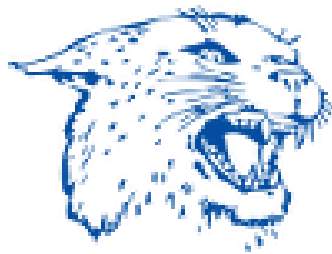


# **Colton School District**

## **2020-21 Reopening Framework**



**COLTON**  
SCHOOL DISTRICT

August 21, 2020

**Colton School District is meeting our students, families and staff at their readiness level as we return to school in the fall.** We know how much you value your child's relationship with his/her teachers, peers, and the school community. Thank you for taking the time to review our Colton School District reopening framework. After reading this document, you may still have additional questions. If so, reach out to us and know that although the beginning of school is around the corner, we continue to refine our plans as we receive your input as well as the latest guidance and direction from the appropriate authorities.

**Having the option of onsite learning or distance learning this year allows us to provide a high-quality educational experience while giving families the option to choose what they are most comfortable with for their child.** Whichever option families choose, we are ready to adapt on a dime if our district is ordered to do so in the interest of public health.

We are designing these models to be flexible so that students can move seamlessly from the onsite to distance learning, or vice versa, if families choose to shift or given new direction from authorities. If a family chooses to shift, it can begin at the end of the current grading period (quarterly) whereas if authorities require it to occur, more flexibility exists.

One area that we continue to refine is our district's response and role if/when we have a student or staff member who tests positive for COVID, is exposed to the virus, or has symptoms at school. In the reopening framework, you will see that we have general guidance from Washington's Department of Health and we continue working with Whitman County Public Health to define protocols so that as parents, you are fully aware of what our District's response will be to these scenarios. **Ultimately, our public health system is in the driver's seat in these scenarios and we will assist them in any steps they find to be necessary.**

Thank you,

Paul Clark  
Colton School District

# Health and Safety Requirements



|   |  |  |   |
|---|--|--|---|
| <p><b>Cloth Face Coverings</b><br/>All staff, students, volunteers, and guests must wear cloth face coverings at school. Some people cannot wear face coverings due to medical conditions, or other needs.</p>                              | <p><b>Health Screening</b><br/>All staff, students, and visitors will be checked for signs of illness upon entry each day.</p> <p>People who do not pass the health screening or show symptoms of being ill will be sent home. Parents will have a plan in place to ensure a contact can be reached at any given time should your child need to return home.</p> | <p><b>Stay Home if Sick or Exposed to COVID-19</b><br/>Students, staff, vendors, and parents/guardians will be asked to stay home if they are feeling ill, have <u>symptoms of COVID-19</u>, or have been in close contact with someone with COVID-19 in the past 10 days.</p> | <p><b>Physical Distancing</b><br/>As much as possible students and staff will maintain a six foot distance between people.</p> <p>Students will be in cohorts with limited or monitored movement between spaces for students.</p>                   |
| <p><b>Hygiene Practices</b><br/>Students and adults will wash hands when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home.</p> | <p><b>Cleaning and Disinfecting</b><br/>There will be increased cleaning, sanitizing, and disinfecting of all school buildings following <u>CDC guidelines</u>.</p> <p>If groups of students are moving from one area to another in shifts, cleaning will happen before the new group enters the area.</p>   | <p><b>Separate those with Symptoms</b><br/>If someone develops symptoms while at school they will be separated from others, asked to keep a mask on, and sent home.</p> <p>Communication plan in place that includes staff, Families, and the local health jurisdiction.</p>   | <p><b>Ventilation and outdoors</b><br/>Ventilation including windows, fans, and HVAC settings will be used to maximize the amount of outside air entering program areas.</p> <p>Outdoor learning and activities will be encouraged as possible.</p> |

## How to correctly use a face mask

To slow the spread of the novel coronavirus that causes COVID-19, the Centers for Disease Control and Prevention now recommends wearing cloth face coverings in public places where social distancing is difficult to maintain, such as grocery stores.

The use of nonmedical masks can reduce transmission of the virus by people who have it but aren't experiencing symptoms. Masks are most effective when worn consistently and properly in order to avoid contaminating the hands or face of the user.

Here's how to protect yourself and others when wearing a mask:

### PUTTING IT ON

- 1 With clean hands, fit the mask to cover your mouth, nose and chin.
- 2 Secure it tightly to minimize gaps between your face and the mask.



- 3 Once it's on, do not touch or adjust it. Wash your hands.

### REMOVAL

- 1 Handling only the straps, untie or unloop your mask from behind and pull it away from your face. Do not touch the front of the mask, your eyes, nose or mouth.
- 2 Immediately throw the mask in the laundry, or the trash if it's intended for single use. Wash your hands.



#### Do:

- Make sure your mask covers your face snugly but comfortably.
- Remove and dispose of paper masks and other personal protective equipment, such as gloves, in the garbage before you get into your car or home.
- To avoid cross-contamination, consider carrying a separate bag to put your soiled mask in if you are going to bring it home to launder.
- Always wash your hands before and after handling your mask.



#### Don't:

- Don't pull your mask down. If you touch it, wash your hands and put on a clean one.
- Don't continue to use your mask if it gets damp. Replace it.
- Don't reuse single-use masks. Wear a fresh one every time.
- Don't wear medical masks or respirators, as those should be reserved for health care workers.

## Returning to School After Having Suspected Signs of COVID-19

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A staff member or student who had signs of suspected or confirmed COVID-19 can return to school when:

- At least three days (72 hours) has passed since recovery – defined as no fever without the use of medications and improvement in respiratory symptoms like cough and shortness of breath; AND
- At least 17 days have passed since symptoms first appeared; OR
- It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19.

If a person believes they have had close contact to someone with COVID-19 but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for those 14 days.

## When Someone Develops COVID-19 Symptoms at School

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If a student or staff member develops signs of COVID-19 at school, the local health authority will immediately be notified. Students and most staff may be dismissed for 2-5 days to allow local health officials to help the school determine appropriate next steps including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Local health officials' recommendation for the scope and duration of school dismissals will be made on a case by case basis using the most up to date information about COVID-19 and the specific cases in the community.

They will be separated away from others, with supervision at a distance of six feet, until the sick person can leave. While waiting to leave school, the individual with symptoms should wear a cloth face covering or mask, if tolerated. The area where the symptomatic person waited will be aired out, cleaned, and disinfected after they leave.

Each school will have a designated area where sick students can be separated until they can be picked up by an authorized person.

The person with symptoms should follow [DOH guidance](#) for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19. If a student or staff member is diagnosed with COVID-19, their family must notify the school as soon as possible.

## **On-Site Learning Model Colton School K-12**

### **SCHEDULE**

- Students attend five days a week for in-person learning

### **PROGRAM**

- Arrival, departure and transition routines established to comply with social distancing
- Classroom groupings eat meals in homeroom
- Recess in classroom groupings
- Outdoor P.E. when possible
- All spaces within the building utilized to meet requirements for physical distancing and grouping students
- Students will be able to participate in core and elective class opportunities

## Arrival - Health Screens at home or at Entry

### Colton School K-12th Grade

### ARRIVAL

#### Student Arrival:

- 1 - School front doors will open at 8:00 a.m. for students to begin the entry process. Staff will be stationed to greet students at these doors no sooner than 8:00 a.m.
- 2 - Students whose parents have completed health screens at home will enter the school through the front door.
- 3 - Students who have not yet had parents fill out screening form will have staff complete it with them before they enter the building.
- 4 - Elementary students will head outside to recess.
- 5 - Middle and high school students will go to the classroom where their first class is held.

#### Parent Arrival:

- 1 - Parents may enter the building while wearing a mask after they complete the health screening at the front door. Social distancing must be maintained while speaking with the secretary. No parent may be in the main hallways or classrooms.
- 2 - To minimize social crowding, parents will not be invited to enter with children past the foyer.

#### Staff Arrival:

- 1-Staff will enter through a main door and complete the health screening process each morning.

**K-7th Grade      Grouping**

**Classrooms:**

Students are cohorted (grouped) in homeroom classes with 6 feet of distance maintained between each other.

**Hallways/Transitions:**

Students walk 6 feet apart while in line. This is taught, practiced, and monitored. All students transition with the guidance of an adult. Most grade levels are not assigned lockers this year. Transitions are staggered when possible to minimize hallway congestion. Hallways are divided into two one-way walking lanes like on a road.

**Specialists:**

- P.E.- Class occurs in outdoor spaces when possible. Learning opportunities consistent with social distancing and health guidelines occur. Activities requiring physical contact are not scheduled.
- Other specials occur in the homeroom class whenever possible.

**8th-12th Grade      Grouping**

**Classrooms:**

Students are grouped in classes to maintain 6 feet of distance between each other. Cohorting is largely unable to occur within these grade levels.

**Hallways/Transitions:**

Students walk 6 feet apart. This is practiced and monitored. Lockers are not assigned this year. Hallways are divided into two one-way walking lanes like on a road.

**Electives:**

- P.E. - Class occurs in outdoor spaces when possible. Learning opportunities consistent with social distancing and health guidelines occur. Activities requiring physical contact are not scheduled.



**K-7th Grade Grouping (cont...)**

**Special Education:**

Services are delivered in general education homerooms when possible.

**Recess:**

- 1- Students in kindergarten through 5th grade have AM, lunch time and PM recess with their own grade.
- 2- The outdoor play areas will be divided into zones and each homeroom will play in assigned zones to eliminate cross-class social contact.
- 3- Students will be taught to practice social distancing on the playground.

**Assemblies/Programs:**

Currently, assemblies and programs where students would gather closely together will not be scheduled.

**8th-12th Grade Grouping (cont...)**

**Special Education:**

Services are delivered in general education homerooms when possible.

**Recess:**

Sorry, there is still no recess.

**Assemblies/Programs:**

Currently, assemblies and programs where students would gather closely together will not be scheduled.

## Breakfast/Lunch

| <b>K-5th Grade Meals</b>   | <b>6th-12th Grade Meals</b>  |
|--|--|
| <p>1- <b>Breakfast</b> is available after AM recess in classrooms. Students eat breakfast in their classrooms..</p>  | <p>1- <b>Breakfast</b> is available for grab and go at the beginning of the school day in the foyer. Students eat in their 1<sup>st</sup>-period classroom.</p>  |
| <p>1 - <b>Lunch</b> is delivered to classrooms while students are at recess.</p> <p>2 - Students eat lunch in their classroom.</p> <p>3 - Students eat at their desks to maintain social distancing.</p> <p>4 - Once seated, students remove masks to eat.</p> <p>5 - Once done eating, students put masks back on.</p> <p>Staff supervising lunch ensure proper social distancing as students transition from recess to lunch.</p> <p><b><u>No microwaves are available for heating up student meals.</u></b></p> | <p>1- <b>Lunch</b> is delivered to students' first-period classroom based on morning lunch count.</p> <p>2 - Students eat lunch in the room. If weather and staffing allow, lunch may be eaten outdoors. Social distancing guidelines remain in place.</p> <p>3- Students eat at their desks to maintain social distancing.</p> <p>4- Once seated, students remove masks to eat.</p> <p>5- Once done eating, students put masks back on.</p> <p>Paraprofessionals and office staff ensure proper social distancing as students eat lunch.</p> <p><b><u>No microwaves are available for heating up student meals.</u></b></p> <p><b><u>Campus will be closed to begin the year. Students may not leave campus at lunchtime.</u></b></p> |

# Hygiene Practices

## K-5th Grade Hygiene

### Hand Washing & Sanitizing:

- 1 – Teachers and students wash hands MANY times each day:
  - On entering classroom
  - After using restroom
  - After each recess
  - After sneezing or blowing nose
  - Before and after meals
  - Before going home
  - Before touching classroom materials
- 2 – Staff instructs lessons on proper hand washing practices
- 3 - Posters displaying healthy hygienic practices are displayed in classrooms and common areas.

## 6th-12th Grade Hygiene

### Hand Washing & Sanitizing:

- 1- Teachers and students wash hands MANY times each day:
  - On entering classroom
  - After using restroom
  - After sneezing or blowing nose
  - Before and after meals
  - Before going home
  - Before touching classroom materials
  - Before leaving school
- 2 - Staff instructs lessons on proper handwashing practices
- 3--Posters displaying healthy hygienic practices are displayed in classrooms and common areas.

**As required by the Department of Health, students, staff, and visitors will wear face coverings at school.**

1 - Students and staff will wear face coverings while at school. Students will need 3 cloth, reusable masks. If a student does not bring a mask, a paper mask will be provided. **Masks are not to include one-way valves.**

2 - Parents are encouraged to launder masks often and make sure students bring masks home from school every day.

3 - Adults entering the school will be required to wear face coverings.

**If a student does not wear a mask and is asked three times in one day to do so, the student will be sent home to complete the day's learning online. This will not be a disciplinary action but rather will be understood to indicate an interest in online learning for the day.**

## **K-5th Grade End of School Day**

We are no longer able to congregate in front of the school.  
Systems will be adjusted to eliminate congestion.

Students being picked up remain 6 feet apart. Students delivered to busses maintain social distance until entering busses, where masks are still worn.

1 - Elementary classes have a staggered dismissal beginning at 2:53 and every two minutes afterwards.

2 - Adults outside of their personal vehicles are to follow mask and social distancing guidelines.

3 - OSPI is encouraging alternative forms of transportation to help with social distancing on school busses.

4 - Appropriate signage and seating charts are on each bus.

5 - Seating charts are created to facilitate coordinated loading/unloading and continued cohorting of students.

6 - Air flow throughout the bus will be increased by opening roof hatches and selected windows.

7 - Driver will disinfect handrails, seat tops, and entrance doors between runs as well as perform daily sanitation of the bus.

## **6th-12th Grade End of School Day**

We are no longer able to congregate in front of the school.  
Systems will be adjusted to eliminate congestion.

Students being picked up remain 6 feet apart. Students delivered to busses maintain social distance until entering busses, where masks are still worn.

1 - Staff help students maintain physical distancing when departing classrooms.

2 - Adults outside of their personal vehicles are to follow mask and social distancing guidelines.

3 - OSPI is encouraging alternative forms of transportation to help with social distancing on school busses.

4 - Appropriate signage and seating charts are on each bus.

5 - Seating charts are created to facilitate coordinated loading/unloading and continued cohorting of students.

6 - Air flow throughout the bus will be increased by opening roof hatches and selected windows.

7 - Driver will disinfect handrails, seat tops, and entrance doors between runs as well as perform daily sanitation of the bus.

# What to Do if Someone Develops Signs of COVID-19

**Colton School K-12th Grade**

**Responding to COVID-19 Possible Case**

- 1 - Students who show signs of having COVID-19 will go to an area separate from others in the building under staff supervision until a parent/guardian arrives to take the child home.
- 2 - Social distancing is maintained by individuals in this waiting area.
- 3 - The area where the student or students are waiting is disinfected by custodial staff after the student leaves.
- 4 – Whitman County Public Health is contacted and the direction they provide is followed to ensure the safety of our community.

## **Colton School District Parent Frequently Asked Questions (FAQs)**

### **How do I know that my student is completely safe at school?**

*We cannot guarantee that your student will be completely safe at school, either in-person or online. There is an element of risk with any decision you make. We have added significant safety measures and protocols and will do everything we can to ensure safety.*

### **When do I have to decide what option we are choosing this year?**

*You can choose this up until Thursday, August 27<sup>th</sup>. However, the sooner you make the decision the smoother the process will be in having a successful start to the school year.*

### **Can I change which option we are in at any time during the school year?**

*If you choose in-person onsite learning, you may opt to move to online instruction at any time. If you do so, you will remain in online instruction for the remainder of the grading period (the end of the current quarter). If you choose online instruction, you may opt to return to in-person onsite instruction at the end of the grading period (the end of the current quarter).*

### **What do I do if I do not have connectivity?**

*Being connected to the internet is crucial for your success this school year. As you experienced this spring, the school district will pursue options for your connectivity.*

### **Do my kids have to wear their masks all day? What if they go outside?**

*Students must wear masks during the school day. Certain exceptions are allowed by the Washington Department of Health (DOH). In particular, if a student is outside and is maintaining proper social distancing, DOH does not currently require the mask to be worn.*

### **What if my child cannot wear a mask?**

*Please work with your child's primary care physician or behavioral specialist/counselor for a letter stating this and notify the school office. We will respect your child's need and encourage you to consider online learning for the safety of your child and his/her peers.*

### **Will the bus windows really be open on dusty roads and in the snow?**

*While it is recommended that windows be down when possible, we will use common sense on when it is safe to have windows down on buses. OSPI is encouraging families to consider driving their children to and from school if this does not pose a burden on you.*

### **Are you really going to be able to maintain 6 foot social distancing all day?**

*It will be impossible to maintain social distancing every moment of every day. We have, however, planned for no periods of instruction where students are closer than 6 feet. Our staff is committed to keeping students 6 feet apart and we will enforce this if a student does not wish to follow this expectation.*

**Will the entire class have to stay home for 14 days if a student tests positive in their class?**

*This will depend on what Whitman County Public Health directs concerning any possible case of COVID-19. The school will work closely with them if this scenario occurs.*

**Will cold lunch students have access to microwaves to heat their lunches?**

*We will not have microwave access this year due to new safety requirements.*

**Are you going to provide lunches for students who are enrolled in online learning?**

*We do not currently have an answer to this question, as it involves some legal considerations. The school's intent right now is to not provide meals to students enrolled in online learning. This is, however, not a final decision.*

**Are students going to be switching classrooms the same as last year?**

*Students in kindergarten through 7<sup>th</sup> grade will rarely switch classrooms this year. We are less able to cohort (group) students in 8<sup>th</sup>-12<sup>th</sup> grade due to electives, although we continue to try and keep student movements between classes and groups limited.*

**What sports are we going to be able to offer this year?**

*We don't yet have an answer to this. The school district began an application for our high-school football team to play with Genesee last winter long before COVID became a concern. Other than high-school football, no decisions have been made around sports this year, by which I mean we have cancelled no sports seasons. WIAA has redefined high-school sports seasons and high-school sports are not currently realistic for us this fall with that new definition. We eagerly hope to hear from the appropriate authorities when we can safely participate in sanctioned sports.*

**Will the school year calendar change?**

*It is possible that the school calendar will change but our intent is to keep it exactly as we adopted it this spring. School starts on August 31<sup>st</sup> and ends June 11<sup>th</sup>.*

**Will my child be disciplined for not wearing a mask?**

*Although a child will not initially be disciplined for not wearing a mask, he or she will be sent home if it is not worn after a staff member asks three times in one day. This will not be a disciplinary action but rather one that allows the school to remain within Washington Department of Health guidelines. If a child finds it difficult to keep a mask on all day at school over a period of time, the online learning option might be best for him or her.*

**What will you do if my child gets sick and you cannot reach us?**

*We will be utilizing the emergency contacts for your student.*

**Will meals and homework packets still be provided if we have to go virtual?**

*If the entire school district is required to move to an online platform, meals and learning resources will likely be provided to families. In this instance, your child's learning environment will look nothing like this spring. We will have a much more robust learning environment and set of routines designed to support your child.*



**What will be your grading process if students have to go to remote learning again?**

*The grading process will return to how we have been accustomed to it for years if we are required to all go online. This spring's grading situation was stressful and frustrating for all of us.*

**How is attendance going to be tracked in online learning?**

*Because online learning will occur at the exact same time or at almost the exact time as the physical classroom with students in it, attendance will tracked how we are accustomed to it being taken. Online learning will look nothing like it did this spring and students will be engaged both in and outside of the physical classroom at the same time.*

**Do we still need to have our immunizations current if we are not on campus?** *Yes, this requirement applies to all students in our school district and is even more important with COVID in our minds than it has been in the past. Immunization records are required to be current.*