your vaccination.

**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 unvaccinated 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.

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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.