



Mr. Marcus C. Robinson, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • [www.normandysc.org](http://www.normandysc.org)

## COVID-19 Return to School Plan 2020-21

### Readiness to Adapt Based on New Information

This plan is based on known factors as of July 15, 2020. Factors that impact re-opening include local government authority decisions, trends in community spread, further scientific understanding of the virus, and advances in medical treatment and/or prevention. **These factors will change, and NSC will adapt to new information and pivot as appropriate to best serve district children. These pivots may include significant or minor changes to the district plan. Further, these factors will determine whether we proceed with in-person instruction or with remote learning on the first day of school for students, recently extended to September 8.**

### Guiding Philosophy

Based on the understanding that NSC students suffer profound learning loss during the suspension of in-person schooling, NSC has set the following priorities for planning.

**Priority One: In-person learning for all students on each school day, with safety measures in place, if external factors allow it.** Under Priority One, NSC has worked to define what it looks like for in-person learning each day for all students, including:

- Increased distancing where possible
- Increased sanitation/disinfecting
- Masks and other protective materials
- Changed and updated procedures for staff and student activities

While students are present during in-person learning, NSC schools will lead instruction with a focus on building student capacity for remote learning success.

**Priority Two: Remote learning, if external factors require it.** Successful remote learning will depend on several factors:

- Learning from previous efforts from the spring and summer remote learning programs
- Building and improving student capacity in using devices/Chromebooks and online tools
- Building and improving teacher and staff capacity for facilitating learning and teaching remotely
- Ensuring adequate devices and Wi-Fi hotspots for students

**This Return to School Plan focuses on Priority One.** Several factors influenced this decision, including family and staff surveys, a family input session, a needs assessment based on students' past performance during remote learning, weighing approaches from other districts, and guidance and recommendations from health and other agencies. The American Academy of Pediatrics' *Guidance for School Re-entry* recommends that

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

**Remote learning plans are developing as well.** NSC’s Remote Learning Strategic Planning Committee, meeting weekly for the last few months, will share improvements to the district Remote Learning Plan in a separate document.

**Like other districts, NSC will be prepared to proceed with both in-person and remote learning, based on what is needed at the time.** NSC leadership will continue regular meetings with parents and families to gather their input. NSC Communications staff will update the Return to Learn 2020-21 web site frequently. **As a community, it will be important to understand the need to prepare for pivots based on changing circumstances. Despite the changing circumstances, NSC is committed to giving families as much notice as possible on the format for student learning on the first day of school.**

We understand some families may not be comfortable sending their child(ren) back to school due to the child’s medical issues or a household family member’s underlying health issues. If NSC decides to proceed with in-person learning, families may submit an application to district administration for a remote learning option.

## Re-opening Plan, by Department

### Facilities

- Establish increased frequency of cleaning and disinfection. Each space used receives sanitization and disinfection daily or, in many cases, more frequently.
- Establish increased cleaning focus/frequency on high-touch items such as door handles, light switches, railing, bathroom sinks, and toilet handles.
- Provide updated training for custodial staff on COVID-prevention cleaning and disinfection through video, hands-on training, and on-site coaching. Ensure custodians wear gloves when cleaning.
- Implement updated cleaning checklists, and ensure facilities management runs periodic inspections.
- Continue and expand use of advanced cleaning technology, such as electrostatic sprayers.
- Ensure placement of hand sanitizing stations throughout buildings.
- Provide Sanitizing Kits for each classroom and appropriate training for teachers and other front-line staff on proper use of Kits.
- Manage procurement and distribution of masks and/or face shields/coverings for all district staff, SSD staff, and students. Provide guidance for staff on cleaning reusable masks.
- Manage procurement and installation of barriers (Plexiglas, e.g.) in place of social distancing where needed.

### **Special Programs—Student Health and Wellness**

- Prepare and implement a wellness checklist for parents/families to use at home to assess children before they leave for school each day. Inform parents of the process in multiple ways, including as part of student registration process.
- Implement a plan for temperature checks based on medical guidelines.
- Develop and implement materials for parents/families to support mask-wearing, mask-cleaning, and daily health assessments for each child prior to leaving for school.
- Oversee nurse protocols for ill students. Develop and implement a plan for isolation and masking of students with certain symptoms and support a process to ensure speedy transport home when needed.
- Develop criteria for students to return from school after time away with certain symptoms. Implement plan to follow criteria for student return to school after illness.
- Develop and deliver curriculum for teaching students at all levels about proper hand-washing, mask-wearing, and distancing. Instruct staff on the proper manner to wear a face mask. Work to destigmatize mask-wearing.
- In collaboration with the Communications Department, lead the development and delivery of the “If your child is sick, they must stay home” messaging campaign to families.
- Oversee the expanded role of nurses; implement the plan for medical support in buildings during nurse absences or increased student illness rate. Ensure nurses have medical grade face masks, eye protection, gloves, and other PPE when working with students who become ill at school.
- Identify the district liaison with local health agencies related to student health and district reopening plans. Connect families to the Affinia health center on-site at Normandy High School when appropriate.
- Work with building principals to designate entry/exit flow paths to minimize congestion limit exposure to those outside classrooms.
- Ensure any guests entering campus receive a health assessment that includes a temperature check and receipt of a face covering if needed.
- Ensure students experiencing trauma or disruption related to the pandemic have access to social-emotional supports.

### **Transportation**

- Manage a three-tier bus system with three different school start times in order to reduce density on buses.
- Collaborate with Human Resources to ensure proper bus driver staffing levels, including timely, ongoing training of driver interns.
- Develop and implement assigned seats on each bus route, in collaboration with building principals. Assign children in the same household/family to sit three to a seat when possible to minimize chances of students sitting next to non-household members.
- Ensure all staff and students wear masks on buses. Ensure students who do not have a mask receive one.
- Increase monitoring and oversight of student activity on buses. In collaboration with principals, ensure swift response to disruptive or hurtful student behavior on the bus that results in an unsafe environment in context of COVID-19.
- In collaboration with the Facilities Department, ensure drivers practice proper bus disinfection after each route for both morning and afternoon routes. In addition to the driver disinfection, ensure other Transportation staff provides each bus a thorough disinfection after every morning and afternoon run.

- Ensure hand sanitizer is available to every person exiting and boarding the bus.
- In collaboration with principals, work with principals to coordinate off-boarding and on-boarding at school sites in a way that minimizes exposure.

### **Curriculum and Instruction, Principals**

- Require students in grades four and above to wear face coverings at all times, except when eating, drinking, or when outdoors and not within 6 feet of another individual.
- Require staff to wear face coverings (masks or face shields) at all times, except when eating or drinking.
- Develop and implement plans for age-appropriate expectations for maximizing physical distancing according to the constraints of the available space. Maximize space between student seats in learning spaces. Design/apply social distancing protocols to all student spaces, including playgrounds, gym, etc.
- Design schedules to minimize student interaction when possible.
- Ensure students have assigned seats to support contact tracing. Ensure student seats face forward/a single direction as much as practicable.
- Build readiness in students and staff for a quick pivot to remote learning if circumstances require.
- Ensure schools avoid large gatherings that mix multiple groups and do not allow for social distancing.
- Keep the same students with the same teachers/staff to the greatest extent possible. Consider separation of students through other barriers if possible.
- Ensure student attendance incentives are suspended.
- Use Sanitizing Kits in the classroom, with guidance from the Facilities Department.
- Implement restroom procedures that minimize risk of virus spread, including scheduling restroom breaks, using floor markings to cue physical distancing in lines, and signage for proper handwashing.
- In collaboration with Special Programs—Health and Wellness, designate quarantine/isolation rooms to temporarily house students waiting to be picked up.
- In collaboration with the Food Service Department, develop and implement student meal procedures that minimize risk of virus spread. Procedures may include lunch in the classroom, using floor markings to cue physical distancing in lines, mask use in the cafeteria when not eating, student seating proximity, and/or rules for non-masked student conversation during meals.

### **Food Service**

- In collaboration with principals, implement student meal procedures that minimize risk of virus spread.
- Ensure proper supplies and equipment for in-classroom meals as needed.

### **Technology Infrastructure**

- Ensure NSC has adequate devices/Chromebooks to support 1:1 learning for all students, as needed.
- Develop and teach tech device sanitation procedures for each teacher. Provide laptop sanitation kits and training on their use.
- In collaboration with Support Services, provide ongoing assessment of student internet access at home and take steps to meet students' at-home technology needs.
- Continue an ongoing refresh of teacher laptops to support remote teaching.

### **Special School District**

- Evaluate scenarios and implement plans to achieve maximum distancing in special education learning spaces.
- Collaborate with the Facilities Department and Business Office for additional materials needed in more restrictive settings or one-on-one evaluation settings.

### **Human Resources-- Staff Health and Wellness**

- Collaborate with the County Department of Public Health on contact tracing.
- Support the Office of the Superintendent in implementation of the decision matrix for identifying when to close schools if case counts grow per building.
- Support efforts to staff approved Extra Pay, Extra Duty assignments such as building lunch supervision.
- Support staff who identify as high-risk.
- Ensure staff (bus driver) attendance incentives are suspended.
- Design and implement a staff daily pre-work health assessment.

### **Safety and Security**

- In collaboration with the Special Programs Department, enforce updated school procedures for visitors (Appendix A).
- While maintaining protocols to ensure school safety, plan and implement changes to the single-point entry procedure at Normandy High School in order to minimize student density and density duration.
- Adapt emergency drill practices to limit or restrict high-density simulations. Implement alternate methods for teaching students and staff crucial safety protocols.

### **Athletics**

- Ensure district athletics activities fully follow the guidelines developed by the St. Louis Sports Medicine COVID-19 Task Force (a collaboration of medical experts at SSM Health, BJC Healthcare, and Mercy) and the Missouri State High School Athletics Association (MSHSAA).
- Administer COVID-19 and Hold Harmless Waivers prior to participation.
- Institute Phase 1 Summer Athletics Protocols, including
  - Ensure all athletes and coaches undergo a healthcare screening in a dedicated area for their team prior to any activity (practice, scrimmage, game, etc.), and ensure face coverings are worn at all times during screenings.
  - Ensure hand sanitizer stations are on-site for each practice or game venue.
  - Ensure all equipment is sanitized between use.
  - Ensure unnecessary individuals are not present (spectators, family members, non-participating athletes, extra coaches, etc.).
  - Ensure participants leave the premises immediately after the workout.
  - Ensure no two teams share the same space.
  - Ensure no use of water fountains, and ensure water bottles are individually labeled (no sharing). Ensure bottles are refilled at hands-free refill stations.
  - Ensure coaches/athletes do not huddle, handshake, or fist bump.
  - Ensure coaches/athletes wear masks at all times when within six feet of another person.
  - Ensure distancing is employed as much as possible.

## **When a Case is Identified**

1. Report information to the principal/department head who will contact Campus Support Center.
2. CSC will inform the St. Louis County Department of Health.
3. Identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes. Use seating charts, bus seating charts, etc., as needed.
4. Request the support of Affinia and/or Health Department to support quarantine implementation.
5. Contact staff and parents of students with possible exposure.
6. Assist parents with medical appointment at Affinia Healthcare.
7. Contact custodial staff for deep cleaning of facility
8. Include the new case in the district's decision matrix for identifying when to close schools.

## Appendix A

# **Revised Guidelines for Visitors**

**The health and safety of our students and staff remain a top priority at Normandy Schools Collaborative. Therefore, in line with the latest guidelines issued by the CDC, Center for Disease Control and Prevention, related to COVID-19, we have revised our Visitor Policy.**

**We are now limiting access to schools and offices to those deemed designated ESSENTIAL visitors by the district or building principal.**

- √ Parents/guardians are not allowed in school buildings to drop off or pick up students.
- √ Essential visitors may only enter buildings through the front entrance.
- √ Students who are picked up early from school will be escorted out of the building by a staff member. This includes students who need to go home early due to illness. Parents/guardians will still need to complete the early dismissal form.
- √ All essential visitors must have a scheduled appointment.
- √ All essential visitors to offices must wear a mask at all times.
- √ All essential visitors should use the hand sanitizer provided when they enter a school or office area.
- √ All essential visitors must remain in the front office areas unless authorized by the school principal or office staff.
- √ All essential visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet from another person or person(s).
- √ All essential visitors will be screened for flu-like symptoms upon entering buildings. Visitors with fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter school buildings or offices. Before entering a facility, we respectfully require all visitors to confirm:
  - You are not currently sick with any fever, cough or signs of respiratory illness.
  - You have not been in close proximity with someone who is currently sick with COVID-19 or any other respiratory illness within the last 14 days.
  - You have not travelled within the last 14 days to an area of the world with an active COVID-19 outbreak.
- √ Refusal to follow these guidelines may result in immediate dismissal from the premises.

**Thank you for observing these important measures to promote a safe and healthy environment for all. Visitor limitations are continuously re-evaluated based on the risk of COVID-19 and in consideration of our students and staff.**

**If you have any questions, please contact the Normandy Campus Support Center at (314) 493-0400.**