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PREPARED**

2020-2021 Responsible Reopening

**WE are Lak@ta**

# Safety Protocols & Guidelines

*These protocols and guidelines are subject to change as information is updated by the Butler County Health Department.*

**#WEareLak@ta**

Updated Oct. 19, 2020

# ABOUT THIS DOCUMENT

The purpose of this document is to outline the protocols and guidelines that will be implemented for the responsible reopening of Lakota Local Schools.

## Included in the document:

- ✓ Staff Guidelines for COVID-19 Symptoms & Confirmed Cases
- ✓ Student Guidelines for COVID-19 Symptoms & Confirmed Cases
- ✓ County Health Department Contact Information
- ✓ Daily Health Assessment for Staff & Students (updated Oct. 19, 2020)
- ✓ Administrative Procedures for Reporting Confirmed COVID-19 Cases
- ✓ Secondary School Protocols for Staff, Families & Students
- ✓ Primary School Protocols for Staff, Families & Students



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# Staff Guidelines for COVID-19 Symptoms & Confirmed Cases

## COVID-19 Symptoms

According to the CDC, people with COVID-19 have a wide range of symptoms that can be mild to severe. Symptoms usually appear between 2-14 days after exposure to the virus.

People with a **NEW ONSET** of cough, shortness of breath, loss of taste or smell, or at least two (2) of these symptoms may have COVID-19:

- Fever of 100.0 or above or chills
- Fatigue
- New loss of taste or smell
- Cough
- Sore throat
- Congestion or runny nose
- Headache
- Shortness of breath
- Muscle or body aches
- Nausea, vomiting and/or diarrhea

**Seek medical attention immediately for these Emergency Warning Signs:**

- Trouble breathing
- New confusion
- Bluish lips or face
- Persistent pain or pressure in the chest
- Inability to wake up or to stay awake

If your child or family member in the same household has been tested for COVID-19  
**YOU MUST REMAIN HOME UNTIL YOU RECEIVE THE RESULTS**

## What MUST I do if I...

**1**

### Have COVID-19 Symptoms, But Have NOT Had a Test

1. Stay home or go home;
2. Inform direct administrator\* immediately by phone;
3. Contact your doctor for possible test;
4. Isolate for at least 10 days or as directed by your local health department; and
5. If symptoms last longer than 10 days, stay isolated until fever is gone without medicine and other symptoms have improved for at least 24 hours.

**2**

### Test POSITIVE or are Waiting for Test Results

1. Stay at home;
2. Inform direct administrator\* immediately by phone;
3. Isolate for at least 10 days or as directed by your local health department; and
4. If symptoms last longer than 10 days, stay isolated until fever is gone without medicine and other symptoms have improved for at least 24 hours.

**3**

### Come in Contact with a Person Positive for COVID-19

1. Stay home or go home;
2. Inform direct administrator\* immediately by phone;
3. Contact your local health department;
4. Quarantine for 14 days from the last date of contact with the person or as directed by your local health department;
5. If required to quarantine, provide documentation to your supervisor;
6. Monitor yourself for symptoms; and
7. If you develop symptoms, follow directions in column 1.

**4**

### Come in Contact with a Suspected Case or a Person with Symptoms

1. Self-monitor for symptoms by taking your temperature morning and night;
2. Perform daily wellness check before leaving home;
3. If the suspected person receives a positive result, follow directions in column 3; and
4. Inform direct administrator\* immediately by phone.

\*Administrators MUST complete the COVID-19 Employee Information Form & immediately notify the District COVID-19 Response Team

# Student Guidelines for COVID-19 Symptoms & Confirmed Cases

## COVID-19 Symptoms

According to the CDC, people with COVID-19 have a wide range of symptoms that can be mild to severe. Symptoms usually appear between 2-14 days after exposure to the virus.

People with a **NEW ONSET** of cough, shortness of breath, loss of taste or smell, or at least two (2) of these symptoms may have COVID-19:

- Fever of 100.0 or above or chills
- Fatigue
- New loss of taste or smell
- Cough
- Sore throat
- Congestion or runny nose
- Headache
- Shortness of breath
- Muscle or body aches
- Nausea, vomiting and/or diarrhea

### Seek medical attention immediately for these Emergency Warning Signs:

- Trouble breathing
- New confusion
- Bluish lips or face
- Persistent pain or pressure in the chest
- Inability to wake up or to stay awake

If your child or family member in the same household has been tested for COVID-19  
**YOUR CHILD MUST REMAIN HOME UNTIL YOU RECEIVE THE RESULTS**

## What MUST I do if My Child...

1

### Has COVID-19 Symptoms, But Has NOT Had a Test or Has Not Received Test Results

1. Stay home;
2. Call school attendance line and leave a message detailing your child's symptoms;
3. Contact your doctor for possible test;
4. Isolate for at least 10 days or as directed by the Butler County Health Department; and
5. If symptoms last longer than 10 days, stay isolated until fever is gone without medicine and other symptoms have improved for at least 24 hours.

2

### Tests Positive

1. Stay at home;
2. Call school attendance line and leave a message about the positive result;
3. Isolate for at least 10 days or as directed by the Butler County Health Department; and
4. If symptoms last longer than 10 days, stay isolated until fever is gone without medicine and other symptoms have improved for at least 24 hours.

3

### Comes in Contact with a Family Member or Person Positive for COVID-19

1. Stay home;
2. Call school attendance line and leave a message explaining the need for quarantine and if your child has any symptoms;
3. Quarantine for 14 days from the last date of contact with the person or as directed by the Butler County Health Department;
4. Monitor your child for symptoms for 14 days; and
5. If your child develops symptoms, follow directions in column 1.

4

### Comes in Contact with a Suspected Case or a Person with Symptoms

1. Self-monitor for symptoms by taking your child's temperature morning and night;
2. Perform daily wellness check before leaving home;
3. If your child develops symptoms, follow directions in column 1; and
4. If the suspected person receives a positive result, follow directions in column 3.

Nurses **MUST** complete the COVID-19 Student Information Form & immediately notify the school principal and District COVID Response Team



# Health Department Phone Numbers

If you have questions or need assistance, please contact the health department of the city/county where you live.

## **Butler County General Health District: 513-863-1770**

**City of Hamilton Health Department : 513-785-7080**

**City of Middletown Health Department : 513-425-7851**

**Clermont County Public Health: 513- 732-7499**

**Hamilton County Public Health: 513-946-7800**

**Public Health of Dayton and Montgomery: 937-225-5700**

**Warren County Combined Health District: 513-695-1228**

**Ohio Department of Health COVID Hotline:  
1-833-4-ASK-ODH (833-447-5634)**

# DAILY HEALTH ASSESSMENT CHECKLIST

To protect the health and safety of others, all Lakota students and staff members are required to perform the following daily COVID-19 health check prior to coming to school.



If a family member has been sick or had COVID-19 symptoms and has been tested, everyone **MUST** remain home until you receive the results. If a family member tests positive, you **MUST** stay home in accordance with [Lakota's Safety Protocols & Guidelines for details](#).

If you meet the criteria below you may have COVID-19, should stay home and follow [Lakota's Safety Protocols & Guidelines](#).

If you have a **NEW ONSET** of any of these high risk symptoms:

Cough

Shortness of breath

Loss of taste or smell

Or if you have at least two (2) of these symptoms:

Fever of 100.0 (or higher) or chills

Muscle or body aches

Fatigue

Nausea

Sore throat

Vomiting

Congestion or runny nose

Diarrhea

Headache

## Have you traveled in the past 14 days?

If you have traveled outside of the United States or to any state reporting positive testing rates of 15% or higher for COVID-19, you are advised to self-quarantine for 14 days. Please check the Ohio Department of Health travel advisory map for the latest updates.

# Procedures WE Will Follow When Positive Cases are Reported

- 1** Positive cases will be reported to the Lakota COVID-19 Response Team by the building administrator (staff cases) or school nurse (student cases). Those reporting will also complete Lakota's COVID-19 Information Form.
- 2** A member of the Response Team will contact the Butler County Health Department (BCHD) and share the Lakota COVID-19 Information Form to assist the BCHD with contact tracing.
- 3** The BCHD will inform Lakota's Response Team of next steps, including what information should be communicated to staff and building parents and if quarantining is necessary.
- 4** Lakota's Response Team will work with the building administrator to communicate with staff and families.
- 5** Additional cleaning and sanitation procedures will be followed.



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# Secondary School Protocols:

## Overview



## Student/Family Experience

### Parents & Guardians:

- Review this guide and future communications to ensure the safety of our learning community;
- Monitor the health of your child prior to sending them to school each day per the health assessment procedures included in this document;
- Students will wear a face covering at all times unless a mask break is authorized by a staff member or a waiver has been approved by the principal. This includes while on the bus and during arrival/dismissal;
- Provide a water bottle for your child at school, as water fountains will not be available for use;
- Establish a routine of hand washing when your child returns home; and
- Reinforce the importance of adhering to safety procedures with your child on a regular basis.

### Students:

- Maintain physical distance from peers to the greatest extent possible;
- Wear a face covering if less than 6 feet or 2 meters apart;
- Wash hands with soap and water or use hand sanitizer regularly;
- Carry a water bottle; and
- If feeling ill, immediately tell a staff member.

## Staff Experience

### Teachers:

- Intentionally teach students the routines, procedures and protocols so that students are comfortable and understand the purpose of procedures that will ensure the ongoing safety of our learning community;
- Ensure students maintain at least 3 feet physical distance whenever possible;
- Physical distance guidelines will increase if in a blended model;
- Teach students to clean their hands properly and to avoid touching their face, eyes, nose, mouth and face covering as much as possible;
- Remind students to sneeze or cough into their elbows/sleeve; and
- Remind students to wash their hands or use hand sanitizer.

### Custodians:

- Ensure all hand sanitizing stations throughout the building are replenished.

### Principals:

- Establish school-wide hand washing/hand sanitizer expectations and schedule;
- Ensure placement of hand sanitizer stations at entrances;
- Implement a physical distancing campaign to teach all students and staff how to distance throughout each school; and
- Ensure proper signage is installed throughout the buildings.

# Secondary School Protocols:



## Arrival/Dismissal

### Student/Family Experience

#### Parents & Guardians:

- Limit visits to school as much as possible, including limiting visits to drop off forgotten items;
- Verify all emergency contact information has been updated;
- Ensure you have multiple prearranged methods for picking up your child in the event he or she becomes ill at school; and
- Do not enter the building when picking up students from school.

#### Students:

- Students will wear face coverings at all times unless a mask break is authorized by a staff member or a waiver has been approved by the building principal;
- Use hand sanitizer when entering the building;
- Report directly to your assigned classroom/designated area when arriving at school;
- Follow locker use schedules;
- Maintain physical distancing as much as possible; and
- Sit in your designated seat or area in the cafeteria.

### Staff Experience

#### Teachers:

- Teachers will be present in classrooms and support students in maintaining physical distancing as they enter and exit the school.

#### Principals:

- When possible, release students from the bus as it arrives on school property;
- When not possible, develop a plan that minimizes student gathering points when releasing students from the bus; and
- Designate hallways and doors to exit the building in order to reduce student gatherings in hallways.

# Secondary School Protocols:

## Classrooms/Hallways/Common Spaces



### Student/Family Experience

#### Students:

- Students will wear a face covering at all times unless a mask break is authorized by a staff member or waiver has been approved by building principal;
- When possible, stay to the right when traveling through hallways or on stairs;
- Follow directional signs when one-direction hallways are in use;
- If locker area has too many students near, wait or go to your locker later in the day; and
- Maintain physical distancing in hallways and when using the restrooms.

### Staff Experience

#### Teachers:

- Set up classroom desks/furniture to provide physical distancing of at least 3 feet for students;
- Physical distancing will increase if in a blended model;
- Wear face covering if working within 6 feet of a student or staff member;
- Eliminate shared classroom materials to the greatest extent possible;
- When sharing of materials is necessary, sanitize materials after each student use;
- Keep classroom doors open to maintain airflow throughout the building;
- Follow cleaning protocols between bells, wiping down desks and touch points; and
- Assist in supervision of restrooms, hallways and common spaces between classes.

#### Principals:

- Ensure classroom furniture has been configured to allow for physical distancing of at least 3 feet for students;
- Physical distancing will increase if in a blended model;
- Assist educators in moving classes outdoors whenever possible;
- Choir and band practices involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held, including the utilization of outdoor lessons and flipped classroom models;
- Develop an alternating schedule for students to visit lockers with staggered transitions during bell times reducing traffic to 50%;
- Close some sinks, air hand dryers and urinals as necessary to encourage physical distancing in restrooms; and
- Ensure adequate supervision in restrooms and common spaces.

#### Custodians:

- Follow district cleaning protocols for all areas and surfaces in the building.

# Secondary School Protocols:

## Cafeterias/Clinics



### Student/Family Experience

#### Parents and Guardians:

- Consider adding funds to your child's meal account using EZ Pay;
- Cash received will be deposited in student's EZ Pay account and change will not be provided;
- Verify all emergency contact information has been updated; and
- Ensure you have multiple prearranged methods for picking up your child in the event he or she becomes ill at school.

#### Students:

- Sit in your assigned seat or area during lunch periods;
- Follow physical distancing as much as possible when in the serving area lines;
- Properly dispose of food when finished eating; and
- Follow school specific guidelines to travel to the appropriate clinic space when necessary.

### Staff Experience

#### Child Nutrition Staff:

- Wear face covering and gloves when serving food; and
- Clean and sanitize areas between lunches.

#### Custodians:

- Sanitize all table tops before and after each lunch period.

#### Principals:

- Design lunch schedules to ensure cafeterias operate at 50% capacity;
- Utilize gym, stage and cafeteria for student lunches;
- Assign students to designated seats;
- Ensure allergy-free areas are maintained;
- Reconfigure school spaces to ensure each school has a separated well clinic and an area for students who are showing symptoms of COVID-19;
- Students who are injured during the school day or students with special health care needs will be seen in the well clinic.

# Secondary School Protocols:



## Transportation

### Student/Family Experience

#### Parents and Guardians:

- Remind your child that he or she must wear a face covering while riding the bus; and
- Help reinforce physical distancing at the bus stop.

#### Students:

- Remain at least 3 feet apart while waiting at the bus stops (Designated Place of Safety);
- Wear a face covering at the bus stop and while riding the bus;
- Sit in your assigned seat on the bus;
- Release of students will start at the front of the bus and work towards the back, alternating sides to reduce contact between students; and
- Students will remain seated until the students in front of them make their way up the bus aisle.

### Staff Experience

#### Bus Drivers:

- Provide reminders, issue warnings and report repeated expectation violators to the building administrators;
- Ensure that the bus is sanitized following outlined safety protocols; and
- Ensure that windows are opened in warm weather and slightly open in cool weather to allow for airflow.

#### Principals:

- Support drivers and students to maintain a safe bus environment.

# Secondary School Protocols:



## In-Person Learning

### Student/Family Experience

#### Parents and Guardians:

- Ensure students travel with a charged device to and from school each day to allow for learning routines to develop utilizing the technology that would be critical if Plan C: Connected (Remote Learning) becomes necessary.

#### Students:

- Students will wear a face covering at all times unless a mask break is authorized by a staff member or waiver has been approved by building principal;
- Respect and encourage your peers;
- Bring your charged device to school each day;
- Practice using the necessary technology that supports learning and communicate any issues that are preventing access to your teacher;
- Regularly interact with Canvas and HAC to access learning resources and materials;
- Actively contribute to the development of a safe and supportive classroom environment;
- Support a safe and healthy learning environment by following all necessary health and safety guidelines; and
- Come to school each day prepared to learn.

#### Mental Wellness Team:

- Continue to provide mental wellness supports for students and families.

### Staff Experience

#### Teachers:

- Design high-quality learning experiences and cultivate a safe and supportive classroom environment;
- Incorporate opportunities that allow students to practice using the necessary technology needed for Remote Learning 2.0 into in-person learning (Canvas, Lakota Model Courses, discussion boards, etc.);
- Incorporate Remote Learning 2.0 routines and procedures into daily learning experiences such as accessing learning resources/materials using Lakota Model Courses, Canvas and HAC;
- Design learning experiences that take into consideration the health, safety and well-being of all students present;
- Review student IEP, 504 and/or EL plans and provide the necessary accommodations to support student learning;
- Collaborate with support staff to support individual student learning needs;
- To the extent possible, supplies and instruments should not be shared between students; and
- If sharing is required, ensuring that items are sanitized between use.

#### Principals:

- Support teachers and students to ensure a safe learning environment.

# Primary School Protocols:



## Overview

### Student/Family Experience

#### Parents & Guardians:

- Review this guide and future communications to ensure the safety of our learning community;
- Monitor the health of your child prior to sending them to school each day per the health assessment procedures included in this document;
- Students will wear a face covering at all times unless a mask break is authorized by a staff member or a waiver has been approved by the principal. This includes while on the bus and during arrival/dismissal;
- Provide a water bottle for your child at school, as water fountains will not be available for use;
- Establish a routine of hand washing when your child returns home; and
- Reinforce the importance of adhering to safety procedures with your child on a regular basis.

#### Students:

- Maintain physical distance from peers to the greatest extent possible;
- Wear a face covering if less than 6 feet or 2 meters apart;
- Wash hands with soap and water or use hand sanitizer regularly;
- Carry a water bottle; and
- If feeling ill, immediately tell a staff member.

### Staff Experience

#### Teachers:

- Intentionally teach students the routines, procedures and protocols so that students are comfortable and understand the purpose of procedures that will ensure the ongoing safety of our learning community;
- Ensure students maintain at least 3 feet physical distance whenever possible;
- Physical distance guidelines will increase if in a blended model;
- Teach students to clean their hands properly and to avoid touching their face, eyes, nose, mouth and face covering as much as possible;
- Remind students to sneeze or cough into their elbows/sleeve; and
- Remind students to wash their hands or use hand sanitizer.

#### Custodians:

- Ensure all hand sanitizing stations throughout the building are replenished.

#### Principals:

- Establish school-wide hand washing/hand sanitizer expectations and schedule;
- Ensure placement of hand sanitizer stations at entrances;
- Implement a physical distancing campaign to teach all students and staff how to distance throughout each school; and
- Ensure proper signage is installed throughout the buildings.

# Primary School Protocols:

## Arrival/Dismissal



### Student/Family Experience

#### Parents & Guardians:

- Limit visits to school as much as possible, including limiting visits to drop off forgotten items;
- Verify all emergency contact information has been updated;
- Ensure you have multiple prearranged methods for picking up your child in the event he or she becomes ill at school; and
- When picking up students from school, face coverings must be worn.

#### Students:

- Students will wear a face covering at all times unless a mask break is authorized by a staff member or waiver has been approved by building principal;
- Use hand sanitizer when entering the building;
- Report directly to your assigned classroom/designated area when arriving at school;
- Maintain physical distancing as much as possible; and
- Sit in your designated seat or area in the cafeteria.

### Staff Experience

#### Teachers:

- Teachers will be present in classrooms and support students in maintaining physical distancing as they enter and exit the school.

#### Principals:

- When possible, release students from the bus as it arrives on school property;
- When not possible, develop a plan that minimizes student gathering points when releasing students from the bus; and
- Designate hallways and doors to exit the building in order to reduce student gatherings in hallways.

# Primary School Protocols:



## Classrooms/Hallways/Common Spaces

### Student/Family Experience

#### Students:

- Students will wear a face covering at all times unless a mask break is authorized by a staff member or waiver has been approved by building principal;
- When possible, stay to the right when traveling through hallways or on stairs;
- Follow directional signs when one-direction hallways are in use; and
- Maintain physical distancing in hallways and when using the restrooms.

### Staff Experience

#### Teachers:

- Set up classroom desks/furniture to provide physical distancing of at least 3 feet for students;
- Physical distancing will increase if in a blended model;
- Wear face covering if working within 6 feet of a student or staff member;
- Eliminate shared classroom materials to the greatest extent possible;
- When sharing of materials is necessary, sanitize materials after each student use;
- Keep classroom doors open to maintain airflow throughout the building;
- Follow cleaning protocols, wiping down desks and touch points if class moves; and
- Assist in supervision of restrooms, hallways and common spaces between classes.

#### Principals:

- Ensure classroom furniture has been configured to allow for physical distancing of at least 3 feet for students;
- Physical distancing will increase if in a blended model;
- Assist educators in moving classes outdoors whenever possible;
- Choir may pose a higher level of risk and special consideration should be given to how class is held, including the utilization of outdoor lessons and flipped classroom models;
- Close some sinks, air hand dryers and urinals as necessary to encourage physical distancing in restrooms; and
- Ensure adequate supervision in restrooms and common spaces.

#### Custodians:

- Follow district cleaning protocols for all areas and surfaces in the building.

# Primary School Protocols:



## Recess/Cafeterias/Clinics

### Student/Family Experience

#### Parents and Guardians:

- Consider adding funds to your child's meal account using EZ Pay;
- Cash received will be deposited in student's EZ Pay account and change will not be provided;
- Verify all emergency contact information has been updated; and
- Ensure you have multiple prearranged methods for picking up your child in the event he or she becomes ill at school;

#### Students:

- Follow all instructions during recess;
- Playground equipment will not be used at this time;
- Sit in your assigned seat or area during lunch periods;
- Follow physical distancing as much as possible when in the serving area lines;
- Properly dispose of food when finished eating; and
- Follow school specific guidelines to travel to the appropriate clinic space when necessary.

### Staff Experience

#### Recess Paraprofessionals:

- Face coverings must be worn if students and staff are less than 6 feet or 2 meters apart;
- Playground equipment should not be used at this time; and
- Staff must contact the nurse prior to sending students to the clinic.

#### Child Nutrition Staff:

- Wear face covering and gloves when serving food; and
- Clean and sanitize areas between lunches.

#### Custodians:

- Sanitize all table tops before and after each lunch period.

#### Principals:

- Design lunch schedules to ensure cafeterias operate at 50% capacity;
- Utilize gym, stage, cafeteria and other areas as needed for student lunches;
- Assign students to designated seats;
- Ensure allergy-free areas are maintained;
- Reconfigure school spaces to ensure each school has a separated well clinic and an area for students who are showing symptoms of COVID-19;
- Students who are injured during the school day or students with special health care needs will be seen in the well clinic.

# Primary School Protocols:

## Transportation



### Student/Family Experience

#### Parents and Guardians:

- Remind your child that he or she must wear a face covering while riding the bus; and
- Help reinforce physical distancing at the bus stop.

#### Students:

- Remain at least 3 feet apart while waiting at the bus stops (Designated Place of Safety);
- Wear a face covering at the bus stop and while riding the bus;
- Sit in your assigned seat on the bus;
- Release of students will start at the front of the bus and work towards the back, alternating sides to reduce contact between students; and
- Students will remain seated until the students in front of them make their way up the bus aisle.

### Staff Experience

#### Bus Drivers:

- Provide reminders, issue warnings and report repeated expectation violators to the building administrators;
- Ensure that the bus is sanitized following outlined safety protocols; and
- Ensure that windows are opened in warm weather and slightly open in cool weather to allow for airflow.

#### Principals:

- Support drivers and students to maintain a safe bus environment.

# Primary School Protocols:

## In-Person Learning



### Student/Family Experience

#### Parents and Guardians:

- Consider packing a change of clothes in your child's backpack as the clinic will not accept returned clothing; and
- Send your child to school with a water bottle as drinking fountains will not be in use.

#### Students:

- Students will wear a face covering at all times unless a mask break is authorized by a staff member or waiver has been approved by building principal;
- Respect and encourage your peers;
- Actively contribute to the development of a safe and supportive classroom environment;
- Support a safe and healthy learning environment by following all necessary health and safety guidelines; and
- Come to school each day prepared to learn.

#### Mental Wellness Team:

- Continue to provide mental wellness supports for students and families.

### Staff Experience

#### Teachers:

- Design high-quality learning experiences and cultivate a safe and supportive classroom environment;
- Incorporate opportunities that allow students to practice using the necessary technology needed for Remote Learning 2.0 into in-person learning (Canvas, Seesaw, Lakota Model Courses, discussion boards, etc.);
- Incorporate Remote Learning 2.0 routines and procedures into daily learning experiences such as accessing learning resources/materials using Seesaw, Canvas HAC, etc.;
- Design learning experiences that take into consideration the health, safety and well-being of all students present;
- Review student IEP, 504 and/or EL plans and provide the necessary accommodations to support student learning;
- Collaborate with support staff to support individual student learning needs;
- To the extent possible, supplies should not be shared between students; and
- If sharing is required, ensuring that items are sanitized between use.

#### Principals:

- Support teachers and students to ensure a safe learning environment.