

## Burke School District Plan for Safe Return to In-Person Instruction and Continuity of Services

Purpose: This plan outlines procedures and protocols that the Burke School District has in place for fall 2021 to ensure that the district is doing all it reasonably can to keep students safe while in the building and that the district is prepared for a sudden school closure if necessary. The initial plan for implementation in the fall of 2020 was compiled by a committee of school administrators, teachers, board members, parents, and health care professionals. The purpose of this document is to outline the protocols in place to bring kids back to school safely. Because the situation may change, this plan is designed to be a fluid document, with changes being made as necessary to continue to meet the needs of students. This plan is a continuation of the “return to learn plan” implemented in the fall of 2020 and is the plan that the district intends to follow at the beginning of this school year, starting August 23, 2021.

### Online platform

- All teachers in grades PK-5 will utilize ClassDojo as a communication and organizational tool. The expectation will be that ClassDojo is used on a daily basis for every class, whether school is in session for in-person instruction or flex learning.
- All teachers in grades 6-12 will utilize Google Classroom as an online learning management system. The expectation will be that Google Classroom is used on a daily basis for every class, whether school is in session for in-person instruction or flex learning.
- By implementing ClassDojo and Google Classroom school wide, the district will be prepared in the event of a health related closing, and the transition to online learning will be nearly seamless.
- In the case of a student or staff absence due to COVID 19, the district may make classes available live through Zoom or another similar provider if the district deems that measure to be appropriate. In cases where that decision is made, administration will work with families on attendance to count students present if the district determines that a live, online option is appropriate.
- School will start with in-person classes on August 23, 2021. The district is NOT making online learning a self-select option for attendance. This practice will be reviewed as necessary as the COVID situation in our school community changes.
- The district will follow all IEP and 504 plans correctly. Health issues will be monitored and addressed through these plans.

### Training

- All certified instructional staff were brought in for 3 days of training on July 22, 29, and August 5, 2020.
- TIE Corporation trainers, as well as other online resources were utilized for training on the new online platform.
- During these three days administration had set expectations for opening in fall, including, but not limited to: setting up the first two weeks of lessons on the platform with resources and assignments, having lessons planned and loaded at least one week in advance at all times,

classroom management expectations related to the school opening plan. For the start of the 2021-22 school year, administration is again setting the expectation that teachers have the first two weeks planned and loaded prior to the first day of school, and then continuously one week out for the rest of the school year.

#### Calendar

- School will start August 23, with in-service days on August 19 and 20, and the district will follow the calendar adopted in April 2021.
- The superintendent will prepare alternate calendars as needed in the event of a shut-down and present to the board for approval if necessary. A shut-down may not necessarily alter the calendar if flex learning is utilized during the shut-down.

#### Mitigation Procedures

##### Social Distancing

- Students will be socially distanced as much as practical. (3 feet if possible)
- Each building will have a designated COVID isolation room where students or staff can be isolated if they become sick or symptomatic while at school. That room will serve as a temporary isolation space until it is practical for that person to leave the building.
- The isolation room will be thoroughly sanitized after use.
- Seating charts recorded by teachers
- Plexiglass barriers will be available for teachers and students. The use of shields is optional.
- Masks will not be required and left up to family choice

##### Building Access

- Parents and other visitors with business at the school will be encouraged to phone ahead to the school office before arrival.
- Elementary parents will be allowed to walk their children to the classroom and will be allowed to enter the building at the end of the day. These building access procedures will be re-evaluated as necessary.

##### Cleaning/sanitizing

- Teachers will encourage and remind students to wash hands often.
- Each classroom will have a hand sanitizing station, and teachers will ask students to sanitize upon returning from leaving the room.
- Students will be asked to bring their own personal bottles of hand sanitizer to have with them at their desks.
- Custodians will clean and sanitize restrooms at least twice daily.
- Custodians will sanitize all door handles, desktops, and flat surfaces once daily. Teachers will also sanitize surfaces within their classrooms at least once daily.
- In the event of an isolated COVID case, affected areas will be deep cleaned before reopening. When possible, the district will close the area and wait 24 hours before deep cleaning.

## Recess

- Not all grades will have recess together. Classes will be paired for recess so that the total number of students outside on the playground at one time will be a smaller group.

Bk -2 - will have recess together and grades 3,4,5 will have recess together.

## Lunch

- Lunch groups will be broken down into the following:
  - (BK - 2) (3,4,5) (MS) (HS)
- Lunch tables will be sanitized between lunch periods.
- Lunch procedures will be re-evaluated as necessary.

## Transportation

- Bus seats will be sanitized daily.
- In the event of heightened case numbers within the school community, the district may consider changing bus routes to accommodate more social distancing.

## Screenings

- Staff members will screen upon arrival at work, including taking temperatures.

## Flex Learning

- Flex learning will be implemented in the event that a school closure is deemed necessary.
- All teachers in grades PK-12 will be prepared to transition to online learning within 24 hours.
- All teachers will utilize the online platforms mentioned above on a daily basis in face to face learning as a management, communication, and organizational tool, so that a transition to flex learning will be as seamless as possible.
- Teachers will be required to have lessons planned and loaded at least one week ahead at all times. The requirement will cover the immediate need for substitute planning in the event of a sudden staff absence.

## School Closure

- The board of education has authorized the superintendent to call off school in case of medical emergency.
- School will not necessarily be closed in the event of an isolated case within the building.
- School will be closed for deep cleaning in the event of substantial cases in the building.
- Staff will be prepared at all times to transition to flex learning in the event of school closure. Preparedness measures include implementation of a district-wide online platform, lessons prepared and preloaded on the online platform, and teacher training on the online platform.
- The school district will make decisions about school closing based on current recommendations and under the direction of the South Dakota Department of Health (DOH).
- The DOH will provide guidance to the district regarding the handling of COVID exposures and positive COVID cases in the district, including recommendations for individuals or groups to quarantine, isolate, contact trace, and testing.

## Essential Employees

- All district employees have been designated as essential employees by the board of education.
- If an essential employee is contacted by the South Dakota Department of Health (DOH), or by their health care provider, and asked to quarantine because of a close contact, the district may have that employee continue to report for work, as long as the employee is not symptomatic and as long as the employee does not test positive for COVID 19.
- Essential employees who continue to report to work will work with administration to adjust their schedules and their duties to limit contact with others as much as possible.
- The essential employee designation does not change stay at home orders or recommendations resulting from a positive COVID 19 test or from an employee actually becoming sick.

## Sports Events-

- Masks will be available at the ticket tables. Masks are optional for spectators.
- Board and Administration reserve the right to change the attendance policy if warrant be.
- Bleachers will be sanitized after events.

## Additional Recommendations-

1. Continue to educate parents and students to symptom check and not send sick students to school.
2. The Guidance Counselor and/or a staff member will be available to visit with various students or staff on their emotional and behavioral concerns related to COVID.
3. Encouragement will be given to staff and students to cover coughs and sneezes with a tissue.
4. Monitor community and surrounding areas of COVID numbers.
5. Student sick at school-
  - Student removed from classroom.
  - Temperature checked.
  - Parents called.
6. If student tests positive for COVID-
  - Out of school for 5 school days from onset of symptoms and fever free for 24 hours.
  - Siblings of student- stay home for 5 days and may return if no symptom
7. Close contacts of a COVID positive student-
  - Close contact is considered less than 6 feet for 15 minutes in a 24 hour span.
  - Out of school for 5 days and can return if no symptoms.
  - Students can be excluded from quarantine if:
    - Both students masked.
    - Close contact vaccinated and no symptoms.
    - Close contact documented case of COVID in past 3 months and no current symptoms.
8. The district will work closely with the regional and local health officials regarding vaccination opportunities, testing and screening.

The district contact will be Mr. Thompson - 605-775-2645

Plan Updated/Adopted at Board Meeting 6-14-21

Open for Public Discussion 6-14-21

Public Comment at Board Meeting 7-1

Plan Updated/Reviewed at Board Meeting 8-9-21

Plan Updated 8-11-21

Plan  
Updated/Reviewed at Board  
Meeting 9/13/21

The document below is a rubric that the Burke School District COVID Advisory Committee is recommending as a guide for the school board to use in revising its “Back to School Plan” on an ongoing basis, in response to the ever-changing COVID 19 situation. The actions or conditions described in the rubric are designed to be used as a guide and are not hard and fast rules. Ultimately, the Board of Education, under the recommendation of the committee, school administration and legal counsel, will have to determine specific changes to the plan. The committee has recommended some trigger points, at which the board should consider revisions to the plan.

Rubric for Recommended Operations of Burke School District				
1	2	3	4	5
<p><b>Normal Operation</b></p> <ul style="list-style-type: none"> <li>• Additional sanitizing and hygiene measures in place</li> <li>• Face to face classes with no adjustments to schedule or class numbers</li> <li>• Lunch, recess, and other large group activities continue with little or no adjustment</li> </ul>	<p><b>School Open with Precautions</b></p> <ul style="list-style-type: none"> <li>• Additional sanitizing and hygiene measures in place</li> <li>• Face to face classes distancing when practical</li> <li>• Lunch, recess, and other large group activities are adjusted</li> <li>• Cohorts of students kept together when practical</li> <li>• Large groups avoided when possible</li> <li>• Schedules adjusted moderately to allow for more spacing</li> <li>• Families asked to self-screen at home</li> <li>• Physical barriers in use where practical</li> </ul>	<p><b>School Open with Higher Level of Precautions</b></p> <ul style="list-style-type: none"> <li>• Additional sanitizing and hygiene measures in place</li> <li>• Face to face classes with some students opting for online learning, fewer than 50% of students online</li> <li>• Elementary mostly cohorted</li> <li>• Limiting attendance for activities which typically involve large groups</li> <li>• Students and staff wearing masks at all times</li> <li>• Staff screened daily</li> <li>• Students will be screened at home prior to coming to school</li> <li>• Physical barriers in extensive use</li> <li>• Bus routes have been added or modified to increase social distancing</li> </ul>	<p><b>School Open on a Very Limited Basis, Blended Learning</b></p> <ul style="list-style-type: none"> <li>• Additional sanitizing and hygiene measures in place</li> <li>• Staggered schedules for MS/HS, maybe ½ days or every other day</li> <li>• Elementary remains in person with flex learning option and fully cohorted</li> <li>• Limiting attendance for activities which typically involve large groups</li> <li>• 50% or more of learning is done remotely</li> <li>• Only students and staff allowed in the building</li> <li>• 6’ min. spacing between kids in the classroom when possible</li> <li>• Extracurricular events will be analyzed on a case by case basis.</li> </ul>	<p><b>School Closed</b></p> <ul style="list-style-type: none"> <li>• All learning is online.</li> <li>• Very limited access to the building by essential staff only</li> <li>• Extracurricular activities or events will be analyzed on a case by case basis and rescheduled when possible.</li> </ul>

Revised 10-14-2020