

MONROVIA HIGH SCHOOL

SCHOOL RE - ENTRY PLAN

JULY 28, 2020

MONROVIA HIGH SCHOOL SAFE ENTRY OVERVIEW

Monrovia High School formed a committee to prepare for the safe opening of the 2020-2021 school year. The committee's goal was to recommend and consider changes for student and staff to safely return to school during the COVID-19 pandemic. The committee referenced multiple documents and those referenced include: Center for Disease Control (CDC), the Indiana State Department of Health, the Morgan County Department of Health, and the IN-CLASS document from the Indiana Department of Education. Monrovia High School recognizes that the COVID-19 pandemic has created a fluid situation and changes may be necessary as the school year progresses. At MHS, our top priority will continue to be the health and safety of our students and staff. Effective July 27, 2020, all Hoosiers age 8 and older are **required** to wear masks in indoor public places. Executive Order 20-37 is provided in detail on pages 11-12.

HEALTH PROTOCOL FOR MONROVIA HIGH SCHOOL

It is essential for the MHS school community to work together to prevent the introduction and spread of COVID-19 in in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9).

In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, Monrovia High School will work closely with the Morgan County Health Department if the need arises.

According to the CDC, the people with COVID-19 have had a wide range of symptoms reported and these symptoms range from mild to severe.

Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- A fever of 100.4 F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste and smell
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit two or more of the symptoms of COVID-19 based on CDC guidance that is otherwise explained. In addition, the Morgan County Health Department has developed the return to school health plan in accordance with CDC and Indiana State Board of Health guidelines which will be strictly enforced by the Monroe Gregg School District and Monrovia High School. Any student or staff member having a fever above 100.4 degrees, or two COVID-19 symptoms will be required to leave school immediately. They must self-isolate at home for 10 days and follow the guidelines below.

WHEN IS IT SAFE TO RETURN TO SCHOOL

Neither the Morgan County Health Department, Monrovia High School, nor Monroe Gregg School District can require your student to be tested for COVID-19.

UNTESTED

If your student has a fever or two or more COVID-19 symptoms and is untested:

1. Student may return after 10 calendar days and must be fever free for 24 hours (without medication).
 - a. **Scenario 1-** Your student wakes up on Monday morning with a fever of 101.0 degrees. Your student must stay at home for 10 days if you opt to NOT have them tested for Covid-19. If you opt to have your student tested and they test negative they still must isolate for 10 days at home.

2. Student may return with a doctor's statement saying it is safe to attend school and giving an alternate diagnosis.
 - a. **Scenario 2-** You receive a call from the school nurse, your child has a fever greater than 100.4 degrees. Your student must leave the school immediately. If you take your student to see their physician and it is determined they have an alternate diagnosis (Strep throat, ear infection, etc.) They may return 24 hours after the symptoms are resolved and have been fever free for 24 hour without medication. Student must have a statement from the doctor stating it is safe for the student to return to school. If you opt to not see a physician, your student will be treated as COVID-19 positive and must remain at home for 10 days from the onset of symptoms.

TESTED

Student is tested with a Negative result:

1. Student may return after 10 calendar days and must be fever free for 24 hours (without medication) and symptoms improving.

2. Student may return with a doctor's statement saying it is safe to attend school and giving an alternate diagnosis.

3. Student who has tested negative for COVID-19 but was a known close contact (defined below) of a COVID-19 positive person, must complete a 14 day quarantine.

Student is tested with a Positive result:

1. Student must remain home and in isolation for 10 days from the day the test was taken.
 - a. **Scenario 3:** Student tests positive and has been in isolation. On day 7 of isolation new Covid symptoms appear, with the new onset of symptoms a new 10 day isolation start date will begin.

Student is in close contact with a COVID-19 positive individual (within 6ft. for more than 15 minutes):

1. Quarantine for 14 days before returning to school. Must remain symptom free or follow the previous guidelines.
 - a. **Scenario 4:** Student tests positive and has 3 siblings at other schools. Siblings should be quarantined for 14 days before returning to school. Testing is recommended and results should be reported to the siblings school.

MEDICAL INQUIRIES

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more consideration has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells MHS that a student is ill, we may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, we will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person on MHS school property is obviously ill, we may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, Monrovia High School may exclude the student or employee from school attendance.

CONFIRMED CASE OF COVID-19 ON SCHOOL PROPERTY

If there is confirmation that a person infected with COVID-19 was on MHS school property, MHS or the M-GSD school district will contact the local health department immediately. We will also notify the Indiana Department of Education per state guidelines. Unless extenuating circumstances exist, we will work with the Morgan County Health Department to assess factors such as likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the Morgan County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department. If a closure is

determined necessary, MHS and M-GSD will consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after school programs.

As soon as the district becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff at MHS will be informed, so that impacted area, furnishings, and equipment are thoroughly disinfected.

PREVENTATIVE MEASURES

The priority for preventing the spread of disease in the school setting is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19. Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are: **(a) social distancing; (b) frequent handwashing; and (c) appropriate personal protective equipment (PPE).**

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others.

Monrovia High School will reinforce healthy habits regarding handwashing, especially in key situations that include:

- Start of school day
- During breakfast and lunch
- After Physical Education class and when using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Water fountains will not be utilized. We encourage all Monrovia High School students to bring a water bottle from home.

Student face coverings are required when traveling on the school bus, in hallways, and in large group assemblies like the lunchroom. Face coverings are recommended in the classroom, but not required if appropriate social distancing can be achieved as determined by the classroom teacher.

Students who enter the building before school officially begins at 7:53 AM must report directly to a supervised classroom or café and will not be permitted to congregate in the hallway or around student lockers. All students not involved in an extra-curricular or co-curricular activity must exit the building following the end of day bell at 2:40 PM.

SOCIAL DISTANCING

The following “Social Distancing Contract” must be reviewed and signed by all MHS student families. A copy of the full “MHS Social Distancing Contract” is included below:

MONROVIA HIGH SCHOOL

Social Distancing Contract

Social distancing refers to actions taken to reduce the number and duration of contacts and increase the physical distance between individuals to slow the spread of a communicable disease. Social distancing protects large numbers of vulnerable students, as well as limit secondary transmission to adults within their households and communities. By signing this contract, student **and** parent(s)/guardian acknowledge the following social distancing rules at MHS for the 2020-2021 school year.

- When social distancing is not an option, a face mask will be required (passing period, lunch line, group work in class, or any situation where 6 feet distancing is not possible).
- Cloth masks, gaitors, and buffs are acceptable (no bandannas).
- Graphics on the face mask must not disrupt the educational process and be school appropriate.
- Students will be assigned seats in the classroom, cafeteria and bus.
- Students will be required to immediately report to classrooms and will not be allowed to congregate in the hallways before and after school or during passing periods.
- Public displays of affection are not allowed on school property.

Should the student be in violation of the rules listed above and/or engaging in any behaviors that threaten the safety of MHS students or staff, the following will occur:

1st offense – Staff member issues a verbal warning and reports incident to the MHS administration. Parents/guardians will be contacted by administration.

2nd offense – Staff member issues a discipline referral and the student will spend the remainder of the day in In-School Detention. **Additionally**, parents/guardians will be contacted by the MHS administration and advised that the next social distancing offense will result in Remote Learning for the remainder of the semester.

3rd offense - The student will finish the semester eLearning from home using our MHS online curriculum “Edmentum.”

HAND WASHING/RESPIRATORY ETIQUETTE

- Hand washing will be required throughout the day. Additional hand sanitizer will be available in each classroom, main office, guidance office, gym, and cafeteria.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

We protect each other by wearing face coverings (masks & face shields). Wearing face coverings has proven to be an effective way to fight this virus and keep school open. Students and staff are required to have a face covering with them at all times. There will be situations when face coverings will be required (bus, passing period, hallway, clinic, office, or classroom activities where social distancing is not an option).

Indiana University, Purdue University and Ball State University are just a few of the state institutions requiring all staff and students to wear a face covering on school grounds. The CDC states, “The typical American school cannot accommodate social distancing of their student population for the duration of the school day.”

The following standards should be applied to face masks at MHS:

- The State of Indiana is requiring face coverings for all staff, students, and guests while inside Monrovia High School with these exceptions: (see pages 11-12).
- Mask should fit snugly against the face without being too tight or too loose.
- Mask final size should be about 7 inches wide by 3.75 inches long.
- Mask must cover below the chin and above the nose.
- Mask coverage must end below the eyes.
- Mask should allow for breathing without restriction.
- Mask must be secured with ties or ear loops.
- Cloth masks should have at least two layers of fabric.
- If mask cannot be successfully cleaned, throw the mask away. Otherwise, launder after every use (have multiple masks to trade out during the day/week). Increase cleaning by adding some bleach or hydrogen peroxide (follow manufacturer’s guidelines).
- Mask appearance must be school appropriate and not disrupt the educational process.
- Face shields are considered an appropriate substitution for face masks.

STAFF TRAININGS

Professional development will be provided to all staff at the start of the school year on symptoms and screening measures and these trainings are provided by the Indiana Department of Education.

CLASSROOM ENVIRONMENTS

- COVID-19 has required MHS to reorganize assemblies, field trips, registrations, orientations, teacher conferences, parent information meetings, and other large gatherings.
- MHS staff will perform self-screenings daily.
- Every effort has been made to increase space between students during in-person instruction (reduce class sizes, move large classes to larger rooms, and utilize auxiliary gym and auditorium as possible classrooms).
- Face coverings are recommended in the classroom, but not required if appropriate social distancing can be achieved as determined by the classroom teacher.
- Classroom desks will be spaced and face in the same direction.
- Classroom visitors/guest speakers will not be utilized during the 2020-21 school year.
- Efforts will be taken to ensure that adequate supplies are available to minimize the sharing of high touch materials. This includes art supplies, science lab equipment, books, instruments, P.E. equipment, etc. These items will be assigned to a single child or we will attempt to limit the use of supplies and equipment by one group of students at a time and clean and disinfect between uses.
- Students will not be required to dress for P.E. and Advanced P.E. to minimize locker room interactions.
- Soft hard to clean items have been removed from classrooms and library (stuffed animals, bean bag chairs, soft cloth chairs/sofas, and other soft cloth instructional items). Classes will also avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.

OUTSIDE DELIVERIES TO STAFF AND STUDENTS

Parents, every effort should be made to reduce the amount of materials, supplies, and personal belongings going to and from school. The school will take the same efforts in consideration to reduce student exposure to high-touch, shared resources at school. In addition, no outside food deliveries will be permitted into MHS for students or staff during the school day.

CAFETERIA

- Practice proper hand hygiene, this is an important infection control measure.
- Hand sanitizing stations set up for students to use before entering the cafeteria.
- Assigned seating that practices social distancing. (Students will be allowed to choose their seat).
- Students will be released by a Monrovia High School Staff member before they proceed to the lunch line to purchase their meal.
- When released to the lunch line, seniors will be the first group in line.

- Seating arrangements will go as follows: (Socially distancing seating patterns)
 - Booth seating = No more than two students per booth. Diagonally seated on each side. (No sitting directly across from one another).
 - Round Tables = Students will occupy every other seat
 - Long two-sided tables = Students will occupy every other seat and must sit diagonally from any student across from them. (No sitting directly across from one another).
 - Back wall “high-top” seating = Students can practice social distancing at these seats by occupying every other seat.
- Clean and sanitize frequently touched surfaces. All seats and tables will be cleaned and/or disinfected in-between each lunch period.

VISITORS AND VOLUNTEERS

No visitors or volunteers will be allowed to enter Monrovia High School during the school day. Parents are required to enter the main office but will not be allowed to enter the school facility. Visitors to the main office may be required to wear a face covering if social distancing is not possible.

EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES

The National Federation of High School Sports, IHSA, and ISSMA have published thorough documents containing the guidelines for all athletic teams, band, choir and all events. Practices and events will be limited to school approved venues.

SPECIAL NEEDS EDUCATION SUMMARY

Monrovia High School will continue to collaborate, share information, and review plans with the Morgan County health officials to help protect the MHS school community, including those with special health and educational needs.

MEDICALLY VULNERABLE STUDENTS

Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students unable to attend school will be provided alternative education services. The determination of the services to be provided will be made by the Case Conference Committee (CCC) based upon the individual student’s medical and educational needs. Special education and related services determined by the CCC could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology will be considered. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person (511 IAC 7-42-11).

HOMEBOUND STUDENTS

Monrovia High School will provide special education and related services to a student with a disability who is absent for an extended period of time. If a child with a disability is absent for an extended period of time because of a COVID-19 infection and the school remains open, then the IEP Team must determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction instructional telephone calls, and other curriculum-based instructional activities, to the extent available. In doing so, school personnel will follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services.

If Monrovia High School has been provided a statement from the student's physician that the student will be unable to attend school for twenty (20) or more instructional days, Article 7 requires the school provide instruction to the student during the time the student is unable to attend school (511 IAC 7-42-12). For students with disabilities (511 IAC 7-42-11), requires the CCC to determine the appropriate educational services to be provided.

USE OF HOMEBOUND DUE TO COVID-19 INFECTION IN STUDENT'S FAMILY

A student with a disability may be quarantined at home for an extended period of time due to a family member's infection. The district will follow the same homebound protocol identified above to ensure the provision of Free and Appropriate Public Education (FAPE). School personnel will likewise follow appropriate health guidelines to assess and reduce the risk of transmission in the provision of such homebound services.

USE OF HOMEBOUND NOT RELATED TO COVID-19

Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel will follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19 (511 IAC 7-42-11).

HOMEBOUND TIMELINE

Schools and districts must ensure the CCC reconvenes at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to the LEA's Continuous Learning Plan) when a student is receiving services in a homebound setting. 511 IAC 7-42-5(a)(7). Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes (511 IAC 7-42-11).

MHS eLEARNING OPTION

The eLearning curriculum at MHS will be limited and cannot mirror or match the full curriculum/experience of in-person instruction. Listed below are highlights of the MHS eLearning experience:

- Students who choose eLearning instead of in-person instruction will be required to make a one semester commitment.
- eLearning students will not be permitted to participate in extra or co- curricular activities at Monrovia High School (District Policy).
- MHS eLearning students will enroll in our online curriculum: Edmentum.
- Students will be enrolled in four (4) core courses (ELA, math, science, and social studies).
- Students who choose eLearning will pay a fee of \$50.00.
- eLearning will be online only. Paper/pencil packets will not be provided.
- Families without internet access may gain access by utilizing the following areas in the Monroe-Gregg School District: MHS parking lot, outside the Monrovia Community building, and the Wilbur fire station.
- Edmentum will allow students to earn credits towards their high school diploma and upon the completion of each course students will earn a transcript grade of A,B,C,D, or F.
- Students eLearning will work virtually and if necessary may receive in-person (after school hours) assistance with Mrs. Gillie (Director of Distance Learning) and Mrs. Gast-Bray (MHS Night School Coordinator). Student's eLearning can utilize the MHS Distance Learning Center (MHS Room 100) after school hours for in-person assistance and guidance from Mrs. Gast-Bray.

SUMMARY OF EXECUTIVE ORDER 20-37

FACE COVERING REQUIREMENT

The Governor issued Executive Order 20-37 on July 24, 2020, outlining his requirements for Indiana citizens to wear face coverings when inside a business, public building, or other indoor places open to the public; an outdoor public space when it is not possible to maintain six feet of social distancing from another person; or when using public transportation or in a taxi, private car service, or ride-sharing vehicle. Face coverings include face masks that cover the mouth and nose and are secured in a manner where the mask is close to the face and face shields which are clear plastic and covers the nose and the mouth.

The requirements begin July 27 and remain in effect until midnight of August 26, 2020. The Executive Order includes requirements for school corporations as follows:

(1) All students in Grades 3 through 12, all teachers, all staff members, all vendors, all contractors, all volunteers, and all visitors must be required to wear face coverings while physically present in school buildings and facilities and on school grounds. This directive continues until it is rescinded or modified by the Governor. Exemptions to this requirement are listed in paragraphs 4 and 6.c. in the Executive Order. Some of the relevant exemptions include persons with certain medical conditions, are deaf, and the person who is less than 2 years old.

(2) All students, all teachers, all staff members, all vendors, all contractors, all volunteers, and all visitors are required to wear face coverings while on a school bus or other school-sponsored mode of transportation. Exemptions for this requirement are those listed in paragraph 4 b through f.

The exemptions to the above requirements for public schools are as follows:

1. Food Consumption: while eating and drinking
2. Faculty/Staff Areas: Faculty and staff while working together in a room, office, or place where social distancing of 6 feet or more from each other may be maintained. This does not apply to when staff is preparing food or meals.
3. Children between the ages of 2 and 8: Face coverings are not required UNLESS on a school bus or other school-sponsored transportation. Otherwise, strongly encouraged for students in this age group to wear a face covering.
4. Classroom Settings: When classrooms are arranged for students to be six feet or more apart at all times. When the teacher can be six feet or more away from students, the teacher does not have to wear a face covering, when students cannot be arranged six feet apart.
5. Recess: When social distancing of six feet or more can be maintained, face coverings are not required.