



2020 – 2021  
Path Forward – Reentering Plan  
For The Education of Our Children

The 2020 – 2021 school year will present new challenges and new opportunities for Covington Community School Corporation (CCSC) and our school – community. Our commitment is to provide a Rigorous and Relevant learning opportunity for the individual child, while maintaining a laser focus on providing a safe and secure learning environment.

The school corporation is resolved in its commitment to provide best efforts as it relates to prioritizing the health and safety for students, staff, and our school –community. The “CT Path Forward – Reentering Plan For The Education of Our Children” has been informed through the two Priorities – of – Focus.

Our reentry plan has involved countless hours of planning by district and building leaders, staff representatives, family surveys, medical professionals, state and national health and government agency guidance, and lessons learned from the spring. The plan for reentering our schools focuses on the following areas:

- Teaching and Learning
- Health and Safety
- Family Supports
- Collaboration and Communication

The school superintendent is authorized to modify the reentry plan as deemed necessary, based on health and safety guidance changes that may occur.

Revision: E  
Date: August 27, 2020  
Document Owner: Kevin R. Smith

## Health/Safety Protocol

### 1. Stay Home if Sick

Temperature checks will be conducted for all individuals entering a school corporation facility. Families should also screen their children and keep them home if ill. Children who are sick, and/or exhibiting symptoms, will be directed to the nurse, who will require the respective child to be picked up.

### 2. Social Distancing

To the greatest extent possible social distancing will be adhered to and encouraged.

### 3. Utilization of Masks

Students and staff are required to have a mask with them at all times. There will be occasions where masks should be utilized, for example...

- When riding on a bus;
- Transitioning in and out of a school facility;
- Transitioning between classes;
- Transitioning to and from recess;
- When working in groups; and
- Any time social distancing is not possible.

Note: Students/Staff may elect to wear a mask at all times when in a school facility, on a school campus, or on a bus.

Note 1: We understand there are strong opinions on the use of masks. The Indiana State Department of Health cited a 40 – 60% reduction in COVID-19 transmission when masks are used by all, which is why they may be required at times during the day.

***The CCSC School Reentry Plan will be modified as deemed appropriate, based on changes with health and safety guidance.***



## TEACHING and LEARNING

**CCSC intends on beginning the 2020 – 2021 school year on Thursday, August 13, 2020.**

Families have two great learning models, an in-person option and a distance learning option, for families who prefer for their child (ren) to learn from home. Both options provide families with access to our planned curriculum, with the same rigorous and relevant learning expectations, the same attendance requirements, and the same supports and opportunities to participate in extracurricular activities.

In order to assist the school corporation with planning for the opening of school, families are being requested to complete and submit the instructional preference survey by the end of day on Friday, July 24, 2020.

### In-Person Instruction

- Students return to our schools.
- Safety measures, such as hand-sanitizing stations, PPE, handwashing schedules, and social distancing, when possible, will be in place.
- Students and staff will be required to wear face coverings/masks during certain settings.

### Distance Learning

- Students learn online, with a daily schedule.
- Includes options for required participation in “live”, real-time, and independent learning sessions during the school day (Monday – Friday).
- Attendance will be taken daily with lesson plans and assignment expectations Identified.

Note: All school policies and rules apply when students are engaged in virtual, as well as in-person learning.

The CCSC teaching and learning plan has been aligned to provide flexibility for our schools to resume in-person learning, with rigorous health and safety protocol, while providing an opportunity for families to choose our distance learning model.

Both options for learning utilize CCSC curriculum and provide:

- Clear expectations for attendance;
- Supports from CCSC staff;
- An opportunity to participate in extracurricular activities;
- Rigorous and Relevant Instruction; and
- Grading guidelines.

Document Owner: Kevin R. Smith

## Health/Safety Protocol (Continued)

### **4. Hand Washing**

Hand washing will be required throughout the day. Hand sanitizer will be available in each classroom and in other locations throughout our facilities.

### **5. Water Access**

Students will be allowed to carry water bottles throughout the day. Water bottle fillers exist within each of our educational facilities. Water fountains may not be used for drinking.

### **6. Clinic Locations**

An area for symptomatic students and/or adults waiting to be picked up will exist in each facility. This location will be separate from all other medical and health needs.

### **7. Food Deliveries**

Deliveries will not be allowed during the school day.

### **8. Training**

Staff will be trained on symptoms and screening measures prior to the start of school, as well as when deemed necessary throughout the school year.

### **Reporting**

**It is imperative that all staff, students, parents, and visitors report a positive COVID-19 test result as soon as possible to the school corporation. Close exposures to known, or probable, COVID-19 cases, without the proper PPE, should also be reported.**

### **Reporting Contact Information:**

**Email:**

**Covid19@covington.k12.in.us**

**Phone: 765.793.4877, Option 7**

***The CCSC School Reentry Plan will be modified as deemed appropriate, based on changes with health and safety guidance.***



## TEACHING and LEARNING

### The Family Commitment

Your family's choice represents your commitment through the first nine-week grading period. This commitment will allow CCSC to appropriately align staff and other resources in order to provide the best education for your child.

*A family may make their choice for instructional preference by completing and submitting the family survey by the end of the day on Friday, July 24, 2020. If a family does not submit the instructional preference survey the school corporation will assume you plan for your child to return to school for in-person learning.*

For distance learning, CCSC's first priority will be to provide a program directly aligned with the in-class instruction, however, subject to the number of families choosing this approach "other" curriculum options may be utilized. Students in the high and middle schools may be assigned, or elect to utilize the APEX programming.

Electing to utilize the APEX programming represents your commitment through a semester.

### CCSC Teaching and Learning Plan

- Coordination and assistance in support of distance learning will be provided.
- Roles and Responsibilities of school personnel will be defined and communicated for the understanding of our families electing to utilize the distance learning option.
- Expectations of students and parents will be clearly defined and communicated for the understanding of our families electing to utilize the distance learning option.
- Distance learning timelines will be established for use by students and families.
- Social and Emotional Learning curriculum will be utilized at all of our schools.

### Student Devices

- Students participating in the distance learning program will receive a district-approved device for their use.
- All technology use guidelines will apply; and must be agreed to and adhered to by the student and family.
- Technology utilization forms must be signed and returned to the respective school building, prior to the issuance of a device.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith

## Health/Safety Protocol (Continued)

### Resources

- Back on Track Indiana  
<https://backontrack.in.gov/>
- Indiana State Department of Health FAQ  
<https://www.coronavirus.in.gov/files/School%20questions%2007.09.pdf>
- Indiana Department of Education InClass  
<https://docs.google.com/document/d/1T1nQj3BrQRtT5QXVcVLGel14bOd5dSCIWRggPuPE5dg/edit>
- IHSAA Return To Play  
<http://www.covington.k12.in.us/wp-content/themes/covington/page-ccsc/reentry/IHSAA%20Covid-19%20Athletic%20Reopening.pdf>
- CDC Guidance for Reopening Schools  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Fountain/Warren County Health Department  
<https://www.fwhealth.org/>

The requirements contained in the CCSC school reentry plan are considered policies and rules to be adhered to by staff and students. Failing to do so may result in disciplinary action.

*The CCSC School Reentry Plan will be modified as deemed appropriate, based on changes with health and safety guidance.*



## **TEACHING and LEARNING**

### **Operational Schedule**

- Unless determined to be necessary due to a change in guidance, no changes are planned to the previously approved 2020 – 2021 school operating calendar.
- Daily schedules will remain as previously used with in school times of 8:00 a.m. to 3:00 p.m. at the high and middle schools. The elementary school will continue to provide instruction from 8:05 a.m. to 2:55 p.m.
  - Wednesday early release schedules will also remain the same.
    - High and Middle School – 8:00 a.m. to 2:35 p.m.
    - Elementary school – 8:05 a.m. to 2:25 p.m.
  - To every extent possible, best efforts will be made to stagger end – of – day release schedules in order to minimize opportunities for groupings to occur.
- E/Alternative/Distance learning protocol will be utilized if/when it becomes necessary to close school.
- Deliveries of items by contracted carriers will utilize a controlled process.
- COVID-19 specific signage will be placed throughout each facility.
- Drop off and pick up processes will be monitored to ensure social distancing.
- Throughout the day, at various times, handwashing periods will be encouraged and allowed.
- The use of water fountains shall be prohibited, with the exception of bottle fillers.
- Recesses shall occur per the established schedule.
- Student assemblies shall not be allowed.
- Best efforts will be made to minimize the number of in-person meetings held, leading with virtual tools.
- The use of commons areas will be minimized and utilized only when strict adherence to the established protocol is possible.

### **Back To School**

- Open house and similar events shall be conducted in a virtual manner.
- Student registration will be conducted online, with a restricted in – person schedule for those individuals without access.

### **School Day**

- Off-campus field trips will be prohibited until further notice.
- Substitute teachers and volunteers will be screened upon arrival each day.
  - Only those volunteers approved to assist with the execution of a school process will be allowed entry.
- When transitioning in/out of a school facility masks should be worn.
- Daily and weekly attendance reports, detailing reasons for student and staff absences will be maintained and reviewed by the building principal, nurse, and superintendent.
- The school corporation will not recognize perfect attendance for award purposes.
- School buildings will open at 7:45 a.m. daily for entrance.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## HEALTH and SAFETY

The CCSC school reentry plan is based off of county, State, and Federal guidelines as of July 17, 2020.

CCSC recognizes it is not possible to eliminate all COVID-19, as well as other health, risks and it is with this in mind that our reentry plan has been designed in an effort to mitigate the spread. These essential health protocols and procedures are to be followed by all students and staff members.

The building administrators, in conjunction with their respective nurse, will work closely with the corporation superintendent and director of operations in implementing the health and safety protocols.

When and if new guidelines and protocol may be determined, the school corporation will make adjustments to the school reentry plan.

### Daily Screening (Health Protocol)

- All staff and students are expected to stay home if they have a fever, feel sick or are exhibiting COVID-19 symptoms.
- Families shall conduct a health screen each day and keep their child (ren) at home if ill. The Indiana State Department of Health has provided the following COVID-19 symptoms families are to screen for:
  - A fever of 100.4° F or greater
  - New Uncontrolled Cough (For individuals with chronic allergic/asthmatic cough, a change in their cough from baseline)
  - Shortness of breath or difficulty breathing
  - Diarrhea, Vomiting, Abdominal pain
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - New onset of Severe Headache
  - Sore throat
  - New loss of taste or smell
  - Runny Nose
  - Congestion
- Individuals with the any one, or a combination, of the above symptoms may be requested to isolate, unless a negative test is obtained.
- Temperature checks will be conducted for students and staff prior to entering a facility daily.
  - Individuals with a temperature of 100.4 or greater will be sent home.
    - Individuals must be temperature free, without medication, for a period of 48 hours before being allowed to return to school, unless the illness is otherwise explained in writing by a doctor, or an individual receives a negative test result. When a negative test result is received, an individual may return if they have been fever free for a period of 24 hours and all other symptoms, if experienced, have improved.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## HEALTH and SAFETY

- Students and employees shall be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained.
- Contact tracing will be conducted by the Fountain/Warren County Health Department.
- Once an individual is excluded from the school environment they may return if they satisfy the CDC recommendations:

### ***Untested***

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

- They have not had a fever for at least 48 hours (of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

Note: A negative test WILL allow an individual to return BEFORE the 10-day period, so long as they are fever free for 24 hours, and other symptoms have IMPROVED. This will also allow individuals quarantined due to close exposure with symptomatic cases to return. The Fountain/Warren County Health Department advises the negative test to be more than just a “rapid” antigen test, which would be a confirmatory PCR test.

Per ISDH guidance, an individual testing positive may return as follows:

### ***Tested Positive- Symptomatic***

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

- The individual no longer has a fever (without the use medicine that reduces fevers); and
  - Other symptoms have improved
  - At least 10 calendar days have passed since symptoms first appeared; or

### ***Tested Positive- Asymptomatic***

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and have been preferably released by a healthcare provider.

- Students may also return if they are approved to do so in writing by the student’s health care provider.
- Students and staff should also stay out of school (quarantine) for 14 days from “close” (within 6 feet of individual for 15 minutes or more) exposure to known or probable Covid-19 case.
  - Note: When considering time of possible exposure an individual must do so in an accumulated manner, meaning all times of encounters (exposures) must be taken into account.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## HEALTH and SAFETY

### Employee Health Screening

CCSC will prohibit an employee from entering the campus who fails the screening criteria, or has a positive COVID-19 diagnosis. Employees must meet the previously identified criteria for reentry.

- An employee who does not pass the screening must stay home and notify their supervisor; and
- If at work, notify their supervisor, and go home.

### Students

CCSC asks for the assistance and commitment of each family by ensuring when a child is ill, exposed to COVID-19, or has a confirmed COVID-19 diagnosis that they remain home and follow the established guidelines for reentry.

- All students should do a daily self-evaluation before coming to school or boarding school transportation.
- All students should practice appropriate social distancing, hand hygiene, and other identified safety procedures.
- All students should regularly wash their hands when reporting to school and at other designated times throughout the day.
- All students will be trained on proper handwashing techniques.
- When social distancing is not possible, face coverings shall be used.
- All students shall use face coverings, covering the nose and mouth, when social distancing is not possible, and in other designated situations.
- All masks and face coverings shall meet the dress code guidance contained in student handbooks. Masks/coverings shall not have offensive language or logo's, images, words, etc... The school corporation encourages masks with our "CT" logo. Masks with any other verbiage or logo must be approved by building administration.

### Employees

CCSC asks for every employee to commit to staying home if ill and / or are required to self-quarantine.

- All CCSC employees should submit a written health screen weekly.
- All CCSC employees shall complete a self-screening daily.
- All employees will be expected to know, understand and practice methods to protect themselves and others from COVID-19 while at work.
- All employees shall practice appropriate cleaning and disinfection, hand hygiene, and face covering etiquette.
- All employees shall regularly wash their hands when reporting to work and after using the restroom.
- All employees shall maintain social distancing protocol where possible.
- All employees shall use face coverings, covering the nose and mouth, when social distancing is not possible, and at other designated times.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## **HEALTH and SAFETY**

- All masks and face coverings shall meet the dress code guidance contained in student or employee handbooks. Masks/coverings shall not have offensive language or logo's, images, words, etc... The school corporation encourages masks with our "CT" logo. Masks with any other verbiage or logo must be approved by building administration.

### **School – Community**

School – community stakeholders may support our efforts to slow the spread of infectious disease by following the CDC recommended healthy hygiene practices, including:

- Washing hands often.
- Utilizing hand sanitizer if soap and water is not available.
- When social distancing is not possible, utilizing a cloth face cover, placed over the nose and mouth.
- Covering coughs and sneezes.
- Practicing social distancing whenever possible

### **Visitors and Volunteers**

- Only essential needs visitors and guests will be allowed entry into a school facility.
  - When essential need visitors are allowed they shall wear a mask while in the facility.
  - Essential need visitors shall maintain social distancing requirements when in a facility.
  - Essential need will be determined by the building principal and / or superintendent.
- Essential meetings will be conducted through virtual means or limited face-to-face sessions.
- Parents dropping students off in the morning, or picking up at the end of the day, will be required to wait outside.
- Essential vendors and contractors may be allowed into a school corporation facility, by appointment, and must adhere to the screening protocol students and staff are expected to meet.
- All visitors to a CCSC campus will be screened, via verbal means, for signs and symptoms of COVID-19. An individual failing to satisfactorily answer the screening questions will not be allowed to enter.
- Visitors allowed into a school corporation facility shall utilize non-medical grade face masks/coverings, covering the nose and mouth, while in a building or on a campus.
- Plexiglass barriers will be installed in all school corporation offices.

### **Facility Closures**

- Staff, students, and parents will be notified of any relevant closures for COVID-19 exposure.
- The school corporation will work closely with the Fountain/Warren County Health Department when determining the need for school closure, due to COVID-19, as well as other health issues.
- If it becomes necessary to close our schools, E-Learning protocol will be utilized.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## **HEALTH and SAFETY**

- Infected areas will be thoroughly cleaned, following a 24 – Hour restriction period.
  - If it is deemed appropriate, cleaning may occur immediately upon notification.
- The length of any such school closure will be determined based on information and facts available to the respective point and time.

### **Training**

- All students and staff members will be trained in the school corporation health protocol.
- Age appropriate hygiene lessons will be provided to students on handwashing, face coverings, COVID-19, respiratory etiquette, and the proper use of face masks/coverings.
- All school corporation employees will be trained on health safety protocols through the Safe Schools program. Additional training in the areas of handwashing, face masks/coverings, COVID-19, respiratory etiquette, and the proper use of face masks/coverings will also occur.

### **Face Masks**

Students and staff alike will be required to wear a mask and/or face covering as identified in the school corporation reentry plan unless a medical condition requires otherwise. \*

Note: A note from a health care provider is required if a student/employee has a health condition that inhibits them from wearing a mask.

- The school corporation will provide face masks and other personal protection equipment (PPE) for students and staff.
- Students and staff are welcome to provide their own face mask/covering as long as they meet the previously defined guidelines.  
When worn, shall be placed properly over the nose and mouth.
- Shall be worn when
  - On a bus;
  - Social distancing is not possible;
  - Transitioning between classes, or in and out of a school facility;
  - Working with a close interaction during a lesson or similar activity;
  - Working in groups; and
  - Other times as directed by staff.

### **Food Services (Cafeteria)**

- Visitors will not be allowed.
- Food serving adjustments shall be made to best fit the needs of the respective facility.
- Staff shall wear PPE.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## HEALTH and SAFETY

- Hand washing/sanitizing shall occur prior and immediately following the serving of lunch.
- Every effort will be made for meals to be packaged and served in an individual manner, minimizing the touching of food wherever possible.
- Self-serve items will be eliminated.
- Silverware will be prepackaged individually with napkins.

### Transportation

- CCSC encourages all families with the ability to provide alternative transportation to and from school, to provide other transportation.
- Cleaning will occur after pick – up and drop – off daily.
- Seating charts will be utilized.
- Siblings will be required to sit together.
- Masks shall be worn by all individuals.
- School buses will be sanitized daily, following drop off in the morning and evening.
- Students will not be allowed to invite guests to ride home with them on a school corporation bus.

### Classrooms

- Social distancing shall be adhered to, with classrooms being set – up accordingly.
- Best efforts will be made to ensure social distancing throughout the school day.
- Students should report immediately to class, or designated area, upon arrival to school.
  - Students are encouraged to minimize their time at lockers when transitioning into a facility.
- Students are highly encouraged to have a water bottle with them throughout the day.
- Sharing of supplies shall be minimized.
- Masks shall be worn when working in groups and / or in close one – to – one interaction for an extended period of time.
- Masks shall be worn when transitioning between classes and when moving from one location to another.
- Students are encouraged to report immediately to a class when transitioning in an effort to minimize congregating in groups.
  - Students are encouraged to minimize their time at lockers during class transitions.
- Unnecessary items, such as furniture, will be removed.
- Outside activities shall be encouraged.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## **HEALTH and SAFETY**

- Seating charts will be utilized.
- Where necessary, in support of social distancing, plexiglass barriers will be installed in classrooms.
  - Plexiglass barriers will be utilized minimally and as deemed appropriate in an effort to protect students and staff.

### **Cleaning Protocol**

- All high touch areas will be sanitized daily.
- Cleaning will occur in the school buildings, classrooms, and busses daily.
- Recommended disinfectants will be utilized.
- Hand sanitizer will be available, in classrooms, and throughout each facility.
- Custodians and maintenance staff shall wear face masks, gloves, and other designated PPE during work hours.
- Staff will have access to disinfectant wipes and/or similar material to sanitize working surfaces and shared objects after use.
- Cleaning cloths will be changed for each classroom and commons area to maximize room to room cleanliness.

### **Athletics**

- Conditioning and sport specific workouts began on July 6, 2020.
- Physicals and waiver forms are to be completed and turned in to the athletic office prior to student – athletes participating in out – of – season and in – season activities.
- CCSC coaches have been trained on the proper protocol and expectations.
- To follow all IHSAA and school corporation protocols.

### **Nurses**

- Shall wear PPE.
- Shall provide a designated area for suspected COVID-19 cases.
- Parents/Guardians shall not have access directly to the nurse's office.
- Area will be disinfected after use.
- Shall provide a daily report of suspected COVID-19 cases, as well as a log of all other health issues experienced.

### **High Risk**

- An option will be provided for a teacher to instruct from home, if necessary.
- The school corporation will review opportunities to provide an alternative work option, if and when an individual is restricted from working on – site. It is important to note that it may not be possible to provide an alternate work structure in all instances.
- Alternative pathways will be provided for students not able to attend in-person school.

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## FAMILY SUPPORTS

CCSC recognizes that the start of school this fall is going to be a challenging one for our children and their families. It is our commitment to work closely with each family to ensure the educational growth of the child (ren). Corporation leadership, including the superintendent, building leaders, counselors, nurses, and instructional staff will work with the families to assist with the reentry into education.

Our team will continue to provide families with assistance such as:

- SEL support
- Counseling services
- Educational planning
- COVID-19 Resources focused on the education of the child
- Student devices
- Instructional guidance

Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith



## COMMUNICATION and COLLABORATION

The school corporation will continue to prioritize communication, while providing opportunities for collaboration to occur as we reenter education. Timely and accurate information will remain our commitment to students, parents, staff, and the school – community.

CCSC utilizes the following resources in our communication and collaboration process:

- Website
- Facebook
- Twitter
- Remind
- Superintendent Informational Announcements
- ZOOM Video Conference
- Survey's

Individuals with questions and/or needs for additional information may contact the superintendent's office by calling 765.793.4877, or emailing [smithk@covington.k12.in.us](mailto:smithk@covington.k12.in.us)

The school corporation has identified a section on our website for the reference of our students, parents, and staff. Information will be maintained at : <http://www.covington.k12.in.us/>

2020-2021

### School Re-Entry Information

Click on the links below to view the latest information:

 - [Athletic Return-to-Play Plan](#)

 - [ISDH Guidance for School Return](#)

*School re-entry plan coming soon.*



Revision: E

Date: August 27, 2020

Document Owner: Kevin R. Smith