

# Re-Opening Plan...

## School Year 2021/2022



The Hellgate Elementary Board of Trustees and its staff may continue to operate during the 2021/2022 school year under unusual, even unprecedented circumstances by virtue of potential declarations of statewide emergencies by the Governor relating to school closure to address lingering COVID-19 concerns and/or the declaration of an unforeseen emergency (community disaster) made by the Hellgate Elementary Board of Trustees. In light of COVID-19, the Board of Trustees, at the July 12, 2021 school board meeting, found it necessary to adopt temporary procedures related to emergency school closure and/or operations, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters, etc. To ensure clarity and transparency, the superintendent has developed and submitted for public review a "School Re-Opening Plan" for the 2021/2022 school year to help guide the school district as it emerges from Covid-19 and moves toward a more "normal" operational process for students and staff. Will the school district be back to its normal operation? The answer, of course, the school district hopes so. This document lays the foundation for the school district as it moves on the path to normalcy.

### **School District Meetings, Gatherings, Events, and Visitors**

The School District has adopted the protocols outlined in this procedure document, to govern during the term of potential declared public health emergency, to ensure individuals present at a school facility for events and/or other operationally related reasons honor safety protocols. The supervising teacher, principal, superintendent, and/or designated personnel are authorized to implement the procedures in coordination with state and local health officials. The Board of Trustees may authorize school district physical meetings, gatherings, and events to occur when deemed essential to district operations. Physical meetings, gatherings, and events shall not be held without prior authorization of the Superintendent and/or the Board of Trustees.

All attendees at physical meetings, gatherings, and events held on school property in an outdoor area including competition fields, baseball fields, and/or other open areas designated by the Board of Trustees shall be required to honor the applicable health and safety protocols outlined by district procedures including, but not limited to, social/physical distancing. The school district shall provide suitable space for social/physical distancing to occur and, if practicable, markings and walking routes in the area where the event shall be held will be visible to preserve a safe event setting.

Social/physical meetings, gatherings, and events may be limited when held inside a school building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees, held inside the school facility, are required to honor the health and safety protocols outlined by district procedures.

Vulnerable individuals (defined by the Centers for Disease Control, at the time of this procedure/policy's adoption, as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) may attend school district meetings, gatherings, and/or events but will still be encouraged to take necessary in accordance with district procedures. The school district may continue to accommodate vulnerable individuals so they may participate in the meeting gathering or event via electronic means.

- **Visitors to Schools**

Visitors to the interior of any school building shall not be permitted without the express approval of the supervising teacher, principal, superintendent, and/ or designated personnel. Visitors that are authorized to be present in any school building must adhere to all health and safety guidelines outlined by district procedures.

- **Volunteers**

Volunteers utilized by the school district who have been approved in accordance with district procedures may enter the school building in accordance with the protocols outlined by district procedures.

- **Facilities Use Agreements**

The Board of Trustees will allow limited community use of district facilities. Unless an event is specifically identified as necessary by the Superintendent and/or the Board of Trustees, Facilities Use Agreements and other similar requests submitted in accordance with adopted district procedures shall not be considered.

- **Enforcement**

Visitors to any school building or any attendee at a meeting, gathering, and/or event authorized by the Board of Trustees, in accordance with district procedures, who fail to honor the directives of school district officials shall be asked to correct their conduct or leave the meeting, gathering, and/or event in accordance district procedure/policy.

## **Student, Staff, and Community Health and Safety**

The school district has adopted procedure protocols to ensure the safe and healthy delivery of education services provided to students on school property, a safe workplace when staff are present on school property, and to promote the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent, and/ or designated personnel are authorized to implement the procedure protocols in coordination with state and local health officials.

## • **Symptoms of Illness**

Students and staff who are ill, feeling ill, diagnosed as ill, and/or otherwise demonstrating symptoms of illness, including symptoms of Covid-19, must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student (see Parent Acknowledgment Form – Appendix D). All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness and/or be permitted to make up work in accordance with district procedures. Staff members will be provided access to leave in accordance with district procedures, or the applicable collective bargaining agreement, and/or by Memorandum of Understanding (if applicable).

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, and/or otherwise demonstrating symptoms of illness should not be present at the school for any reason, including but not limited, events or gatherings and/or to drop off/pick up students except as provided by school district procedures. To avoid exposing others to illness, parents, and/ or caregivers, who are ill, should make arrangements with others to transport students to school and/or events, if at all practicable. If not practicable, parents, guardians, and/ or caregivers should not leave their vehicle during pickup or drop off and must arrange with district staff to supervise students in accordance with social/physical distancing guidelines. (see Hellgate Elementary Health and Safety Protocol Document – Appendix A)

## • **Physical Distancing**

To the extent possible, school district courses will be delivered in a “normal” educational fashion consistent with Hellgate Elementary procedures prior to Covid-19. However, the school district retains the right to adjust the instructional delivery model and daily educational procedures taking into account the health, welfare, and safety of students and staff personnel. Recess and use of playgrounds during recess will be permitted on a schedule to maintain appropriate student groupings procedures prior to Covid-19. Transportation services will be provided in accordance with cleaning and disinfection procedures.

Middle school courses will be delivered in a “normal” educational fashion consistent with Hellgate Elementary procedures prior to Covid-19. Upon arriving in a classroom, middle school students will be provided, if necessary and as needed, disinfecting wipes and/or disinfecting spray/disposable paper towels and time to clean their learning area or desk. Meal service for middle school will be provided through a grab-and-go basis that will be eaten in designated areas, preferable classroom areas (breakfast) and the cafeteria on a student occupancy rotating basis (lunch).

Drop off and pick up of students will be completed in a manner that seeks to limit direct contact between parents and staff members and adhere to social/physical distancing recommendations in the exterior of the building.

Visitors to the school will maintain a three-foot to six-foot distance between themselves and others. This distancing requirement does not apply to individuals who are a part of the visitor's regular household isolation group when the group is authorized to be present at the school facility.

- **Masks as Personal Protective Equipment**

The School District will make available to all staff and students an opportunity to wear masks to protect colleagues and peers while present in any school building. The School District will regularly provide masks to students and staff. The Board of Trustees' decision to allow for voluntary use of masks (family-based decision) and to regularly provide masks is based on a review of the circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of masks. No student and/or staff member will be subject to ridicule for an individual decision to wear or to not wear a mask.

- **Student Arrival**

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the school district will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff personnel.

A district employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this procedure.

- **Ventilation**

Custodial/maintenance personnel will review and ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Classroom staff personnel are authorized to open windows and doors to increase air flow in a manner that does not pose a safety or health risk to students and staff. Risks to consider include but are not limited to weather, risk of falling, and triggering asthma symptoms.

- **Water Systems**

Custodial/maintenance personnel will review water systems and features including but not limited to sink faucets, drinking fountains, and/or decorative fountains to ensure they are safe to use. Drinking fountains will be cleaned and sanitized on a regular basis. The administration may provide alternative water sources, if necessary. Staff personnel and/or students are authorized and encouraged to bring their own water to minimize use and touching of water fountains.

## • **Facility Adjustments**

Repositioning of classroom and meeting space furniture and adjusting traffic flow patterns (i.e., making of potential one-way hallways), especially in narrow hallways, may be undertaken to promote a healthy work environment. Installed Plexiglas shields, installed during the 2020/2021 school year, will remain, especially in building front office reception areas. Further, signage will continue to be posted throughout the facility referencing physical distancing, good hygiene, identifying hand sanitizing stations, etc. Moreover, anti-bacterial soap will be provided at every sink and hand sanitizer (at least 60 percent alcohol) throughout the facility will help ensure proper hygiene is practiced.

## • **Exposure-Response Plan**

The school district has developed and will continue to use an exposure-response plan to identify, track, and notify employees who are exposed to COVID-19. That plan will continue during the 2021/2022 school year. The plan provides for a process for the temporary shut-down of portions of school building and/or of the entire school building and corresponding deep-cleaning requirements (if necessary) if an employee and/or a student, who has been present in the school, is diagnosed with COVID-19. Students, ages 3 through 11, may not have the opportunity to get the Covid-19 vaccine prior to the beginning of the 2021/2022 school year thus the need for an exposure-response plan.

Should Hellgate Elementary have a case of Covid-19 with a student, a parent, and/or a staff member, the following will be the procedure the school district will follow:

1. For a case of a student, as long as the school district has seating charts and a clear way for the school district to do contact tracing, the school district likely will not need to close the school. If the issue involves a middle school age student and the school district needs to do contact tracing in multiple classrooms plus extra-curricular activities, the school district may need to close the school for a day or two so the school district can identify and notify close contacts.
2. For a case of a parent of a student (as long as the parent does not help out in the classroom or spend time at the school), the student will be quarantined at home and there is no need to do anything further.
3. For a case of a staff or faculty member, it would be very similar to a case in a student. The more detailed seating charts and schedules that the school district has, the easier and faster contract tracing can happen and the school district may be able to avoid needing to close the school.

However, if a positive case is identified, and effective contact tracing is not possible, the school building may need to be closed for two to five days for cleaning. As an aside, to keep all school facilities safe, the school district will not allow an individual, with known “close contact” to a person who is lab-confirmed to have COVID-19, to enter a building until the end of the self-quarantine period, (that period of time being based on the most recent recommendations from the CDC), from the last date of exposure.

Should an employee have a fever (100.4 degrees or greater) or other symptoms (e.g., cough, sneezing, shortness of breath) the school district will be ready to provide additional guidance, including sending the employee home until fever free for at least one day (24 hours) without medicine, improved respiratory symptoms for a set number of days, or allowing a return after an established number of days of symptom onset. In addition, self-reporting of a diagnosis or exposure to COVID-19 will continue to be mandatory.

The school district has developed steps required for self-quarantine and return to work and those steps will be communicated to employees to ensure safety for all. The school district has a plan in place to respond when an employee notifies the district he/ she has been diagnosed or exposed to COVID-19 (see Appendix A – Health and Safety Protocols).

## **Student Instruction and Services**

The school district has adopted the procedure protocols to govern during the term of any declared public health emergency to ensure the delivery of education services to students on-site at the school and/or off-site at other locations using available resources, including but not limited to, on-line methods and phasing in the event the schools need to close and then re-open. The superintendent, building principals, program directors, and/or designated personnel are authorized to implement this procedure (see Appendix B – Return to work Template – “What You Can Expect” Document).

The school district will provide accommodations to its policies for students with disabilities as determined appropriate based upon the individual student needs and in accordance with a individual accommodation plan or individualized education plan. Students requiring accommodations should contact Dr. Molly, Blakely, Hellgate Elementary Assistant Superintendent, to request information on plans for students with disabilities.

In addition, the Board of Trustees authorizes off-site (distance learning) instruction of students in a manner that is consistent with the aggregate number of instructional hours outlined in the school district’s adopted or revised calendar for a school year that may or may not be affected by a public health emergency. Off-site (distance learning) delivery methods shall include, as close as possible, a complete range of educational services offered by the school district and shall comply with the requirements of applicable statutes. Students completing course work through an off-site (distance learning) instructional setting shall be treated as and have their hours of instruction calculated in the same manner as students attending an on-site (in-person) institutional setting.

Further, the Board of Trustees authorizes district administrators to permit students to utilize an off-site (distant learning) instructional setting, at parental request. Further, students receiving off-site (distance learning) delivery of education services may be eligible for assistance with accessibility to off-site (distance learning) opportunities in accordance with district procedure.

Moreover, the Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees

using district assessments consistent with the school district's school board policies, school district procedures, and/or other measures approved by the Board of Trustees.

Finally, the Board of Trustees may waive the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and/or other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who are in need of alternative instructional delivery methodology, for students for whom the school district is unable to document satisfaction of the required minimum aggregate number of hours through the off-site and/or on-site methods, and/or other students whom school district personnel determine satisfy the definition of proficient or meeting proficiency (school board policies #2420 and #2422).

## **Social/Emotional Learning**

Focusing on the impact of the COVID-19 on students' social/emotional learning (SEL), in addition to focusing on academic learning (e.g., literacy and numeracy), is important. Hellgate Elementary will (1) recognize that home may not be a safe place for some students and the school district will develop a plan to identify and support students; (2) not assume that students in need will voluntarily disclose their distress or want to talk immediately and that the district must teach skills in validation, acknowledging everyone has/ had a different experience from COVID-19, and not everyone in each school will be in the same place in recovery (individual student trajectories will vary significantly); (3) build and provide opportunities for students to work cooperatively with one another to help students feel empowered and to assist others, which can prove helpful following significant disruption and collective stress; (4) recognize the potential for higher rates of certain adverse childhood experiences (ACES) and/or stressors due to Covid-19 and facilitate classroom meetings in collaboration with a school-employed mental health professional to allow students to collectively process their experience.

## **Communication and Training**

Communication is important to implementing a well-planned return-to-work program and needs to be consistent to be trusted. Communication steps will continue to be utilized to ensure a healthy environment for employees, students, and parents that will alleviate fears and uncertainties around school operations during the 2021/2022 school year (Post Covid-19). That communication may be in the form of telephone notifications, emails, text messages, signage, and/or written/verbal communication strategies providing guidance, training, and soliciting feedback. The District will review this Plan, at least, once every six months, and will provide an opportunity for public input in association with any review of the Plan.

It is the school district's goal that all employees, in the workplace, should feel safe and confident in actions taken to provide for their safety. This begins with a robust communication strategy

prior to the return. Concerns about safety precautions and work schedules in addition to offering contact information for questions will be made available to staff personnel (Summer 2021 Professional Development Institute).

All employees will receive safety training provided by the Hellgate Elementary School Nurse. Each employee must take responsibility for a safe work environment, and the training can ensure that employees are equipped to do their part. In addition to standard procedures provided by custodial staff, employees will be given supplies and directions for sanitizing their areas at determined intervals depending on the likelihood of exposure. Identifying products and giving guidance on proper use will be provided by the Hellgate Elementary Director of Facilities and Maintenance.

## **Conclusion**

The continuation of these uncertain times can be difficult to navigate, from year to year, and one person cannot be expected to have all the answers. The school district always welcomes positive suggestions and employee involvement that can lead to solutions to unforeseen problems. Moreover, as we move into and then throughout the 2021/2022 school year, the school district/school administrators will consistently monitor the work environment. Just so there is no misunderstanding, the workplace environment will continue to be a priority item as the school district recognizes that addressing issues, prior to them becoming into serious issues, is key to a successful 2021/2022 school year as the school district seeks to return to “normalcy” in most, if not all, areas of school operations following Covid-19.



# Appendix A...



## HELLGATE ELEMENTARY HEALTH & SAFETY PROTOCOL...

**The Hellgate Elementary health and safety plan provides in-person instruction guidance for the 2021-2022 school year.**

Hellgate Elementary Health and Safety expectations are based on local, state and federal guidelines as of May 26, 2021.

### **Student Health Protocols:**

- Hellgate Elementary asks that every family having students attend (in-person) Hellgate Elementary sign a Hellgate Elementary **Health & Safety Protocol Parent Acknowledgment Form**, affirming your commitment to keep your child home if they are sick or have been exposed to a COVID-19 positive person.
- All students should do a daily self-evaluation before coming to school or boarding school transportation.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate physical distancing, hand hygiene, and respiratory etiquette.
- All students should regularly wash their hands when reporting to school and after using the restroom.
- All students will be trained on proper hand washing techniques and participate in scheduled hand washing times throughout the day.
- If physical distancing is not possible, face coverings will be made available to all students and staff personnel.
- All students (age-appropriate) will have the opportunity to be given, if they want, a school district supplied non-medical grade face masks/face coverings, that can cover the nose and mouth, while occupying indoor common spaces.
- All masks and face coverings should be free of any inappropriate images, words, political slogans.

## **Employee Health Protocols:**

- Hellgate Elementary asks that every employee in Hellgate Elementary commit to staying home if they are sick or are required to self-quarantine.
- All Hellgate Elementary employees should do a private, daily health self-screening.
- All employees will be expected to know, understand and practice methods to protect themselves and others from COVID-19 at work.
- All employees must practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- All employees are expected to regularly wash their hands when reporting to work and after using the restroom.
- All employees should maintain physical distancing where possible.
- All employees will have the opportunity to be regularly given, if they want, a school district supplied non-medical grade face masks/face coverings, that can cover the nose and mouth, while occupying indoor common spaces.
- All masks and face coverings shall be free of any inappropriate images, words, political slogans.

**The District will continue to implement health and safety guidance from federal, state, and local governmental agencies to ensure a safe and healthy start to school.**

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## **Protocols**

### **➤ Self-monitoring**

*To ensure a safe learning and working environment, every member of the Hellgate Elementary family is asked to monitor his/her health and conduct a daily health screening before entering school buses or facilities, being alert for symptoms of 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
- feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19

**\*\*All staff and students are expected to stay home if they have a fever, feel sick, or are exhibiting any of the symptoms of COVID-19.\*\***

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## **Any student who does not pass the screening:**

In the case of **a student who has failed a screening** (i.e. or has symptoms consistent with COVID-19) or has a positive COVID-19 diagnosis, the student must stay home throughout the infection period, and cannot return to campus until the school screens the student to determine if any of the below conditions for campus re-entry have been met:

- at least 1 day (24-hours) have passed since recovery (resolution of fever without the use of fever-reducing medications) AND
- the child has improvement in respiratory symptoms (e.g., cough, shortness of breath)

In the case of a child who has symptoms consistent with COVID-19 and who does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, **and the child should not return to school until the child has completed the same two-step criteria listed above.**

If the child has symptoms consistent with COVID-19 and the parents want their child to return to school before completing the above self-isolation period, **the child's parents must obtain a medical professional's note clearing the child for returning based on an alternative diagnosis or provide a copy of a negative COVID test result.**

If the child has been in prolonged close contact with a person who is lab-confirmed to have COVID-19, **they should notify the school and should not return to school until the end of a self-quarantine period (as determined by the most recent recommendation from the local health department) from the last date of exposure,**

or until they obtain a medical professional's note clearing the child for returning based on a COVID-19 free diagnosis.

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## **Any employee who does not pass the screening must:**

Stay home and notify their supervisor; OR if at work, notify their supervisor, report absence into Absence Management (with a comment in the notes section), and go home.

**Hellgate Elementary will prohibit an employee from entering the campus who fail the screening criteria (i.e. has symptoms consistent with COVID-19) or has a positive COVID-19 diagnosis.**

**Employees must meet the below criteria for re-entry: In the case of an employee who was diagnosed with COVID-19, the employee may be ready to return to work when the following criteria are met:**

- at least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications) AND
- the employee has improvement in respiratory symptoms (e.g., cough, shortness of breath)

**If an employee has symptoms AND tests positive OR is suspected to have COVID-19 they must:**

- The employee must follow the above requirements, **OR**
- Must obtain a physician's release to return to work due to an alternative diagnosis or negative test result or provide a copy of their negative test result to the Hellgate Elementary School Nurse.

**If an employee has prolonged close contact exposure with an individual who has symptoms OR individual who tests positive for COVID-19 (including someone at home) OR employee tests positive but has no symptoms.**

- The employee must self-isolate for a period of time (as determined by the most recent recommendation from the local health department); OR
- may return to work sooner with a negative test result AND provide a physician's release to work.

*Note: To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.*

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## For Students

**We ask that every family in Hellgate Elementary sign a Hellgate Elementary Health & Safety Protocol Parent Acknowledgment Form, affirming their commitment to keep their child home if they are sick or have been exposed to a COVID-19 positive person.**

- All students should do a daily self-evaluation before coming to school or boarding school transportation.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate physical distancing, hand hygiene, and respiratory etiquette.
- All students should regularly wash their hands when reporting to school and after using the restroom.
- All students will be trained on proper hand washing techniques and participate in scheduled hand washing times throughout the day.
- If physical distancing is not possible, face coverings will be provided.
- All students (age-appropriate) will have the opportunity to be regularly given, if they want, a school district supplied non-medical grade face masks/face coverings, that can cover the nose and mouth, while occupying indoor common spaces.
- All masks and face coverings shall be free of any inappropriate images, words, political slogans.

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## For Employees

- All Hellgate Elementary employees should do a private health self-screening daily.
- All employees will be expected to know, understand and practice methods to protect themselves and others from COVID-19 at work.
- All employees must practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- All employees are expected to regularly wash their hands when reporting to work and after using the restroom.
- All employees should maintain physical distancing where possible.

- All employees will have the opportunity to be regularly given, if they want, a school district supplied non-medical grade face masks/face coverings, that can cover the nose and mouth, while occupying indoor common spaces.
- All masks and face coverings shall be free of any inappropriate images, words, political slogans.

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## For the Community

*Each member of our community can support the district's efforts to slow the spread of this infectious disease by following the CDC healthy hygiene practices:*

- Wash your hands often.
- Use hand sanitizer if soap and water is not available.
- Highly recommended that staff and students cover your mouth and nose with a cloth face cover when around others.
- Cover coughs and sneezes.
- Practice physical distancing when and where feasible.

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## Visitors & Volunteers

**Out of an abundance of caution, all district facilities may be closed to non-essential visitors, parents, volunteers, and activities involving external groups or organizations during the 2021/2022 school year at the discretion of the Hellgate Elementary Board of Trustees and/or its designee.**

- Parents dropping students off in the morning or picking up at dismissal will be required to wait outside.
- Essential meetings will be conducted through virtual appointments and/or through limited face-to-face visits.
- Public service providers, essential vendors, and contractors may be allowed into a district facility by appointment and must follow all check-in process.
- To protect staff and students, visitors to a Hellgate Elementary site may be verbally screened (via questioning) for signs and symptoms of COVID-19.
- Any visitor who fails to satisfactorily answer the screening questions will not be allowed to enter and will be asked to leave immediately.

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# Notifications & Training

## General Information

- Staff, students, and parents will be notified of any relevant closures for COVID-19 exposure due to confirmation of a positive COVID-19 test. The district will isolate and decontaminate the affected classroom, workplace, vehicle, equipment, etc., as necessary.
- Training is essential to the plan - all students and employees will have health protocol training.
- The District will provide age-appropriate CDC hygiene lessons to students on hand washing, voluntary use of face coverings, how COVID spreads, respiratory etiquette and proper voluntary use of masks and face coverings.
- All District employees will be trained on health safety protocols via the ‘Safe Schools’ online training program and the Hellgate Elementary School Nurse.
- Additional CDC training modules will be made available on hand washing, voluntary face coverings, how COVID spreads, respiratory etiquette and proper use of masks and face coverings.
- All district facilities will have health safety signage on health, COVID-19 symptoms, how COVID spreads, hand washing, voluntary use of face coverings, respiratory etiquette and social/physical distancing.

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# Masks

## General Information

**Everyone, students and adults alike, will have the opportunity to be regularly given, if they want, a school district supplied non-medical grade face masks/face coverings, that can cover the nose and mouth, while occupying indoor common spaces.**

- Students and employees are welcome to bring a mask/face covering from home. All masks/face coverings shall be free of any inappropriate images, words, political slogans.
- The district will continue to provide masks and other personal protection equipment (PPE) to both employees and students.

**If utilized, face covering/mask/shield (voluntary use) should be/may be:**

- Properly placed over the nose and mouth.
- Be worn when physical distancing is not possible or practical.

- May be worn during passing periods and in common spaces-e.g. restrooms, hallways, library, cafeteria, gym, meeting rooms, offices, after school, etc.
- As per President Biden's Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel, face coverings must be worn on the bus.
- All masks/face coverings shall be free of any inappropriate images, words, political slogans.

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## **Physical Distancing**

### **General Information**

- Hellgate Elementary will follow CDC and/or Montana guidelines for physical distancing. For example, in school district classrooms, the school district will clear any unnecessary furniture, like reading couches.
- Hellgate Elementary will space desks/tables as far apart as possible, and, if necessary, will arrange desks/tables to face in the same direction and/or position students to address social distancing criteria. If necessary, tabletop partitions will be utilized.

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## **Meals**

### **General Information**

- All Food Service staff personnel will practice “personal hygiene” standards as required and will wear PPE while performing job duties.
- No outside food deliveries will be accepted (i.e., food, gifts, etc.).
- Students may bring their lunch.
- Grab and go style meals may be served in the classrooms (breakfast) and cafeteria (lunch in staggered rotational student shifts) for consumption and/or in other areas as designated by campus administration.
- Detailed information about meal services for families who chose the distance learning model will be provided.

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## **Transportation**

### **General Information**



[President Biden's Executive Order 13998, *Promoting COVID-19 Safety in Domestic and International Travel*, directs the CDC and the heads of Agencies to take action, to the extent appropriate and consistent with applicable law, to require masks to be worn in compliance with CDC requirements when traveling in or on various modes of transportation. The CDC subsequently issued an Order, *Order under Section 361 of the Public Health Service Act (42 U.S.C. 264) and 42 Code of Federal Regulations 70.2, 71.31(b), 71.32(b)* (CDC Order), under its existing statutory and regulatory authority, requiring individuals to properly wear masks, unless otherwise exempted, when boarding, disembarking, and traveling on any conveyance, as defined in the CDC Order, to prevent the spread of the virus that causes COVID-19. Similarly, the Transportation Security Administration (TSA) issued Security Directive No. SD 1582/84-21-01 (TSA Security Directive), applicable to certain surface transportation modes, to implement Executive Order 13998 and enforce the CDC Order. Both the CDC Order and the TSA Security Directive became effective on February 1, 2021. The CDC Order, consistent with the mandate in Executive Order 13998 to implement additional measures to protect public health in domestic travel, requires a mask to be worn by any operator or passenger traveling on a *conveyance* within the United States unless otherwise exempted. Conveyances include all road vehicles (subject to certain exceptions, e.g., for private conveyances operated solely for personal, non-commercial use), including school buses.]

- Hellgate Elementary encourages all families, with the ability to do so, to transport children to and from school.
- Bus transportation will be offered for families wishing the service.
- Because the standard number of transported students compromises the ability to socially/physically distance, all students will be required, by virtue of Presidential Executive Order #13998, to wear face-coverings, covering nose and mouth while riding a school bus.
- All students will be in assigned seats on the school bus.
- All bus drivers and students will be required, by virtue of Presidential Executive Order #13998, to wear face-coverings.
- All students will be encouraged to use hand sanitizer upon boarding the bus.
- Each bus will be sanitized daily. Transportation staff will be trained in proper sanitation procedures.
- All Hellgate Elementary vehicles will be equipped with sanitation and cleaning supplies.

# Cleaning & Disinfection

## General Information

Even before COVID-19, Hellgate Elementary's custodial staff used hospital-grade cleaning agents, and custodians are trained to clean for health.

## Daily District and Campus Facilities Cleaning

- Each classroom and restroom will be sanitized daily.
- All high touch areas will be sanitized daily.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will be encouraged, though not required, to wear masks and gloves during work hours.
- The cafeteria, if used, will be disinfected between lunch periods.
- Staff will have access to disinfectant wipes and/or sanitizer to sanitize working surfaces and shared objects after each use and during breaks in instruction.

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## Classrooms

### General Information

- Classrooms should be cleared of unnecessary furniture such as reading couches and large bookshelves to allow the maximum square footage for student seating.
- Reduce and remove extra materials.
- Space seating/desks/tables will be physically distanced when feasible.
- If possible, turn desks/tables to face in the same direction (rather than facing each other).
- Classrooms with tables, if necessary, may use table top partition dividers between seats if the distance is less than 3 feet or have students sit on only one side of tables.
- All students will be in assigned seats with seating charts in each classroom.
- The school district will seek to limit and/or minimize, but not eliminate, student cohort movement throughout the school day.

# Appendix B...

## HELLGATE ELEMENTARY Return to School Plan Template: What You Can Expect...



| State or Local Health Directives |   | Safety and Health Protocols  | On-site and Remote Learning   |
|----------------------------------|---|--|---|
| <i>Phase 0</i>                   | Local or State Stay at home order   | <ul style="list-style-type: none"> <li>All school facilities are closed to the public</li> </ul>   | <ul style="list-style-type: none"> <li>Full-time remote learning</li> </ul>   |
| <i>Phase 1</i>                   | Restricted local or state operations Limits on group size at 10-15, without social distancing, as per local or state order. | <ul style="list-style-type: none"> <li>Health screening for students done at home.</li> <li>Hand-washing and steps to limit germ transmission are pro-actively taught and dedicated time throughout the day.</li> <li>Student groups will be kept together in static groups (i.e., cohort groups) for contact tracing and limiting germ transmission.</li> <li>Frequent sanitizing of surfaces and bathrooms.</li> <li>Face coverings will be recommended for middle school when social distancing is not possible. Face coverings will be recommended at K-6 where appropriate.</li> <li>No public visitors to schools.</li> </ul>                                      | <ul style="list-style-type: none"> <li>On-site and off-site distance learning will be available.</li> <li>Learning will occur every day per week on-site, with off-site learning always available.</li> <li>Families could choose 100% remote learning.</li> <li>No extra-curricular activities.</li> <li>All school facilities closed to public rental.</li> </ul>   |
| <i>Phase 2</i>                   | Modified local or state operations Limits on group size at 50, without social distancing, as per local or state order       | <ul style="list-style-type: none"> <li>Health screening for students, done at home.</li> <li>Hand-washing and steps to limit germ transmission are pro-actively taught and dedicated time throughout the day.</li> <li>Student groups will be kept together in static groups (i.e., cohort groups) for contact tracing and limiting germ transmission.</li> <li>Frequent sanitizing of surfaces and bathrooms.</li> <li>Face coverings will be recommended, not required, for middle school students when social distancing is not possible. Face coverings will be recommended, not required, at K-6 when appropriate.</li> <li>No visitors will be allowed.</li> </ul> | <ul style="list-style-type: none"> <li>On-site learning will be every day for all students.</li> <li>Near to full capacity in schools with modified operations and school activities (modified ancillary curriculum offerings, lunch, recess, etc.).</li> <li>Modified school schedule to allow for static groupings of students and limit mixing of students during the day and eliminate large gatherings in hallways and/or cafeteria.</li> <li>Families could choose 100% remote learning.</li> <li>Limits or restrictions on extra-curricular activities in order to minimize mixing of groups.</li> <li>All school facilities closed to public rental in the evenings.</li> </ul> |
| <i>Phase 3</i>                   | Return to normal local or state operations May be limits on group sizes and/or spectator attendance.                        | <ul style="list-style-type: none"> <li>Hand-washing and steps to limit germ transmission are pro-actively taught and dedicated time throughout the day.</li> <li>Frequent sanitizing of surfaces and bathrooms.</li> <li>Voluntary use of face coverings will be encouraged, not required, when social distancing not possible.</li> <li>Visitors will be allowed.</li> </ul>  | <ul style="list-style-type: none"> <li>On-site learning will be every day for all students.</li> <li>Students will rotate through schedules and routines as normal.</li> <li>No restrictions on extra-curricular activities.</li> <li>School facilities available for public rental.</li> <li>100% remote learning available to some students based on personalized learning plan and/or needs.</li> </ul>  |

*This template outline represents an overview of protocols. More specific information related to protocols can be found on the Hellgate Elementary website. Please keep in mind that protocols may change over time, based on current health department/CDC guidance.*

*Hellgate Elementary expects to open the 2021/2022 school year in Phase #3, Monday through Friday (8:25 am to 3:00 pm and 3:32 pm) with professional schedule dismissal on Thursday (2:00 pm and 2:30 pm).*



## **EMPLOYEE (PRIVATE) COVID-19 DAILY HEALTH SELF SCREENING QUESTIONNAIRE TOOL**

### **Employee Health Screening**

1. Have you experienced a fever of 100.4 degrees F or greater, a new cough, or shortness of breath within the past 10 days?
  - No. Go to the next question.
  - Yes. No further screening is needed. The employee may not report to work.
  
2. In the past 10 days, have you gotten a positive result from a COVID-19 test that tested saliva or used a nose or throat swab? (not a blood test)
  - No. Go to the next question.
  - Yes. No further screening is needed. The employee may not report to work.
  
3. To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 15 minutes) with anyone while they had COVID-19 or symptoms of COVID-19 (fever, cough, or shortness of breath).
  - No. The employee may report to work.
  - Yes. No further screening is needed. The employee may not report to work.

# APPENDIX D



## Hellgate Elementary Health & Safety Protocol Parent Acknowledgment Form

Print Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_

ID#: \_\_\_\_\_

School: \_\_\_\_\_

Because we all care about the health of our students, staff and families, we are asking our parents to help us prevent the spread of COVID-19 within our schools. While it is not possible to eliminate all COVID-19 risks, we will follow and are also requiring families to follow our health, safety and wellness protocols found in the Hellgate Elementary plan.

**An important protocol is to screen your child before sending them to school each day. Do not send your child to school if he/she currently has or has had any of the following symptoms:**

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Headache**
- **New loss of smell or taste**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**
- **Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit**
- **Known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19**

**Additional mitigation measures may include health screening of students, staff and, in some cases, parents upon entering a district facility.**

Hellgate Elementary will prohibit any student or individual who fails the screening criteria, has a positive COVID-19 diagnosis, or has been directly exposed to someone who has a positive COVID-19 diagnosis from being allowed on campus or a bus until they meet any of the criteria for re-entry as follows:

1. **In the case of a child who was diagnosed with COVID-19, the child may be ready for attending school when the following criteria is met:**
  - at least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)

- the child has improvement in respiratory symptoms (e.g., cough, shortness of breath)
2. **In the case of a child who has symptoms consistent with COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and the child should not return to school until the child has completed the same two-step criteria listed above; or**
  3. **If a child has symptoms consistent with COVID-19 and the parents want the child to return to school before completing the above self-isolation period, the child's parents must obtain a medical professional's note clearing the child for returning based on an alternative diagnosis.**
  4. **If the child has been in prolonged close contact with a person who is lab-confirmed to have COVID-19, the child should notify the school and should not return to school until the end of a self-quarantine period (as determined by the most recent CDC guidance) from the last date of exposure, or a 7-day if the child does not develop any Covid-19 symptoms and received a negative test result after his/her 5<sup>th</sup> day of quarantine, or until they obtain a medical professional's note clearing the child for returning based on a COVID-19 free diagnosis.**

**In the event a student displays symptoms of COVID-19 while on campus, the campus will:**

- Immediately separate the student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian (picked up within 30 minutes, but no later than 1 hour).
- The areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned as soon as is feasible.
- Students who report feeling feverish will be sent to the nurse to be evaluated for COVID-19 symptoms.

**I acknowledge that I have reviewed the health & safety protocols listed above for my child to physically be present on a school campus or at a school-sponsored event, and I commit to not sending my child to school if he/she exhibits any COVID-19 symptom. I also understand that Hellgate Elementary is implementing health and safety protocols but cannot eliminate all COVID-19 risk.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

- ❖ **Additional information, including public notices, related to the COVID-19 virus can be found on the Hellgate Elementary website: [www.hellgate.k12.mt.us](http://www.hellgate.k12.mt.us)**



# Hellgate Elementary School Year 2021/2022



## August

| M    | T    | W | T | F |
|------|------|---|---|---|
| ▲ 30 | ▲ 31 |   |   |   |

## September

| M  | T  | W   | T  | F  |
|----|----|-----|----|----|
|    |    | ✓ 1 | 2  | 3  |
| 6  | 7  | 8   | 9  | 10 |
| 13 | 14 | 15  | 16 | 17 |
| 20 | 21 | 22  | 23 | 24 |
| 27 | 28 | 29  | 30 |    |

## October

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

## November

| M  | T    | W  | T    | F  |
|----|------|----|------|----|
| 1  | 2    | 3  | 4    | 5  |
| 8  | 9    | 10 | 11   | 12 |
| 15 | ◆ 16 | 17 | ◆ 18 | 19 |
| 22 | ◆ 23 | 24 | 25   | 26 |
| 29 | 30   |    |      |    |

## December

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

## January

| M  | T  | W  | T    | F  |
|----|----|----|------|----|
| 3  | 4  | 5  | 6    | 7  |
| 10 | 11 | 12 | 13   | 14 |
| 17 | 18 | 19 | 20   | 21 |
| 24 | 25 | 26 | ◆ 27 | 28 |
| 31 |    |    |      |    |

### SIGNIFICANT DATES

August 30..... Teacher In-Service Day  
 August 31..... Teacher In-Service Day  
 September 1..... First Day of School  
 September 6..... Labor Day Break  
 October 21 - 22..... MEA/MCEL Conferences (no school)  
 November 16..... Parent/Teacher Conference (evening)  
 November 18..... Parent/Teacher Conference (evening)  
 November 24 - 26..... Thanksgiving Break  
 December 22 - January 1..... Christmas Break  
 January 27..... Building #4 Conference (evening)  
 February 3..... Building #4 Conference (evening)  
 February 21..... Presidents' Day Break  
 March 8..... Building #1 Conference (evening)  
 March 10..... Building #1 Conference (evening)  
 March 8..... Building #2 Conference (evening)  
 March 10..... Building #2 Conference (evening)  
 March 8..... Building #3 Conference (evening)  
 March 10..... Building #3 Conference (evening)  
 March 21 - March 25..... Spring Break  
 April 15..... Easter Break  
 May 30..... Memorial Day Break  
 June 8..... 8th Grade Graduation  
 June 9..... Last Day of School

### TRIMESTER DATES - ELEMENTARY

End of First Trimester..... November 23, 2021  
 End of Second Trimester..... March 4, 2022  
 End of Third Trimester..... June 9, 2022

### QUARTER DATES - MIDDLE SCHOOL

End of First Quarter..... November 5, 2021  
 End of Second Quarter..... January 21, 2022  
 End of Third Quarter..... April 1, 2022  
 End of Fourth Quarter..... June 9, 2022

### LEGEND

- Holiday
- ▲ Teacher In-Service Day (no school)
- Teacher State Conference Day (no school)
- ◆ Campus-wide Parent/Teacher Conference Day
- End of Quarter
- End of Trimester
- ✓ First Day of School
- ✖ Last Day of School
- ⊛ Building Level Parent/Teacher Conference
- ⊛ 8th Grade Graduation

### Hellgate Elementary Telephone #s:

**K - 1 Building** 549-6109  
**2 - 3 Building** 721-2160  
**4 - 6 Building** 721-2452  
**7 - 8 Building** 532-4590  
<https://hellgate.k12.mt.us>

## February

| M  | T  | W  | T   | F  |
|----|----|----|-----|----|
|    | 1  | 2  | ◆ 3 | 4  |
| 7  | 8  | 9  | 10  | 11 |
| 14 | 15 | 16 | 17  | 18 |
| 21 | 22 | 23 | 24  | 25 |
| 28 |    |    |     |    |

## March

| M  | T   | W  | T    | F   |
|----|-----|----|------|-----|
|    | 1   | 2  | 3    | ◆ 4 |
| 7  | ◆ 8 | 9  | ◆ 10 | 11  |
| 14 | 15  | 16 | 17   | 18  |
| 21 | 22  | 23 | 24   | 25  |
| 28 | 29  | 30 | 31   |     |

## April

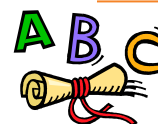
| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

## May

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

## June

| M | T | W   | T   | F  |
|---|---|-----|-----|----|
|   |   | 1   | 2   | 3  |
| 6 | 7 | ⊛ 8 | ◆ 9 | 10 |



Hellgate Elementary  
"a great place to learn"