



SUNMAN-DEARBORN
COMMUNITY SCHOOLS

Re-Entry Plan

July 9, 2020



SUNMAN-DEARBORN
COMMUNITY SCHOOLS

Background Information

- IDOE and ISDH released IN-CLASS on June 5, 2020
- Leadership Team of Principals and Central Office Administrators began working through the document.
- Appendices were assigned to various administrators, who then worked with Assistant Principals, the Athletic Director, coaches and school nurses for input.
- Dearborn County Health Officer attended multiple meetings and provided input.
- Re-entry plan was discussed with the Sunman-Dearborn Educators Association on June 23, 2020.



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Guiding Principles

1. We are committed to the growth of the whole child - intellectually, socially, and emotionally.
2. We will maintain a safe and healthy environment. However, safety protocols cannot be so extensive as to damage the growth of the whole child - particularly socially and emotionally.
3. We will be flexible and agile. As the introduction proved, the dynamics of COVID-19 are fast changing. We must be able to respond quickly and efficiently.



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Masks and Face Coverings

Both the Centers for Disease Control (CDC) and the Indiana State Department of Health (ISDH) recommend wearing masks or face coverings. As Dr. Box, Executive Director of ISDH stated in a webinar on June 16th, “Face coverings are the best way, along with social distancing, for you to protect your students, your staff, and your faculty. My mask protects you, and your mask protects me.”



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Masks and Face Coverings

Our goal is to provide instruction for nearly 3,700 students, with each student and staff member wearing a mask, who is able. It is clear parents want their children back in school, and as normal as possible. The more students and staff who wear a mask, the more likely we will be back in school and **stay in school** for the remainder of the school year. Face masks are strongly encouraged for all students and staff.

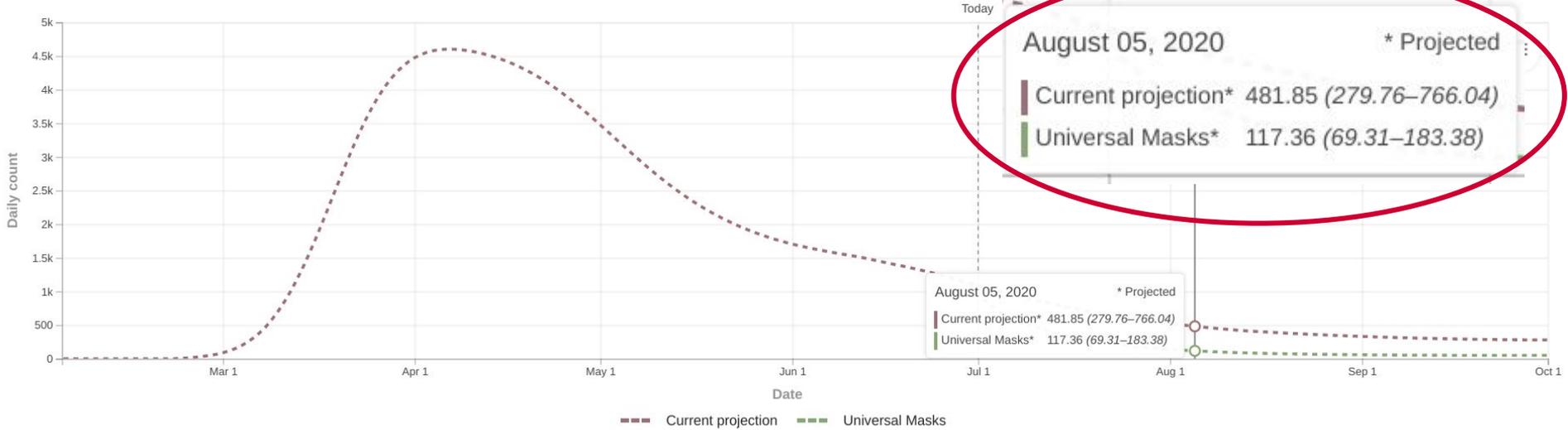
Staff - please model healthy habits and wear a mask.

Parents - please send your child to school with a mask.

Daily infections and testing ⓘ

Estimated infections
 Confirmed infections
 Tests

Scenario ⓘ



*Data provided by Institute for Health Metrics and Evaluation - covid19.healthdata.org

Indiana

Total deaths

Daily deaths

Infections and testing

Hospital resource use

Social distancing

Trend

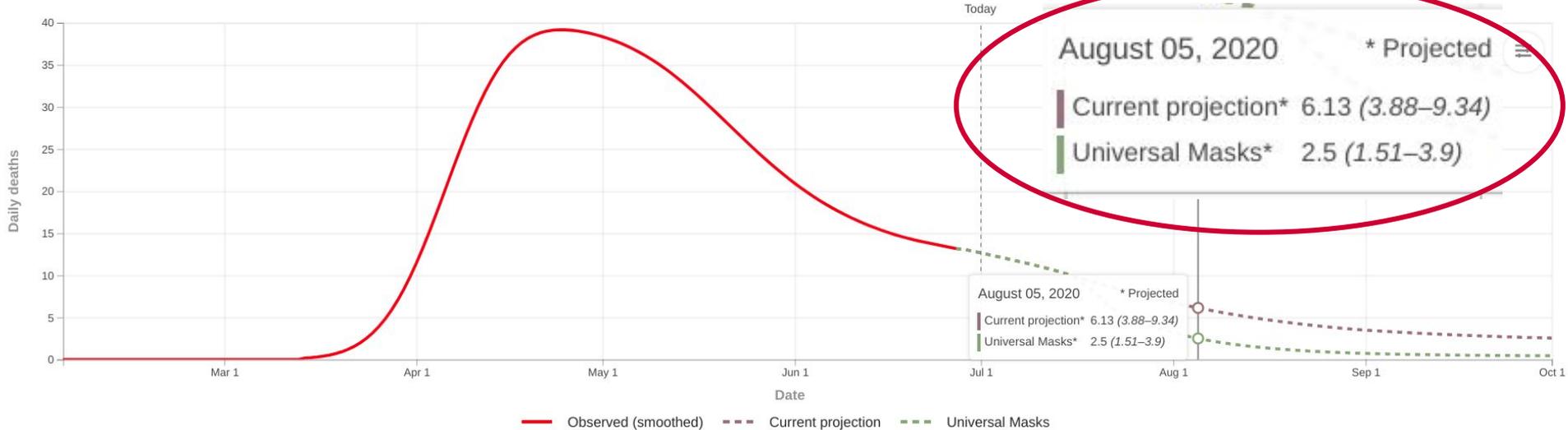
Compare

Map

Daily deaths

Scenario

Projection X Masks X



*Data provided by Institute for Health Metrics and Evaluation - covid19.healthdata.org



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COVID-19 Projections - August 5, 2020

	Current Projection	Wearing Masks	Percent Reduction
Estimated Daily Infections	481.85	117.36	76%
Daily Deaths	6.13	2.5	59%

*Data provided by Institute for Health Metrics and Evaluation - covid19.healthdata.org

July 1, 2020



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Attendance Policies - Students

Attendance policies have been adjusted to required students to stay at home not only when they are COVID-19 positive, but also have COVID-19 symptoms, or have been exposed to someone who is COVID-19 positive or has symptoms.

The biggest impact parents can have on preventing the spread of COVID-19 in the school and to limit exposure to others is to keep their child home when exhibiting COVID-19 symptoms.

This cannot be overstated.



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Attendance Policies - Staff

Attendance policies have been adjusted to require staff to stay at home not only when they are COVID-19 positive, but also have COVID-19 symptoms, or have been exposed to someone who is COVID-19 positive or has symptoms. This includes additional paid-time off (PTO).

The biggest impact staff can have on preventing the spread of COVID-19 in the school and to limit exposure to others is to stay home when exhibiting COVID-19 symptoms.

This cannot be overstated.



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Signage

- Signage will be installed throughout the schools to remind students to socially distance and to use healthy practices.



EAST CENTRAL TROJANS

SOCIAL DISTANCING SIGNAGE

**ROOM
CAPACITY
LIMIT**



EAST CENTRAL

NOTICE
**OUR
TROJANS
PRACTICE
SOCIAL
DISTANCING**

6 FEET



STOP

TROJANS

STOP

DID YOU WASH YOUR HANDS?



WASH YOUR HANDS WITH
SOAP AND WATER FOR
AT LEAST 20 SECONDS
TO REDUCE THE SPREAD
OF INFECTIOUS DISEASE

CLEAN HANDS SAVE LIVES

EAST CENTRAL TROJANS

ONE WAY



EAST CENTRAL TROJANS

ONE WAY



NON-SLIP REMOVABLE VINYL DECALS

Our 7mm Non-Slip Removable Vinyl Decal is a great solution for your floors, walls, and windows. This material can be easily installed on a variety of interior and exterior surfaces, while being easily removed with minimal damage. It works on tile, wood, metal, concrete, commercial carpet and painted surfaces. It is ideal for wall and floor graphics, painted cinderblock, locker rooms, break areas and entryways within your facilities.





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Appendix A - School/Classroom Cleaning and Sanitizing Procedures

All areas will receive enhanced cleaning and sanitizing, and more frequently.

- School and Classrooms
- Shared Classroom Equipment
- Playground Equipment
- Office Areas
- School Clinics
- Restrooms
- Physical Education Locker Rooms



Appendix B - Student Transportation Protocols

- Preparation and Cleaning
- Student Expectations
 - All students will be given an assigned seat.
 - Students will be socially distanced, as feasible.
 - Students are required to face forward and stay seated in their assigned seats for the entire route.
- Driver Training
 - Correct information about COVID-19, how it spreads, symptoms, and risk of exposure.
 - Who to contact if a student or the driver exhibits symptoms of COVID-19.
 - The recommendation that PPE is worn (disposable masks, gloves, clothing, etc.), how to wear them correctly, and maintain and dispose of the equipment.
 - The appropriate methods, tools, and products for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.



Appendix C - Social Distancing Protocols and Healthy Practices - Students

- Common Areas/Elementary:
 - Students will report directly to their classroom unless purchasing breakfast.
 - One-way traffic patterns will be used in stairwells and hallways, when feasible. Students will travel in a single file line with spacing between students.
 - Teachers will monitor and encourage social distancing.
 - Restrooms will be limited to posted capacity.
 - Restroom breaks will be scheduled to avoid overcrowding.
 - Elective assemblies, field trips, and other large gatherings will be postponed.
 - Recess will alternate to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment as needed.
 - Adequate supplies will be purchased to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect as needed. Shared supplies or equipment will be wiped down between classes.



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Appendix C - Social Distancing Protocols and Healthy Practices - Students

- Common Areas/Elementary:
 - Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.
 - In locations where students form a line, floor markings will indicate appropriate social distancing.
 - Furniture in common areas will be rearranged to avoid clustering.



Appendix C - Social Distancing Protocols and Healthy Practices - Students

- Classroom/Elementary:
 - Space between students will be increased during in-person instruction.
 - Small groups will remain static and the number of students will be limited to the extent possible.
 - Desks will be arranged to allow for maximum space available between students.
 - All desks will face the same direction. When tables are used, students will be staggered so they are not facing each other when possible.
 - Students are to remain seated in the classroom and in their assigned seats. Students may come to the board or approach the teacher when called on to eliminate crowding around the teacher's desk.
 - Only commercially prepared and prepackaged foods for classroom parties will be permitted. Use of the school cafeteria birthday treat program is preferred.
 - Students will bring their own water/water bottle (water only) with a sealable lid to school. Students will take the water bottle home daily for sanitation. Drinking fountains will be unavailable at this time.



Appendix C - Social Distancing Protocols and Healthy Practices - Students

- Common Areas/Middle School and High School:
 - Students will report directly to their 1st period classroom unless purchasing breakfast.
 - One-way traffic patterns will be used in stairwells and hallways, when feasible, as directed by teachers and signage.
 - Teachers will monitor and encourage social distancing.
 - Restrooms will be limited to posted capacity.
 - Elective assemblies, field trips, and other large gatherings will be postponed.
 - Adequate supplies will be purchased to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect as needed. Shared supplies or equipment will be wiped down between classes.
 - Avoid or minimize the sharing of electronic devices, books, art supplies, and other games or learning aids when possible.



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Appendix C - Social Distancing Protocols and Healthy Practices - Students

- Common Areas/Middle School and High School:
 - In locations where students form a line, floor markings will indicate appropriate social distancing.
 - Furniture in common areas will be rearranged to avoid clustering. Signage will be posted to encourage social distancing in common areas.
 - Lunch periods will be extended to allow for additional social distancing and reduced capacity.



Appendix C - Social Distancing Protocols and Healthy Practices - Students

- Classroom/Middle School and High School:
 - Space between students will be increased during in-person instruction.
 - Small groups will remain static and the number of students will be limited to the extent possible.
 - Desks will be arranged to allow for maximum space available between students.
 - All desks will face the same direction. When tables are used, students will be staggered so they are not facing each other when possible.
 - Students are to remain seated in the classroom and in their assigned seats. Students may come to the board or approach the teacher when called on to eliminate crowding around the teacher's desk.
 - Scheduled outside visitors will be asked to self screen prior to entry. Visitors not related to academics are prohibited at this time.
 - Students will bring their own water/water bottle (water only) with a sealable lid to school. Students will take the water bottle home daily for sanitation. Drinking fountains will be unavailable at this time.



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Appendix D - Social Distancing Protocols and Healthy Practices - Staff/Visitors

- Staff:
 - All teachers will be required to eat in their classrooms. No more than three (3) staff members may eat together and must be at least six (6) feet apart at all times.
 - All meetings will be virtual when feasible. Any meeting not virtual must have prior approval from the principal.
 - All staff who interact with visitors will be provided plexiglass barriers (administrative assistants, administrators, etc.). Teachers will be provided with plexiglass barriers if requested.



Appendix D - Social Distancing Protocols and Healthy Practices - Staff/Visitors

- Visitors:
 - Visitors, other than parents, will be permitted by appointment only.
 - Classroom visitors will only be permitted if directly related to instruction. All classroom visitors must receive prior approval from the principal.
 - All visitors must self-screen prior to entering the school building.
 - All visitors are required to wear a face mask.
 - Sign-in sheets will be used for in-person meetings to document attendees.
 - Accurate records will be kept of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel.
 - Vendor deliveries will be scheduled at times when students are not present, when feasible. Meetings with vendor representatives will only be scheduled when students are not present.



Appendix E - Cafeteria Procedures

- General Procedures
 - Sale of self-serve food items will be suspended.
 - Napkins and disposable silverware will be provided directly by staff.
 - Plexiglass barriers will be installed at all Point of Sale locations.
 - High School/Middle School lunch period will be extended to allow for additional spacing.
 - In locations where students form a line, tape marks will be placed on the floor to indicate appropriate social distancing.
 - Food-sharing is prohibited.
 - Cash transactions will be limited. EZSchoolPay transaction fee will be waived.
 - No visitors permitted for breakfast/lunch.
 - All food service staff will be required to wear PPE. Food service staff may wear their own PPE. PPE will be provided by the school to all food service staff preparing and serving food if requested



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Appendix F - Health Protocols - Students and Staff

- COVID-19 Symptoms and Student and Staff Requiring Exclusion from School
 - A fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - New loss of taste or smell
 - Sore throat



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Appendix F - Health Protocols - Students and Staff

Students are not permitted at school if they exhibit any of these symptoms not otherwise explained and documented. Parents are required to notify the school immediately.

Staff are not permitted to report to school if they exhibit any of these symptoms not otherwise explained and documented.

In addition, both students and staff are not permitted at school if a member of the household is COVID-19 positive.



Appendix F - Health Protocols - Students and Staff

- Return to School/Work After Exclusion
 - Untested
 - Tested Positive- Symptomatic
 - Tested Positive- Asymptomatic
 - Tested Negative- Symptomatic
 - Student/Staff Close Contact

- Screening
 - Parents will self-screen students.
 - Staff will self-screen.

All staff members are required to self-screen each day prior to school. Students and staff exhibiting symptoms of COVID-19 without being otherwise explained and documented are prohibited from coming to school.



Appendix F - Health Protocols - Students and Staff

- Clinic Space COVID-19 Symptomatic
 - Designated space separate from the nurse's clinic
 - Supervised by a staff member other than the school nurse.
 - Room will be disinfected several times throughout the day.
 - Strict social distancing is required and staff must wear appropriate PPE.
 - Students who are ill will be walked out of the building to their parents.
 - Parents will be responsible for immediate student pick up when a child has been excluded due to COVID-19 symptoms.



Appendix F - Health Protocols - Students and Staff

- Preventative Measures

- Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others.
- Ample hand sanitizer provided throughout the building.
- The school will reinforce healthy habits regarding handwashing during key times and regularly scheduled breaks. Some of these key times include:
 - Start of the school day
 - Before eating
 - After using the restroom
 - After blowing nose, coughing, or sneezing
 - After using shared equipment
- Water fountains will not be utilized in school until further notice. Students and staff are encouraged to bring up to two (2) disposable bottles of water to school each day or a filled, reusable water bottle with a leak-proof seal, labeled with their name.



Appendix G - Attendance Guidelines - Students

Attendance policies have been modified to allow for extended absences for any student who is COVID-19 positive, exhibiting COVID-19 symptoms, or has been in contact with someone COVID-19 positive or who is exhibiting COVID-19 positive.

- In addition to the existing excused absences, the following excused absences will be used:
 - COVID-19 Symptoms
 - COVID-19 Positive
 - COVID-19 Contact



Appendix H - Attendance Guidelines - Staff

If a staff member is excluded from school and asked to self-quarantine due to any of the following reasons:

- Exposure at school by a staff member or student exhibiting COVID-19 symptoms, or COVID-19 positive
- A member of their household is COVID-19 positive

the staff member will be granted additional PTO or sick days for the length of the self-quarantine.

If the staff member becomes COVID-19 positive during the self-quarantine period, the staff member will be granted additional PTO or sick days for the length of the self-quarantine and recovery, up to twenty-one (21) calendar days.



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Appendix H - Attendance Guidelines - Staff

A staff member not able to report to work due to various COVID-19 reasons may be entitled to additional paid leave as allowed in the Families First Coronavirus Response Act.

This Act amended and/or added various federal laws due to the COVID-19 pandemic, including provisions for employee paid leaves.

The school reserves the right to provide additional PTO or sick time to employees if individual circumstances warrant it.



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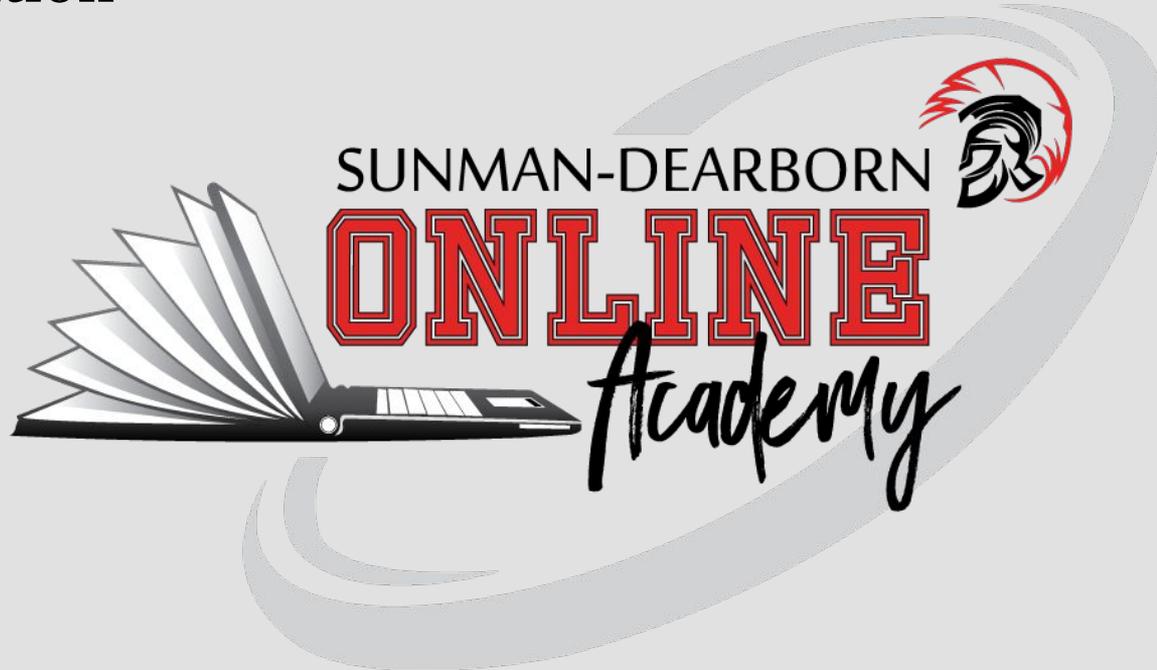
Appendix I - Special Education Considerations

- Sunman-Dearborn Schools will continue to meet the needs of all students, including those with special learning considerations, disabilities, and health needs. The re-entry plan has details regarding the following:
 - Case Conferences
 - Medically Fragile Students
 - Homebound Services
 - Special Transportation
 - Therapy



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Appendix J - Sunman-Dearborn Online Academy Information





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Appendix J - Sunman-Dearborn Online Academy Information

S-DOA is a robust and rigorous instructional model parents can choose for their children. Instruction will be delivered live, recorded, and through various technology platforms. Parents and students should expect 5-6 hours of instruction each day. Homework, assignments, and extra practice will be in addition to instruction. Parents and students should expect between 1-2 hours of homework each day depending on grade level.



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Appendix J - Sunman-Dearborn Online Academy Information

E-learning is an instructional model that is provided to parents and students when school is closed either school-wide or corporation-wide. E-learning is usually 2-3 hours of work each day, depending on the grade level. It is not as rigorous as regular instruction due to the fact that it was not a choice any parent made, rather a set of circumstances requiring the use of e-learning. It is also typically implemented on short notice.



Appendix K - Co-Curricular/Extra-Curricular Procedures

- Adopted nearly directly from IDOE, ISDH, and IHSAA document.
- General Guidelines:
 - Any person with COVID-19-related symptoms is not permitted to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
 - Any person with a positive COVID-19 test shall trigger the established predetermined thresholds for mitigation strategies by following ISDH recommendations to work with your local health department in following the CDC guidance.
 - Coaches must track COVID-19 impacted attendance and report to school administration.
 - Follow specific return to school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19. (See Appendix F, page 11, Health Protocols)
 - School will post signage displaying symptoms to educate students.



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Appendix K - Co-Curricular/Extra-Curricular Procedures

- Parents (only) will be permitted to sign a waiver (Appendix L) to transport their child to and from co-curricular or extra-curricular contests and events.
- Three Phases
 - Phase I: July 6-July 19
 - Phase II: July 20-August 15
 - Phase III: August 15



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Appendix M - 2020-2021 School Calendar

- Modifications have been made to the 2020-2021 school calendar:
 - Fall Break - October 5th - October 9th will be planned e-learning days.
 - Spring Break - March 15th - March 19th will be planned e-learning days.
 - Last student day will be May 11th
 - Twelve (12) students days can be added to the calendar at the end of the year and still conclude in May.
 - E-learning will be used for snow make-up days
 - E-learning and traditional learning will be used in combination for an extended COVID-19 closure.



SUNMAN-DEARBORN COMMUNITY SCHOOLS

Appendix M - 2020-2021 School Calendar

Sunman-Dearborn Community School Corporation Calendar 2020-2021 School Year (Revised)

July 2020						
S	M	T	W	T	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	

August 2020						
S	M	T	W	T	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					

September 2020						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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		

- Teacher Days
- Student Days
- 2-Hour Early Dismissal

- 3 - 4 Teacher Days
- 5 First Student Day
- 7 Labor Day - No School

- 2 Virtual Conferences
- 5 - 9 E-Learning
- 9 End of 1st 9 weeks (46 days)
- 14 2-Hour Early Dismissal

- 25 - 27 Thanksgiving Break

- 18 End of 2nd 9 weeks (47 days)
- 18 End of 1st Semester (93 days)
- 21 Teacher Record Day
- Dec 21-Jan 4 Winter Break

- 4 Beginning of 2nd Semester

- 5 End of 3rd 9 weeks (45 days)
- 15 - 19 E-Learning
- 22 - 26 Spring Break

- 2 Good Friday - No School
- 14 2-Hour Early Dismissal

- 12 End of 4th 9 weeks (42 days)
- 12 End of 2nd Semester (87 days)
- 13 Teachers' Records Day

- 6 Graduation

SNOW/COVID-19 MAKE UP DAYS
May 12 - June 4

Additional days will be made up as needed at the end of the school year with Records Day to follow the last make up day.

January 2021						
S	M	T	W	T	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					

February 2021						
S	M	T	W	T	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				

March 2021						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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					

June 2021						
S	M	T	W	T	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			

- Break Days
- No School-Holidays
- E-Learning



SUNMAN-DEARBORN
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Appendix N - Letter from Dearborn County Health Official



Dearborn Co. Health Department

Prevent. Promote. Protect.

165 Mary Street
Lawrenceburg IN, 47025

Phone: (812) 537-8826
Fax: (812) 532-3268

www.dearborncounty.org

June 22, 2020

To whom it may concern,

I have reviewed the re-entry plan for Sunman -Dearborn community schools. This plan was discussed with me and I was involved in the preparation. I approve the plan as it currently stands and find it to be in line with state recommendations (ISDH) and recommendations from the CDC. As circumstances change, we will work together to make modifications as the need arises.

Sincerely,

Stephen C. Eliason

Medical Director

Dearborn County Health Department



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Closing

- Please visit the COVID-19 webpage at <https://www.sunmandearborn.k12.in.us/information/covid-19> for:
 - A copy of the presentation
 - The full re-entry plan
 - Sunman-Dearborn Online Academy
 - Parent Question Submission Form
 - Staff Question Submission Form

Thank you for your support of our schools!