

**Skiatook Public Schools**

**RETURN-TO-LEARN  
PLAN**

*IN RESPONSE TO COVID-19*

## **INTRODUCTION**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and State and County Health Departments. Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state and local agencies.

## **GUIDING PRINCIPLES**

In order to ensure the continued well- being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

# SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

## PHASES OF OPERATION

Information and direction about the phases of school operations will be available to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

	Green Phase	Yellow Phase	Orange Level 1	Orange Level 2	Red Phase
State and/or Local Health Authorities Recommendation	Recommended Mitigation Required (Mask Recommended)	COVID-19 Recommended Mitigation Measures (Mask Required)*	Enhanced Recommended Mitigation Measures (Mask Required)*	School Building Closure	School Building Closure
School Operations	Recommended Mitigation Required	COVID-19 Mitigation Measures in Place	Enhanced Mitigation Measures	Distance Learning Day (School Building is Closed)	Distance Learning Day (School Building is Closed)
School Attendance Questionnaire Prior to School Building Entry	Required	Required	Required	Required for Teachers Entering Building to Conduct Distance Learning	Required for Teachers Entering Building to Conduct Distance Learning
Extracurricular Activities	Allowed	Allowed (limited gatherings, assemblies, events)	Not Permitted Unless Social Distancing Can Be Observed	Not Permitted	Not Permitted
Campus Visitors	Limited	Restricted	Restricted	Restricted	Restricted
<p>*Masks are required for students Grades 4<sup>th</sup> through 12<sup>th</sup> and all employees (medical exceptions requiring a doctor's note allowed). Students in grades PK-3 will also wear masks, but can remove their masks if they're with their cohort. When masks are required there may be times that masks are not appropriate for essential learning.</p>					

## OKLAHOMA STATE DEPARTMENT OF EDUCATION COVID-19 ALERT SYSTEM

The Oklahoma State Department of Health (OSDH) has color coded the state map by county in green, yellow, orange and red (<https://coronavirus.health.ok.gov/covid-19-alert-system>). Green is the lowest zone; yellow is a caution zone; orange is the danger zone; and red is an emergency zone. The Oklahoma State Department of Education will follow the OSDH map.

- Green is the lowest zone of COVID-19 active cases (less than 1.43 cases per 100,000 people). In the green zone, there is no requirement to wear masks in schools.

## Skiatook Schools

- In the yellow caution zone (1.43 to 14.39 cases per 100,000 people), students in grades 4-12, all staff and school visitors will wear masks. Students in grades PK-3 will also wear masks, but can remove their masks if they're with their cohort.
- Orange is divided into two parts.
  - Orange level 1 (14.39-25 cases per 100,000 people) is nearing the danger zone. Masks are required, and the district must prepare to transition to distance learning. No extracurricular activities are permitted unless social distancing can be observed.
  - In orange level 2 (25-50 cases per 100,000 people), the district must transition to distance learning, although 25% of students may be in school buildings. This 25% would cover students with special needs and others who must be there in person to facilitate learning. There is a mask requirement in school buildings. No extracurricular activities are permitted.
- In the red zone (greater than 50 cases per 100,000 people), all restrictions from orange level 2 continue in place, except that only 15% of students can be in school buildings.
- Teachers are expected to be in school buildings whatever the color zone – green, yellow, orange, or red.
- OSDH will update its county map weekly by color. So, districts may be in a different color zone from one week to the next.
- Due to the fact that the large majority of Skiatook Public Schools students reside in Osage County, the school will follow OSDH recommendations for Osage County.

## EMPLOYEE AND STUDENT SAFETY

### TRAVEL RESTRICTIONS

Skiatook Schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by principals, supervisors or the office of the Superintendent.

### STUDENT & EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening, School Attendance Questionnaire, which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

1. Fever of 100 degrees or more
2. New loss of taste or smell, nausea or vomiting, or diarrhea
3. Experiencing two or more of the following:
  - Chills
  - Cough
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Congestion or runny nose

4. Experiencing ANY of the Emergency Warning Symptoms of COVID-19: (Seek medical care immediately)
  - Shortness of breath or difficulty breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face
5. You had or think you have COVID-19
6. Tested positive for COVID-19
7. Known close contact with a person who is lab confirmed to have COVID-19

The School Attendance Questionnaire will be completed by all students and employees before arriving at school and/or getting on a school bus. By sending your child to school, you are representing to the School District that the answer to each of these questions is “NO.”

If the answer to any of these questions is “YES,” YOU SHOULD REMAIN AT HOME and you should contact the attendance clerk at the school site by phone or email. Please mention the COVID-19 School Attendance Questionnaire when you call into the school office. Students remaining home as a result of COVID-19 concerns will not be penalized regarding absences. Assignments, tests, or other school work can be made up by arrangement with teachers.

If your answer to Question 5, 6, OR 7 is “YES,” please contact your physician and the county health department in which you reside for specific guidance on the criteria to be met before your child returns to school.

Tulsa County Health Department (918-582-9355)

Osage County Health Department (918-287-3740)

All screening information will be kept confidential by Administration and the district nurse. **HANDOUT: School Attendance Questionnaire** (Appendix I)

## **EMPLOYEE HEALTH PROTOCOL**

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact administration. You may be asked to submit a healthcare provider’s note before returning to work.

### **Guidance if Positive**

Individuals who believe or know they had COVID-19, and have had symptoms, may not be around others until all the following conditions have been met:

- 3 days with no fever
- Symptoms improved
- 10 days since symptoms first appeared

Individuals who have tested positive for COVID-19, but have had no symptoms, may not be around others until:

- 10 days have passed since being tested

## **Guidance if Exposed**

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

### **Definition of Exposure**

According to CDC Guidelines, exposure is defined as an individual who has had close contact (<6 feet) with a COVID-19 positive or COVID-19 symptomatic person for greater than 15 minutes.

### **What to do if Exposed**

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
  - a. Your healthcare provider
  - b. Skiatook Public School's nurse at your site
  - c. Your supervisor
3. Your supervisor will work with the school nurse and superintendent or his/her designee to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

### **When Can an Exposed Employee Return to Work?**

Individuals who have had close contact with someone who has tested positive for COVID-19 may not be around others until:

- 14 days after exposure or provide a negative test (8 days after the date of exposure).

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Skiatook Public School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Please try to remain on the right side of the hallway while passing throughout the school buildings in order to maintain the social distancing requirement of 6 feet. Floor markings may be provided as needed.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meet-ups and visiting should be avoided.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**Face Shields:** Face shields may be used instead of face masks to allow students to observe the facial expressions of teachers during instruction.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## PERSONAL WORKSPACE/CLASSROOM

Skiatook Public Schools staff will clean and sanitize on a regular basis. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

## SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Skiatook Public Schools has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The school district Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– Skiatook Public Schools will be monitoring the number of employees in the offices while the risk of infection exists. If there are a number of people in the office area please wait outside or return at another time.

**Conference Rooms**– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are encouraged to use Zoom as a virtual option even for employees in the office or school.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces may be used on a limited basis. Please maintain social distancing while in these areas and avoid large numbers. The use of a mask is encouraged in these areas.

**Copy Room** – Social distancing will need to be observed while in the copy room. The use of masks may be required dependent on COVID-19 mitigation phase while in these types of areas.

## FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	At least 3 times a week
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Daily
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	Daily

<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups
---------------------	--	---

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and administration. Notwithstanding the above, if there are peaks in the number of students or employees confirmed to have COVID-19 positive tests, in lieu of performing deep cleaning, sites or the school district may shut down for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

## SIGNAGE

Signage may be placed throughout the offices and school.

## FOOD DELIVERY

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space.

## PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee screening

## BUS DRIVERS/BUS PROTOCOLS

Bus drivers or transportation staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. This includes morning and afternoon routes

## COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the Suspected COVID-19 Case Form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **HANDOUT: Suspected COVID-19 Case Form** (Appendix II) and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the superintendent.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

## LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

## VISITORS ON CAMPUS

During Yellow Phase and Orange Phase of our return to school plan, non-essential visitors will be not be allowed on campus. The safety of our staff and students remains the district's primary concern. Essential visitors will be asked to complete a School Attendance Questionnaire and will follow the same safety

protocol of district employees. Participation is important to help us take precautionary measures to protect you and everyone in the building.

## **CAFETERIA AND MEAL PERIODS**

Students will be asked to maintain social distancing during lunch periods. There will be specific seating arrangements at each school site. Students are required to wear masks while in any area in which social distancing cannot be accomplished.

Skiatook Public Schools will use disposable food service items.

## **MODIFIED ARRANGEMENTS**

Space seating/desks at least 6 feet apart when feasible.

There are several factors to determine on setting up the arrangement for each school and classroom. Staff and administrators will make the final determination on how each unique classroom will be set up. Our goal is to keep students and staff as safe as possible. Social distancing guidelines will be used to make these safety arrangement decisions.

Create distance between children on school buses when possible. Social distancing on most bus routes will not be possible. All students will be required to wear a mask while riding on buses (medical exceptions allowed) . Parents are encouraged to bring their students to school if they are concerned about the number of students riding a bus.

## **TRANSPORTATION CHECKLISTS**

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are required to wear masks or face shields while students are on the bus. **HANDOUT: TRANSPORTATION SANITATION CHECKLIST** (Appendix III)

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

Skiatook Schools provides access to Social-Emotional Learning and Mental Health supports for students by offering access to mental health counselors, behavior health aids, and individuals within systems of care at each of our school sites. Mental health counselors are embedded within the school district and mental health services are available both in-person and virtually. An ongoing reporting protocol allows assessment, student protective factors, counseling, support with social-emotional learning, and routine and regular communication with families and caregivers. Direct channels of communication are in place to ensure referrals and responses are timely and meet the identified needs. Skiatook Schools has a crisis response team that is available when needed. Resources and information are available for staff self-care, as well.

## STAFF TRAINING

### 1. **First Day Training/Orientation**

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols and employees must complete the School Attendance Questionnaire prior to attending the professional development.

### 2. **Cleaning Crew Protocols**

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Disinfection Measures
4. Transportation
5. Isolation protocols
6. On site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocol

## COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. Google Classroom

## SECTION II. COVID-19 SCHOOL CLOSURE DISTANCE LEARNING

### RECEIVING AND RETURNING STUDENT WORK IF DISTRICT OR SCHOOL SITE CLOSURES DUE TO COVID-19

In the event that the school has to close in 2020-2021 school year, we will follow the guidelines below for receiving and returning student work. Instruction will still occur in the event of a school closure due to COVID-19 through Distance Learning. Students are expected to perform school work during COVID-19 Distance Learning days to receive credit for attendance on the day. The district will follow the calendar in Appendix IV.

If the family is able to access the internet effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by Skiatook Public Schools staff for mitigating the risk that COVID-19 is spread while still ensuring instructional support for our students.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

#### **DISTANCE LEARNING ONLINE INSTRUCTION**

1. Your student will utilize Google Classroom during instruction throughout the entire school year. This will allow the student to be comfortable with the online, distance learning they will utilize in the event of a school closure due to COVID-19. During a COVID-19 school closure, distance learning virtual education will still occur. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc).

#### **DISTANCE LEARNING PAPER SOLUTION DUE TO LACK OF CONNECTIVITY**

##### Packet Parent Pick-up

Packets may be picked up at designated sites at each building site.

##### Packet Return

In the event that the parent needs to drop off the packet, Skiatook Public Schools will establish a drop-off location. A clearly marked bin or designated drop off location will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." Wait 24 hours after a drop off cycle before beginning to open the packets.

## SECTION III: ENROLLMENT OPTIONS

### ENROLLMENT OPTIONS:

Skiatook Public Schools is offering two enrollment options for the 2020-21 school year. Students can participate in a traditional classroom setting or participate in the Skiatook Virtual Academy. All students are automatically enrolled in the Traditional Classroom setting. Students interested in the Skiatook Virtual Academy need to contact the principal to obtain an application. All Skiatook Virtual Academy students are expected to remain in the academy for a semester.

#### **Option 1:** Traditional Classroom Setting

- Learning Environment: Traditional classroom utilizing Google Classroom. Students and teachers will be prepared to switch to Distance Learning if needed.
- Remain a Skiatook student: In-person learning opportunities supplemented with technology to ensure student engagement.
- Instructional support for all students, including Special Services, ELL, 504.
- Communication between teacher and parent with regular updates and social interaction with peers and staff to prepare to live in a connected world.
- Access to counselors, mental health professionals, and support.
- Online access to student grades.
- All students are automatically enrolled in Option 1.

#### **Option 2:** Skiatook Virtual Academy

- Learning Environment: Online platform utilizing Edgenuity and/or Google Classroom (dependent on grade level).
- The parent is the learning coach and responsible for managing your child's academic success with support from a Skiatook teacher.
- Communication between teacher and parent with regular updates.
- Instructional support for all students, including Special Services, ELL, 504. An individual with a disability enrolled in Skiatook Virtual Academy will have the student team meet to determine specific according to the individual plan. A variety of methods may be used to meet the identified need that will provide equitable services to the student.
- Access to counselors, mental health professionals, and support.
- Access to Child Nutrition services.
- Online access to student grades.
- Contact your building principal for Option 2.

## Section IV: PLAN FLUIDITY

**Due to the fluid nature of COVID-19 statistics, this Return to Learn plan is subject to change.**

Skiatook Public Schools will start the 2020-21 school year in the Yellow Phase with masks required and COVID-19 mitigation measures in place. Skiatook Public Schools staff will work with state and local health authorities throughout the school year to manage school mitigation strategies.

Appendix I

**Skiatook Public Schools**  
**Daily COVID-19 School Attendance Questionnaire**

In an effort to prevent possible exposure of staff and students to COVID-19, you are requested to review the following questions each morning and PRIOR to your child riding a school bus or entering school.

1. Does your child have a fever of 100 degrees<sup>1</sup> or more?
2. Is your child experiencing (a) a new loss of taste or smell, (b) nausea or vomiting, OR (c) diarrhea?
3. Is your child experiencing two or more of the following symptoms of COVID-19?
  - Chills
  - Cough
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Congestion or runny nose
4. Is your child experiencing **ANY** of the **Emergency Warning Symptoms** of COVID-19?
  - Shortness of breath or difficulty breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face
5. Has your child had, or do you think your child has, COVID-19?
6. Has your child tested positive for COVID-19?
7. Has your child been around a person with COVID-19?

If the answer to any of these questions is "YES," **YOUR CHILD SHOULD REMAIN AT HOME** and you should contact the attendance clerk at your child's school by phone or email. Students remaining home as a result of COVID-19 concerns will not be penalized regarding absences. Assignments, tests, or other school work can be made up by arrangement with teachers.

If your child is showing any of the **Emergency Warning Signs** listed in Question 4, **seek emergency medical care immediately.**

If your answer to Question 5, 6, OR 7 is "YES," please contact your physician and the Noble County Health Department (580-336-2257) for specific guidance on the criteria to be met before your child returns to school.

<sup>1</sup> This temperature is set per the OSDE *Return to Learn Oklahoma*, June 2020.

**By sending your child to school, you are representing to the School District that the answer to each of these questions is "NO."**

Appendix II

**SKIATOOK PUBLIC SCHOOLS  
EMPLOYEES/STUDENTS PRESENTING SYMPTOMS**

**Name:**

**Date:**

\_\_\_ Employee \_\_\_ Student

**Location in District:**

**Symptoms noticed:**

- Temperature 100 or higher
- Shortness of breath, difficulty breathing
- Cough
- Running nose
- Sneezing
- Muscle Pain
- Tiredness

**Additional Notes:**

**Time of fever or onset of symptoms:**

**Time of isolation:**

**Where is patient being referred to:**

**Reporter Name/Title:**



Appendix III

## SKIATOOK PUBLIC SCHOOLS TRANSPORTATION SANITATION CHECKLIST

BUS DRIVER CHECKLIST				
BUS #: _____				
WEEKLY LOG: _____ TO _____				
	TASK		NOTES, if needed	DATE
	YES	NO		
Is there antibacterial gel?				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Aisle				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Stairs				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Upper Rail				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Seats & Armrests				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
DRIVER RESPONSIBLE				
SIGNATURE: _____				

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are required to wear masks when students are on the bus.

# Skiatook Public Schools

## 2020-2021 School Calendar

AUGUST 2020							
Su	M	T	W	Th	F	S	
	2	3	4	5	6	7	1/8
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

SEPTEMBER 2020							
Su	M	T	W	Th	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER 2020							
Su	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER 2020							
Su	M	T	W	Th	F	S	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

DECEMBER 2020							
Su	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JANUARY 2021							
Su	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24/31	25	26	27	28	29	30	

FEBRUARY 2021							
Su	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

MARCH 2021							
Su	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

APRIL 2021							
Su	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY 2021							
Su	M	T	W	Th	F	S	
	2	3	4	5	6	7	1/8
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

New Student Enrollment.....	July 30
New Teacher Training.....	Aug 6-7
Professional Days.....	Aug 10-12
First Day of School.....	Aug 13
Labor Day.....	Sept 7
Elementary & Secondary Parent/Teacher Conf.....	Oct 6
End of 1st Grading Qtr.....	Oct 14
Fall Break.....	Oct 15-16
Start of 2nd Qtr.....	Oct 19
Elementary Parent/Teacher Conference.....	Oct 22
Secondary Parent/Teacher Conference.....	Nov 10
Thanksgiving Break/Compensatory Day.....	Nov 23-27
End of 2nd Grading Qtr/1st Sem.....	Dec 18
Winter Break.....	Dec 21-Jan 1
Professional Days.....	Jan 4-5
Start of 3rd Qtr/2nd Sem.....	Jan 6
Martin Luther King Jr. Holiday.....	Jan 18
President's Day Holiday.....	Feb 15
Secondary Parent/Teacher Conference.....	Feb 18
Secondary Parent/Teacher Conference.....	Feb 23
Elementary Parent/Teacher Conference.....	Mar 4
Elementary Parent/Teacher Conference.....	Mar 9
End of 3rd Qtr.....	Mar 12
Spring Break.....	Mar 15-19
Start of 4th Qtr.....	Mar 22
Compensatory Day.....	Apr 2
Bad Weather/Holiday.....	May 7, 14
Last Day of School.....	May 21



Excellence in Action

SCHOOL USE ONLY					
Qtr	Dates	Days Taught	Compensatory	Prof Days	No School
1 <sup>st</sup>	Aug 10 - Oct 16	44	0	3	3
2 <sup>nd</sup>	Oct 29 - Jan 5	40	3	2	14
3 <sup>rd</sup>	Jan 6 - Mar 19	46	0	0	7
4 <sup>th</sup>	Mar 22 - May 21	43	1	0	2 (1 snow)
Total		174	4	5	26

Contingency Calendar	
(For school cancellations due to emergency and/or bad weather)	
If school is cancelled	School will be in session on the following snow days
1 day	May 7
2 days	May 7, May 14

- Legend**
- School not in session
  - Beginning of Quarter
  - End of Quarter
  - Elementary P/T Conferences 4pm-7pm
  - Secondary P/T Conf 4pm-7pm
  - Snow days (See contingency calendar)
  - Professional Days

BOE Approval Date: 2/10/2020