

CAESAR RODNEY SCHOOL DISTRICT



GUIDANCE FOR A SAFE RETURN TO SCHOOL
2020

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Message from the Superintendent of Caesar Rodney School District

These have certainly been challenging times for the country, the community and the school district! As we all struggle with what is being called the “New Normal,” I have always believed that from challenges comes opportunity. From opportunity comes the need to invent and to innovate. Sometimes the process is not as quick and easy as we want and there is trial and error. But even though the process may become uncomfortable, we become stronger and better for it.

The Caesar Rodney School District is committed to providing a safe and healthy learning environment for all of our students and staff as our schools reopen for the 2020-2021 school year. In order to do this, changes will need to be made to the traditional school model for all students, families/caregivers, staff and our community.

While we all wish that our schools could reopen as they did last year, with the current health crisis, Center for Disease Control/ Department of Public Health regulations, and Delaware Department of Education guidelines, are causing changes that are necessary in order for the district to provide the best possible education for our students.

After extensive discussion with the Delaware Department of Public Health, the Delaware Department of Education, District reopening committees, and receiving feedback from our parents and staff, this reopening document was created.

Although evidence shows that most children infected with COVID-19 have mild symptoms, some children will develop serious illnesses, especially those children and caregivers at risk because of underlying health issues. The Caesar Rodney School District encourages all families to discuss with their children’s health care providers to determine whether remote or in-person learning is appropriate until immunization can occur. Also, Caesar Rodney School District personnel who are 65 years and older or who have underlying health conditions are encouraged to consult with their health care provider

The Caesar Rodney School District reopening documents serve to outline the precautionary measures and protocols to be implemented as students and staff returns to school. Our success in reopening will depend on the support, compliance, patience and understanding of each parent/caregiver, community member, and district staff member.

These are challenging times for all of us. Only by working together, by following the rules- by wearing a mask, by being tested, by staying home when we are ill- we will be able to provide the quality education that our children deserve. Together we will get through this and our students will be better for it!

Kevin R. Fitzgerald, Ed.D.

Superintendent

Purpose

The purpose of this document is to share with our community the reopening plans for the Caesar Rodney School District with the hopes of providing safe options for learning. The District realizes the need for students to continue to receive excellent education options and maintain levels of socialization that is critical to their development as scholars. The District has and will continue to refer to guidance from our supporting agencies to guide decision making. The district will also continue to take into consideration protocols in laws in relation to equity, IDEA, 504 and ADA in addition to all other best practices in regards to special education.

Health and Safety

Screening of Student and Employees

Student Screening



The initial screening for students should begin in the home. Parents are asked to check students' temperatures prior to arrival to school. Any student with a temperature 100.4 or above should remain home, and contact their healthcare provider and school nurse for professional guidance. If no fever is present and the parent is uncertain based on symptoms, the student should remain home and the school nurse should be contacted.

If you answer yes to any of the following questions you must stay home and contact your health provider and the school nurse:

- Do you have a fever at or above 100.4 degrees Fahrenheit?
- Do you have any of the following symptoms: fever, cough, shortness of breath, muscle aches, chills, shaking, nausea or vomiting, loss of taste or smell?
- Is anyone in my household in self isolation, under quarantine or exhibiting any of the symptoms of COVID-19 outlined by the Center for Disease Control (CDC) (fever, cough, shortness of breath, or muscle aches)?

Additional guidance can be found in this [Self-Screening Letter](#) for parents.

Employee Screening

Employees will also be required to complete a [COVID-19 health screening](#) prior to leaving for school and the office. If an employee does not meet the criteria, they should stay home; contact their health care provider and their supervisor or the District's COVID-19 Coordinator, Dr. Tamara Toles Torain at tamara.tolestorain@cr.k12.de.us.

Student Personal Hygiene

Parents are strongly encouraged to have their child vaccinated for the flu and other vaccinations available. Students should use hand sanitizer or wash hands upon entry to the building and at new locations within the building. Handwashing with soap and water should occur a minimum of every 2 hours. Handwashing or hand sanitizing should occur before meals. Students should maintain a minimum of 6 feet distance from others while wearing a mask.

Access to Campuses and District Office

- Visitor Access
 - Visitors - In an effort to maintain a safe environment, visitors will not be permitted to enter district buildings unless they are providing essential services. Visitors will be required to complete a COVID-19 Health Screener and present proper identification to be entered into the RAPTOR system. RAPTOR is the District's visitor screening system.
 - Community Use of Building - Community use of district buildings will be prohibited under the current contagion environment.
 - Deliveries - District deliveries will be handled using prescribed PPE outlined by our district's facilities and grounds department.
 - Parents will not be permitted in the building to observe students. Parents dropping off tardy students or picking up students during the school day should complete the CRSD Health Screener prior to entering a building and are required to wear masks to enter the building and maintain safe distances from office staff.

Healthy Hygiene Practices

- Boarding a Bus
 - Prior to boarding a bus, all students should have completed the self-assessment COVID-19 Health Screener. Masks must be worn prior to boarding all school transportation. Students should go to assigned seats and prevent contact with other students. District elementary schools will be instituting a new student location tracker at the start of the 2020-2021 school year. Using the [touchless system](#), students will be required to scan their personal barcode upon entering buses.



- Entering School
 - Everyone (over the age of 2 years old) entering a district building is required to wear face coverings that cover the mouth and nose. Students are encouraged to bring a second mask. Safe distances of six feet are required throughout the day, minimum three

feet in classroom and on busses. One way directional hallways should be used when possible.

- Classrooms
 - Disinfection of Desks and Chairs - Classrooms will be disinfected at night. The school community will maintain the cleaning of high touch surfaces throughout the day. Shared spaces should be cleaned before and after use to prevent community spread.
 - Classroom Phone - Classroom phones and shared phones should be cleaned before and after use. Signage with reminders should be posted by the phone.
- Restrooms
 - Restrooms and high touch areas should be disinfected within two hour time spans
- Water Fountains
 - Staff and students are encouraged to bring water bottles. No touch water bottle filling stations will be used in school buildings. Disinfecting supplies will be on hand to maintain equipment. Hand sanitizer will be available for use in close proximity of the filling stations.
- Dining
 - Consideration will be made to provide social distancing and limit large groups gathering to eat. Parents are encouraged to pack lunches, if possible. Sharing of food is not permitted.
- Protective Equipment
 - Staff Protective Equipment will be provided based on the risk associated with their work.
 - Student Protective Equipment will be provided based on the risk associated with their activity.
- The district will not participate in the use of shared or communal school supplies at this time.
- Hand sanitizer and soap and water will be available to students and staff in all buildings. Frequent hand washing will be encouraged. Parents should complete an “opt out” or assistance with self-use form (available on all school websites) if they do not want their student to use hand sanitizer or if their student needs assistance with hand sanitizer. Forms should be submitted to the student’s school nurse.

Social Distancing Protocols

- Busses
 - Capacity- Bus capacity will not exceed 23 students.
 - Boarding and Departure- Students will be required to practice safe distancing when boarding and departing busses.
- Hallways and Waiting in Line

- Safe Distances - Distances of 6 feet should be maintained when walking halls and waiting in lines. Students should talk in conversational tones.
- Congregation - Gathering in hallways for extended periods is discouraged
- Classroom
 - Desks will face forward and be 3 to 6 feet apart.
 - When possible students will be in cohorts. Movement will be limited when possible. Assigned seating should be used for each student group.
- Playgrounds and Fields Outside Activities/Recess
 - Safe Distance
 - Outdoor recess will be permitted and in groups of small cohorts. Students will wash hands with soap and water upon reentering the building.
 - Equipment will only be used when social distancing can be monitored and hand washing protocols will be used prior to and after use of any equipment.
- Offices
 - Safe Distance should be used at all times. Signage will be posted as a reminder.
 - Physical Barriers will be used at desks where public guests approach
- Restrooms
 - Maximum Occupancy- adherence to restroom capacity signage should be followed. Capacity will be limited based on the size of the facility.
- Locker Rooms
 - Maximum Occupancy- adherence to locker room capacity signage should be followed. Capacity will be limited based on the size of the facility. Students should not share personal hygiene items. Routine cleaning will be required after every class use.
 - Safe Distances- Occupants must maintain safe distance and avoid contact with others.
- Elevators
 - Maximum Occupancy- A maximum of two occupants per elevator unless being used by members of the same household. Then occupancy is based on the posted capacity.
- Stairwells
 - Safe Distances - Stairwell should be one way directional when possible, and students should maintain 6 feet distance from others.
 - Safe Use of Handrails - Handrails are an important safety precaution. Handrails are a part of the routine cleaning regimen. However, hand sanitizer should be used after coming in contact with this frequently used surface.
 - Congregation - Students are not permitted to congregate in stairwells. A consistent flow of traffic should occur in open spaces.
- Staff Work Spaces



- Classrooms - Occupancy should meet current CDC guidelines.
- Teacher Lounges, Copier Rooms, Meeting Spaces, Offices- Staff should consider outdoor spaces that provide social distances for eating or meeting when possible. The use of the lounges and conference rooms for eating is discouraged. Copier room use should be limited to one person at a time. High touch areas should be cleaned before and after use. All meeting spaces require safe distancing and the use of masks, covering the mouth and nose.

Health and Safety Protocol

Should a student have a cough or appear ill, teachers should contact the school nurse. Routine medication will be administered privately at a “well student” location to prevent well students exposure to ill students.

Students who are sent home ill must be picked up within an hour.

Students who are ill may not ride the bus home. Students who are being sent home ill will wear a mask and be isolated until picked up. Schools

will have an isolation space that is clearly marked. Students who are sent home from school for illness should remain home until they are

cleared by a healthcare provider. Students must also be free of fever (without the use of fever reducing medication) for at least 24 hours. Any student or staff who test positive for COVID-19 must provide documentation of clearance from Delaware Department of Public Health (DPH) before returning to school.



How to Address Positive Cases

- Exposure or Risk of Exposure to COVID-19

DPH will notify the school or district of any school-related positive cases within 24 hours, by contacting the school nurse or district COVID-19 coordinator. DPH will work with the school nurse and the COVID-19 coordinator to identify any close school related contacts that need to be quarantined. The name of the positive individual will only be disclosed on an as needed basis to identify other close contacts. For example, a teacher’s assistance may be warranted to identify additional close school related contacts. Parents and staff should also contact the school if they discover they are positive in an effort to expedite the prompt action by infection control staff. If the district becomes aware of a confirmed COVID-19 case prior to hearing from DPH, the District will notify the DPH immediately.

Emotional Well Being

- The district will use a Multi-Tiered Systems of Support (MTSS) Model to Address the social and emotional needs of our staff. MTSS, is defined as a framework designed to meet the needs of the whole child through an integrated multi-level prevention and intervention system that optimizes team-based leadership and data-driven decision making to support academic and non-academic success.
- District Psychologists, Mental Health Providers, Social Workers and Counselors are available to assist families as they cope with the concerns of our current environment.

Evidenced based practices are used to address the academic and social needs of students. Wellness links can be found [here](#).

Instruction

Elementary/ILC	Secondary	John S. Charlton
EIP Plan Elementary AA/BB Daily Schedule Elementary AA/BB Remote Only Schedule Elementary Hybrid Schedule for A Group Elementary Hybrid Schedule for B Group	Secondary AA/BB/CC Daily Schedule Secondary Hybrid Schedule for A Group Secondary Hybrid Schedule for B Group Secondary Hybrid Schedule for C Group	Schedules

Special Education

Caring for Students

Staff who worked with Special Needs students who pose high risk to airborne droplets will wear the appropriate PPE while caring for students and during high risk activities.



Career and Technical Education (CTE)

Essential Arts (Art, Band, Chorus, General Music, Health, Library Science, Life Skills, etc.)

Physical Education, Band and Chorus should be held outside when possible. Instrumental and vocal performances will follow DPH safety protocol. Changes will be communicated by the respective schools.

Assemblies and large indoor gatherings will not take place under COVID-19. Field Trips will also be prohibited. Sporting events will be governed by the Delaware Interscholastic Athletic Association (DIAA) and Special Olympics regulations.

Social-Emotional Learning Supports

Each school day will include a Social - Emotional Support component which will allow for students and teachers to address their mental wellness. A framework for Mental Wellness will be used to address specific components of support. Schools will continue to program for the implementation of mental wellness and equity training. Referrals for additional support can be sent to the student's school counselor.

Student Services

Nutrition

Meal Benefit Applications were sent home in parent packets or can be filled out electronically online. We encourage families to complete one Meal Benefit Application per household.

Schools will continue to provide free meals for all students.

In accordance with USDA extension of the Summer Food Service Program, starting on Monday, September 14th the Caesar Rodney School District's Child Nutrition Department is modifying its meal schedule to help reduce the risk of spreading Coronavirus (Covid-19). Meals can be picked up on Mondays and Thursdays at the following locations and times [found here](#). On Mondays families will receive three (3) breakfast and three (3) lunch meals. On Thursdays families will receive four (4) breakfast and four (4) lunch meals. Meals will be provided to all students of the Caesar Rodney School District and/or any children 18 years of age or younger without charge. We ask that all accepting the meals please practice social distancing.



Appendices

Appendix A. Handbooks and Policies

[Student Handbook 2020 - 2021](#)

[Attendance Policy during Remote and Hybrid Learning](#)

Appendix B. Resources

Centers for Disease Control and Prevention <https://www.cdc.gov/>

Delaware's Response to Coronavirus Disease (COVID-19) <https://coronavirus.delaware.gov/>

Division of Public Health <https://www.dhss.delaware.gov/dhss/dph/index.html>

Delaware Department of Education COVID-19 Resources <https://www.doe.k12.de.us/covid19>

[Considerations for Students with Special Healthcare Needs](#)

Delaware COVID-19 Testing Sites <https://coronavirus.delaware.gov/testing/>

Appendix C. Latest Guidance

State and Local Orders

Readiness to Protect Children and Employees Deemed High Risk for Severe Illness

[People Who Are at Higher Risk for Severe Illness](#)

CDC's *Considerations for Schools*

[Considerations for Schools](#)

CDC's *School Decision Tool* (for re-opening)

[Schools Decision Tool](#)

State of Delaware site for COVID

[Delaware's Coronavirus Official Website: Coronavirus](#)

Delaware Department of Education [Returning to School](#)

[Student Process Map for COVID-19](#)

[Parent Letter Regarding Asthma Inhaler vs. Nebulizer in School](#)