



# Southeast Island School District

## Smart Start to School

In Response to COVID-19

Revised 9/11/20

**ALL SISD SCHOOLS - First Day of School - August 31, 2020**

***Updated Regularly:***

***As of 9/11/20, SISD is in the Yellow/Medium Risk Scenario***

***Naukati School is Red/High Risk***

***This is the SISD District Plan - each individual school may have a modified version of this plan due to the number of students enrolled at their school and the amount of space available in that school to provide the CDC/DHSS/DEED recommended 6 foot physical distancing recommendations.***

## INTRODUCTION AND GUIDING PRINCIPLES

SISD’S Smart Start to School plan is a working plan that has been developed to support the community’s efforts to navigate the reestablishment of school where families, students, and staff feel safe to reduce the risk of COVID-19 conditions during the 2020-2021 school year. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) both of which are subject to change. Regular updates to this plan will be made as additional information from CDC, WHO, and applicable federal, state, and local agencies become available.

## SISD STATEWIDE HOMESCHOOL PROGRAM

**SISD’s Home School/Correspondence School *AK-Trails* is available for all families statewide as a homeschool/correspondence option for their child/children.**

SISD’s Statewide Homeschool/Correspondence AK-TRAILS office will follow all guidelines and mandates for the municipality the office is located. Furthermore, SISD’s offices will institute the State of Alaska Phase 3 and 4 COVID-19 guidelines located at <https://covid19.alaska.gov/reopen/>, specifically guidelines for Attachment D “Public Facing Businesses” to include:

- Physical distancing
- Hygiene best practices
- Staffing
- Cleaning and disinfecting

### **ALL SISD SCHOOLS - First Day of School - August 31, 2020**

*As of 9/11/20, all SISD on Prince of Wales Island are in the Yellow/Medium Risk Scenario This is the SISD District Plan - each individual school may have a modified version of this plan due to the number of students enrolled at their school and to the amount of space available in that school to provide the CDC/DHSS/DEED recommended 6 foot physical distancing recommendations.*

### **SISD Risk Scenarios**

<b>Green/Low Risk</b>	<b>Yellow/Medium Risk</b>	<b>HIGH RISK</b>
No laboratory-confirmed cases of COVID-19 in the previous 14 days and no reported increase in the number of cases over the last	Low to moderate level of community transmission. Minimal amount of laboratory confirmed cases of COVID-19 as determined by	High level of community transmission. Outbreaks or increases in cases and recent laboratory-confirmed cases of COVID-19.

<p>14 days.</p> <p><i>Please see additional considerations noted under the School Closures section on page 11.</i></p>	<p>community.</p> <p>SISD schools will be designated as <b>Yellow/Medium Risk</b> if there are one (1) to five (5) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.</p> <p><i>Please see additional considerations noted under the School Closures section on page 11.</i></p>	<p>SISD schools will be closed and will move to the <b>Red/High Risk Scenario</b> if there have been six (6) or more active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days resulting in the designation of a high level of community transmission.</p> <p><i>Please see additional considerations noted under the School Closures section on page 11.</i></p>
<p><b>INSTRUCTIONAL DELIVERY</b></p> <p>Green/Low Risk School Schedule will be based on a "regular" school schedule as much as reasonably possible, with appropriate physical distancing.</p> <p>Flexible scheduling will be utilized for classrooms or grade levels that cannot provide appropriate social distancing.</p> <p>Based upon specifications of individualized education plans (IEP's), the following special education services may vary:      Location of service      Service provider      Amount of time services      Frequency for which services are provided.</p>	<p><b>INSTRUCTIONAL DELIVERY</b></p> <p>Intermediate Medium Risk School Schedule may be based on an alternating block schedule.</p> <p><u>Group A:</u>      One group of students (50%) will meet in person in the AM.  <i>*School staff will then do a thorough cleaning before the next group of students arrive.</i></p> <p><u>Group B:</u>      The second group of students (50%) will meet in person in the afternoon.</p> <p><i>Note: Depending on your local school's capacity for physical distancing, SISD will attempt to have all students in the school building full time to receive their education.</i></p>	<p><b>INSTRUCTIONAL DELIVERY</b></p> <p>All students at home.</p> <p><u>Various Distance Options will be available depending on the students' access to internet at home:</u>      Articulate 360      Plato      Pre-loaded iPads      Preloaded Thumb Drives      Take Home Packets      (Any required activities will be accompanied by the necessary supplies to complete the required assignment)      Other</p> <p>Staff will develop regular office hours and class schedules and all students will have daily contact with their teachers.</p>

<p>Fridays will be prioritized for deep cleaning of all school facilities.</p>	<p>When students are not meeting with teachers face-to-face for in-person instruction they will be supported through a distance delivery instructional model. (Any required activities will be accompanied by the necessary supplies to complete the required assignment)</p> <p><u>Various Distance Options will be available depending on the students' access to internet at home:</u></p> <ul style="list-style-type: none"> <li>Articulate 360</li> <li>Plato</li> <li>Pre-loaded iPads</li> <li>Preloaded Thumb Drives</li> <li>Take Home Packets</li> <li>Other</li> </ul> <p>Friday's will be prioritized for teaching staff professional learning and lesson planning.</p> <p>Custodial staff will prioritize Fridays for deep cleaning of all school facilities.</p> <p>Based upon specifications of individualized education plans (IEP's), the following special education services may vary:</p> <ul style="list-style-type: none"> <li>Location of service;</li> <li>Service provider;</li> <li>Amount of time services are provided; and/or</li> <li>Frequency for which services are provided.</li> </ul>	<p>Based upon specifications of individualized education plans (IEP's), the following special education services may vary:</p> <ul style="list-style-type: none"> <li>Location of service;</li> <li>Service provider;</li> <li>Amount of time services are provided; and/or</li> <li>Frequency for which services are provided.</li> </ul>
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**CONDITIONS FOR  
LEARNING**

Students, staff, and visitors entering a POW school district building will be temperature screened upon entrance.

Physical Distancing, one student per seat or members from the same residence sitting together, will be maintained on all district busses and vehicles.

*Note: Larger classes of younger students that are having difficulty with physical distancing, may be added to a cohort where students stay in groups of 6 or fewer with no mixing between groups.*

SISD bus service may be modified to separate students in different groups based on grade level, etc. Parents will be notified of the bus schedule.

Maintain 6 feet from other people within the hallways, classrooms, and recess areas.

Utilization of desk guards in all classrooms with 12 or more students.

SISD may need to split certain classes into two separate classes.

Personal protective equipment (PPE) masks are strongly

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SISD bus service may be modified to separate students in different groups based on grade level, etc. Parents will be notified of the bus schedule.

No large group gatherings permitted such as assemblies, cafeterias, or field trips.

Maintain 6 feet from other people within the hallways, classrooms, and recess areas.

*Note: Larger classes of younger students that are having difficulty with physical distancing, may be added to a cohort where students stay in groups of 6 or fewer with no mixing between groups.*

Utilization of desk guards in all classrooms with 12 or more students.

Face coverings will be required during the day for all SISD students and staff.

**CONDITIONS FOR  
LEARNING**

POW school buildings will be off limits to all students, all non-essential staff, and visitors.

Bus service will be cancelled due to school buildings being closed.

POW maintenance/custodial staff will deep clean all building facilities and vehicles.

POW Food and Nutrition Services will provide delivered breakfast and lunches.

District office staff will work in the district office as necessary.

Personal protective equipment (PPE) masks are required for all staff working in district buildings.

Gloves and masks are required for Food and Nutrition Services at all times.

Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.

Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all

<p>encouraged for all staff and students.</p> <p>Gloves and masks are required for Food and Nutrition Services at all times.</p> <p>Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.</p> <p>Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices. Hand washing is best, and if done frequently hand sanitizer isn't necessary.</p> <p>Food service will be delivered to each classroom to decrease the number of individuals moving within the building.</p> <p>Some schools may have kids spread out in the gym to allow for more physical distancing options and time for staff to deep clean classrooms.</p> <p>Regular hand sanitizing schedules will be implemented within each classroom.</p> <p>Use of water fountains is <u>not</u> permitted. Students should bring water bottles from home or be provided water bottles to use at school.</p>	<p>Family members and visitors will not be allowed in school facilities.</p> <p>Gloves and masks are required for Food and Nutrition Services at all times.</p> <p>Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.</p> <p>Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices. Hand washing is best, and if done frequently hand sanitizer isn't necessary.</p> <p>Food service will be delivered to each classroom to decrease the number of individuals moving within the building.</p> <p>Some schools may have kids spread out in the gym to allow for more physical distancing options and time for staff to deep clean classrooms.</p> <p>Regular hand sanitizing schedules will be implemented within each classroom.</p> <p>Use of water fountains is <u>not</u> permitted. Students should bring water bottles from home or be provided water</p>	<p>classrooms and offices.</p>
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<p style="text-align: center;"><b>CONTINUITY OF LEARNING</b></p> <p>SISD will provide certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for SISD to seamlessly transition between low, intermediate, and high risk scenarios during the 2020-2021 school year.</p> <p>SISD will prioritize Friday for professional learning and improvement of SISD’s low risk instructional planning and schedules.</p> <p>The SISD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p>	<p style="text-align: center;"><b>CONTINUITY OF LEARNING</b></p> <p>SISD will provide certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for SISD to seamlessly transition between low, intermediate, and high risk scenarios during the 2020-2021 school year.</p> <p>SISD will prioritize Friday for professional learning and improvement of SISD’s intermediate risk instructional planning and schedules.</p> <p>The SISD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p> <p>SISD will collaborate with community partners, businesses and others in problem-solving efforts to ensure all students have access to reliable internet access to complete their work remotely</p>	<p style="text-align: center;"><b>CONTINUITY OF LEARNING</b></p> <p>SISD will provide certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for SISD to seamlessly transition between low, intermediate, and high risk scenarios during the 2020-2021 school year.</p> <p>SISD will prioritize Friday for professional learning and improvement of SISD’s intermediate risk instructional planning and schedules.</p> <p>The SISD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p> <p>SISD will collaborate with community partners, businesses and others in problem-solving efforts to ensure all students have access to reliable internet access to complete their work remotely.</p>

<b>CAPACITY OF LEARNING</b>	<b>CAPACITY OF LEARNING</b>	<b>CAPACITY OF LEARNING</b>
<p>SISD will follow Alaska School Activities Association (ASAA) Low Risk Return to Practice Protocols and ASAA Return to Event Protocols (attached at the end of this document - currently a separate document in this same Google Folder) for athletics and extracurricular activities.</p> <p>Other district activities will be determined on a case by case basis.</p> <p>Staff travel and student athletic and extracurricular travel in green/low risk level may be approved to other green/low risk level communities/schools.</p> <p>Staff travel and student athletic and extracurricular travel (off island) will prioritize the utilization of IFA and Breakaway Charters.</p>	<p>SISD will follow ASAA Intermediate Risk Return to Practice Protocols (attached at the end of this document - currently a separate document in this same Google Folder) for athletics and extracurricular activities.</p> <p>Other district activities will be determined on a case by case basis.</p> <p>District related student and staff travel (off island) is restricted at yellow and red risk levels.</p>	<p>District related student and staff travel is restricted at orange and red risk levels.</p>

**HEALTH AND SAFETY PROTOCOLS**

To help prevent the spread of the COVID-19 virus, SISD has the opportunity and responsibility to educate students, families, and staff on social etiquette, good health and hygiene habits, and disease prevention. SISD will provide regular hand-washing and respiratory hygiene/cough etiquette education for all K-12 students. Our basic educational message will be:

- Cover your cough
- Wash hands often
- Stay home if sick
- Wear appropriate Personal Protective Equipment (PPE)



To help prevent the spread of COVID-19 and reduce the potential risk to our students and staff, SISD will require students and staff to complete a daily screening upon entering the school building. This screening includes taking temperature and answering a set of questions related to COVID-19 symptoms including:

- *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*
- *Known close contact with a person who is lab confirmed to have COVID-19*

### **NEW! Returning to School from Isolation**

*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*

***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.*

Employees returning to work from an approved medical leave may be asked to submit a healthcare provider's note before returning to work.

*Medical Advisory Team:*

*Sherry Becker, SISD Superintendent and Andy Cook, SISD Teacher will be working closely with the Craig Department of Public Health throughout the pandemic.*

Each school will have an illness tracking system. Staff will be educated on how and why to complete the tracking. Each student and employee who is absent or sent home due to illness is put on this list, symptoms are documented and travel history (in the last 14 days) is charted.

Questions that will be asked on the illness tracking tracking system will be the following:

- What are the symptoms?
- Have they travelled in the last 14 days?
- Have they been in contact with anyone with coronavirus?

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from CDC.

## **WORKFORCE MANAGEMENT**

SISD will be prepared, if necessary, to transition between in-person, hybrid, or distance delivery school models depending on public health conditions. All negotiated agreements and all labor laws will be followed to ensure SISD educators understand the expectations of a new and fluid work environment.

Maintaining full employment for staff is an important value of SISD. If SISD is required to move into a **Red/High Risk** distance delivery instructional model, SISD will develop functional "employment expectations" that allow employees to continue working within their contract stipulations and employment agreements while directly or indirectly serving student learning responsibilities.

All legally required leaves of absence and leaves of absence available through the district's negotiated agreements will be available, communicated, and honored.

SISD is dedicated to protecting the safety of our students and staff and will respond to any requests or concerns made by students, staff, and community members regarding working conditions and safety. Requests to address issues of working conditions and safety should be made to direct supervisors, however, reports may be made anonymously to SISD's superintendent with no repercussions.

SISD will wait for more information from the Alaska Department of Education and Early Development regarding any adjustments to educator/teacher evaluation requirements during the 2020-2021 school year. While no adjustments or waivers are currently anticipated, we will expect informal and formal observations to be completed during the school year (either in-person or remotely).

## **INTERSTATE TRAVEL - STUDENTS AND STAFF**

Follow Alaska's [interstate travel mandate](#). Students and staff on minimal interaction status after [out-of-state travel](#) should not attend in-person school, sports, or other school activities until they receive the results of a second negative test performed 7-14 days after returning. For students too young to use the testing strategy, if the adult(s) they traveled with are using the testing strategy, the child remains on minimal interaction status until all adult(s) have their second negative test back. If the adult(s) they traveled with are employing the 14-day quarantine strategy, the student should be excluded from in-person school, sports and other school activities for 14 days.

## **COMMUNICATIONS**

SISD communication protocols aim to inform and engage all stakeholders within the community whether or not we are functioning within an in-person school model, hybrid school model, or distance delivery school model.

The importance of timely communication to all stakeholders cannot be overstated. Major announcements and day-to-day messaging from the community will include emails, phone messages, Remind text messages, school based social media platforms, classroom newsletters, updates to SISD's websites, and regular POW Island Post articles.

## **SCHOOL CLOSURES**

SISD schools will be closed and will move to the **Red/High Risk Scenario** if there have been six (6) or more active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days resulting in the designation of a high level of community transmission.

SISD schools will be designated as **Yellow/Medium Risk Scenario** if there are one (1) to five (5) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.

SISD schools will transition to **Green/Low Risk Scenario** if there are no laboratory-confirmed cases of COVID-19 in the previous 14 days and no reported increase in the number of cases over the previous 14 days with all cases being classified as recovered.

Flexibility and evidence-based decision making will guide SISD's decisions to shift between Green, Yellow, and Red risk scenarios.

- SISD will closely monitor SE regional trends with COVID-19 infections to include Juneau, Sitka, Ketchikan, and Seattle. If regional trends shift rapidly, SISD will utilize this information to consider transitioning to a higher risk scenario to protect our students, families, and staff members.
- Additionally, if there are active COVID-19 cases in any island community, that could directly impact SISD families, SISD reserves the right to transition to a higher risk scenario to protect our students, families, and staff members.

## **BUS SERVICES**

During a **Green/Low Risk Scenario** or a **Yellow/Medium Risk Scenario** SISD busses will prioritize the southside of Thorne Bay, Craig, and Klawock bus routes to provide the most flexibility and ability to ensure appropriate physical distancing on SISD busses. *Students must sit one per seat on the school bus. If students live in the same residence, those students will be required to sit together in the same seat to increase rider capacity. Students will load the bus from the rear (sitting in the rear of the bus) and unload from the front. Students will not be allowed to change seats while riding on the bus.*

During a **Green/Low Risk Scenario**, SISD students living within their city/community limits will be asked to walk to school or have parents provide transportation.

During an **Yellow/Medium Risk Scenario**, a Group 1 and Group 2 (50% capacity) student schedule will be distributed to families indicating which students will attend school in-person each day for on-site full day instruction and which students will be attending at home in an asynchronous model. SISD students living within their city/community limits will be asked to walk to school or have parents provide transportation.

## **FOOD SERVICES**

During a **Green/Low Risk Scenario** or an **Yellow/Medium Risk Scenario**, Food service will be delivered to each classroom to decrease the number of individuals moving within the building. Some schools may have kids spread out in the gym to allow for more physical distancing options and time for staff to deep clean classrooms.

During an **Yellow/Medium Risk Scenario** a Group 1 and Group 2 schedule will be distributed to families indicating which students will attend school in-person each day for on-site full day or

partial day instruction and which students will be attending at home in an asynchronous model. For those students not in attendance in-person at SISD, breakfast and lunch services will be provided at designated distribution points within the city/community limits.

**FACILITY SANITATION PRACTICES**

The safety of our students and staff are our primary priority. Upon reopening, our schools will be completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of all school facilities before students and employees return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect students and employees and reduce the risk of spread of infection.

**General Disinfection Measures**

Area	Frequency
Classrooms and Offices	At the end of each day
Appliances	Daily
Electronic Equipment	At the end of each use
General used objects like light switches, handles, sinks, restrooms	At least 2 times a day
Buses/Vehicles used to transport students	At the end of each use
Common Areas	At the end of each use

Deep cleaning is triggered when an active student or employee is identified as positive for COVID-19 based on testing. When a student or employee with a suspected infectious disease is identified and has left the building, their work area, along with any other known places they have been will be thoroughly cleaned and disinfected. The person cleaning and disinfecting will wear a mask and gloves and will discard them immediately afterwards. Hands will be washed and sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, SISD will consult public health officials to determine if there is a proper way to discard waste or if other PPE should be worn by staff.

Additionally, a bleach solution spray bottle and/or disinfecting wipes will be provided to all classrooms, offices, and work locations. SISD employees are required to regularly disinfect personal workstations each day, schedule regular times during the school day for students to disinfect their personal workstations and disinfect all appliances and electronic equipment after each use.

*Facilities management to determine methods of maximizing ventilation, especially outdoor air exchange and filtration.*

## **FACILITY USE**

Facility use agreements between SISD and community organizations will be unavailable during the current COVID-19 pandemic. All SISD facilities are closed to community events.