Back to School Well-
COVID 19 Plan
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Introduction

The Redfield School District has created a plan through our Back to School Well Committee to create a safe and caring learning environment while reducing the impact of COVID 19 for students, staff, and community/visitors. The guidelines referenced in this plan are from guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), South Dakota Department of Health (S.D. DOH) and the South Dakota Department of Education (S.D. DOE). The plan will be updated regularly as new information comes in from the CDC, WHO, and applicable federal, state and local agencies.

The goal of the Redfield School District, is to start school as scheduled on August 26, with all students in the school building. The Back to School Well Committee created a Tiered system approach for our students, staff, and community's safety. The tiered approach will be enacted based on the number of cases we have locally and through guidance from the South Dakota Department of Health and our local health care system. Advice will be provided by the South Dakota Department of Health, South Dakota Department of Education, and local health care providers to determine if school will have to occur via Flex Learning or Remote learning based on our local community cases.

The School District will have a resources page created for families to access that will walk them through the programs expected of students for Flex Learning and/or Remote learning if needed during the 2020-2021 school year.

Safety of Students, Staff, and Community/Visitors

Students

The Redfield School District is asking parent(s)/guardian(s) to please temperature check your child(ren) at home before sending them to school. Parent(s)/Guardian(s) are the first line of defense in assisting schools with identifying students who have a temperature above 100.4 degrees and/or are ill should not attend school. Any student, with a temperature above 100.4 degrees, will be asked to stay home. The student will need to stay home until their temperature is below 100.4 degrees for 24 hours without the aid of any medications. All students will be screened for a temperature and asked questions through a symptom checker, students with temperatures above 100.4 degrees will be sent to the nurse’s office. The student will be isolated in the nurse’s office, parent(s)/guardian(s) will be contacted, and the student will be isolated until they can be picked up. When students are working in small groups and unable to maintain social distancing, the teacher will require masks.

Staff

All staff members, both certified and non-certified, will fill out a screener each day they come into work, and a staff member will take their temperature. Staff members are encouraged to take their temperatures at home. If a staff member has a temperature above 100.4 degrees, they must stay home until their temperature is below 100.4 degrees for 24 hours without the aid of any medications. Staff members will be required to wear PPE when working with students, lecturing to students, or are within 6 feet of students during the school day.
Community/Visitors
Community members and visitors will not be allowed into the classrooms or areas outside of the office areas during the school day. If community members or visitors would want to come into the school, they need to be approved by the school administrator and adhere to the same screening and temperature checks as the students and staff.

Preventative Student Education
Students will have additional time built into their school schedule to accommodate hand washing/hand sanitizing procedures during the school day. Elementary classrooms will have frequent sanitizing of shared areas after use by students and staff. Middle school and high school students will sanitize their seating areas, as they transition to and from classrooms. Posters for correct hand washing and hand sanitizing procedures will be in restrooms, hallways, and classrooms.

General Disinfection Measures Protocol

<table>
<thead>
<tr>
<th>Category</th>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workspaces</strong></td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td><strong>Appliances</strong></td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>Electronic Equipment</strong></td>
<td>Copier machines, Shared computer monitors, TV’s, Telephones, keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td><strong>General Used Objects</strong></td>
<td>Handles, light switches, sinks, restrooms</td>
<td>At least 4 times a day</td>
</tr>
<tr>
<td><strong>Buses</strong></td>
<td>Bus seats, handles/railing, belts, window controls</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
<td>Cafeteria, Library, Conference rooms, Gyms, Common Areas</td>
<td>At the end of each use/day; between groups</td>
</tr>
</tbody>
</table>
The goal is to establish a sanitary baseline before the site opens. The site has been 100% disinfected and continues to be cleaned and disinfected daily. The school will be 100% cleaned and sanitized for the start of the 2020-2021 school year.

Deep Cleaning and Disinfection Protocol
Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

Bus Drivers/Bus Protocols
Bus drivers or custodial staff must disinfect the buses at a minimum:

1. After the morning route
2. After the afternoon route

All students who ride the busses must wear a mask since they will be in a confined space for an extended period, and social distancing cannot be adhered to during the bus route. All students will have assigned seats, and families will sit with each other on the bus. The bus will fill from the back to the front as students are picked up to decrease students' passing on the bus. Bus windows will be opened when applicable to increase the movement of airflow on the bus.

Locker Rooms
While in locker rooms, students are to practice social distancing, which means to try and stay 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

Social Emotional Wellbeing of Students and Staff
The social and emotional wellbeing of students and staff is always a priority. The school district will work with our mental health professionals and counselors to provide families and staff resources to access. The school counselors will work with staff and parent(s)/guardian(s) to work individually with students or in the group setting to assist with students' social and emotional wellbeing.

Staff Training
Staff members will be provided with the opportunity to learn more about distance education and tools available to make flex learning and remote learning more effective. Staff members will work on google classroom, Microsoft teams, mental health training, and suicide prevention before the first in-person in-service training. During in-service times at the start of the year, staff will be provided with in-depth training in person for google classroom and Microsoft teams. Through these efforts, we will provide a more effective and efficient, flex learning and remote learning opportunity for students, if the need arises.
Explanation of Tier System

The school district will enact the Tier system when a case of COVID occurs within a school building. The administration will work with S.D. DOH and our local health care providers to determine the best course of action within our school district. If the number of cases increases, the school district will move down a Tier unless more prevention is needed, based on the advice from S.D. DOH and our local health care providers. The administration will work with S.D. DOH and our local health care providers to determine the best course of action within our school district. The school district administration will decide on what Tier we will be in based on the number of cases in our area and the recommendation of S.D. DOH and our local health care providers.

**Tier 1:** Back to school as usual, with increased social distancing. Masks or face shields are recommended for students. Staff will have masks or face shields they will wear in the classroom or within six feet of staff or students.

Face masks or shields will be mandatory during students’ transportation to and from school via the bus. Each day students will put their facemask in the laundry bag for the bus driver. The school will launder the masks to kill the virus and redistribute the masks to the same bus driver, with each student having a mask.

No parents in the buildings for drop off or pick up of students. There will be no other outside people in the building unless approved by the administration. Masks or face shields are recommended during drop off and pick up. Lunch will be determined on how that will look as we continue to meet. We will also set out additional tables down the hallways and other areas to increase social distancing.

**Tier 2:** PPE to be worn by all students and staff. Increased social distance will be used where applicable. Modified lunch periods to accommodate for more social distancing.

**Tier 3:** A/B schedule. Half of the students will report on Monday and Wednesday with the other half Tuesday and Thursday. Friday will be a mandatory set up Microsoft teams/Zoom call with students missing work, and/or report into work with the teachers at school if teachers feel comfortable. Everyone will wear PPE during the school day.

**Tier 4:** Out of the building for 14 days with remote learning through Google classroom and Microsoft teams. Students may come into the building with PPE on Friday for additional assistance.

**Monitoring for Symptoms**

Conducting regular screenings for symptoms can help reduce exposure. Staff and students are encouraged to self-monitor for symptoms such as fever, chills, shortness of breath, difficulty breathing, new cough, loss of taste or smell, nausea, vomiting, or diarrhea. An on-line COVID19 screening tool is available to assist with understanding symptoms. If a student or staff member develops symptoms, while at school, he/she must notify a school health official or school
administrator immediately. Parent(s)/Guardian(s) are encouraged to monitor their child(ren) at home and are asked to keep sick child(ren) home.

- Enforce that staff and students stay home if:
  - they have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.
  - they have recently had close contact with a person with COVID-19 (See Appendix D-SD Department of Health What Should I Do If I've Been in Close Contact), until they meet criteria for return.
- Parents/guardians can utilize a symptom screening checklist (See Appendix E Student Symptom Screening Checklist) to check for symptoms before sending students to school.
- Students will be screened using the symptom screening checklist (See Appendix E Student Symptom Screening Checklist) at the start of their first hour class. Students will also have their temperature taken and a temperature above 100.4 degrees student(s) will be sent to the nurse with a facemask.
  - Students in grades 3-12 will fill out the symptom checklist using google forms and it will be done on their school device.
  - Students in grades K-2 will be asked the questions as a class and the teacher will only take down answers where the student said yes.
    - All of the results will be deleted daily

Handling Suspected, Presumptive, or Confirmed Positive Cases of COVID-19

- Signage will be posted at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Staff, students, and their families will be educated about the signs and symptoms of COVID-19, when they should stay home, and when they can return to school. (See Appendix F-Suspected, Presumptive, or Confirmed Cases of COVID-19 Screening Flowchart)
- A dedicated space will be established for symptomatic individuals.
- Symptomatic individuals will immediately be isolated to the designated area at the school and sent home to isolate and seek medical care.
- Symptomatic students will remain under visual supervision of a staff member who is at least 6 feet away. The supervising adult will wear a cloth face covering or a surgical mask.
- The symptomatic person will be required to wear a cloth face covering or a surgical mask while waiting to leave the facility.
- Cloth face coverings should not be placed on:
  - anyone who has trouble breathing or is unconscious.
  - anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
  - anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.
- School nurses or delegated school staff to provide direct patient care will be required to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE.
- Cleaning and disinfecting procedures will be implemented following CDC guidelines.
The following processes will be followed for allowing a student or staff member to return to school:

- If a person has had a negative COVID-19 test based on symptoms and NOT direct exposure to someone with COVID-19, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
- If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:
  - Has it been at least 10 days since the child first had symptoms?
  - Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
  - Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

- If a person with COVID-19 was in the school setting while infectious, school administrators will coordinate with local health officials to notify staff and families while maintaining confidentiality in accordance with FERPA, and all other state and federal laws.
- If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- If a student/employee that has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to school.
- If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive. In which case, exclusion criteria above would apply. They must complete the full 14 days of quarantine, even if they test negative.
- Remote learning options will be provided for students unable to be at school due to illness or exposure.

Communicating Individual Positive Infection Cases

The SD Department of Health (SD DOH) will work with school districts to provide data at a level to inform decision making, in line with appropriate privacy protections.

If staff or a student within a school building 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 there are no active cases within a school community, school officials should rely on SD DOH data to drive decision making regarding levels of opening.
Additional resources provided by the SD Department of Education and the SD Department of Health are as follows:
• COVID-19 Mitigation in Schools (Appendix G)
• COVID-19 School Scenarios (Appendix H)
• Initiating a Case Investigation in a K-12 School (Appendix I)
• What Will Happen If… (Appendix J)
• COVID-19 Contact Tracing (Appendix K)
• Isolation or Quarantine (Appendix L)

Bird Feeder and Student Meals
In order to accommodate increased social distancing during student meals the school district will add additional seating for students. The administration may determine that some classes will eat in their classrooms if needed to try and adhere to social distancing recommendations from the CDC, WHO, and S.D. DOH.

Academics and Home Based Learning
When the school district determines, through advice from S.D. DOH and our local health system, that school needs to be on an A/B schedule or remote learning, students are expected to have their materials done on time. In the A/B schedule, students will have in-person learning at the school on Monday and Wednesday or Tuesday and Thursday. That means that each day the student is in school, they will have a new lesson in their classes. Every Friday will be a mandatory check-in day for students who have missing work. Mandatory Fridays mean that the students will schedule an online or in-person meeting with each teacher for their missing work in their classroom(s).

Remote learning will strictly be online, and a new lesson will be presented each day for the students. Students are expected to attend the live online class during the remote scheduled time for grades 3-12. Every Friday will be mandatory Friday, students who are missing work will be mandated to schedule an online or in-person meeting with each teacher for their missing work in their classroom(s).

If a student parent(s)/guardian(s) choose to put their student(s) into remote learning the student(s) will remain in remote learning until the end of the quarter. Parent(s)/Guardian(s) who are interested in the online need to contact their student(s) school principal and fill out Appendix B in this document.

If reliable internet service is an issue for participating in online instruction, families can make accommodations by contacting the school offices.

Grading Policy
Grading and Attendance
Students need to complete their assignments to receive credit and be in attendance for their courses for this school year. The grading policy for classes is in each teacher’s syllabus.
Students are determined to be truant if they are not completing their assignments and do not schedule and attend their mandatory missing work appointment with their teachers.

**Completion Procedures**
To earn credit, students must complete their work in each class. Students and parent(s)/guardian(s) can check their student(s) grades in Infinite Campus/Google Classroom. Each Friday, parents will be notified of their student(s) missing work. Students will have until the following Friday to schedule and meet in person/virtually for each class in which they have missing work. If the work is completed before the scheduled meeting, the teacher may excuse the student from the meeting. Students have a week from the Friday they were notified, to complete their work without receiving any deduction in points for the assignment.

**Online Resources**
Each grade level (K-2), (3-5), and (6-12) will have an online format for student materials in their classes. Parent(s)/Guardian(s) will be able to watch videos on how to access the resources as well as having access to frequently asked question (FAQs) sheets to utilize the online resources. These will be found on the school district webpage, under the Redfield News, and titled COVID-19 Student/Parent Resources. Additional videos and FAQs will be on this page to utilize Google Classroom, Microsoft teams, SeeSaw, Infinite Campus, Zoom, Planbook, and Empower.

**Classes/Lesson Plans**
Each grade level (K-2), (3-5), and (6-12) will have their teacher webpage where each class will be available. On the teacher website accessed from their faculty page, there will be a lesson plans link. This lesson plan link will take student and parent(s)/guardian(s) to a list of the teacher’s classes or subjects that they teach. Students and parent(s)/guardian(s) can click on each link for the daily lesson in their classroom. Each day will have the standard the student will learn, the video link for the class that day, and the assignment. Please allow teachers time to get these materials uploaded each day for your child(ren).

**Extra-Curricular Events**
To support the whole child and develop a student’s passions and interests, the District will consider maintaining extra-curricular activities during the various reopening plans, as much as possible. Activities and events will follow the same guidelines as the regular school day. All requirements and recommendations will still apply.

Attendance at Extra-Curricular events may be limited, depending on the number of COVID-19 cases within the community. The administrative team may decide to restrict the number of team fans during events. Fans are encouraged to wear masks for sporting events and are encouraged to self-screen before attending any games. If a fan is in the at-risk category the Redfield School District strongly encourages them to stay home and watch the competition through our live stream system called Pixellot. The Pixellot camera system can allow community members to view a live event from home without attending the game.

Activities that occur indoors will be limited to 5 people per participant. The participant will let the school know they would like the tickets. The people who have the tickets for the event will...
still need to pay at the gate or show that they have a pass. Activities that occur outside because of
the decreased transmission of COVID-19 will not be limited. We ask that all fans limit
themselves to their group and still maintain social distancing of 6 feet from other groups. During
football games, fans will be encouraged to bring lawn chairs and sit along the fence to maintain
our social distancing.

Concession stands
The concession stands will be open, and we ask that people maintain a social distance of six feet
from other groups when ordering. Staff and helpers will have masks on in the concession stands.

Restrooms and Facilities
During events, we ask that you maintain social distancing during all portions of the game. If you
need to use the restrooms, we ask that you limit the numbers to keep the acceptable social
distance of six feet. People will be limited to 3 at a time in the restrooms during events.
What Parents Need to Know

As the Redfield School District navigates the ever evolving COVID-19 health pandemic, safety remains our top priority for our schools. The District is working to safely reopen schools this fall through new safety protocols aligned with guidance from the Centers for Disease Control (CDC) to include:

Face masks or coverings are HIGHLY ENCOURAGED for students and staff and are most essential when physical distancing is difficult. Face masks will be REQUIRED on transportation provided by the District.

Schools are requiring that individuals self-certify that they are free of flu-like symptoms before entering school buildings. Anyone experiencing symptoms must stay home.

Schools are increasing cleaning and disinfection. Hand sanitizer and soap and water will be readily available for frequent handwashing.

Students and staff must stay six feet apart as much as possible. Talk to your child about the importance of social distancing.

Schools may implement creative scheduling or a combination of in-person and remote learning. Families are encouraged to develop a plan now for when it becomes necessary for schools to use a modified schedule or close for remote learning.

Off-Campus Virtual Learning Delivery - Families will be provided the option to continue with remote learning with instruction provided by an on-line learning platform for core content areas with weekly communication provided by District staff. Please contact the building principal to enroll in this option.
2020-21
Redfield School District
Off-Campus Virtual Learning Contract

Student Name ____________________________________________________________

School ___________________________ Grade ______

Program Expectations and Guidelines

- Student will remain enrolled full-time in the Redfield Public Schools at their assigned attendance center.
- Instruction will be provided by an on-line learning platform for core content areas.
- Families will need to provide Internet access.
- Student who is eligible for special services will continue to receive those services on-line (Special Education, Title Reading, and ESL).
- Student will be allowed to participate in extra-curricular activities.
- A District staff member will make direct contact with students two times per week to identify assignments, monitor progress, and submit final grades for report cards/transcripts.
- Student will be required to complete weekly assignments.
- Student will be allowed to return to their assigned school/classroom at the end of each quarter (Oct. 23, Dec. 22, and Mar. 11) or trimester (Nov. 13 and Feb. 19).
- Families would need to notify their school principal by Friday, July 31, 2020, if they are selecting this option for the first quarter.
- Quality completion of work assigned will be required for final grades and course credit.
- If a student does not abide by these expectations, truancy will be filed when applicable and/or the remote virtual learning option could be rescinded.

I have reviewed and understand the above guidelines and expectations of the Redfield Public Schools Remote Virtual Learning Program. I understand that if my child does not make adequate weekly progress or follow through with weekly check-in times, that truancy will be filed.

Parent/Guardian Printed Name ___________________________ Date __________

Parent/Guardian Signature ____________________________________________ Date __________
Appendix C

Special Education Remote Learning Plan

**PURPOSE:** This template is to support individualized student planning for the delivery of special education and related services through remote learning instruction during our school closure. The Remote Learning Plan is not intended to replace a student’s IEP, but rather to document individual decisions for special education services during a closure.

**Student Name:** ___________________________  **Disability:** ___________________________

**Parent(s):** ___________________________  **Phone/email:** ___________________________

**School:** ___________________________  **Case Manager:** ___________________________

**Date of Birth:** ___________________________  **3 yr. Due Date:** ___________________________

**IEP Date:** ___________________________  **Meeting Date:** ___________________________

**Meeting Method:**  
☐ email  ☐ phone  ☐ video  ☐ other

**Interpreter needed?**  ☐ Yes  ☐ No  **Language/modality:** ___________________________  **Interpreter provided?**  ☐ Yes  ☐ No

### Date(s) of School District Closure

| Date(s) school was closed for all students (i.e., no educational services were provided to any student) |
| From: | To: | # of School Days: |

| Date(s) educational services were provided to students, but this student did not receive services: |
| From: | To: | # of School Days: |

| Date(s) services will be provided to this student through continuous learning instruction: |
| From: | To: | # of School Days: |

### Agenda for remote learning plan development:

- Welcome and introductions
- Family communication preferences—tool/modality, frequency, times of day/week, etc.
- Family supports needed—technology devices, internet access, materials, etc.
- Prioritize remote learning activities based on student and family needs.
- Determine remote learning services through school facility closure.
- Begin planning for services and supports once school resumes.

### Special Education Timelines

<table>
<thead>
<tr>
<th>Date evaluation is due:</th>
<th>Due during school closure?</th>
<th>☐ Yes  ☐ No</th>
</tr>
</thead>
</table>

If yes, what is the plan for completion of the evaluation (initial or reevaluation), including parent participation?

<table>
<thead>
<tr>
<th>Date IEP is due:</th>
<th>Due during school closure?</th>
<th>☐ Yes  ☐ No</th>
</tr>
</thead>
</table>

If yes, what is the plan for completion of the IEP, including the participation of all IEP team members, including the parent (and student if appropriate)?

**Present levels and priorities:** Describe the student’s strengths, present levels, and anticipated needs for accessing distance learning instruction. (Appendices B and C)

**Parent input on remote learning priorities for the student during the school closure:**
## Special Education Remote Learning Plan

### Remote learning goals:
Describe the learning goals for the duration of the school district closure, including when and how progress toward those goals will be measured. (Appendices D, E, F, and G)

<table>
<thead>
<tr>
<th>Area of focus</th>
<th>Goal</th>
<th>When &amp; How Measured?</th>
</tr>
</thead>
<tbody>
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</table>

### Accommodations/modifications for remote learning:
Describe the supports needed by the student in the distance learning setting, and how and when they will be provided. (Appendix E)

<table>
<thead>
<tr>
<th>Accommodation/modification needed</th>
<th>How and when will it be provided?</th>
</tr>
</thead>
<tbody>
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</table>

### Supports for providers and family during remote learning instruction:
Identify the supports needed for the staff working with the student and those needed for the family. (Appendix B)

<table>
<thead>
<tr>
<th>Supports needed for staff:</th>
<th>Supports needed for family:</th>
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<tbody>
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### Special education and related services to be provided through remote learning instruction:
(Appendix E)

<table>
<thead>
<tr>
<th>Service</th>
<th>Initiation Date</th>
<th>Frequency</th>
<th>Modality (e.g., worksheet, platform, program, etc.)</th>
<th>Duration</th>
<th>Staff Delivering Service</th>
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<td>Specially Designed Instruction:</td>
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<th>Related Services:</th>
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### Description of services:
Use the space below to document/describe additional information regarding the services delivered through remote learning instruction during school district closure.

### Secondary transition and graduation planning:
Describe the priorities for transition and graduation planning during the school closure. (Appendix G)

<table>
<thead>
<tr>
<th>Priority</th>
<th>How will it be addressed?</th>
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1 Per federal guidance, the U.S. Department of Education understands that there may be exceptional circumstances that could affect how a particular service is provided.
Special Education Remote Learning Plan

Acknowledgement of Group therapy/lesson:

Anything said between any two or more group members at any time is part of the group and is confidential. Anything which occurs between or among any members is part of the group is kept secret from anyone outside of the group but is not kept secret from the group.

Group therapy can be a powerful and valuable venue for growth and learning. It is the desire of your group facilitator(s) that you reap all the benefits group has to offer. To help this occur, groups are structured to include the following elements:

- A safe environment in which you are able to feel respected and valued as you work
- An understanding of group goals and group tasks
- Investment by both your facilitator(s) and members to produce a consistent group experience

Planning for when school resumes: Describe the plan for determining supports and actions once school resumes, including considerations for compensatory services and extended school year (ESY). (Appendix E)

Other information: Use the space below to document any additional relevant information.

Team members

Names and role(s) of IEP team members agreeing to Remote Learning Plan:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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</tbody>
</table>

...who has tested positive for COVID-19...who is being tested?...and is experiencing symptoms?

Self-quarantine AND self-monitor

Practice social distancing calling first

Don’t seek medical treatment without presenting or a fever (100.4°F/38°C).

Call your doctor if you have trouble breathing or feel like you’re having trouble or are short of breath.

Stay home as much as possible.

Take your temperature every morning and night and write it down.

Call your doctor if you have trouble breathing or a fever (100.4°F/38°C).

Don’t seek medical treatment without presenting or a fever (100.4°F/38°C).

Close contact means:

• Spent prolonged periods in same room
• Direct physical contact – kissing, hugging
• Spreading prolonged periods in same room:

Close contact means:

• Shared eating or drinking utensils
• Shared sleeping quarters
• Direct physical contact – kissing, hugging
• Spreading prolonged periods in same room

What should I do if I’ve been in close contact with someone...

With someone...

For COVID-19 test positive and who has been in close contact with someone ELSE who might have been exposed...

Who might have been exposed?

...who has tested positive for COVID-19...

What IF I HAVE SYMPTOMS?

Call your healthcare provider.

How do I...

Self-quarantine

• Stay home for 14 days.
• Avoid contact with other people.
• Stay home for 14 days.

Self-monitor

• Be alert for symptoms of COVID-19, including a fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell.

• Take your temperature every morning and night and write it down.

• Call your doctor if you have trouble breathing or a fever (100.4°F/38°C).

• Don’t seek medical treatment without calling first!

Practice social distancing

• Try to stay 6 feet away.
• Don’t hug or shake hands.
• Don’t physically get close to people.
• Stay home as much as possible.

Developed from an infographic by the City of Sioux Falls.
STUDENT SYMPTOM SCREENING CHECKLIST

Parents must complete a daily symptom screening check by answering these questions before sending their child to school.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your child had close contact (within 6 feet for at least 15 minutes) with a confirmed case of COVID-19?</td>
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<tr>
<td>Does your child have new or worsening shortness of breath?</td>
<td></td>
<td></td>
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<tr>
<td>Does your child have new or worsening cough?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your child have a fever of 100.4 or greater?</td>
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<td></td>
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<tr>
<td>Does your child have chills?</td>
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<td></td>
</tr>
<tr>
<td>Does your child have diarrhea?</td>
<td></td>
<td></td>
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<tr>
<td>Does your child have unexplained muscle pain?</td>
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<td></td>
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<tr>
<td>Does your child have a headache (not related to a known health condition i.e. migraines)?</td>
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<td></td>
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<tr>
<td>Does your child have a sore throat?</td>
<td></td>
<td></td>
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<tr>
<td>Does your child have a new loss of taste or smell?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your child been vomiting or is experiencing nausea?</td>
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</table>

If YES to ANY of the questions **DO NOT SEND YOUR CHILD TO SCHOOL**. Please seek guidance from your medical provider. Contact your school to inform them of your child’s symptoms. You may also contact the South Dakota Department of Health at 1-800-592-1861 with questions.

If NO to ALL questions go to school.
Suspected, Presumptive, or Confirmed Cases of COVID-19 Screening Flowchart

**NO SYMPTOMS**

- **NO EXPOSURE**
  - Proceed to school

- **DIRECT EXPOSURE**
  - Cannot go to school
  - Remain home for 14 days since exposure unless symptoms develop
  - IF SYMPTOMS DEVELOP - follow COVID-19 symptoms flowchart

**COVID-19 SYMPTOMS**

- **NO EXPOSURE**
  - Contact health care provider

- **DIRECT EXPOSURE**
  - Cannot go to school
  - Remain home for 14 days
  - IF SYMPTOMS PERSIST - contact health care provider

  **Positive COVID Test**

  - Cannot go to school
  - Remain home for 10 days
  - Improvement for 3 days (without fever, medicine)

  **Negative COVID Test**

  - Cannot go to school
  - Remain home for 14 days

  **NO SYMPTOMS**

  - Return to school after period of isolation

*Direct exposure occurs when an individual has had close contact with a positive COVID-19 case within 6 feet for more than 15 minutes.*
Use preparedness measures
Reassess processes looking for gaps in prevention strategies

If sick, require staff/students to stay home.

All of GREEN, YELLOW, plus:
Deep clean and disinfect affected areas.
CDC recommends waiting for 24 hours, if possible, before cleaning.

Once an area is appropriately disinfected, it can be opened for use.

Communicate general message to families while maintaining privacy.

DOH contact tracing will communicate and provide education to close contacts and to positive patient’s family.

Degree of potential exposure within building
Number of cases in surrounding community
Grade levels impacted
Ability to staff building
Assess relevant facts to determine appropriate steps:
Consider options such as staggered schedules, blended learning, etc.
Ability to staff building:
• Grade levels impacted
• Community
• Number of cases in surrounding building
• Degree of potential exposure
• Appropriate steps:

Substantial cases: virus spreads within your school building.
Understand the level of spread within your building:
YELLOW: Plus All of GREEN

Isolated cases in building:
Use preparedness measures

No cases in building

COVID-19 Mitigation in Schools

Updated 7/8/20
Appendix G
COVID-19 School Scenarios
Planning for the school year under multiple conditions
Prepared by the South Dakota Department of Health - Revised July 7, 2020

Scenario One: No active cases in your community, and no cases in your school building

The South Dakota Departments of Health and Education recommend that school takes place with appropriate preparedness measures (e.g., requiring students/staff who are sick to stay home; teaching and reinforcing healthy hygiene practices; cleaning and disinfection efforts).

Scenario Two: Active cases in your community, but no cases in your school buildings

The South Dakota Departments of Health and Education recommend that school takes place with appropriate preparedness measures (e.g., requiring students/staff who are sick to stay home; teaching and reinforcing healthy hygiene practices; cleaning and disinfection efforts).

Scenario Three: Student or staff member identified by Department of Health as close contact of a positive COVID-19 case outside of the school community

The South Dakota Departments of Health and Education recommend that school should continue with appropriate preparedness measures in place.

Scenario Four: Active case is identified in one of your school buildings

The South Dakota Departments of Health and Education recommend that school officials reassess processes - looking for gaps in prevention strategies. In the short-term, the Centers for Disease Control and Prevention (CDC) recommends closing off areas used by the sick person and waiting 24 hours (if feasible) before cleaning and disinfecting. Once area is appropriately disinfected, it can be opened for use.

Scenario Five: Multiple active cases identified in your buildings at the same time

The South Dakota Departments of Health and Education recommend that school officials review relevant data to understand level of virus spread within the school building and conduct a risk/benefit analysis of factors such as degree of potential exposure within building; case trends in surrounding community; grade levels impacted; remote learning options; scheduling options; ability to staff buildings, etc. in determining the next steps. School leaders can request technical assistance from the DOH/DOE School Response Team if desired.
Appendix I

Initiating a Case Investigation in a K-12 School

1. **DOH Receives Case**
   - DOH interviews case, determines case is a student.
   - Case is a student.
   - DOH shares information with school.
   - School obtains COVID-19 testing for contacts.
   - DOH places positive case into isolation for 10 days.

2. **DOH Contacts School**
   - DOH contacts school.
   - School notifies families of case in accordance with their internal procedures and protocols.
   - School places contacts in quarantine for 14 days.
   - DOH notifies close contacts, placing them into quarantine for 14 days.

3. **Close Contacts**
   - Close contacts are documented.
   - School contacts close contacts, providing information about activities.
   - School contacts close contacts to determine if they were exposed to the positive case.
   - School contacts close contacts to determine if they need to quarantine.

4. **School Procedures**
   - School follows CDC guidelines for contact tracing.
   - School follows state guidelines for contact tracing.
   - School follows local district guidelines for contact tracing.

5. **Follow-Up**
   - DOH contacts school to follow-up on contact tracing.
   - DOH contacts school to follow-up on quarantine.
   - DOH contacts school to follow-up on testing.
   - DOH contacts school to follow-up on symptom monitoring.

6. **School District**
   - School district follows state guidelines for contact tracing.
   - School district follows local district guidelines for contact tracing.
   - School district follows CDC guidelines for contact tracing.
   - School district follows state guidelines for symptom monitoring.

7. **Student Health**
   - DOH contacts student to follow-up on symptoms.
   - DOH contacts student to follow-up on testing.
   - DOH contacts student to follow-up on isolation.
   - DOH contacts student to follow-up on quarantine.

8. **Community Health**
   - DOH contacts community to follow-up on testing.
   - DOH contacts community to follow-up on isolation.
   - DOH contacts community to follow-up on quarantine.
   - DOH contacts community to follow-up on symptom monitoring.
What if... What will happen if...

**The positive COVID patient:**

- If the patient is a minor, the patient’s guardian will be the patient contact.
- A DOH representative will contact the patient.
- For COVID-19, a student or staff member least positive.

**The positive COVID patient:**

- Must be fever free without fever-reducing medication for 72 hours prior.
- Must be within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset.
- Must be defined as any individual who was a close contact.
- A close contact is named.
- A close contact will be asked to self-isolate for 10 days.

**The close contact will be asked to:**

- Quarantine for 14 days.
- This means to stay home, avoid contact with others, and not to share household items.
- Contacts will also be asked to monitor symptoms and temperature daily.

**A student or staff member is named:**

- When possible the patient will be asked to use a separate bedroom, bathroom from others in the household.
- When possible the patient will be asked to use a separate bedroom.
- Will be asked to self-isolate for 10 days.

Updated 7/8/2020

Appendix J
CONTACT TRACING: helps to find people exposed to a positive case of COVID-19 so they can be quarantined to stop further spread.

CLOSE CONTACT: six feet or less for more than fifteen minutes at a time can be quarantined to stop further spread.

ISOLATION: separates sick people with a contagious disease from people who are not sick.

SELF-QUARANTINE: separates sick people with a contagious disease to see if they become sick.

DEFINITIONS
- Contact Exposure: from date of close contact.
- Isolation: for 10 days with positive person since that date.
- Self-Isolate: if yes, they get a call with text asking if they have symptoms: close contacts will receive a daily text from date of exposure.
- Self-quarantine: for 14 days of self-quarantine.
- Text message system for 14 days from date of exposure.
- Spanish translation available.

WHAT TO EXPECT IF YOU’VE HAD CLOSE CONTACT WITH A POSITIVE CASE
- Phone interviews with close contacts:
  - Enroll close contacts in text message system for 14 days from date of exposure.
  - Stop messages after 14 days.
  - If no, daily text messages continue.
  - If yes, they get a call with text asking if they have symptoms:
    - Enroll close contacts in text message system for 14 days from date of exposure.
    - Stop messages after 14 days.
    - If no, daily text messages continue.
    - If yes, they get a call with instructions to self-isolate.
    - Spanish translation available.

COV ID-19 CONTACT TRACING

APPENDIX K
ISOLATION or QUARANTINE

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a **CONTAGIOUS DISEASE**.

**ISOLATION** separates sick people with a contagious disease from people who are not sick.

**QUARANTINE** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

### ISOLATION

Isolation is for people who are **ALREADY SICK**.

- Isolation separates and restricts the movement of sick people so they can't spread disease.
- Isolation in a home means separating yourself from others in the household.
- A sick person isolating at home should seek medical treatment if unable to manage symptoms.
- Isolation is usually voluntary, but in a public health emergency, officials have the authority to isolate people who are sick.
- Stop isolation only if you've had no fever for at least 72 hours; **AND** have improved symptoms; **AND** at least 10 days have passed since your symptoms first appeared.

### QUARANTINE

Quarantine is for people who are **NOT SICK**, but may have been exposed.

- Quarantined people may or may not become sick.
- Quarantined people must stay at home or another location so they don't unknowingly spread the disease.
- If you are quarantined and you become ill, you can seek medical treatment from a healthcare provider.
- Quarantine can be voluntary, but in a public health emergency, officials have the authority to quarantine people who have been exposed to an infectious disease.

**NOTE:** Critical infrastructure employees with no symptoms may be required to report to work.