

School Restart Reference Guide

7/16/2020

Parent Education

Develop policies to provide to parents and to reference when there are questions or pushback

Develop a plan addressing learning needs, such as remote/online opportunities, for students with special health care needs leading to high risk for medical difficulties related to exposure to COVID

Provide guidance from additional reputable sources:

[CDC](#)

[Ohio DOE](#)

[Education Planning for Ohio Schools and Districts](#)

[Masks/Face Coverings](#)

Student Education

Develop policies to provide to parents and to reference when there are questions or pushback

Ensure guidance is age appropriate

Plan for continued COVID education opportunities throughout the school year

Symptom Checklist

Develop a symptom checklist according to Ohio and Lucas County guidance

Require parents to use this list daily before students leave for school

Require staff and teachers to perform a symptom checklist self-assessment daily

Social-Emotional Health

Develop plans to support students' and staffs' safety, social-emotional health, and wellness needs

Cultivate and provide resources, as appropriate, for educators, staff, students, and families to engage social-emotional health professional to express their emotions, fears, confusions, and anxieties during return to school surrounding COVID

Provide opportunities for virtual teacher-family partnerships to improve communication and reduce fear

Bussing

Bus driver or attendant should take daily attendance including the driver and any attendants

Develop plans to enable discussion between schools with shared busses or bus drivers

Students should have assigned seating with family members sitting together

Masks should be worn while on the bus

Stagger release of students from busses to provide greater social distancing

Determine how temperature checks will be performed upon arrival



School Restart Reference Guide

7/16/2020

Drop Offs / Pick Ups / Walkers

Staggered drop off and pick up times to provide greater social distancing

Designate a specific time and area for each class or grade to be released to provide for social distancing

Determine how temperature checks will be performed upon arrival

Develop a plan for students to go from the school doors straight to class

Reduce congregation in hallways or lobby areas to provide greater social distancing

Temperature Checks

Denote who will perform temperature checks

Identify what to do if a student shows a temperature and how those students will be isolated

Identify what to do if a teacher or staff shows a temperature

Designate who will do checks for late arrivals and guests

Develop recheck procedures for those with a temperature

Consider how the weather may impact readings

Sick Policies

Determine what will occur when someone fails a temperature check

Outline the procedure for when someone become sick during the day

Designate a location where sick students will be isolated

Determine how will parents be contacted and when they will be expected to collect their student

Determine the percentage classroom absenteeism that will trigger an altered curriculum

Identify how substitutes will be supplied in the event that multiple teachers are exposed or ill

Identify who will continue teaching obligations if a teacher becomes ill midday

Outline alternate teaching arrangements if a teacher is to be isolated or quarantined

Consider how other staff will be impacted by school outbreaks and how their positions will be filled if they are quarantined or isolated: Lunch Staff, Clerical / Front Desk Staff, Janitorial Staff, Volunteers

School Restart Reference Guide

7/16/2020

Classroom Procedures

Assigned seating must be used in each classroom to allow for contact tracing

Attendance must be taken daily to allow for contact tracing

Develop a class-by-class interactions diary for teachers to log close contact with students

Seat students far away from each other with as few students within six feet of each other as possible

[Masks](#) should be worn as often as possible, face shields may be used when masking is impractical

Teachers should change classes, not students, whenever possible, to reduce cross-classroom contamination risks and to permit ease of contact tracing

Stagger time when different classes/grades will be in the hall to allow for sufficient social distancing

Consider the use of floor dots to demarcate six feet distance for lunch and bathroom lines

Practice hand hygiene between classes using hand sanitizer or hand washing

Lunch

Lunch should be taken in the classroom the classroom if possible to reduce the risk of spread

Lunch may be taken outdoors for ease of social distancing and improved airflow

If lunch is to be taken in a cafeteria there should be:

- Assigned Seating at Lunch

- Social distance used when lining up to receive food items

- As few students within six feet of each other as possible

- Students should be sat together every day for tracking ease

Masks should be worn as often as possible after eating and when talking

Recess

Stagger time when different classes/grades will be at recess

Include in plans how recess monitoring will be performed to record student interactions

Masks should be worn as often as possible

School Restart Reference Guide

7/16/2020

Gym

Stagger times when students will be in the locker room to allow for social distancing

Limit contact play

Limit use of shared equipment such as weights, balls, bats, and rackets

Determine how shared equipment will be sanitized

Masks should be worn as often as possible

Consider outdoor activities for greater ease in social distancing and improved airflow

Athletics

Require coaches to take attendance at practice and at games

Require a visitor sign-in sheet at games and limit visitors at games to immediate family

Stagger times when students will be in the locker room to allow for social distancing

Masks should be worn as often as possible

Limit contact play during practices

Consider eliminating gym equipment and weight room training

Limit use of shared equipment and determine how shared equipment will be sanitized

Band/Choir/Theatre/Cheer

All four of these programs are highly respiratory and will pose a greater risk of spreading COVID

Require staff to take attendance at all practices and performances

Require assigned seating as applicable

Determine how shared equipment will be sanitized

Masks should be worn as often as possible

Eliminate physical contact between students (theater, cheer, and color guard)

Practice and perform outdoors whenever possible to permit greater airflow and greater social distancing

Shared Items

All common use items should be student supplied such as writing instruments, scissors, and calculators

Develop a cleaning schedule for shared computers or other equipment to be disinfected between use

Art teachers should consider projects that do not require shared items or which use items that can be sanitized between users such as clay working, papier-mâché, origami, and hand-working fabrics

School Restart Reference Guide

7/16/2020

Guests/Visitors

Review and revise current guest and visitor policies to permit only those with essential business

Required all visitors to wear a mask

Designate which staff will perform temperature check and provide guests with the symptom checklist

Develop a sign in sheet for visitors with their name, date of visit, and contact information

Reduce face-to-face meetings as much as possible and provide online/virtual meeting alternatives

Cleaning Routines

Refer to CDC and Ohio DOE protocols for developing cleaning guidance

Ensure all cleaning products have a coronavirus kill claim

Develop schedules for increased cleaning of high-touch surfaces

Identify classrooms/areas where more intense cleaning is necessary such as computer labs, laboratory desks, band and choir rooms, cafeterias, and locker rooms

Develop a plan for cleaning areas where confirmed cases visited