WHEN STUDENTS AND STAFF RETURN TO SCHOOL THERE WILL BE CHANGES.

CLASS CHANGES

FACE COVERINGS
ALL STAFF & STUDENTS WILL BE REQUIRED TO WEAR FACE COVERINGS

CONDITIONS PERMITTING, SCHOOLS WILL ALLOW CLASSES TO MOVE TO LARGER, OPEN SPACES, OR OUTDOORS TO INCREASE DISTANCING

PE, CHOIR, BAND, AND OTHER LARGE CLASSES WILL BE REORGANIZED AS POSSIBLE TO ALLOW FOR PHYSICAL DISTANCING

TECHNOLOGY

All students will be issued (K-8) iPads and (9-12) laptops that can be used at school or home. SSD is committed to working with families in need to attain the necessary internet connectivity for remote learning. Teachers will utilize TEAMS and PowerSchool to facilitate communication/assignments with students and parents.

PHYSICAL EDUCATION
Contact activities will be prohibited
All equipment will be cleaned following recommended health protocols
Physical distancing guidelines will be followed at all times.

RECESS
Physical distancing guidelines should always be followed.
Recess periods will be staggered to reduce the number of students on the playground(s).

SCHOOL BUSES
Face coverings will be required & bus windows will be opened for ventilation
Students will have assigned seats
Physical distancing will be in place; household members can share seats.
Buses will be disinfected after each route.

EXTRACURRICULARS AND SPORTS
School dances, assemblies, and other large school spirit gatherings are cancelled for fall. Afterschool clubs may be converted to online formats. All out-of-state travel is cancelled for the fall semester. Activities travel and participation will follow guidelines set by Alaska School Activities Association (ASAA)
### 2020-2021 RETURN TO SCHOOL OPERATIONAL GUIDELINES

SSD will begin the 2020-2021 school year on August 27th, 2020. The following facilities guidelines are part of the district’s plan to achieve our education goals and ensure a safe return for students and staff.

#### Academic Models
- SSD will have in-person, remote learning, and home school models for students. Families can choose the model that best meets their needs. All models are built to move students forward and will be graded.

#### Cleaning and Disinfecting
- Regular cleaning will occur on busses, in schools, and at administrative offices. Classrooms will be cleaned daily.

#### Physical Distancing
- Physical distancing should be observed in all district classrooms and buildings. SSD defines physical distancing as maintaining 6 ft between adults and 3ft to 6 ft of distance between two children and as recommended by the American Academy of Pediatrics. All student desks will be spaced 6 ft apart.

#### Face Coverings
- Face coverings are required for all SSD staff in all risk levels. Face coverings required for all (K-12) students in green/yellow risk levels. Students riding the bus will be required face coverings in low and medium risk levels.

#### Hand Washing/Hand Sanitizing
- Hand sanitizer will be available in all schools. Frequent hand washing and/or hand sanitizing will occur throughout the school day.

#### Transportation
- Face coverings must be worn on all busses, bus windows will be cracked for ventilation, and routes will have assigned seating. Schools will be prepared for more parent drop offs and pick-ups.

#### Meals and Water
- **Elementary students** will eat in their classrooms for lunch and breakfast will be in MPR/Gym with physical distancing. **Secondary students** will eat breakfast in classrooms and lunch will be grab n’ go. Physical distancing and cleaning protocols will be enforced. Students are encouraged to bring water bottles.

#### Classrooms
- Desks will be distanced 6 ft apart. Classrooms will be cleaned daily, including high-traffic surfaces. Sharing of classroom materials will not be permitted. Some classroom resources will be stored at students’ homes for use if needed.

#### Student/Staff Health and Safety
- Staff will be trained in recognizing COVID-19 symptoms. Proper isolation protocols will be followed in the event of positive cases in schools. Isolation rooms have been identified in schools. Staff will complete a daily health screening survey before entering the building. Staff will be tested every 2 weeks for COVID-19.

#### Parent/Family Requirements
- Parents/Family must ensure the daily health of their students. Children showing of the COVID-19 symptoms or a fever (100.4 or higher) should not be sent to school.

#### School Visitors
- Visitors will be limited to approved school/district staff and vendors necessary for school services. Parents and guardians will be limited to the school office or entrance.

#### Student Services
- Students receiving Special Education, English as a second language, Gifted, and similar services will continue to get those services in both face-to-face and remote models of learning.
2020—2021 Smart Start
Risk Level Descriptions

Low Risk

⇒ Minimal community transmission
⇒ Number of community cases over the past 14 days: 6 or less cases
⇒ Buildings are open and learning is conducted with additional protocols for health, safety, and continuity. Face coverings are required for all staff and students. Parents may choose for students to learn remotely.

Medium Risk

⇒ Widespread community transmission with some undetected cases and infrequent discrete outbreaks.
⇒ Number of community cases over the past 14 days: 7 to 11 cases
⇒ Buildings are open and learning is conducted with additional protocols for health, safety, and continuity. Additional cleaning protocols and temperature checks will be added at this level. Parents may choose for students to learn remotely.

High Risk

⇒ Widespread community transmission with many undetected cases and frequent discrete outbreaks
⇒ Number of community cases over the past 14 days: 12 or more cases
⇒ Buildings are closed to students and learning is 100% remote. Possible exception for individual instruction for higher needs students.

Notes:
1. Risk Level determinations will not include non-resident cases (i.e. tourism, seafood industry, or visitors)
2. Determination of risk levels will be made by the school district in conjunction with Alaska State Public Health, DHSS, and Sitka Unified Command. The number of active cases used for this determination may differ from what is stated on the AK DHSS Covid-19 website.
In-Class Instruction
(depending on risk level)

- In-class instruction will occur with small class sizes, physical distancing, and additional cleaning & safety protocols for risk level less than high risk.

Remote Learning

- Remote instruction with a classroom teacher.
  - Students that select the remote option will be taking courses that traditional students are with an assigned remote teacher.
  - Both online and home-based activities will be facilitated as a partnership between home and school.

Homeschool

- Families have the option to enroll their child in the Sitka School District’s REACH Homeschool Program.
2020-2021 Low – Medium Risk Building Schedules

Sitka High School
- 5 days a week
- Start Time: 8:30 am
- Stop Time: 12:50 pm
- Red/Blue cohorts: 3 periods
- Breakfast provided in commons
- Lunch grab n’ go

Pacific High School
- 5 days a week
- Start Time: 8:45 am
- Stop Time: 2:55 pm
- Breakfast in Classrooms
- Lunch in Classrooms

Blatchley Middle School
- 5 days a week
- Start Time: 8:30 am
- Stop Time: 12:50 pm
- Breakfast after 2nd period in classrooms
- Lunch grab n’ go

Baranof Elementary
- 5 days a week
- Start Time: 7:45 am
- Stop Time: 11:45 am – 12:05 pm
- Breakfast in Gym
- Lunch - Grab N’ Go

Keet Gooshi Heen Elementary
- 5 days a week
- Start Time: 7:50 am
- Stop Time: 11:35 am – 11:50am
- Breakfast in MPR
- Lunch - Grab N’ Go

REACH Correspondence
- 5 days a week
- Start/Stop as determined by family
Health and Safety Protocols

- All staff will be required to wear face coverings/mask in all risk levels.
- Student face coverings/masks will be required for all K-12 students in the all risk levels.
- Information will be provided to all staff and students on removal and washing of cloth face coverings/masks.
- Face Shields will be available to all certificated staff and other staff who provide instruction or would benefit from the use of a shield due to either comfort or the need to have their face more visible.
- Physical distancing—reduced class sizes and all desks will be spaced 6ft apart.
- Hand washing
- Hand sanitizer available
- Gloves will be available to staff and students as needed.
- Cleaning of desks/chairs and other surfaces between change of students.
- Screening: staff and parents are expected to answer “no” to screening questions each day.
- Screening questionnaire will be shared with all families and staff.
- Train and teach hygiene and other preventative measures to staff and students.
- Ventilation systems have been inspected and are all in full working order. Upgrade HEPA – filters in all buildings.
- Adjusted routines for transitions between classes at secondary.
- Identified isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.

Most if not all students will participate in home learning each day.

In the RED status, we will consider options to maintain some face to face delivery of instruction/services to our student population with special education needs and others who may be more greatly impacted. *per DEED guidelines*

*"In certain circumstances it may be possible for schools to make special arrangements for students with special needs for whom distance learning would not meet their needs. This would allow some students to receive in person learning or other services. This should be done in consultation with local health officials."
• Minimize transitions at elementary
• Use of plexiglass in areas needed to increase the mitigation efforts of masks and distancing.
• Minimize sharing of manipulatives, instruments, tech devices, etc.
• Add signage to front entrances and throughout the sites to remind all of expectations: mask requirement, distancing, hand hygiene, etc.
• Non-essential visitors and volunteers will be minimized or eliminated depending on risk status.
• Parents will pick up children outside of the school building whenever possible.
• HIPPA and FERPA guidelines will be followed and specific cases taken into consideration.
  o Immediately isolate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms.
• Clean and disinfect frequently touched surfaces within the school and on school buses daily and shared objects between uses.
• Ensure safe and correct application of disinfectants and keep products away from students.
• Sanitize table surfaces between eating shifts in classrooms.
• Common restrooms cleaned hourly.
• Custodial contractor will have checklists on all classrooms to show completion of disinfecting protocols along with a checklist for all other high-touch surfaces.
Monitoring and Preparing

Returning to School from Isolation Protocols

- Staff and students who are ill must stay home from in-person school and must be sent home if they become ill at school, particularly if they have one or more COVID-19 symptoms:
  - Fever or chills
  - Cough
  - Difficulty breathing or shortness of breath
  - Sore throat, congestion, or runny nose
  - Nausea, vomiting, or diarrhea
  - Headache
  - Fatigue
  - Muscle, joint or body aches
  - New loss of taste or smell
  - New on-set of mental haziness or confusion
- COVID-19 emergency warning signs are severe difficulty breathing, persistent pain or pressure in the chest, new confusion, trouble staying awake, and bluish lips or face. Seek emergency care if a staff or student has these symptoms.
- Staff and students staying home should be encouraged to be tested for COVID-19. They should not be required to have a note from a doctor or other provider to return to school and instead should follow the criteria below.
- If the person does not get a COVID-19 test or if their test is positive, they must stay home from school for a minimum of 10 days. They may return when 10 days have passed, they have not had a fever in 24 hours, AND all of their symptoms are improving.
- Students and staff who test positive for COVID-19 must stay home for a minimum of 10 days, even if they are asymptomatic.
- If the person has a negative COVID-19 test, they may return to school once it has been 24 hours since they had a fever AND all of their symptoms are improving.
- If the person has a symptom that is not new and is associated with a chronic medical problem, they should provide documentation from a physician, physician assistant, or nurse practitioner that clarifies that this symptom is part of a non-COVID-19 chronic medical problem. Then, they should not be excluded from in-person school for that symptom as long as it has not worsened and they have no new symptoms. Any new or worsened symptoms associated with COVID-19 should be regarded as possible COVID-19 symptoms and the person should follow the usual protocol above.
Returning to School from Quarantine

- Staff or students may be quarantined for several reasons
  - They had close contact (defined as within 6 feet for 15 minutes or more) with a person who has COVID-19 within two days of them developing symptoms OR testing positive
    - Contact may have occurred within or outside of school
    - They must quarantine for 14 days from their last contact with the positive case.
    - Close contacts often must quarantine for longer than the positive case is isolated, since positive cases are isolated for 10 days but close contacts must quarantine for 14 days
    - They live with someone who has COVID-19
      - If they live with someone who had close contact with someone who has COVID-19, they are a contact-of-a-contact and do not need to quarantine. Only people who have had close contact with a known COVID-19 case need to quarantine.
      - If they cannot keep complete isolation from the person in their house that has COVID-19 (for example, they must care for or be cared for by that person, or they share a room, or they share a bathroom and cannot completely disinfect the bathroom after each time the person with COVID-19 uses it), then they must quarantine for the entire time the person with COVID-19 is isolated and THEN an additional 14 days. This means that if two siblings share a room and one gets COVID-19, if the second one cannot be completely isolated from the first sibling, the first sibling may return to school after 10 days if her symptoms are resolved while the second sibling must quarantine for 24 days total including 14 days after the first sibling returns to school.
  - People who have traveled out of state must quarantine for 14 days on their return. The exception to this is if they are using the test-based strategy where they got a test within 72 hours before landing in Alaska or in the airport when they landed. Once the result from that first test comes back, they are on strict social distancing status until they get the results of a second test performed 7-14 days after they return to Alaska. People on strict social distancing status may not attend school, school sports, or school activities.
    - This means that any out of state travel at this time results in a minimum of 7 days of no in-person school (i.e. remote instruction only) and up to 14 days of no in-person school per Alaska Health Mandate 10
    - Children under age 10 are exempt from travel-related testing per Alaska Health Mandate 10. However, untested children are on strict social distancing status for 14 days after return to Alaska. If their parent or guardian is under quarantine, the child must follow the same quarantine protocols as the parent or guardian they traveled with.
## Parent and Family Engagement

- Listening sessions were held twice in July along with an additional July school board meeting to allow for parent/community input in Smart Start planning.
- Parent survey done in late June to gather feedback concerning remote learning experiences from the Spring and input involving school start up in August.
- Parent survey done in late July to allow parents to select the learning option that best fits their student’s needs.
- Posting COVID-19 FAQ on the district’s website to answer general questions.

## Wraparound Support and Community Services

- Continued cooperation and involvement with local Incident Command.
- Close collaboration and consultation with local public health.
- Consultation with local medical providers.
- Collaborative efforts with tribal agencies.
- Identify community organizations to partner with, establish lines of communication.
2020-21 Smart Start Plan

Transportation

- Windows will be opened on all bus routes for ventilation
- Students will be required to wear face coverings/masks
- Each student will be assigned a seat to allow for physical distancing, same household may sit together
- Each route will have an additional bus staff to allow for monitoring
- Each bus driver will wear a face covering/mask
- Temperatures of bus drivers and attendants will be taken before shift work.
- Thorough cleaning of areas of high touch areas:
  - After the bus drops off students at home or school and the completion of more and afternoon runs.

Trauma – Informed Practices and Social-Emotional Needs

- Continue implementation of K-12 SEL Curriculum
- Continue professional development on trauma-informed practices
- School counselors will be supported in strategies for outreach to students and families.
- Home learning time will be used for individual student and family outreach.
- Grant funding is being utilized to establish social workers at some sites.
‘Welcome Back’ Planning

- Media campaign addressing school opening that defines risk level and associated procedures:
  - media to include radio messages by the Superintendent
  - print media/info graphics
  - emails to families
- Helpline for translation, and basic info available for families who speak other languages
- Training for parents, families, and caregivers at different times/days to accommodate schedules.
- Question and answer sessions coordinated and open to all.
- Maximize perceptions of the school as a safe space.
- Update website regularly to reflect most recent media campaign ideas.
Return to School from Isolation Protocols (Presenting with Symptoms)

- Staff and students who are ill must stay home from in-person school and must be sent home if they become ill at school, particularly if they have one or more COVID-19 symptoms:
  - Fever or chills
  - Cough
  - Difficulty breathing or shortness of breath
  - Sore throat, congestion, or runny nose
  - Nausea, vomiting, or diarrhea
  - Headache
  - Fatigue
  - Muscle, joint or body aches
  - New loss of taste or smell
  - New on-set of mental haziness or confusion
- COVID-19 emergency warning signs are severe difficulty breathing, persistent pain or pressure in the chest, new confusion, trouble staying awake, and bluish lips or face. Seek emergency care if a staff or student has these symptoms.

- Staff and students staying home should be encouraged to be tested for COVID-19. They should not be required to have a note from a doctor or other provider to return to school and instead should follow the criteria below.

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- If the person does not get a COVID-19 test or if their test is positive, they must stay home from school for a minimum of 10 days. They may return when 10 days have passed, they have not had a fever in 24 hours, AND all of their symptoms are improving.

- Students and staff who test positive for COVID-19 must stay home for a minimum of 10 days, even if they are asymptomatic.

- If the person has a negative COVID-19 test, they may return to school once it has been 24 hours since they had a fever AND all of their symptoms are improving.

- If the person has a symptom that is not new and is associated with a chronic medical problem, they should provide documentation from a physician, physician assistant, or nurse practitioner that clarifies that this symptom is part of a non-COVID-19 chronic medical problem. Then, they should not be excluded from in-person school for that symptom as long as it has not worsened and they have no new symptoms. Any new or worsened symptoms associated with COVID-19 should be regarded as possible COVID-19 symptoms and the person should follow the usual protocol above.
2020-21 Smart Start Plan

**Does the person have symptoms?**
- Fever, chills, shortness of breath or difficulty breathing, cough, diarrhea, abdominal pain, vomiting, fatigue, joint pain, muscle aches, new rash, new loss of smell or taste, sore throat, headache, new congestion, or new runny nose.

**Do they have emergency signs?**
- Yes, they have trouble breathing, persistent pain or pressure in chest, new confusion, new difficulty staying awake, or bluish lips or face.

**Do they have another reason to think their symptoms are probably not COVID-19?**
- Yes, they have had allergy or asthma or other medical problems and these are the exact symptoms they have had before.

**CALL 911**
- They should stay home on isolation until it has been 10 days AND their symptoms have been resolved for at least 24 hours UNLESS they have a doctor's note saying their symptoms are not from COVID-19 and that they may return earlier.

**No, no warning signs**
- They should stay home on isolation until it has been 10 days AND their symptoms have been resolved for at least 24 hours. They should also be tested for COVID-19.
Two Examples:

1. Hezekiah is a 9 year old boy with pollen allergies. He takes allergy medicine but still has a runny nose every day of pollen season. Hezekiah should see his doctor, who can write him a note that he may be in school with a runny nose as long as he doesn’t have any new symptoms. Hezekiah does not need a COVID-19 test to return to school unless his doctor says it is necessary, and he should be allowed to attend school with a runny nose but should be coached on keeping his mask on and washing his hands often. If Hezekiah gets a cough, a sore throat, or any other new symptoms, though, he may need to be checked for COVID-19 and should stay home from school.

2. June is seven. Yesterday, she felt fine and was playing with her little brother. Last night, she was more tired than usual. Her father took her temperature and it said 100.5F. Today, June’s temperature is 99.9F and she says her tummy hurts. June must stay home and may not attend school. If June’s father has her tested for COVID-19 and the test comes back negative, June may come back to school once she has had no symptoms for 24 hours. If the test is positive or June does not get tested, she must stay home the full ten days.
Staff or students may be quarantined for several reasons

- They had close contact (defined as within 6 feet for 15 minutes or more) with a person who has COVID-19 within two days of them developing symptoms OR testing positive
  - Contact may have occurred within or outside of school
  - They must quarantine for 14 days from their last contact with the positive case.
  - Close contacts often must quarantine for longer than the positive case is isolated, since positive cases are isolated for 10 days but close contacts must quarantine for 14 days
  - They live with someone who has COVID-19
    - If they live with someone who had close contact with someone who has COVID-19, they are a contact-of-a-contact and do not need to quarantine. Only people who have had close contact with a known COVID-19 case need to quarantine.
    - If they cannot keep complete isolation from the person in their house that has COVID-19 (for example, they must care for or be cared for by that person, or they share a room, or they share a bathroom and cannot completely disinfect the bathroom after each time the person with COVID-19 uses it), then they must quarantine for the entire time the person with COVID-19 is isolated and THEN an additional 14 days. This means that if two siblings share a room and one gets COVID-19, if the second one cannot be completely isolated from the first sibling, the first sibling may return to school after 10 days if her symptoms are resolved while the second sibling must quarantine for 24 days total including 14 days after the first sibling returns to school.
  - People who have traveled out of state must quarantine for 14 days on their return. The exception to this is if they are using the test-based strategy where they got a test within 72 hours before landing in Alaska or in the airport when they landed. Once the result from that first test comes back, they are on minimal interaction status until they get the results of a second test performed 7-14 days after they return to Alaska. People on minimal interaction status may not attend school, school sports, or school activities.
    - This means that any out of state travel at this time results in a minimum of 7 days of no in-person school (i.e. remote instruction only) and up to 14 days of no in-person school per Alaska Health Mandate 10
    - Children under age 10 are exempt from travel-related testing per Alaska Health Mandate 10. However, untested children are on minimal interaction status for 14 days after return to Alaska. If their parent or guardian is under quarantine, the child must follow the same quarantine protocols as the parent or guardian they traveled with.

Returning to School from Quarantine Protocols
2020-21 Smart Start Plan

No – They have NO symptoms

Have they had close contact (<6ft for 15+ minutes) or been contacted by public health and been told to quarantine?

If no, have they traveled out of state in the last 14 days?

YES

Quarantine at home for 14 days with no in-person contact with others. A negative test cannot shorten a quarantine. If a person starts having symptoms, they should call their doctor and get tested for COVID-19.

Yes, they have traveled.

Are they currently on strict social distancing status?

No, they have not traveled.

Great! The person does not need to be tested, isolated or quarantined. A face covering, physical distancing and all other transmission prevention strategies are recommended.

Returning from Travel

Yes. They may not attend in-person school, activities or other school-related in-person events while on strict social distancing status

No, they did not get tested (or the adult they traveled with did not get tested) so they are on quarantine status for 14 days.

No, it has already been 7 days and their second test at 7-14 days has come back negative, so they are off strict social distancing status. They may resume in-person school and activities. A face covering, physical distancing and all other transmission prevention strategies are recommended.
Learning Gaps

- Large gaps in whole group learning will be addressed through analysis through MAPS assessment. Instruction will be adjusted as needed.
- Benchmark assessments (universal screeners) will be given to K-5 students at the beginning of 2020-2021 school year.

Interventions and Special Education

- As our community stabilizes in the risk areas, we will be assessing students who need additional time to minimize the gaps or challenges resulting from the loss of face to face time instruction in the spring and will add time to their day as we have capacity.
- Families and teachers will partner together to determine an appropriate scheduling of interventions.
- At the elementary level, interventionists and other specialists will work with students who need additional support both in person and via distance learning.
- Individualized programs will be developed by the IEP team for individual students during the first two weeks of school. Teams will develop a plan for green/yellow and red to plan to address the specific needs of the student.
- Data collection will be maintained through all risk levels.

School Schedules

- See handout with building schedules
- Each building schedule adjusted to allow for cohorts and physical distancing
- SHS schedule adjusted to A/B cohorts and quarter system for credits will be maintained for the 20-21 school year
- At red risk level, all instruction will be provided with remote learning.
Delivery Methods

- Assign 1:1 devices to students (K-8 iPads, 9-12 laptops)
- In green/yellow risk areas, allow for in-person instruction and remote learning instruction for families
- Continuation PD on best practices for teaching a blended/block schedule, distance delivery, centers, etc.
- Staggered dismissals each class period to prevent close contact in hallways.
- K-8 students will be placed in cohorts to provide in-person instruction while limiting contact with other groups. 9-12 students will attend A/B cohorts to allow for physical distancing.

Professional Learning for Educators

- 2020-21 school calendar was adjusted to provide additional professional development in August with pushing the school start date to August 27th.
- District allowing staff to take summer professional development courses around remote learning.
- The additional days before the start of students will allow for a better connected school and home learning experience for all students as teachers experience training in blended learning and have time to prepare in advance to support the distance learning portion of the plan.
- Teachers will learn about blended learning, as well as about the platforms being implemented this fall. Training will include introductions to learning management platforms, content creation and curation tools, and communication tools.
- With 1:1 technology for students, staff will need additional professional development to implement remote learning. A consultant will be meeting with staff during the week of August 17th
Staffing

- Provide training in health and safety protocols and procedures related to COVID-19 mitigation.
- Covid-19 Testing will be done every 2 weeks for staff.
- Establish a process for regular check-ins with vulnerable students and staff
- Provide staff with information about COVID-19 leave availability and return to work protocols
- Substitute training on COVID-19 procedures and policies
- Adapt teacher evaluations to account for current instructional conditions.
2020-21 Smart Start Plan

Connectivity
- Assign 1:1 devices with SIM card capabilities
- Implement digital citizenship education immediately
- Use digital platforms at the beginning of the school year
- Help families that cannot get Internet
- Survey families who have Internet that would prohibit distance delivery

Federal Funding and Flexibility
- Allocate funds to include new apps/tools for educators
- Advertise district homeschool program
- Promote district homeschool program to families that are looking for alternative educational opportunities
- Implement plans to maintaining compliance with IDEA requirements
- Reallocate funds as needed when changing risk levels

Student Activities and Traveling
- Follow ASAA Guidelines on COVID mitigation
- New COVID waiver signed by all students who participate in activities
- Activities travel will follow ASAA travel policies.
- No staff district paid travel until further notice unless permission is granted by the Superintendent
Facilities Use and Sanitation Funding

Classroom Disinfecting
- Upon entering the classroom, wash hands using soap & water or disinfecting solution
- Disinfect doorknobs & push bars
- Disinfect light switch covers
- Cupboard handles & window handles
- Disinfect computer keyboard
- Disinfect your desktop & other hard surfaces
- Disinfect sink faucets & countertops
- Disinfect any other surface area(s) you may find necessary for your personal safety
- Follow the same steps after students are dismissed for the day
- Wash and disinfect your hands frequently throughout the day

Facility Disinfecting
- Disinfect all door handles, doorknobs, counter tops, classroom tables, chairs, water fountains, cafeteria tables and seats, bathroom vanities, faucet handles, toilet seats two to three times a day. Once in the morning, after school starts, once in the afternoon and third one after cleaning in the evening. The areas are divided into high and low traffic areas.

- High Traffic Areas. This includes the main entry areas, main office, staff rooms, all bathrooms and cafeterias. These areas should be disinfected at least three times each day. Follow the disinfecting methods and instructions provided previously.