

# Edgemont School Fall 2020 Reopening Plan

## Edgemont School District Pandemic Operation Plan

For academic, social-emotional, and economic reasons, we are compelled to return to an in-person learning model here in Edgemont School District. However, we also cannot ignore that the threat of the Covid-19 virus remains, and we must take all prudent steps to keep our schools from becoming the method by which it spreads in our community. We must also anticipate that there will be outbreaks, possibly creating cycles through which we move from in-person to remote learning for some time. With that in mind, we will:

- Offer students a high-quality, comprehensive educational experience four days a week, whether in-person or online
- Respect the U.S. Centers for Disease Control and the SD Department of Health (SD DOH) guidelines and adopt practices we can control
- Be creative, flexible and sustainable in our instruction, school operations and problem-solving
- Ensure every student has a meaningful connection to a responsible and caring adult
- Provide the social and emotional services necessary for our students and staff to be successful
- Consider input and feedback from students, staff, families and patrons with respect and compassion
- Provide our parents, students and staff with the training and tools needed to adapt to an ever-evolving educational environment
- Maintain credibility and trust through sincere and timely communication

### Highlights of Fall 2020 Reopening Plan

- Provide Monday through Thursday in-person learning at Edgemont School District beginning the start of the 2020-2021 school year on August 24, 2020 (as normal as possible for as long as possible).
- Provide an option for families to choose not to send their students back to our physical campus. Students with a compromised immune system and students who have a family member within their household with a compromised immune system will have the option to enroll in an online learning program. Registration for the online learning option will open August 3<sup>th</sup> through August 13<sup>th</sup>, 2020. Further information is provided in this document under ***Homebound Instruction***.

### Some Caveats to the Edgemont Pandemic Operation Plan

- This plan is meant to mitigate, not eliminate, the risk of exposure to Covid-19 for our students and staff.
- This plan will require a real partnership with staff, families, and the district in order to keep our students in our building with as “normal” and as safe a school experience as possible for as long as possible.
- **As we learn more about this disease, this plan will change to better accommodate the new knowledge and improve our education delivery.**

## A Message from the American Academy of Pediatrics

The AAP strongly advocates that all planning and policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020. Lengthy time away from school and associated interruption of supportive services often results in social isolation, making it difficult for schools to identify and address important learning deficits as well as child and adolescent physical or sexual abuse, substance use, depression, and suicidal ideation. This, in turn, places children and adolescents at considerable risk of morbidity and, in some cases, mortality. Beyond the educational impact and social impact of school closures, there has been substantial impact on food security and physical activity for children and families.

Policy makers must also consider the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. SARS-CoV-2 (*the virus that causes COVID-19*) appears to behave differently in children and adolescents than other common respiratory viruses, such as influenza, on which much of the current guidance regarding school closures is based. Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.

Finally, policy makers should acknowledge that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

### Operational Categories

The determination of our Operational Category will not be determined in isolation. In conjunction with SD Department of Health, the SD Department of Education, and local health officials, a determination will be made under what Operational Category we operate and for what duration of time. Below are the three Operational Categories and their description as it relates to community spread.

#### **Category 1- No Community Spread**

- ✚ Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in a large communal setting, e.g., healthcare facility, school, mass gathering.

#### **Category 2- Minimal to Moderate Community Transmission**

- ✚ Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings, with potential for rapid increase in suspected cases.

#### **Category 3- Substantial Community Transmission**

- ✚ Large scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings, etc.

## Edgemont School District Pandemic Operations Plan Overview

Category 1	Category 2	Category 3
<p>PPE Strategies</p> <ul style="list-style-type: none"> <li>• Face masks/Shields recommended</li> <li>• Face masks/Shields will be required for those exhibiting mild symptoms</li> <li>• Students and Staff use handwashing and sanitation stations located around the building</li> </ul> <p>Classroom</p> <ul style="list-style-type: none"> <li>• Encourage and train on physical distancing, handwashing, respiratory etiquette, and mask use</li> <li>• Disinfect high-touch areas with the help of students</li> <li>• Physical distancing as appropriate</li> <li>• Limit shared supplies</li> </ul> <p>Common areas (outside classrooms)</p> <ul style="list-style-type: none"> <li>• Maintain 6 ft. physical distance when possible</li> <li>• Staggered lunch times</li> <li>• No self-serve in the cafeteria</li> </ul> <p>Visitors</p> <ul style="list-style-type: none"> <li>• Visitors limited to parents, those by appointment, and critical visitors</li> </ul>	<p>In addition to the strategies from Category 1:</p> <p>PPE Strategies</p> <ul style="list-style-type: none"> <li>• Face masks/shields required for staff when in the presence of students</li> <li>• Face masks required for students in grades 6-12 when a 6-ft physical distance cannot be maintained</li> <li>• Face masks highly recommended for students in grades K-5 when a 6-ft physical distance cannot be maintained</li> </ul> <p>Gatherings</p> <ul style="list-style-type: none"> <li>• Cancel field trips, assemblies, and other large gatherings if physical distancing cannot be achieved</li> </ul> <p>Capacity</p> <ul style="list-style-type: none"> <li>• Limit attendance to 50% capacity</li> <li>• Students will attend school physically two days a week and on distance learning from home two days a week</li> </ul>	<p>Category 3 will include the closure of school and activities and a move to remote learning for all students until a threat of large-scale community transmission has been reduced and cases within communal settings like healthcare facilities and schools have subsided</p> <p>Remote Learning:</p> <ul style="list-style-type: none"> <li>• All students will be issued a device to conduct their remote learning on</li> <li>• Every teacher in grades K-12<sup>th</sup> grade will have a Canvas Classroom set up for their classroom or course sections</li> <li>• Every teacher will use email, Canvas, and Remind to communicate with students and parents. Conferences will be conducted via Zoom</li> </ul>

## Overview of Expectations by Role

Parents/Learners	Teachers	District
<ul style="list-style-type: none"> <li>• Stay home when sick, engaging in remote learning when possible</li> <li>• Conduct a daily health check before sending learners to school</li> <li>• Promote healthy hygiene practices</li> <li>• Promote social distancing</li> <li>• Encourage the use of PPE (face masks), especially if you can't physically distance or have the sniffles</li> <li>• When in a remote learning scenario, ensure student attendance and participation in their learning</li> <li>• Learners will help with cleaning/disinfecting their areas throughout the day, as age appropriate (help clean their desk and chair, their table at lunch)</li> </ul>	<ul style="list-style-type: none"> <li>• Stay home when sick, leading remote learning if possible</li> <li>• Teach/promote healthy hygiene practices</li> <li>• Monitor health check throughout the day</li> <li>• Promote social distancing</li> <li>• Limit sharing of supplies</li> <li>• Encourage/teach the proper use of PPE (face masks)</li> <li>• Create a Canvas classroom for each of their classrooms or course sections</li> <li>• Continue to communicate with parents and learners</li> <li>• Establish office hours during the week so parents and learners can communicate with them</li> <li>• Collect data of student attendance, engagement, and skills progressions</li> <li>• Create opportunities for students to gather as a learning community to support social-emotional learning goals</li> <li>• Communicate with parents and learners the number of lessons and assignments that will be required each week during remote learning</li> </ul>	<ul style="list-style-type: none"> <li>• Promote healthy hygiene practices</li> <li>• Intensify cleaning and disinfection</li> <li>• Promote social distancing</li> <li>• Utilize a telehealth school nurse to assist in supporting student health</li> <li>• Communicate signs of illness of a learner to parents/guardians</li> <li>• Provide a safe place for any learner who has signs of illness while waiting for parent/guardian to get them</li> <li>• Provide a schedule that allows for physical distancing</li> <li>• Stagger lunch periods to allow for physical distancing and appropriate sanitation</li> <li>• Provide learning materials such as computers/devices, learning management system (Canvas), parent training on the use of Canvas, and support remote learning, should it become a necessity</li> </ul>

# Edgemont School District Pandemic Operations Plan

## Category 1 Operations

### PPE Strategies

- Face Masks/Face Shield encouraged for students and staff
  - Highly recommended when physical distancing is not possible
- Any person exhibiting mild symptoms must wear a mask until leaving campus
- Establish and maintain hand hygiene stations at key locations in the buildings
- Students and staff use handwashing and sanitation stations located around the building
- Use of sneeze guards at appropriate locations
- Have a plan for when a student, staff member, or visitor becomes sick
- Identify an isolation/screening room in the school

### Bussing

- CDC guidelines cannot be achieved during our route bussing
- ***Anyone who is sick or has had a close contact to a person with COVID-19 should not use the bus and should stay home***
- Face masks are required of driver and all passengers
- Use of hand sanitizer upon entry to the bus
- Assigned seating; if possible, assign seats by cohort (same students sit together each day – preferably with a family member or classmate)
- Avoid touching your eyes, nose, or mouth while on the bus
- Cover coughs and sneezes with a tissue or the inside of your elbow. Wash or sanitize hands immediately afterwards
- Limit touching frequently touched surfaces such as hand railings, buttons, and other seats when possible. If you must touch them, use hand sanitizer or wash your hands as soon as you can.
- Windows open if weather allows
- Clean/sanitize bus after each use

### Classroom

- Staff and students trained in the areas of physical distancing, handwashing, respiratory etiquette and mask use to mitigate exposure
- Disinfect desks, keyboards, and screens
  - Schedule desk sanitation during school day at appropriate transitions
  - Custodial staff routinely clean highly touched surfaces in evenings
- Arrange desks and seating to account for physical distancing
- Integrate good hygiene practices into instruction and classroom expectations
- Limit the use of shared materials and spaces
  - Keep student belongings separate
  - Avoid sharing supplies

- Avoid sharing electronic devices, toys, books, and other games or learning aids
- Avoid sharing of music instruments
- Avoid outside food in the classroom
- Students and staff use personal water bottles and water bottle filling stations vs. hallway/classroom drinking fountains

### **Specials Classes (Music, Art, PE, Spanish)**

- These procedures will happen in addition to the classroom procedures listed above as the specials classes present their own challenges in maintaining physical distancing and increased aerosols
- As weather permits, music class (band and choir) and PE will be performed outdoors with physical distancing.
- When physical distancing is not possible, masks will be required for choir
- Learners will not be sharing supplies

### **Cleaning Strategies throughout the day**

- As age appropriate, students will assist in disinfecting high touch areas (wiping down desk/chair/seating area before leaving the classroom for another learner to come into the space)
- Custodial/Maintenance staff will “fog” the classrooms once a day with a device that ionizes the cleaners in order to equally disperse and adhere the cleaner to all surfaces in the room.
- This “fogging” will also happen in the restrooms and other high-traffic communal areas throughout the day.
- CDC cleaning recommendations will be followed

### **Office Strategies and Other Non-Instructional Spaces**

- Maintain 6-foot distance when possible
- Sneeze guards placed at:
  - Counters where the public or guests to the school may stand or approach
- Disinfect surface areas regularly and frequently
- Hand sanitizer at each workstation
- Employee Break Room- Physical distancing seating, custodians routinely disinfect surface areas
- Have a plan for when a student, staff member, or visitor becomes sick
- Identify an isolation/screening room in the school

### **Cafeteria**

- offer regular hot menu served in the cafeteria
- students eat in cafeteria with four staggered lunch times
- possible use of classrooms to consume meals
- offer options to eat outside
- use of hand sanitizer at start of all serving lines
- self-service of items that are pre-packaged only
- prepayments taken at the school office
- A la carte (breakfast) items will be served outside the classrooms at specified times

### **Visitors**

- Post *Stop the Spread* signs at entry points to school and in highly visible areas
- No irregular/unscheduled visitors
- Limit visitors to parents, by appointment, and critically important visitors on campus
- Doors locked during school hours
- Develop a visitation procedure for appointments. Example: call the office upon arrival from car vs. walking into the main office
- Develop parent pick-up & drop-off procedure

### **Gatherings**

- Implement strategies that discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school
- Large gatherings are allowed if physical distancing can be achieved
- Restrict mixing groups
- Avoid personal contact such as touching, hugs, high fives, etc.

### **Co-Curricular and Extra-Curricular Events**

- Follow established District, SDHSAA, CDC, & DOH guidelines
- Locker rooms – students will be allowed to use locker rooms to change/shower for co-curricular or extra-curricular activities. However, lockers will not be used. Students will need to bring their gear each day, leave it in an assigned locker, then take it home following the school day or scheduled practice/competition.
- Transportation – a bus/vehicle will be provided to transport student athletes to competitions taking place at another school. The driver and all passengers will be required to wear a mask during transit. Parents will be allowed to transport their child to and from the event as long as the arrival time at the other school is in conjunction with the team transport. They may only transport their child or children.

### **Communication Strategies to students, staff, parents**

- Educate staff and families about good hygiene, physical distancing, symptoms of Covid-19 and when to stay home due to illness
- Regular communication with parents, students, and staff
- Provide training for parents on the use of Canvas, the learning management system all teachers will be using

### **Immunizations**

- Existing school immunization requirements should be maintained and not deferred because of the current pandemic
- It is vital that all children receive recommended vaccinations on time and get caught up if they are behind as a result of the pandemic
- In addition, although influenza vaccination is not required for school attendance, in the coming academic year, it is highly encouraged for all students
- The school district highly encourages the influenza vaccination for all staff members

## **Homebound Instruction**

No child or adolescent will be excluded from school unless required in order to adhere to local public health mandates or because of unique medical needs. The District will work with students who have existing medical conditions (or household family members who may have existing medical conditions) that don't allow for a safe return to school in the fall. The following are the procedures for students/parents to apply for a homebound instruction when the school district is in Category 1 or Category 2:

1. Complete homebound instruction registration form (available on our district website)
2. Obtain medical documentation of condition that puts child or family household member at risk of complications should they contract COVID-19 or that of a family household member.
3. Return registration form and documentation to the superintendent by August 13<sup>th</sup>, 2020.

Students utilizing the homebound instruction option will use Canvas as their learning management system. Through this learning platform, students will receive support and instruction from a licensed teacher through Edgemont School District with appropriate supports from paraprofessionals. Students will receive virtual instruction via class meetings, one-on-one meetings and small group meetings. There will also be pre-recorded lessons and additional exercises, readings and activities may be assigned.

## **Category 2 Operations**

Category 2 Operations incorporate all facets of Category 1 operations with the following changes:

### **Schedule**

- Classroom sizes will be cut to 50%, with some students being physically on campus Monday and Wednesday, and the rest coming on Tuesday and Thursday.
- On the days students are not physically on campus, they will still be engaged in self-directed learning while at home.

### **PPE Strategies**

- Face Masks/Face Shield required for staff when in the presence of students
- Face Masks required by students in grades 6-12 when in the presence of staff and when unable to physically distance to 6 feet
- Face Masks highly encouraged for students in grades K – 5

### **Gatherings**

- Cancel field trips, assemblies, and other large gatherings if physical distancing cannot be achieved

### Category 3 Operations

Category 3 Operations includes the closure of schools & activities and a move to remote learning for all students until threat of large-scale community transmission has been reduced and cases within communal settings like healthcare facilities & schools have subsided.

- Every teacher in grades kindergarten through 12<sup>th</sup> grade will have a Canvas Classroom set up for their classroom or course sections.
- Every teacher will use email, Canvas, or Remind to communicate with students and parents. Conferences will be conducted via Zoom.

### Confirmed Case in School, Regardless of Community Transmission

#### **Case in a school:**

The SD DOH will notify the school. If the school becomes aware of a COVID-19 case before it is contacted by the SD DOH, the school will contact the SD DOH immediately. The school will close the affected area for at least 24 hours following a confirmed COVID-19 case of a school employee or student. This may mean that our school is open for one age band of learners and not for others. This will allow the SD DOH to conduct contact tracing and discover which close contacts of the case should be quarantined, isolated, and excluded from the school. This will also allow school personnel to conduct environmental cleaning.

#### **Second COVID-19 case occurs in a school within 14 days of the first:**

The SD DOH recommends the school close for 24 hours to reduce the spread and conduct environmental cleaning.

#### **If staff or a student within a school community tests positive for COVID-19, SD DOH and SD DOE will:**

Work with school officials to determine the level of exposure of other students and staff, depending on what level of close contacts the individual would likely have had. This will vary, for example, depending on the age of the student or the number of classes a teacher has.

- Recommend appropriate steps to take to accommodate cleaning, quarantine, etc., as necessary, depending on the level of exposure risk to the school community.
- If it is determined there will be school dismissals, Edgemont School District will also cancel extracurricular group activities, school-based afterschool programs, and large events during the dismissal.
- If it is determined there will be school dismissals, school facilities will be disinfected according to CDC and local public health official's guidance during the dismissal.

# Edgemont School District Student Procedures and Protocols for Addressing COVID-19

## Procedures and Protocols

### Student/Parent Self-Screening Procedures:

All students/families, shall ask themselves the following questions daily before allowing their student to attend school:

- Since your last day of school have you had any of these symptoms that are not attributable to another condition?
  - Fever or Chills
    - Students who have symptoms of acute respiratory illness are recommended to notify their school and stay home until they are free of fever and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). A fever is considered having a temperature of 100.4° F or greater using an oral thermometer.
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Congestion or Runny Nose
  - Nausea, Vomiting or Diarrhea
  - Muscle or Body Aches
  - Headache
  - Sore throat
  - New loss of taste or smell
- Are you ill, or caring for someone who is ill?
  - Students who are well but who have a sick family member at home with COVID-19 should stay home.
  - In the two weeks before you felt sick, did you:
    - Have contact with someone diagnosed with COVID-19?
    - Live in or visit a place where COVID-19 is spreading?
- If the answer is YES to any of these questions:
  - Do not attend school.
  - Contact your school to notify them of your student's need to be absent.
  - Contact your healthcare provider.
  - If you are able to manage your student's symptoms at home, your student may return to school when the following are true:
    - Your medical provider has determined a different illness than COVID-19 and cleared your student to return, **or**
    - Your student has two negative test results for COVID-19 with 24 hours separating the two tests and no symptoms, **or**

- At least 10 days from first clinical diagnosis symptom **and** at least 72 hours fever free without fever-reducing medication **and** when symptoms are improving.

### **Procedures and Protocols for A Confirmed COVID-19 Case Among Students:**

#### ***Student/Family Responsibilities:***

- If you have tested positive or have been confirmed to have COVID-19 or are living in a home with someone who has tested positive for COVID-19:
  - Do not attend school.
  - Notify your school of the positive test and your student's need to be absent.
  - Students who have tested positive for COVID-19 or who have not been tested but were directed to stay home from school may return to school under the following conditions (per CDC guidance):
    - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
    - At least 10 days have passed since symptoms first appeared.

#### ***Principal Responsibilities:***

- Notify superintendent that you have a student who has tested positive for COVID-19. Superintendent will contact the SD DOH.
- In collaboration with superintendent, assist SD DOH with contact tracing and investigation to determine if the student contracted COVID-19 at school as needed.
- Communicate to staff, students, and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).
- In collaboration with superintendent, assist District with the implementation of the Pandemic Operation Plan for Confirmed Case in School in collaboration with SD DOH.

#### ***District Responsibilities:***

- Superintendent will contact SD DOH to notify them of student testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation.
- In collaboration with building principal, superintendent will communicate with staff, students and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).
- Superintendent, in collaboration with building principal, will assist SD DOH with contact tracing and investigation to determine if the student contracted COVID-19 in the school as needed
- In collaboration with building principal, implement Pandemic Operation Plan for Confirmed Case in School in collaboration with SD DOH.

#### ***Attendance Considerations:***

- In the instance when an individual tests positive for Covid-19, they will be working with the Department of Health in order to socially isolate.

- In the instance when an individual is determined to have been in close contact (within six feet for more than 15 minutes) with positive case of Covid-19, the individual will be working with the Department of Health in order to quarantine.
- In both of these instances, our students will need to remain engaged in their education to the greatest extent possible. They will have the resources to continue with Homebound Instruction through the Canvas learning management system and through communication with their teachers.
- When students are not physically on campus, attendance will be taken by participation in their Canvas courses.

## **Edgemont School District Staff Procedures and Protocols for Addressing COVID-19**

### **Procedures and Protocols**

#### **Options for Staff Who Have A Compromised Immune System or Other Health Factors That Make Them Susceptible To COVID-19**

- For employees that do not feel like they can return to work due to having health factors that make them susceptible to COVID-19, being immuno-compromised, or due to concerns for their health, the District will follow current District policies, procedures, and protocols for requesting leave or ADA accommodations.
  - An employee who has a health condition that results in them being susceptible to COVID-19 would have the right to request a year leave of absence in accordance with Article VIII, Section 8 of the Negotiated Agreement.
  - An employee who has a health condition that results in them being susceptible to COVID-19 but chooses to return to work can engage the District in the ADA Accommodation process under the Americans with Disabilities Act to come up with reasonable accommodations to help them access their job.
  - An employee who has a health condition that results in them being susceptible to COVID-19 but chooses to return to work would also have access to the COVID-19 Leave allocated by the Federal Government under the Families First Coronavirus Response Act if they have a qualifying situation, as well as their sick leave, accumulated leave, personal leave or the sick leave bank if they exhaust their other leave and are a member of the bank.

#### **Staff and Volunteer Self-Screening Procedures:**

All employees, including Substitutes, shall ask themselves the following questions daily before entering the school:

- Since your last day of work, or last visit to the school or District facility, have you had any of these symptoms that are not attributable to another condition?
  - Fever or Chills

- Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). A fever is considered having a temperature of 100.4° F or greater using an oral thermometer.
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Congestion or Runny Nose
    - Nausea, Vomiting or Diarrhea
    - Muscle or Body Aches
    - Headache
    - Sore throat
    - New loss of taste or smell
- Are you ill, or caring for someone who is ill?
  - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and stay home. These employees may qualify for COVID-19 leave allocated under the Families First Coronavirus Act.
  - In the two weeks before you felt sick, did you:
    - Have contact with someone diagnosed with COVID-19?
    - Live in or visit a place where COVID-19 is spreading?
      - Employees answering yes to either of these questions may qualify for COVID-19 leave allocated under the Families First Coronavirus Act to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice.
- If the answer is YES to any of these questions:
  - Do not report to work or enter the school or District facility.
  - Contact your immediate supervisor.
  - Contact your healthcare provider.
  - If you are able to manage your symptoms at home, you may return to work when the following are true:
    - Your medical provider has determined a different illness than COVID-19 and cleared you to return, **or**
    - You have two negative test results for COVID-19 with 24 hours separating the two tests and no symptoms, **or**
    - At least 10 days from first clinical diagnosis symptom **and** at least 72 hours fever free without fever-reducing medication **and** when symptoms are improving.

**Procedures and Protocols for A Confirmed COVID-19 Case Among Staff:**

***Employee Responsibilities:***

- If you have tested positive or have been confirmed to have COVID-19:
  - Do not report to work or enter any school or District facilities.
  - Notify your immediate supervisor of the positive test and your need to take leave.
  - If caring for a family member with COVID-19, notify your immediate supervisor.

- If using COVID-19 Leave, provide the following documentation to the business office:
  - Your name;
  - The date(s) for which you request leave;
  - The reason for leave
  - A statement that you are unable to work because of one of the above reasons.
- Employees who have tested positive for COVID-19 or who have not been tested but were directed to care for themselves at home may return to work under the following conditions per CDC guidance:
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
  - At least 10 days have passed since symptoms first appeared.

***Supervisor/Principal Responsibilities:***

- Notify superintendent that you have an employee who has tested positive for COVID-19.
- Assist the employee in completing steps to access COVID-19 leave including providing the business office with the necessary documentation.
- Assist superintendent and SD DOH with contact tracing and investigation to determine if the employee contracted COVID-19 in the workplace as needed.
- Assist District with communication to staff, students, and parents, as applicable, of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).

***District Responsibilities:***

- Superintendent will contact SD DOH to notify them of employee testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation.
- District staff, in collaboration with building principal/supervisor, will communicate with staff, students and parents, as applicable, of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).
- Superintendent, in collaboration with Supervisor/Principal, will assist SD DOH with contact tracing and investigation to determine if the employee contracted COVID-19 in the workplace as needed
- Business office will assist the employee in completing steps to access COVID-19 leave if eligible.
- Business office will collect necessary documentation as required under the Families First Coronavirus Response Act.
- In collaboration with Supervisor/Principal, implement Pandemic Operation Plan for Confirmed Case in School in collaboration with SD DOH.

## Edgemont School District Application for Homebound Instruction

Student Name	Student email address	Date of Birth	Grade Level	IEP/504

Parent/Guardian Name	Relationship
Email:	
Mailing Address	City, State, Zip
Phone	Student phone

Reason for applying for homebound instruction:

If medical reason, please supply documentation of need:

# Edgemont School District Homebound Instruction Agreement

## District will:

- Provide an on-line learning program with a robust learning curriculum that mirrors the District's in-person curriculum, as much as possible
- Provide the necessary computer to complete the on-line assignments
- Provide access to the appropriate Learning Management System and other necessary programs for homebound learning

## Family will:

- Ensure learner has internet access to the learning management system
- Ensure learner is actively participating in homebound learning
- Be a learning coach for my child and understand that active participation is required.
- Oversee and routinely check learner's progress and communicate with teachers
- Understand that learners in grades 3-8 and 11 will be participating in state mandated testing, unless this requirement is lifted in the 2020-2021 school year

## Learner will:

- Actively participate in homebound learning on a daily basis
- Regularly attend all scheduled meetings with teachers
- Actively communicate with teachers
- Understand that plagiarizing assignments will not be tolerated

Parent/Guardian Signature:

Date

Name:	Date:
Signature:	

Learner Signature:

Name:	Date:
Signature:	

District Administrator:

Name/Title:	Date:
Signature:	

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



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