

Skiatook Public Schools

**RETURN-TO-LEARN
PLAN**

*IN RESPONSE TO COVID-19
2021-22 School Year*

Approved by the Board of Education February 14, 2022

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. SAFETY OF STUDENTS, STAFF, AND VISITORS
2. COVID-19 SCHOOL CLOSURE DISTANCE LEARNING
3. ENROLLMENT OPTIONS
4. PLAN FLUIDITY
5. SAFE RETURN PLAN COMPONENTS (REQUIRED FOR ESSER III FUNDING)

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:

The Oklahoma Department of Health (OSDH) is no longer populating the COVID-19 Alert System***. The color reporting will now be received from the CDC COVID-19 Data by County website (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>). The CDC COVID-19 by County levels will be reported as low, medium, or high. The COVID-19 by county data is populated by:

1. Hospital beds being used
2. Hospital admissions
3. The total number of new COVID-19 cases in your area.

Due to the fact that the large majority of Skiatook Public Schools students reside in Osage County, the school will follow CDC level 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.

***The OSDH COVID-19 Alert System's final posting was March 1, 2022.

	Green Phase	Yellow Phase	Orange Phase	Red Phase
State and/or Local Health Authorities Recommendation	Recommended Mitigation Required	COVID-19 Recommended Mitigation Measures	Enhanced Recommended Mitigation Measures	School Building Closure
School Operations	Recommended Mitigation Required	COVID-19 Mitigation Measures in Place	Enhanced Mitigation Measures	Distance Learning Day (School Building is Closed)
Extracurricular Activities	Allowed	Allowed (limited gatherings, assemblies, events)	Participation may be permitted while following safety protocols.	Not Permitted
Campus Visitors	Limited	Limited	Restricted	Restricted
Masks are recommended for unvaccinated students, employees, and visitors.				

EMPLOYEE AND STUDENT SAFETY

STUDENT & EMPLOYEE SYMPTOM ASSESSMENT TOOL

OSDH has developed a symptom assessment tool to help determine when someone should be kept home or sent home from school and/or tested for COVID-19:

“A” Symptoms	“B” Symptoms
Fever Greater Than or Equal to 100.4 F	Nasal Congestion/Stuffy Nose
Sore Throat	Runny Nose
Cough	Muscle/Body Aches
Difficulty Breathing	Fatigue
Diarrhea or Vomiting	Chills
New Loss of Taste or Smell	Nausea
	Loss of Appetite
	Elevated Temperature Less Than 100.4 F
	New Onset of Severe Headache
Recommend testing when:	
Person has 1 “A” Symptom OR	
Person has 3 “B” Symptoms	

Please contact your school if your child has one or more of the “A” symptoms listed above or three or more “B” symptoms. Individuals experiencing one or more “A” symptoms OR three or more “B” symptoms should quarantine until a note from your healthcare provider indicating that the symptoms are not related to COVID-19 OR documentation of a negative COVID-19 test from a healthcare agency/facility (at-home tests will NOT be accepted) is provided to the school.

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

Employees that are positive for COVID-19 will be required to provide COVID-19 testing documentation to qualify for COVID-19 leave.

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 within a 24 hour period.

What to do if Exposed

Please do the following:

1. Monitor your health and contact your family physician and school nurse should you develop symptoms.
2. Exposed children and school staff can continue to attend school. Parents may choose to keep the exposed child home for up to 14 days. Parents will be contacted about exposures through School Messenger which utilizes the phone number and email of the parent/guardian listed at Contact #1 in the system. Please ensure your information is updated.
 - In the event of multiple students testing positive for COVID-19 within a cohort, quarantine protocol may apply.
3. 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 principal or supervisor
4. Your principal or supervisor will work with the school nurse and superintendent or his/her designee to determine appropriate next steps.
5. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

STUDENT & 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.

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 may include:

Masks: Masks, if worn, should completely cover the nose and mouth and fit snugly against the sides of face without gaps. Senate Bill 658 prohibits schools from requiring masks unless the Governor declares a state of emergency.

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 unless an employee is asked to cover a class. 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

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.

Copy Room – Social distancing will need to be observed while in the copy room.

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.

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.

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 will disinfect buses daily.

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 building principal or supervisor.
- 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 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 Orange Phase of our return to school plan, non-essential visitors will not be allowed on campus. During Green and Yellow Phases building principals will determine non-essential visitor access.

CAFETERIA AND MEAL PERIODS

Students will be asked to maintain social distancing during lunch periods when possible. There will be specific seating arrangements at each school site.

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. 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. **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.

2. Custodian Protocols

Custodial employees will be trained in disinfection methods and comprehensive cleaning.

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.

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 2. COVID-19 SCHOOL CLOSURE DISTANCE LEARNING

In the event that the school has to close in 2021-2022 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

Extracurricular activities may take place during distance learning or other school closure.

EMERGENCY BROADBAND BENEFIT PROGRAM

The Emergency Broadband Benefit Program is a Federal Communications Commission (FCC) program that provides a temporary discount on monthly broadband bills for qualifying low-income households. If your household is eligible, you can receive:

- Up to a \$50/month discount on your broadband service and associated equipment rentals
- Up to a \$75/month discount if your household is on qualifying Tribal lands
- A one-time discount of up to \$100 for a laptop, tablet, or desktop computer (with a co-payment of more than \$10 but less than \$50)

Only one monthly service discount and one device discount is allowed per household.

The FCC has announced that consumers can begin applying for and enrolling in the Emergency Broadband Benefit Program on May 12, 2021. The program will end when the fund runs out of money, or six months after the Department of Health and Human Services declares an end to the COVID-19 health emergency, whichever is sooner. For more information visit <https://getemergencybroadband.org/>.

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 CLOSES 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 3: ENROLLMENT OPTIONS

ENROLLMENT OPTIONS:

Skiatook Public Schools is offering two enrollment options for grades 6-12 for the 2021-2022 school year. Students in grades 6-12 may participate or 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 (Grades 6th – 12th)

- 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 specifics 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 4: PLAN FLUIDITY

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

Skiatook Public Schools staff will work with state and local health authorities throughout the school year to manage school mitigation strategies.

SECTION 5: SAFE RETURN PLAN COMPONENTS

UNIVERSAL AND CORRECT WEARING OF MASKS

See Personal Protective Equipment.

MODIFYING FACILITIES TO ALLOW FOR PHYSICAL DISTANCING

- Social distancing will be encouraged when facilities allow for physical distancing.

HANDWASHING AND RESPIRATORY ETIQUETTE

The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection.

- Cover your mouth and nose with a tissue when coughing or sneezing;
- Use in the nearest waste receptacle to dispose of the tissue after use;
- Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials

CLEANING AND MAINTAINING HEALTH FACILITIES

See Facilities Cleaning

CONTACT TRACING IN COMBINATION WITH ISOLATION AND QUARANTINE, IN COLLABORATION WITH STATE, LOCAL, TERRITORIAL, OR TRIBAL HEALTH DEPARTMENTS

- K-12 schools and IHEs should collaborate with state, tribal, local, and territorial (STLT) health departments when investigating cases and exposures to SARS-CoV-2, the virus that causes COVID-19.

DIAGNOSTIC AND SCREENING TESTING

- Please contact your local health provider or county health department for more information on how to receive diagnostic and screening testing.

EFFORTS TO PROVIDE VACCINATIONS TO SCHOOL COMMUNITIES

- Many families have been doing their part by staying at home as much as possible to help stop the spread of COVID-19, but as a result, many children and adolescents have missed annual wellness visits or check-ups.
- **CDC and the American Academy of Pediatrics (AAP) recommend every child continues to receive recommended vaccinations during the COVID-19 pandemic.**

APPROPRIATE ACCOMMODATIONS FOR CHILDREN WITH DISABILITIES WITH RESPECT TO HEALTH AND SAFETY POLICIES

We all want to keep our children safe and secure and help them to be happy and healthy. Preventing injuries and harm is not very different for children with disabilities compared to children without disabilities. However, finding the right information and learning about the kinds of risks children might face at different ages is often not easy for parents of children with disabilities. Each child is different – and the general recommendations that are available to keep children safe should be tailored to fit your child's skills and abilities.

There are steps that parents and caregivers can take to keep children with disabilities safe.

To keep all children safe, parents and caregivers need to:

- Know and learn about what health concerns or special conditions are unique for their child.
- Plan ways to protect their child and share the plan with others.
- Remember that their child's needs for protection will change over time.

COORDINATION WITH STATE AND LOCAL HEALTH OFFICIALS.

Skiatook Public Schools will coordinate with state and local health officials.

Appendix I



Assessing Symptomatic Persons for COVID-19

Checking students and staff for COVID-19 symptoms can pose challenges given the similarities between certain COVID-19 symptoms and seasonal allergies; challenges with younger persons recognizing when they are sick due to mild symptoms; and the fact that some persons may have COVID-19 and not have any symptoms at all.

OSDH has developed a symptom assessment tool to help determine when someone should be kept home or sent home from school and/or tested for COVID-19:

"A" Symptoms	"B" Symptoms
Fever ≥ 100.4 F	Nasal Congestion/Stuffy Nose
Sore Throat	Runny Nose
Cough	Muscle/Body Aches
Difficulty Breathing	Fatigue
Diarrhea or Vomiting	Chills
New Loss of Taste or Smell	Nausea
	Loss of Appetite
	Elevated Temperature < 100.4 F
	New Onset of Severe Headache
Recommend testing when:	
Person has 1 "A" Symptom OR	
Person has 3 "B" Symptoms	

Source: CDC's Operational Strategy for K-12 Schools through Phased Prevention [Guidance for K-12 Schools \(CDC.gov\)](https://www.cdc.gov/schools/guidance-for-k-12-schools)

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

TRANSPORTATION SANITATION CHECKLIST

BUS DRIVER CHECKLIST				
HAWKINS ISD				
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.