



Talawanda School District School Reopening Guidelines 2020-2021 School Year

**Guidelines are subject to change by order of the Butler County Health Department, the office of the Governor, Mike DeWine, and the Talawanda Board of Education.*

Message from Dr. Theroux

Talawanda Parents & Families:

We hope you and your family have stayed well during COVID-19, we are living in unprecedented times!

We will begin face-to-face school on October 20, 2020. Some families are choosing to remain with the remote learning option. We are working to take every precaution we can to keep students and staff as safe as possible. Please understand that the COVID-19 pandemic continues to evolve within our community, Butler County, and our state. Decisions will be made based upon data and science.

The Talawanda Board of Education has provided a choice for Talawanda families so that they may have their students participate in the program that is the best for their child and family. The choices include in-person (face-to-face) instruction 5 days per week (knowing that there will be some risk and liability with this choice), and a remote online learning option.

It is imperative that families have a back up plan in the event that their child becomes ill, or school must shut down. We will continue to review data, disease progression, and evaluate our school plans throughout this pandemic. We will also continue to network with the experts on this subject.

Each school will be sharing building specific information in the coming days to help everyone better understand how the school day will go regarding social distancing, hallways, meal times, recess, etc. These plans will be released soon. We know and believe our plans could change if COVID-19 numbers rise.

As always, we appreciate the partnership we have with our families and we know that families will continue to work with us to ensure that students are participating and are engaged in learning. The district curriculum team is finishing up the plans for our educational options and each school will be communicating the plans soon. We want each student to be engaged in a learning program that is the best fit for them, however if a student or parent determines that the plan they have selected is not working, they may change options for the next quarter (9 weeks). We will have mechanisms in place so that TSD and parents can monitor student progress and we are always available to connect students with intervention if needed. We all want our students to continue learning and to be engaged in their own learning process.

We provided a parent choice form via email on September 30, 2020. If you have not accessed the form, or are having any issues, please let us know. We ask that you complete the form at your earliest convenience.

Please know that our team stays in regular communication with Governor DeWine's office, the Ohio Department of Education, and the Butler County Health Department. We will continue to monitor changes with COVID-19, and will adjust school plans as necessary to keep everyone as safe as possible. We also need our families to check our websites, watch our school board meetings online, and use Talawanda's official communication channels as the source of information for the district. It is critical that our families have accurate information during this time and the best way to receive it is from the district directly. We will be utilizing our parent emails and the district blog on our website heavily in this time.

We need your assistance as well as our community's assistance. We want to keep our students and staff as safe as we possibly can, while also providing quality instruction. It will take all of us together to make this happen, ensure that our schools can open in person (face-to-face), and that families, students, and staff are as safe as possible during this pandemic.

We know these are uncertain times, but we are all in this together. Hang in there! We will get through these unprecedented times with proper planning, patience, and care for one another.

Thank you.

Dr. Edward Theroux

Superintendent

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TSD Calendar

2020-2021 Talawanda School Calendar

August 2020							September 2020							October 2020							November 2020									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1						4	5						1	2	3									
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21			
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28			
30	31																													
6	School Days				5	Teachers	20	School Days				1	Teachers	21	School Days				0	Teachers	17	School Days				1	Teachers			
17	No School - Teacher Work Day						4	No School - Professional Dev. Day						16	End of 1st Quarter						3	No School - Professional Dev. Day								
18	No School - Teacher Inservice						7	No School - Labor Day						19	No School - Fall Break						13	End of 1st Trimester								
19-21	No School - Professional Dev. Day (Dist./Bldg. Mtg.)																				25	No School - Conference Exchange Day								
24	All Students First Day																				26-27	No School - Thanksgiving Break								
December 2020							January 2021							February 2021							March 2021									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
												1	2						12	13						12	13			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27			
27	28	29	30	31			24	25	26	27	28	29	30	28							28	29	30	31						
							31																							
14	School Days				0	Teachers	19	School Days				0	Teachers	18	School Days				1	Teachers	17	School Days				1	Teachers			
18	End of Semester/2nd Quarter						1	Winter Break						12	No School - Professional Dev. Day						12	End of 3rd Quarter								
21	Winter Break Begins						18	No School - M.L.K. Day						15	No School - President's Day						15	No School - Teacher Work Day								
														26	End of 2nd Trimester						22-26	No School - Spring Break								
April 2021							May 2021							June 2021							July 2021									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
					1	2	3							1			1	2	3	4	5						1	2	3	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24			
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31			
							30	31																						
21	School Days				0	Teachers	18	School Days				2	Teachers	0	School Days				0	Teachers	0	School Days				0	Teachers			
2	No School - Conference Exchange Day						4	No School - Professional Dev. Day																						
							27	Last Day of School																						
							28	Teacher Work Day																						
							31	Memorial Day																						
School Days						171																								
Conference Exchange Days						2																								
Professional Development						7																								
Teacher In Service Days						1																								
Total Days						184																								

BOE Approved: 7/9/20

- *The Face to Face (In Person) learning and Remote (Online) learning options will begin October 20, 2020.
- **Teachers and Staff will have professional development, planning, and implementation of these new plans on October 14, 15, and 16, 2020.
- ***A Parent Choice Form has been sent out and is due Monday, October 5, 2020. This must be completed as it will drive our building plans and schedules. Not completing the form may lock you out of one of the options.
- ****As the students are scheduled into learning programs, there may be different teachers assigned to your student(s).

Pandemic Plan



Talawanda School District

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TALAWANDA EMPOWERS!

Talawanda School District 2020-21 SY Plan

The following information will provide you with some of the procedures and requirements that we will put in place to open our schools for the 2020-21 school year. We will follow any changes made by the Governor, Ohio Department of Education, or Butler County Health Department.

We will open our schools for all students PreK-12 according to our calendar. We will provide a second option (remote online learning) for those students who are unable to attend.

OUR GOAL: To provide parents and families with the best learning options during this COVID-19 pandemic as possible.

The Talawanda School District needs to partner with our families, students, and community during this unprecedented time. There will be risk to have students come back to our buildings for In Person learning. We will offer an online option for those families/students who cannot return.

Keeping our buildings open will require all of us to work together. We need to do all we can to ensure COVID19 does not spread. The wearing of masks, increased hygiene and cleaning, social distancing, keeping students and staff at home when ill, and our partnership will help us achieve this goal.

Please note: Talawanda will be implementing 2 learning programs in October 2020. **Students who will return for in person learning will start on October 20, 2020.** Staff will meet for 3 days the previous week for professional development, training, and planning purposes in order to be ready to re-open.

PREFACE: All Ohio schools were closed for the remainder of the school calendar beginning on March 10, 2020, by order of the Governor and State Health Commissioner in response to the COVID-19 pandemic. In early June, little guidance was available from the Ohio Department of Education regarding guidelines for school re-opening for the 2020-21 school year. The Butler County superintendents have met to develop a plan with common agreements, as well as meet the unique differences between each district. The Health Department has also been involved in our planning. Like all other districts, the Talawanda School District has submitted our plan to the Health Department and Ohio Department of Education.

These general principles will guide each school district as they move forward with reopening schools throughout Butler County:

1. Each school district will implement recommended safety protocols to the highest degree possible.
2. Each school district will work closely with the Butler County Health Department to promote safety in each school building.
3. Each school district will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities.
4. School districts recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.

Six Health Department principles common to all Butler County public school districts:

Guiding Principles for Schools During the COVID-19 Pandemic

- **Distance:** As much social distancing as possible (6 Feet when possible).
- **Time:** Spend as little time close together as possible. Minimize visitors.
- **Hygiene:** Keep hands clean with frequent washing and hand sanitizer
- **Cleaning:** Clean surfaces often, between people
- **Face Coverings:** Keep nose and mouth secretions to yourself by wearing face coverings
- **Screen:** Check daily temperatures, and do symptom (wellness) checks for those working/entering building

1. Option: Face to Face School or In Person

- a. As much social distancing as possible on the bus and at school. Please recognize that buses and classrooms are small and prohibit 6-feet of social distancing.
- b. Increased cleaning of schools and buses.
- c. Employees will wear masks. Medical exemptions will be granted.
- d. ALL students will wear masks at school and on the bus. Masks must be appropriate and follow all policies and Code of Conduct. Exemptions will be made by administrators if a student has a documented need. Families will need to contact the administrators if a child has a documented need.
- e. Plan approved by Butler Health Department and meets ODE, City, Townships, and Governor's requirements.
- f. Professional Development for staff on COVID19, expectations, and cleaning.
- g. No visitors allowed unless the administration approves.
- h. Daily wellness checks of students and staff at home before coming to school.
- i. Staff and students who are sick are not to come to school.
- j. Sanitizer provided at school with increased emphasis on hand-washing and not touching face.
- k. Individual building procedures to maximize safety, health, and welfare of both students and staff while providing outstanding education.
- l. School Administrators will continue to monitor athletics and extracurriculars. Based upon conditions, decisions will be made for the rest of the school year.
- m. Not allowing facility rentals or usage unless administrator approval is gained.
- n. Field trips and other excursions to be limited or prohibited. Administration to make final decisions.
- o. Lunches in the cafeteria will maximize social distancing as much as possible. Lunches will look different. Each building will develop its own lunch process based upon space and needs.
- p. HVAC systems and filters are monitored consistently to ensure adequate air flow.
- q. We will continue to monitor the situation and make changes are needed or required.

r. Students who refuse to comply with procedures, wearing of masks, and other requirements may be subject to disciplinary action ***and possibly assigned to remote learning.***

s. Students will need to bring their own water bottle filled with water each day.

2. Option: Online

a. Students who can't or won't return to school will be offered this option.

b. Students will work at home.

c. Talawanda will continue to provide the computer or IPAD for online learning (hot spot if needed).

d. More details will come about this option, programs to be used, and expectations for the online option.

e. Talawanda teachers will provide as much of the teaching as possible. An online platform such as Edmentum may need to be used to provide instruction. More information will come on this soon.

**Special Education and 504 Services will be provided as outlined in each student's individual plans for both of these plans. If you have questions, please contact your child(ren)'s special education teacher or case manager.*

Please have a back up plan in case Talawanda School District would need to close classroom(s), building(s), or the district.

Our plan will need our families, students, and staff to work together to stop the spread of COVID-19 and keep our buildings open and operational. We need your support.

The Board also approved that all students and staff will wear masks on the bus as well as at school

Open enrolled students will NOT be provided transportation.

Communications when a student/staff member has been diagnosed with a COVID 19 positive case:

Talawanda staff is required to report diagnosis and we will maintain confidentiality as required by law. Personal information including names of students/staff will not be shared with the parents and community if the person tested positive for COVID-19.

Communication will be developed with the Health Department's involvement. A common template will be communicated to include the following:

- Specify to parents which classroom the confirmed case was in (ex. Mr. Smith).
- Symptoms to watch for.
- Direction to contact your doctor immediately if symptoms develop or take your child to the nearest care center.
- You will also be notified directly if your child will need to quarantine for 14 days by the health department.
- Other Information as needed.

More generalized statements to the building staff will be made.

- The school district is cooperating with the Health Department's work in social tracing.
- A 10-day quarantine will be required of any student who tests positive with COVID-19 and a 14 day quarantine for anyone who is determined to have "exposure" as determined by the Health Department.
- The Butler County Health Department will provide information and support for the school district to use in the letter. It will explain/define what is considered "exposure" to COVID-19 that will result in quarantine.
- Other information as needed.

Parents/Family Members: If at any time during the school year, your child or family member or people you live with or have direct contact with tests positive for COVID-19, *we need you to notify your building administrator or secretary as soon as possible.* This will allow us the ability to plan and ensure a safe building and classroom.

Temperature and Wellness Checks:

We need your partnership in this area.

Families will need to check their child(ren) daily. Students must be well. Any student with an illness, not feeling well, a fever (100 degrees or higher), or possessing COVID19 symptoms or other health issues need to stay home. We are using the 100 degree mark or higher.

We want to keep our buildings open. We want to ensure that we stop the COVID19 virus from getting into our buildings and causing us to shut down our schools. We know this is an inconvenience to our families by having students stay home. Families and parents have to work. Please have a back up plan so your child(ren) may stay home when ill. The alternative, such as having the COVID19 virus spread within our schools, would end up being more of an inconvenience to our families/parents if we had to shut down for extended periods or to close for the year. Please help us keep our buildings open. We know face to face or in person instruction is the best method.

Student Health Issues that are NOT COVID-19 Related: *It is imperative that the families and Talawanda staff jointly work together to reduce and eliminate the chance for COVID-19 to enter and spread within our buildings. If your child is ill, please keep your child home. We know this is an*

inconvenience to families. However, if the illness is COVID-19, we all may be more inconvenienced by having a classroom, building, and/or district closed for 14 days or more. We may not know the difference between the flu or other illness so we must take precautions and keep students home who are ill. We want to keep our schools operational. Thank you for your cooperation.

Possible Student COVID-19:

- Students are not to return to school until they are fever free for 72 hours (3 Full Days) without any medication to lower the fever, **AND** showing no signs of other symptoms for 72 hours (3 Full Days), **OR** at least ten days have passed since the original symptoms started if COVID related or possibly COVID related.

*If a medical diagnosis is provided by a physician and it is not COVID related, students may return when there is no fever for 72 hours (3 Full Days), and the student must be symptom free, or an alternative diagnosis from a physician is supplied, or a negative COVID test is supplied.

- Temperatures must be checked prior to returning to school.
- If a student tests positive for COVID-19, they and their families will be quarantined for 10-14 days. The Butler County Health Department (with help from TSD) will perform all contact tracing. BCHD will determine when or if a quarantine or isolation is needed.
- If it is COVID-19, the Health Department will determine when students and staff may return to school.
- To return to school the child must be transported to school by the parent and must be checked by the school nurse.

Student Illness at School During the School Day:

- Talawanda nurses will treat all students. Parents/Family Members will be contacted pending illness and treatment.
- Students with symptoms and/or fever will be isolated in a monitored care room.
- Students with fevers or other symptoms will be required to wear their mask until the student is picked up from school by the parent/guardian.

Parents/Family Members will be required to pick up their child immediately.

Procedures for a possible COVID-19 case

- If a student presents at school with possible symptoms, the student will be sent to a monitored care room for isolation and have limited contact.
- District/School nurse or staff will conduct a health screening.
- Parents/Guardians will be notified to pick up their child immediately.
- Parents/Guardians should notify their pediatrician office immediately and follow their instructions.
- Districts/Schools will notify the Health Department .
- If the student tests positive for COVID-19, the parent must notify the District/School and school and health department will assist in any unmet needs.

- Districts/Schools will work with the Health Department to determine how/when students may return to school.
- If the student tests negative for COVID-19:
 - Students must be fever free (without medication) for 72 hours.
 - Students must be free of any symptom of an illness that can be spread to others.
- The Health Department will conduct contact tracing for ALL positive COVID-19 cases.
- The Health Department will determine when staff or students may return to school.

If a student or staff member has a family member (living in the same house) that has tested positive for COVID-19 or has been advised by a physician or Butler Co. Health Dept. official to self-quarantine due to COVID-19:

- Students and staff may not enter the school building.
 - Students who do not have symptoms may work at home or make up the work when they are well. Same procedure for when students are absent for short or long term.
- Staff members will notify the principal or immediate supervisor. Parents must contact the school.
- The District/School will work with the Health Department to support students and staff members with any unmet needs.
- The Health Department will provide guidance as to when the student or staff may return to work.

Possible Symptoms of COVID-19:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have 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

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

Staff Health Issues that are NOT COVID-19 Related:

- Staff should do a wellness check each day before school.
- Staff will go home/not come to school if there are any COVID-19 symptoms or a fever.

Possible Staff COVID-19:

Staff are not to return to school with temperatures greater than 100 degrees for 72 hours (3 Full Days) without any medication to lower the fever, **AND** improvement of all other symptoms for 72 hours (3 Full Days), **OR** at least ten days have passed since the original symptoms started if COVID related or possibly COVID related.

*If a medical diagnosis is provided and it is not COVID related, students may return when there is no fever for 72 hours (3 Full Days) and symptom free.

- Temperatures and wellness checks should be conducted prior to coming to school..
*If a staff tests positive for COVID-19, they and their families will be quarantined for 10-14 days. The Health Department (with help from TSD) will perform all contact tracing.
- Staff will be required to wear masks in common areas such as hallways, cafeteria, playground, workroom, and when the staff member is less than 6 feet apart from a student or staff member.

If a staff member presents with possible symptoms BEFORE school:

- The staff member will notify the principal or immediate supervisor of illness.
- The staff member will stay home and not come to school.
- The staff member will notify their primary physician office and follow their instructions.
- The District/School will notify the Health Department.
- If it is COVID19, the Health Department will determine when students and staff may return.

If a staff member presents with possible symptoms DURING school:

- The staff member will notify the principal or immediate supervisor.
- The staff member will leave the school.
- The staff member will notify their primary physician office and follow their instructions.
- The District/School will notify the Health Department.
- The Health Department will determine when students and staff may return.
- Administrator will arrange coverage of students, classrooms, or other areas/duties.

If the staff member tests positive for COVID-19, the Health Department will notify the District/School and assist in any unmet needs.

- Districts/Schools will work with the Health Department to determine how/when staff members may return to school.
- The Health Department will (with help from TSD) conduct contact tracing for ALL positive COVID-19 cases.
- The Health Department will determine when students and staff may return.

If a student or staff member has a family member (living in the same house) that has tested positive for COVID-19 or has been advised or ordered by a physician or Health Department official to self-quarantine due to COVID-19:

- Students and staff may not enter the school building.

- Students may work from home or make up work as usual with an absence.
- Staff members will notify the principal or immediate supervisor.
- The District/School will work with the Health Department to support students and staff members with any unmet needs.
- The Health Department will determine when students and staff may return.

Food Service:

- Talawanda will offer food service. Logistics will be determined by each building in compliance with Health Department based on:
 - Limiting capacity as much as possible while providing as much social distance as possible.
 - Limiting to having no self-service.
 - Individual condiments.
 - Having less student contact with food items as much as possible.
- Encourage students to social distance within the cafeteria.
- Tables will be wiped down between lunch groups.
- Parties will not be allowed.
- Qualified meals will be free through December 31, 2020.
- Meals will be provided to remote students at designated times and locations.

Classroom Occupancy and Information:

- Students will sit as far apart as possible. In most classrooms 6 feet of social distancing between desks *will not* occur due to the limited sizes of the classrooms. Most students will be spread apart 2 to 3 feet within a classroom. This will be based upon the size of the classroom and also instruction needed. Some students will require 1:1 or small group instruction.
- Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible.
- Face coverings are **REQUIRED** for all students.
- School employees will be **REQUIRED** to use a face covering when they are within six feet of students.
- Mask breaks will be possible and determined by the teacher when safety can be assured.
- Talawanda will provide 1 mask per student and staff. Students and staff may purchase their own masks.
- Individual buildings will develop and implement their safety procedures and protocols.
- Students will be encouraged to maintain social distancing at all times.
- Due to having students and staff return, it is not possible to guarantee that COVID-19 won't spread. We need everyone to partner with us to make our schools as safe as possible. We encourage all students to wear masks.
- Talawanda will have the classrooms cleaned every evening.

Building and Space Issues during COVID-19:

- Lounges and workrooms will have limited occupancy to being closed.

- No more than 2-3 staff members at a time will be allowed to work in the areas to limit contact.
- Staff will eat lunches in their classrooms or other areas while maintaining social distancing of 6 feet
- Staff will attempt to minimize the amount of people in meetings and gatherings (i.e. can utilize Google Hangout or Zoom meetings)
- There will not be any large group gatherings or assemblies.

Remote Online Learning or In Person Learning:

- Talawanda will offer remote learning for parents who do not wish to or can't send their child to school.
- Parents may choose one of these two options:
 1. Send their child to school (assume some level of risk); or
 2. Agree to remote online learning from home.

Note: Students will not be permitted to come in and out of remote learning. Students will be provided an opportunity to change at the beginning of the second semester (for the entire second semester). Students will need to stay in the online platform until the end of the second quarter before being able to change. Administrators need to be contacted at least 5-10 days in advance (at the end of the quarter) if the student will be changing options. Administrators will work with students on final decisions.

Visitors/Volunteers/Lunches/Parties with Students:

- Talawanda School District will not allow visitors, volunteers, lunches with students, and parties. Principals and administration will make all final decisions.
 - Visitors are discouraged from being in school district facilities. However, we know there will be times where a visitor will need to come for an IEP or 504 meeting.
 - Safety protocols such as wellness checks will be implemented for all visitors.
- Conducting a visitor health screening checklist (Appendix A & Appendix B) will be done for any visitor.
- Substitute teachers will be trained on District/School Safety procedures and will be expected to follow all current safety procedures implemented by the District/School.
- Parties will not be allowed.

***Any adult in the building MUST wear a mask unless otherwise approved by administration.**

Transportation

- Talawanda will allow two students per seat and in some instances three students if the children are younger and therefore smaller.
- We will attempt to seat siblings together.
- Seating charts are recommended to assist with contact tracing if that is needed.
- Face masks are **REQUIRED** for drivers and **REQUIRED** for students.
- In the event state policies require school districts to use alternative schedules, Talawanda may adopt minimum requirements for transportation to reduce the number of students who are eligible

for school district transportation.

- Buses will be cleaned at least two times a day (during break and at the end of the day to prepare the bus for the next day's trips).
- Students will **not** be allowed to change buses. Parents/Families will need to establish one pick up and one drop off location. We need to lower the number of students coming into contact with each other as much as possible. We also need to know students on each bus in case contact tracing is needed. We need and want to keep all of our students safe.
- ***Open Enrolled students will NOT be provided bus transportation.***

Typical School Day (DRAFT EXAMPLE):

- Students will be **REQUIRED** to wear masks. Keeping students and staff safe is the highest priority. Keeping the COVID-19 virus out of the classroom, bus, and building will keep our classrooms, buildings, and district open. This is a partnership between families, students, and staff. Any illness brought into our district could result in the district/building/classroom closing that results in online instruction. We believe and know FACE to FACE or In Person instruction is the best. Help us keep our buildings and district open.
- Students will limit movement in their classroom during the day and avoid moving around unless necessary.
- Staff will limit movement within the building as much as possible.
- Procedures to move within the building will be established and shared with students.
- Frequently clean high touch areas throughout the school day:
 - Stair handrails
 - Door handles
 - Counters (especially in labs)
 - Desks
 - Tables
 - Chairs
 - Bathrooms
 - Computers (if shared)
 - Books (if shared)
- Cleaning classroom desks and chairs when a new group of students or teacher will be using the room:
 - Students, teachers, staff, and custodians will be asked to clean their own areas before leaving the classroom, work station, or area.
- Extra cleaning after the school day will be done by our custodians to prepare the environment for the next school day.
- Students will be provided with one desk shield. Students will assist in the cleaning.
- Staff will limit community supplies and equipment (library books, lab equipment) as much as possible.
- Consistent use of current cleaning products approved by our district that meet COVID-19 recommendations.

Recess:

- Talawanda School District will make every effort to maintain consistency with other safety procedures.
- This may mean that districts will limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- We will work toward “structured” recess activities such as nature walks that limit students’ physical contact with others.
- Students must sanitize their hands after recess.
- Parents may “opt out” of recess.
 - *There is a risk for students to participate in recess*

Field Trips:

Talawanda will not have any field trips unless specifically approved by the Superintendent or designee.

Athletics and ExtraCurricular Activities:

OHSAA, the Governor, Health Department, and district will provide guidance and recommendations. TSD will follow all required recommendations. Decisions may change throughout the school year. The plan will be to allow activities that meet the criteria established. Social distancing and sanitation will be emphasized. The administration and Athletic Director will make the final decisions.

Student Athletes and Coaches will be required to complete wellness checks. Student Athletes and Coaches will not participate if the student athlete or coach is ill or not well.

Student Athletes and Coaches will need to report COVID19 symptoms or a COVID diagnosis to both the Talawanda School District and the Butler County Health Department.

- Contact will be permitted, but athletes and coaches must maintain 6 feet distance from each other whenever possible and as permitted by the nature of the sport or drill.
- Athletes may not gather in large groups prior to or after practices.
- Every athlete and coach will be encouraged to hand sanitizer as well as follow all hygiene protocols at all times..
- Athletes must bring their own water bottle with their name clearly marked. The water fountains have been turned off. Water will not be provided by the school.
- Locker rooms may not be available. A small bag is permitted to carry items needed for training. All personal items must be taken home and cleaned daily. Athletes must disinfect the equipment after every use.
- Coaches will wear masks.
- Student Athletes will wear masks when it is safe and workouts are not being conducted
- No spitting, eating seeds or chewing gum during practices and workouts.
- Vulnerable individuals should not participate in any practices or workouts.

In addition, we will continue to enforce these general guidelines related to our facilities:

- General cleaning and disinfecting will take place daily and in between practices.
- Weight Room equipment will continue to be sanitized after every use. Wipes will be available.
- Sanitation stations will be available at the entry to each facility or practice space. Stations will include hand sanitizer, masks on an ‘as need’ basis, and disinfecting wipes.
- Wherever possible, traffic patterns for entry, exit, and during training sessions will be established to help maximize social distancing.
- Alumni are not permitted to participate in practices or use school facilities at this time.
- Spectators will be limited. Administration will determine the plan.

Thank you for your time. We want to keep all students safe. We know face to face classroom education is the best and most important. While there will be no guarantee to stop COVID-19 from entering our buildings and possibly infecting our students and staff, we will do our best to ensure a safe environment as recommended by our Health Department.

Maintenance:

1. Maintenance Department will check and maintain HVAC systems and filter changes to include infra-red air filters and modified handling devices for HVAC systems to ensure increased air circulation and cleaner bacteria-free air flows throughout the school buildings
2. Custodian and Maintenance staff will be trained on COVID-19 procedures and cleaning schedules.

Facilities Use:

Due to the need to keep Talawanda safe and clean, our facilities will limit or prohibit all extra curricular activities and rentals. Any use of or facilities including rentals by outside agencies need to be approved by administration with the guarantee that COVID19 procedures and protocols will be adhered to during the usage. We will review the use of the facilities and will adjust this based upon the Governor, OHSAA, Butler Health Department, City of Oxford, Board of Education, ODE, OHSAA, and other agencies. While an initial acceptance to rent or use our facilities, Talawanda School District may alter, change, or end the facility usage at any time. Spectators will be limited. Talawanda Administration will determine.

Plans Are Subject to Change by TSD:

All of these terms may change pending what occurs with the COVID-19 pandemic. We will notify you of any changes. We will do our best to keep your child safe. There are no guarantees that COVID-19 will not spread. We need your partnership to limit the possibility of the COVID-19 spread.

APPENDIX A

Visitor and Employee Health Screening Checklist

This health screening will be conducted each time employees or visitors enter the building.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please check off if you have any of the following symptoms:

Do you have:

*Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have 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

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

If you checked off any of the following symptoms, please leave immediately and contact us through phone or email.

Name

Date

APPENDIX B

COVID-19 Employee/Visitor Sign-In Sheet

Symptoms: 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				
Date (MM/DD/YR)	Employee/Visitor Name (printed)	Body Temperature over 100.3 (YES OR NO)	COVID-19 Symptoms (YES OR NO)	Signature (Initials)

If you answer 'Yes' to either Health Check Questions, please leave immediately and contact us through Phone or Email.