



Re-Opening School During COVID-19 Pandemic Processes & Procedures

The information below outlines the re-entry for Matchbook Learning now that public health authorities have deemed it safe to resume on-site work activities. This plan follows [state](#) and [OSHA guidelines](#), as well as specific guidance for Marion County, to help to mitigate the risk of spreading coronavirus at our school. To ensure successful and safe re-entry of staff, adequate preparation, proper social distancing, daily and consistent use of personal protective equipment (PPE) and implementation of safety practices by every on-site employee must be followed with fidelity.

Please note, this guidance is evolving along with health department information so we'll notify you if anything changes or we tighten or loosen any restrictions outlined below. Additionally, periodic closures of individual classrooms, schools and/or multiple schools at a time remain likely throughout the 2020-21 school year for Marion County. Anticipating this, all students and staff will be ready to transition to universal remote learning on short notice, even if they have opted for full-time in-person learning.

Pre-Re-entry Preparation: these are the things we have done or are doing BEFORE we reopen.

- Building thoroughly sanitized (carpets, desks, chairs, countertops, doorknobs, etc.)
- Ample stock of personal protective equipment (PPE) and sanitizing materials being procured to have on site
 - Masks
 - All staff will receive 2-3 reusable masks and are expected to supplement and wash
 - School staff may be provided an additional face shield if they prefer for student interactions or as a second layer of protection (please reach out to Don Stewart if you feel you need the face shield)
 - Extra disposable masks have been obtained for the building (for backup)
 - Gloves (optional)
 - Hand Sanitizer (for every office/cubicle/classroom)
 - Disinfectant spray and paper towels for all work areas/classrooms
 - Boxes of tissue (for every office/work area)
 - Air filter replacement/updates to air filter systems
- Congregational areas are being arranged to facilitate and encourage proper social distancing and safe interpersonal interactions (limited time in collaborative areas and lounge is encouraged).
- Signage to remind and encourage proper social distancing and sanitary practices is being posted in all communal areas.
- All windows should be propped open for full ventilation



- Common area drinking fountains are being turned off or blocked. Cups are being purchased to fill for students to have water in the classrooms. (rooms without running water will be supplied with a water station).
- Training on safety protocols

Our essential staff returned to work once the stay at home order was lifted for Marion County with PPE supplies and self monitoring/screening following the recommendations of the Marion County Health Department. They have worked diligently to ensure that kids in our community have been fed, supplies received, as well as completing summer cleaning and facilities work to get us ready to return.

Phased Return Date: July 6

Phase 1: On Monday, July 6

- **New Employees should have scheduled appointments for badges**
- Teachers wanting to prepare classrooms can access them in coordination with Don Stewart.
- Year round employees can return to the building following the guidelines of self screening prior to entering the building, social distancing, wearing masks, and propping open windows for ventilation.

Phase 2: On Monday July 13

- **New Employee Orientation and Mentor Support Week**
- **Teachers Prepare Classrooms Based on Recommendations**

Phase 3: On Monday July 20

- **Teachers and ALL Staff that Teach SIT Groups Report to Marian University for a week of socially distanced reading training. Masks required at Marian during training just as they are in our building.**

Phase 4: On Monday July 27 Possible Delay until August 3rd but Video Trainings Possible Week of the 27th

- **All Staff Mandatory Trainings**

Phase 5:

Possible Staggered Start / Parent and Student Meetings Week of August 10th



Full Day Full School Start Aug 17th for K-5 and a hybrid start for 6-8 (pending no changes in Marion County Health Department recommendations based on data which we will follow and adjust instructional delivery to meet.)

- **Students Return to School**
- **Visitors are not allowed in the building unless prior approval and screening has been done.**

Safety Practices in the building

- **Pre Screen** All employees and visitors will self screen each day. Temp screenings may occur for random checks and could be mandatory if a positive case/outbreak occurs in our building.
- **Regular Required Monitoring** - Employees must self-check for temperature and/or symptoms daily prior to reporting to the building:
 - If an employee doesn't have a temperature or symptoms, they should continue to self-monitor each day
 - If an employee suspects exposure or is beginning to exhibit COVID symptoms, they **must notify their supervisor immediately.**
 - If an employee becomes sick with COVID symptoms during the day, they should be sent home immediately, supervisor, Mr. McGuire, the nurse, and CEO must be notified. The employee's work area will be closed off from entry by other employees. The custodial leadership and Mr. Stewart will be notified and after 24 hours, surfaces in that workspace will be thoroughly cleaned and disinfected.
 - Supervisors will monitor staff attendance. If an employee has not reported illness, yet absenteeism becomes excessive, the supervisor should reach out to the employee to learn more about the reason for absence and also report the absences to the Human Resources Department.
- **Students will be cohorted** and are not to be mixed with students from other cohorts during the school day to reduce contact and increase our ability to contact trace.
- **Breakfast and lunch for students will be served in the classrooms** to reduce contact and increase our ability to contact trace. Teachers must have procedures for ensuring student hand washing prior to eating and cleaning procedures for after students eat.
- **PE Classes** are the only specials class that students might leave their regular classroom for and this will occur only when the weather permits the class to be outside. All other specials teachers will rotate into the classrooms to teach.
- **PPE and sanitary practices** Each employee is expected to wear PPE upon arrival and for the duration of their time at the work site, especially in congregational areas
 - Employees should always wear a face mask while in the workplace. Students should also be encouraged to wear face masks.

- Specifically when staff are in common areas or in close proximity with others. If you have an office or are working in an empty room and can shut the door, you may remove your face coverings. If someone enters your work space, staff must put their face covering back on immediately.
 - Gloves may be used for tasks such as removing trash, opening mail, cleaning an area, etc., but may need to be removed upon completion of that task.
 - Hand washing breaks should be scheduled frequently for staff and students (in classrooms with sinks, those without need to schedule and develop plans with their supervisor). Hand Washing should occur:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After touching a surface in a communal area, handling mail or other shared documents, materials and/or other office materials (i.e. pen, stapler, calculator)
 - Hand sanitizer should be used frequently.
 - Employees and students should practice coughing and sneezing into tissue when available.
 - Throw used tissues in the trash.
 - If you don't have a tissue, cough or sneeze into your elbow, not your hands.
 - Employees should not share headsets or other objects that are near eyes, mouth or nose.
 - Employees should keep hands off face (eyes, nose and mouth) and encourage students to do so as well.
- **Disinfect and clean work spaces** Cleanliness of the building is the responsibility of all employees in the building and not solely that of custodial staff
 - Custodial staff will clean and disinfect all areas such as offices, bathrooms, common areas, commonly touched surfaces, and shared electronic equipment routinely and frequently.
 - Each employee will clean and sanitize their personal work area upon arrival and prior to departure each day. (SIT teachers must sanitize their group areas before and after each group)
 - Employees will clean and sanitize communal areas after use (including lounge tables, refrigerators, etc).
 - Employees will clean and sanitize copier buttons, bathroom door handles, elevator buttons after use as possible with wipes or disinfectant spray and paper towels.
 - Avoid congregating in shared work spaces. If you are in a shared workspace maintain mask wearing and social distancing.



Social distance Employees are expected to maintain 6 feet and practice social distancing as work duties permit in the workplace. Employees should physically distance when taking lunch and breaks.

- Avoid sharing food and utensils
- Avoid meetings in person if possible use electronic alternatives
- Avoid meeting in small offices
- If need to meet in person, schedule in large congregational spaces where you can ensure 6ft distance between persons
- Avoid congregating shared work spaces

Meetings in person vs virtual

When scheduling in person meetings, the size of the room should be taken into consideration and used to determine if an in-person meeting would allow for appropriate social distancing. **If the size of the room won't allow for at least 6 feet distancing per person, a virtual meeting should be held instead.** For an in-person meeting, masks and social distancing are mandatory.

Visitors to the Building

Visitors will be limited and only scheduled when in-person meetings are necessary for conducting school business and providing excellent customer service.

Staff who order food delivery are required to meet their delivery outside the building in a mask.

****The main guidelines state that we will NOT have visitors...these recommendations are for limited access****

- Volunteers-Each volunteer will be required to do a temperature check and wear a mask while inside of the building. Volunteers accessibility will be limited to only certain parts of the building.
- Visitors-Visitors must be approved visitors...meaning the person they are visiting is aware that they are coming. Each visitor must have a temperature check and have a mask. Visitors must be escorted to their location and are limited to the areas at which they can go.
- Collegiate Interns-Each collegiate intern will be required to do a temperature check and wear a mask while inside of the building. The intern will meet in the same location with the same



students or class each time for contact tracing. Collegiate interns will also learn to do Zoom meetings and utilize Google Classroom with the students they are working with.

- Deliveries- All big deliveries need to come through door 4 to keep down any exposure
- PTO Meeting-PTO meetings will be held via Zoom
- Community Partner Meeting- Community Partner meeting will be held via Zoom

Before and After School Care

Before and aftercare providers will be permitted in order to ensure families have continuity of access to childcare. The provider must be in alignment with all of our safety policies.

Vendors and Contractors

All third-party vendors making service calls and entering the building must wear a mask, be screened, and follow social distancing guidelines.

Summary of Expectations: This list serves as a quick reference guide for the actions/objectives of our Safety Protocols during COVID-19. Further expanded guidance can be found at the end of this document.

Safety Protocols	Facilities and Nutrition	<ul style="list-style-type: none"> ● COVID response team implements all protocols to reduce the risk of spread at schools and respond proactively to suspected/ confirmed cases or other safety issues. ● High-touch surfaces should be cleaned multiple times throughout the day. ● Custodial staff will implement regular deep-cleaning protocols to ensure routine disinfecting stays effective. ● Minimize use of high-touch surfaces. ● Identify and use an isolation room (blue room or cafeteria depending on numbers and social distancing) for suspected cases that are separate from school clinic.
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	Human Resources/ Staff Expectations	<ul style="list-style-type: none"> • Teach students and practice self-screening protocols. • Wear a face covering over both nose and mouth at all times. (Students and Staff with asthma may be provided and wear a face shield) • Maintain social distancing in the workplace. • Ensure proper hygiene practices. • Stay home when sick. • Coordinating socially distant cohorted and or virtual student teaching experiences.
	Student Expectations	<ul style="list-style-type: none"> • Prescreen for COVID at home. • Practice improved hygiene protocols. • Wear a face covering over both nose and mouth at all times. • Maintain social distancing in classrooms to the extent possible.
	Transportation	Guidance can be found from IPS in the expanded tables at the end of this document.

1. Athletics and Extracurriculars	
Objective	Action Steps

<p>Ensure all student athletes have IHSAA Physical and Health History Update Questionnaire (NEW) on file.</p>	<p>Athletics may occur.</p> <p>In addition to having a completed IHSAA physical on file from the 2019-2020 school year, parents of participating student-athletes are required to complete the IHSAA Health History Update Questionnaire prior to participating in any physical athletics activity for the 2020-2021 school year. Both must be on file before athletes can practice, in alignment with historic practice.</p> <ul style="list-style-type: none"> ○ If a student does not have a completed physical on file from the 2019-2020 school year, they will need to see a physician and submit a newly completed IHSAA physical. ○ If students answer affirmatively to any of the questionnaire then they must receive a newly completed physical. <p>Parents of a participant will also need to complete the IU Health HIPAA/IPS Athletics COVID-19 Acknowledgement form. This will allow our athletic trainers to properly treat them for athletic-related issues and also ensure that families are aware of the high-risk conditions associated with severe illness caused by COVID-19.</p> <p>Each form mentioned above should be completed online HERE under the “Electronic Documents to be Submitted by the Parent” section.</p>
<p>Ensure there are no spectators at Athletic games and functions.</p>	<p>No spectators will be allowed at games. This includes bands, cheer teams, dancers, and pep squads. Performances that would occur at games from bands, cheer/dance teams, and pep squads can be pre-recorded and shown virtually. Routines should not include partnering.</p>

<p>Restrict in-person extracurriculars for fall 2020 to competitive activities (e.g., athletics, band, debate, etc.).</p>	<p>Cheer, band, dance, etc. can occur in alignment with IPS athletic guidelines. However, appropriate social distancing must occur AND all performances may not have audiences.</p> <p>Ensure sufficient safety protocols for all these activities. For example, routines should not include partnering. Practices should occur outside as much as possible. Implement social distancing, use virtual formats when appropriate, and limit the amount of students in a physical space during in-person sessions.</p> <p>If you have a question about a specific activity, use the parking lot question feature provided by your EDS, who will refer the question to Dr. Morgan.</p>
<p>Convert non-competitive extracurriculars to remote options.</p>	<p>All after-school clubs and non-competitive activities should be converted to online formats/meetings (i.e., student council, chess, art club, etc.).</p>

If staff members have any concerns about safety practices during this time, they are encouraged to report them to Eric McGuire, our school safety lead.

Staff that are asked to return to work in person and do not feel their health condition would allow them to do so safely, can reach out to the HR team, Mr McGuire or Mr Stewart directly or via email to set up a time to discuss concerns. There is an assumed risk each employee is taking working in the building and around others of contracting a virus such as COVID-19 even with our due diligence to mitigate. Therefore if any staff member asked to return to work in person does not want to assume this risk, they should notify Mr. Stewart or Mr. McGuire so that an exit plan for the employee can be established.



Expanded guidance in alignment and collaboration with IPS:

Safety Guidelines

COVID response team implements and oversees all protocols to reduce the risk of spread at schools and respond proactively to suspected/ confirmed cases or other safety issues.

1. Facilities and Nutrition	
Objective	Action Steps
<p>High-touch surfaces should be cleaned multiple times throughout the day.</p>	<p>Cleanliness of the building is the responsibility of all employees in the building and not solely that of custodial staff.</p> <p>Custodians will utilize IPS-approved disinfectant, Concentrated (Spartan Halt).</p> <p>In the cafeteria: SNP staff will continue to follow rigorous cleaning and sanitizing practices established by the Department of Health using food-safe chemicals. These practices include sanitizing serving line tray slides, milk boxes, and cash stand in between classes or periods.</p> <p>Any additional guidance provided by the CDC, USDA or Indiana Department of Education related to school nutrition food preparation will be implemented.</p> <p>In common spaces: Custodial staff will clean and disinfect all areas such as offices, bathrooms, common areas, commonly touched surfaces, and shared electronic equipment routinely and frequently.</p> <p>In classrooms: All classrooms will be equipped with disinfectant and paper towels. Teachers will be responsible for cleaning common contact surfaces, such as desks, tables/counters, at regular intervals throughout the day. Teachers may also create procedures to delegate this responsibility to students throughout the day.</p> <p>In other work spaces: Each employee will clean and sanitize their personal office and work area upon arrival and prior to departure each day. Employees will clean and sanitize communal areas after use when necessary. Employees should limit use of any shared workspaces.</p>

<p>Custodial staff will implement regular deep-cleaning protocols to ensure routine disinfecting stays effective.</p>	<p>In addition to routine disinfecting in classrooms, custodial staff will provide deep cleaning on a regular basis.</p>
<p>Minimize use of high-touch surfaces.</p>	<p>In classrooms: Minimize sharing of materials. Rethink core activities (e.g., any art instruction) to allow students to use their own personal materials. Do not distribute and re-collect supplies and materials.</p>
<p>Identify and utilize an in-school isolation area distinct from the school clinic.</p>	<p>The isolated areas to house students who've been identified as having COVID-19 symptoms will be either the "Blue" room or the Cafeteria depending upon the number of students and the need.</p> <p>The nurse shall conduct the health screening in the Isolation Area, should a school nurse be unavailable a social worker or leadership team member shall do the screening.</p> <p>The screening can be administered utilizing social distancing, though in this case, 6 feet of distance is required. No school staff or health professionals will be required to physically touch students; however, should the need arise, gowns, gloves and masks will be made available for all school clinics and isolation areas. Other steps to be mindful of in the Isolation Area:</p> <ul style="list-style-type: none"> ● Upon arrival, the designated staff person must wash his/her hands and put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated. ● Make a visual inspection of the child for signs of illness, which could include flushed cheeks; rapid breathing or difficulty breathing (without recent physical activity); and fatigue, or extreme fussiness. Also confirm that the child is not experiencing coughing or shortness of breath. ● Take the child's temperature utilizing the distanced scanner or one provided by Shalom.

	<ul style="list-style-type: none"> ○ If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check. ○ If you use disposable or non-contact (temporal) thermometers and have not had physical contact with an individual, you do not need to change gloves before the next check. ○ If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet. ● After each screening, remove and discard PPE, and wash hands. ● Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds. <ul style="list-style-type: none"> ○ If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer. <p>Building leaders should work with the facilities team to ensure the Isolation Area is appropriately cleaned after each student use.</p> <p>In cases when it has been determined that students are required to exit the school based on identified COVID-19 symptoms (via use of the health screening) or rapid testing done by Shalom a parent/guardian must be called and that parent/guardian is expected to pick up the student within one hour. If a parents/guardian is unable to be reached, or has not arrived within an hour, the emergency contact(s) will be called to pick up that student. The observations from the health screening will be provided to the parent/guardian or emergency contact upon arrival.</p> <p>School leader/COVID response team will immediately alert IPS contacts to begin reporting, tracing, testing protocols with Shalome and next steps with MCHD.</p>
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2. HR/ Staff Expectations	
Objective	Action Steps
Teach and practice self-screening protocols.	<p>All employees and visitors will notice health screening signage at all points of entry. No temperature screenings will occur for employees unless a positive case/outbreak occurs in a facility.</p> <p>Employees should self-check for temperature and/or symptoms. If an employee doesn't have a temperature or symptoms, they should continue to self-monitor each day.</p> <p>If an employee suspects exposure or is beginning to exhibit symptoms, they are to notify their supervisor immediately.</p> <p>Supervisors should monitor staff attendance. If an employee has not reported illness, yet absenteeism becomes excessive, the supervisor should reach out to the employee to learn more about the reason for absence and report the absences to the Human Resources Department.</p>
Return to work.	<p>The return policy for COVID-positive cases will be consistent with current CDC and Indiana State Department of Health guidance.</p> <p>Protocols and return to work documentation will be communicated by Human Resources and the COVID Response team</p>

<p>Wear a face covering over nose and mouth at all times.</p>	<p>All employees are expected to wear masks at all times on school property.</p> <p>Matchbook will consider exceptions in the following cases::</p> <ul style="list-style-type: none"> ● Any staff with health conditions (documented for a supervisor) that makes the wearing of a face covering a risk to their health. ● When staff are performing tasks that cannot be completed while wearing a face covering (eating, drinking, etc.). After completing this activity, staff should continue wearing masks. ● When staff are working alone in a room. <p>In the following cases, staff may consider replacing their mask with a face shield:</p> <ul style="list-style-type: none"> ● When providing direct instruction from a minimum of 3-6 feet utilizing a microphone and not a raised voice. ● When the wearing of a face covering by a teacher may impede the student’s learning (younger grades, kindergarten, etc.). For this face shields are recommended.
<p>Maintain social distancing in the workplace.</p>	<p>Employees are expected to maintain social distancing in the workplace. Employees should physically distance when taking lunch and breaks and use sound judgement to determine appropriate boundaries in large congregational spaces. Teachers are required to be a minimum of 3 feet, but a target of 6 feet, away from students. Consider moving classes outside whenever possible.</p> <p>Employees should:</p> <ul style="list-style-type: none"> ● Stagger breaks and not congregate in the restroom. ● Avoid sharing food and utensils. ● Avoid meetings in person. If possible, use electronic alternatives. ● Avoid shared workspaces when possible.

<p>Ensure proper hygiene practices.</p>	<ul style="list-style-type: none"> ● Gloves may be used for tasks such as removing trash, opening mail, cleaning an area, etc. ● When gloves are not worn, hand washing breaks should be scheduled frequently. Hand washing should occur: <ul style="list-style-type: none"> ● After blowing one’s nose, coughing, or sneezing. ● After using the restroom. ● Before eating or preparing food. ● After touching a surface in a communal area, and after handling mail or other shared documents and materials, and/or other office materials (e.g., pen, stapler, calculator). ● Staff should wash hands or sanitize (at minimum): upon arriving at school, before and after eating, and after using the restroom. ● Hand sanitizer should be used frequently. ● Employees should practice coughing and sneezing into tissue when available. Throw used tissues in the trash. If you don’t have a tissue, cough or sneeze into your elbow, not your hands. ● Employees should not share headsets or other objects that are near eyes, mouth or nose. ● Employees should keep hands off face (eyes, nose and mouth).
<p>At-Risk Employees</p>	<p>Staff who are medically at risk and do not feel comfortable with safety precautions should reach out to HR.</p>

3. Student Expectations	
Objective	Action Steps
<p>Prescreen for symptoms at home.</p>	<p>Families are expected to monitor their children for symptoms of COVID-19. Children with symptoms of COVID-19 <u>must</u> be kept home and should not board an IPS school bus, attend school, etc.</p> <p>According to the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the symptoms below may have COVID-19, and as such, parents should check for any combination of these symptoms prior to sending children to school and contact a health professional if symptoms arise and/or persist.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever (over 100.4 F) or chills. <input type="checkbox"/> Cough. <input type="checkbox"/> Shortness of breath or difficulty breathing. <input type="checkbox"/> Fatigue. <input type="checkbox"/> Muscle or body aches. <input type="checkbox"/> Headache. <input type="checkbox"/> New loss of taste or smell. <input type="checkbox"/> Sore throat. <input type="checkbox"/> Congestion or runny nose. <input type="checkbox"/> Nausea or vomiting. <input type="checkbox"/> Diarrhea. <p>Parents may also consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has the student been exposed to a family member or any member of the household who has experienced any of the symptoms above or been diagnosed with COVID-19? <p>Ultimately, The CDC advises that students who are sick, have demonstrated any of the symptoms listed above, or who have recently had close contact with a person with COVID-19 stay home and seek medical attention.</p>

<p>Teach and practice improved hygiene protocols.</p>	<p>Teachers should remind students to wash their hands frequently, maintain social distancing, and stay away from people who are coughing or sneezing or sick.</p> <p>Teachers should have hand sanitizer available in classrooms for regular student use when hand washing with soap and water is not available.</p> <p>Students should also be taught to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.</p>
<p>Wear a face covering over your nose and mouth at all times unless instructed to do otherwise by a teacher.</p>	<p>Marion County Health Department Guidance has recommended that masks be optional for students grades PK-5 and optional for students 6-12. Out of an abundance of caution for IPS staff and students, IPS plans to require students in grades K-12 to wear a mask for at least a portion of the time they are at school. Additionally, MCPHD’s guidance has indicated masks are important not primarily for the safety of the wearer, but for the safety of the people he/she comes in contact with. For this reason, IPS is prioritizing caution and asking most students to wear masks at all times on campus.</p> <p>All students <u>must</u> wear a mask at all times on IPS transportation unless they have a medical exemption. See the USS guidance for additional guidelines on which students may be exempted from wearing masks.</p> <p>At school, all students in grades K-12 will be required to wear a mask for at least a portion of the day.</p> <p>In summary, students may not wear masks in the following cases:</p> <ul style="list-style-type: none"> ● Any student with health conditions or aversions to face coverings (documented by a medical professional and/or case conference committee) that makes the wearing of a face covering a risk to their health or well being. ● When students are performing tasks that cannot be completed while wearing a face covering (eating, drinking, etc.). After completing this activity, students should continue wearing masks.



	The PSDI group in collaboration with the COVID Response Team will develop recommendations for “mask” breaks.
Maintain social distancing in classrooms.	<p>Students should be taught to maintain a minimum of 3 feet but a target of 6 feet between them, their peers, and staff at all times, including in hallways, restrooms, etc.</p> <p>Students should be seated at desks a minimum of 3 but a target of 6 feet away from each other and facing the same direction.</p>

4. Transportation	
Objectives	Action Steps
The IPS will ensure clean and disinfected buses in a COVID-sensitive environment.	<p>School buses will be disinfected at the end of the morning and afternoon routes. Drivers will clean contact surfaces between service tiers using approved chemicals and paper towels. A garbage can will be available on each bus for disposal of paper products. Garbage will be emptied at the end of each bus service.</p> <p>Hand sanitizing units will be available for student use.</p>
Personal protective equipment and resources will be available to drivers.	<p>Drivers should wear masks and face shields as appropriate. Face shields will be worn during loading and unloading only. Signage will be placed on the school bus to encourage safety. Touchless hand sanitizer units will be available at the entrance of each bus. Protocols will be established based on CDC recommendations.</p>
The IPS will minimize potential exposure for students while riding buses.	<p>Students will be assigned seating for morning and afternoon bus routes. Seats will be adjusted to improve social distancing and to allow rear-to-front loading for AM runs, and front-to-rear unloading for PM runs. Signage will be used to encourage healthy hygiene practices.</p>

<p>The IPS will ensure air circulation/ventilation on buses.</p>	<p>To ensure continued air circulation, bus roof hatches will be opened as well as windows partially opened. Bus door opening during stops will further enhance air circulation.</p>
<p>The IPS will establish social distancing protocols during loading/unloading.</p>	<p>Parents/students should take precautionary measures when arriving at a bus stop. Parents and students should wear masks while waiting for the bus and should be socially distanced (3-6 ft of space.)</p> <p>Drivers will receive and release students in seat-by-seat increments.</p> <p>Schools will establish bus lane processes for social distancing during loading and unloading of school buses.</p> <p>Students will load buses by bus number or other bus designation (elementary school buses use colors/animal names).</p>
<p>The IPS will establish procedures to minimize exposure for medically fragile students on school buses.</p>	<p>Additional health precautions will be made in consideration of transporting medically fragile students. The details of those precautions will be detailed by the United Student Services team to schools with applicable populations and should be discussed amongst case conference committees to ensure the student’s specific needs are addressed in an appropriate plan. The final bus safety plan should then be uploaded into IIEP and submitted to USS via the Special Transportation Request process.</p>
<p>The IPS will communicate these changes to parents, students and staff.</p>	<p>Changes will be communicated to parents and students through district communication, the departmental website, pamphlets and school newsletters.</p> <p>Changes impacting staff will be communicated through all transportation communication channels and back-to-school trainings.</p>



Daily Self Pre-Screening Required Before Reporting to School

Pre Screen - All employees and visitors must self screen each day.

- Temp screenings may occur for random checks and could be mandatory if a positive case/outbreak occurs in our building.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Every day prior to reporting to work employees must screen themselves for a new or unusual occurrence (not due to allergies or ongoing medical conditions not virus related) of the following symptoms which could be from COVID-19:

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

*****If an employee suspects exposure or is beginning to exhibit COVID symptoms, they must notify their supervisor immediately.*****

I have read and understand the above guidelines and processes that we must follow in order to help mitigate the risk of COVID exposure for self and others.

Signature

Date

Printed Name