



Guadalupe Centers

**EDUCATIONAL SYSTEM
CHARTER SCHOOLS**

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

Reviewed and Revised on April 29, 2022

Table of Contents

<i>Stakeholder Message</i>	3
<i>CDC Information and Guidelines</i>	4
<i>COVID-19 Transmission</i>	4
<i>Protect yourself and others</i>	4
Wear a mask	5
Wash your hands often	5
Cover coughs and sneezes	6
Clean and disinfect	6
<i>Health and Safety</i>	7
Our Response If Someone Has COVID-19 Symptoms	7
Scenario 1: If a Student or Staff Member is Sent Home	8
Scenario 2: If a Student or Staff Member Tests Positive for COVID-19	8
Scenario 3: If a Student or Staff Member has been Exposed	9
Quarantine vs. Isolation	9
Close Contact and Exposure	9
Self-Assessments and Screenings	10
Masks and Face Coverings	10
Self-Quarantine and School Response	11
<i>Instructional Delivery and Scenarios</i>	11
<i>Special Programs</i>	12
Special Education	12
ELL (English Language Learners)	13
<i>Food Services and Meals</i>	14
<i>Transportation</i>	14
<i>Social and Emotional Planning</i>	15
<i>Human Resources</i>	15
Responding to COVID-19 Symptoms and Diagnoses	15
<i>Athletics, Extra-Curricular Activities, and After School Care</i>	16
Athletics	16
Extra-Curricular Activities and Clubs	16
After School Programming	16
<i>Visitors to Guadalupe Centers Schools</i>	16
Parents	16
Volunteers	16
Vendors	17
<i>FAQ (Frequently Asked Questions)</i>	17

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. *At this time, students and staff have the option to wear a face mask.
- Stay 6 feet away from others.
- Avoid crowds and poorly ventilated spaces.
- Wash your hands often.
- 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)

Our Mission: To create and empower our school by providing rigorous and engaging academic and cultural experiences.

How to Protect Yourself and Others

Wear a mask *At this time, students and staff have the option to wear a face mask.

- 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

- 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)

Our Mission: To create and empower our school by providing rigorous and engaging academic and cultural experiences.

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](#).

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:

Our Response If Someone Has COVID-19 Symptoms

Assessing Symptoms

The school nurse will use their nursing judgement to evaluate the person's symptoms. Even if a student or staff member's fever does not reach the American Academy of Pediatrics' recommendation of 100.4 F, the nurse might send the student or staff member home after considering all symptoms.

Safety Precautions:

Our school nurse will use CDC-recommended personal protective equipment (PPE) when working with a student or staff member with COVID-19 symptoms, and the nurse will try to keep the person with symptoms separated from everyone else until they can carefully leave the school.

Guidelines:

For students who are sick, the nurse will send home guidelines to the student's family or staff member, including information about the rules for returning to school.

Medical Care:

The nurse will recommend the person with symptoms follow up with a licensed medical provider or the health department.

Our Mission: To create and empower our school by providing rigorous and engaging academic and cultural experiences.

Contact Tracing:

We plan to work directly with local health department officials to report all positive COVID-19 cases, and local health departments will be responsible for contact tracing. We will still notify families and employees about cases in our schools. We will let families and staff know if there is a positive case in their building. We will also provide a message to families if there is someone with COVID-19 in any of your child's classrooms. The health department will be notified of any known cases of COVID-19 in our schools.

Scenario 1: If a Student or Staff Member is Sent Home or Absent

Returning to School After Illness:

If a school nurse sends a student or staff member home with COVID-19-like symptoms, they will use these guidelines to decide about the student or staff member's return to school:

- Must be fever-free a minimum of 24 hours without the use of fever-reducing medication such as Tylenol or ibuprofen
- Must have an improvement in COVID-19-like symptoms
- Will be asked to stay home at least 5 days for staff members (10 days for students) after symptoms first appeared unless a negative PCR Test is produced, at which point a staff member or student may return once symptoms improve. *Please see below section if a Positive COVID-19 test is produced.

Scenario 2: If a Student or Staff Member Tests Positive for COVID-19

Returning to School After Illness:

If a student or staff member has a positive COVID-19 test or gets a diagnosis of presumptive COVID-19 from their health care provider, we will follow these guidelines to decide about the return to school:

- Must be fever-free a minimum of 24 hours without the use of fever-reducing medication such as Tylenol or ibuprofen AND
- Must have NO COVID-19-like symptoms AND
- Must stay home at least 5 days for staff members (10 days for students) after symptoms first appear
- If symptoms resolve and fever has been gone for more than 24 hours without fever-reducing medication, the person may return on the 6th day (for staff) or 11th day (for students).
- If you tested positive, you are not required to re-test or have a negative test result before returning to school. The CDC shared information that indicates a person who has had and recovered from COVID-19 might still have low levels of the virus for up to 3 months that will continue to result in a positive test, even though they are not spreading COVID-19.
- Please follow the guidelines for quarantine and/or isolation if you have been exposed or tested positive. The following section outlines the circumstances for quarantine and isolation.
- If you are exposed to COVID-19, please view the exposure section on page 9.

If a Student or Staff member is fully vaccinated, the above 2 scenarios remain in effect.

Scenario 3: If a Student or Staff Member has been Exposed

Returning to School After Exposure:

If notified of a known exposure, it is recommended that the exposed individual's condition is monitored for COVID-19 like symptoms. We will follow these guidelines to decide about the return to school:

- If you display symptoms, you should follow the guidance for “Returning to School After Illness in Scenario 1.
- A student or staff member should return to school the next day if exposed, showing no symptoms, and have received their primary series of vaccinations.

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.

Quarantine vs. Isolation

Quarantine

Quarantine means to stay away from others when you have been in close contact with someone who has COVID-19. With exposure, continue to wear a mask while participating in school activities.

Isolate

If you are sick or test positive Isolate when you are sick or when you have COVID-19, even if you don't have symptoms.

Close Contact and Exposure

Close Contact

Close contacts are someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Our Mission: To create and empower our school by providing rigorous and engaging academic and cultural experiences.

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.

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 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.

Masks and Face Coverings

Students and staff have the option to wear a face mask. This guidance matches our county and city masking mandates.

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 two scenarios (pg. 8) 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, 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:

GCCS Scenario 1
Virtual Learning - 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.
GCCS 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 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.

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?
- 4.

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

12

Our Mission: To create and empower our school by providing rigorous and engaging academic and cultural experiences.

- 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 have the option of wearing a mask 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 have the option to 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:

- Using hand sanitizer upon bus entry is encouraged.
- All riders (including drivers and monitors) have the option 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

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 5 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, masks are optional at these events. **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).

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).

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).

FAQ (Frequently Asked Questions)

Are students and staff required to get vaccinated in order to come to school buildings? While it is highly recommended, no. At this time, GCCS does not require vaccinations.

Where can I get vaccinated? You can find information about vaccinations through the [CDC](#) or through the [Missouri Department of Health and Senior Services](#).

Are students and staff required to wear masks? Masks are optional for both students and staff members. The organization will continue to monitor COVID-19 cases in response to moving towards becoming a mask optional facility.

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 if their student decides to be masked. 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. Please see the "Self-Quarantine and School Response" section of this document.

What is the difference between quarantine and isolation? Please refer to the [CDC guidance](#) as it pertains to quarantine and isolation.

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, masks are optional for all staff. 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. Appropriate staff and families will be notified without identifying the infected individual.

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.