

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.

Determination of the Phase of Operation:

Oklahoma State Department of Health (OSDH) recommends that schools consider three factors when determining mitigation measures:

1. OSDH COVID-19 Alert System** (<https://coronavirus.health.ok.gov/covid-19-alert-system>).
2. Percent positivity on a county basis
3. Test uptick on a county basis
 - Skiatook Public Schools will also monitor the positive cases of students and staff within the school district.
 - Through communication with the OSDH, Skiatook Public Schools will take into consideration of all the factors mentioned above when determining the status of in-person learning or distance learning and the phase of operation for each week.

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. Teachers are expected to be in school buildings whatever the color zone – green, yellow, orange, or red.

**The Oklahoma State Department of Education recommendation to follow the OSDH COVID-19 Alert System expired on September 30, 2020.

	Green Phase	Yellow Phase	Orange Phase	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 Operations	Recommended Mitigation Required	COVID-19 Mitigation Measures in Place	Enhanced Mitigation Measures	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
Extracurricular Activities	Allowed	Allowed (limited gatherings, assemblies, events)	Participation may be permitted while following safety protocols.	Not Permitted
Campus Visitors	Limited	Restricted	Restricted	Restricted
*Masks are required for students Grades 4 th through 12 th 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.				

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 100.4 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.

Skiatook Schools

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:

- 24 hours 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 (<3 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 one of the two options occurs:

- 7 day quarantine after exposure (requires a **negative COVID-19 test** taken within 48 hours of the end of the quarantine period **AND** the person has had **no symptoms**).
- 10 day quarantine after exposure with **no symptoms**. Please continue to monitor symptoms for four more days.

Regardless of whether the quarantine is 7 or 10 days, the following should be in place through 14 days after exposure:

- Daily symptom monitoring
- Mitigation strategies, including correctly and consistently wearing a face covering and social distancing.

Guidance If Experiencing Early Onset COVID-19 Symptoms WITHOUT Exposure

Some of the COVID-19 symptoms listed below may be symptoms of common illnesses:

- Fever of 100.4 or more
- Nausea, vomiting, or diarrhea
- Experiencing two or more of the following:
 - Chills
 - Cough
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose

If you or someone you have been in contact with is experiencing the above mentioned symptoms you should contact your healthcare provider, nurse at your school, and your supervisor. You should not be around others until:

- You provide a note from your healthcare provider indicating that the symptoms are not related to COVID-19 AND provide documentation of a negative COVID-19 test.

If a note from your healthcare provider along with documentation of a negative COVID-19 test cannot be obtained, you should not be around others for 10 days.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Skiatook Public School employees, students, parents, and visitors should practice staying approximately 3 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 3 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
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At least 3 times a week
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Daily
Buses	Bus seats, handles/railing, belts, window controls	Daily
Common Areas	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 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 3 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

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.

INSTRUCTION & ALIGNMENT TO OAS

- All instruction provided during a distance learning scenario will be provided by Oklahoma State Certified teaching staff employed by the district
- Students will continue to work with teachers to which they are assigned for traditional instruction
- Teachers will be required to work from their onsite classroom, obeying health guidelines in the strategies for startup
- As with SPS traditional instruction, materials utilized will be district approved from the state adopted textbook list and others incorporated by the district that are aligned to OAS standards
- Teachers will be required to deliver instruction via Google Classroom, providing weekly lesson plans. The lesson plans will be comparable to instructional activities that would have occurred during traditional school.

ATTENDANCE

In the event of distance learning, student attendance will be recorded based on guidelines in the Skiatook Public Schools board-approved virtual attendance policy and the student attendance policy.

Attendance Policy:

Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the OSDE. To the extent appropriate under the circumstances, District attendance policies shall remain in effect, and student attendance and participation shall be monitored and recorded as closely as possible to existing District policies. Attendance and participation shall be measured by means appropriate in a virtual, hybrid, or distance instruction environment which may include, but are not limited to, District-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other District-Approved Means and Mediums.

Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts toward full-time attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual instruction platforms, submissions or posts to approved message boards, instructor confirmation with a student or the student's legal guardian(s) that the student did participate, and physical or electronic submission of assignments. The District shall ensure that any attendance measures used for distance instruction comply with any requirements set by the Oklahoma State Department of Education.

When the District provides virtual instruction (as defined by O.A.C. 210:35-21-2), the District shall ensure that its attendance measures will meet or exceed the minimum requirements set by the

Oklahoma State Department of Education and mandated by O.A.C. 210:35-21-2, and 70 O.S. §§ 3-145.8, 3-145.8(B).

EXTRACURRICULAR

Distance Learning will occur in the event that the school has to close in 2020-2021 school year due to COVID-19. No extracurricular activities will take place at a site if it is closed due to COVID-19.

AWARDING OF CREDITS

Grades will be taken during Distance Learning that will apply to the final grade for the course. All high school grades taken during a Distance Learning period will be applied to the high school credit.

EQUITY OF ACCESS: RECEIVING AND RETURNING STUDENT WORK IF DISTRICT OR SCHOOL SITE CLOSURES DUE TO COVID-19

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 100.4 degrees 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 Tulsa County Health Department (918-582-9355) or Osage County Health Department (918-287-3740) for specific guidance on the criteria to be met before your child returns to school.

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

Revised August 20, 2020

Appendix II

SKIATOOK PUBLIC SCHOOLS EMPLOYEES/STUDENTS PRESENTING SYMPTOMS

Name:

Date:

___ Employee ___ Student

Location in District:

Symptoms noticed:

- ☐ Temperature 100.4 or higher
- ☐ New loss of taste or smell
- ☐ Nausea or vomiting, or diarrhea
- ☐ 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
- ☐ Chills
- ☐ Cough
- ☐ Fatigue
- ☐ Muscle or body aches
- ☐ Headache
- ☐ Sore throat
- ☐ Congestion or runny nose

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.

Appendix IV

Skiatook Public Schools

2020-2021 School Calendar

AUGUST 2020						
Su	M	T	W	Th	F	S
	2	3	4	5	6	7 1/8
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		

SCHOOL USE ONLY				
Qtr	Dates	Days Taught	Compensatory	Prof Days
1 st	Aug 10 - Oct 16	44	0	3
2 nd	Oct 19 - Jan 5	40	3	14
3 rd	Jan 6 - Mar 19	46	0	7
4 th	Mar 22 - May 21	42	1	2 (to meet)
Total		174	5	26

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

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
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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