Gary Community School Corporation
Doing What is Best for Students - Today - Tomorrow - Everyday

What is One Thing That Will Make This Plan Work?

All of Us Working Together

It is of the greatest importance for every parent to follow the new parameters for **sending healthy students to school**. It is equally important that **family members at home are healthy**. If we intend to maintain school operations at Level Green: low to no viral spread, it requires all stakeholders working together to make sure we are protecting our schools from any illness. In other words, **we cannot send sick students**, or **students who are exposed to sickness to school**. This will be true for our staff members as well. This effort is absolutely essential to keeping our schools **healthy places to learn.**
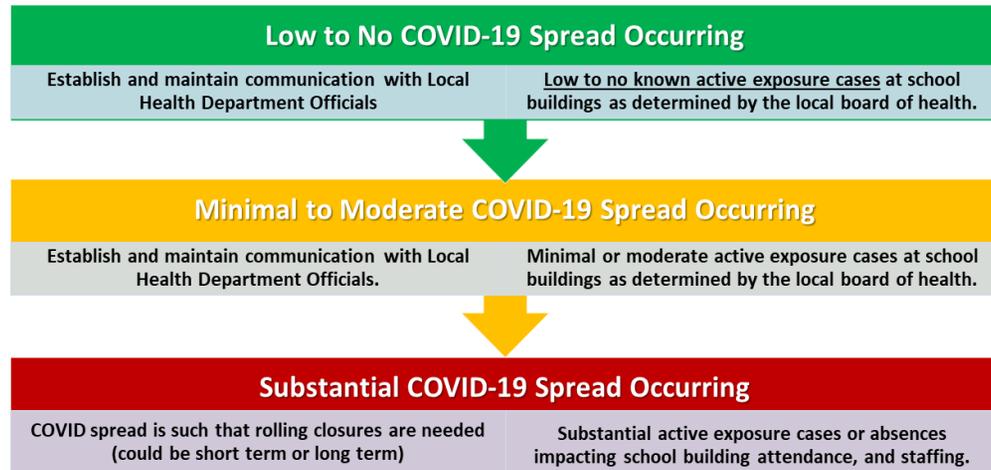
GCSC Family Protection Plan

Guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health and Local Board of Health, Gary Community School Corporation has ongoing plans that address the unique needs of our school community as we reopen our schools.The district is adhering to the guidelines from these organizations in order to protect everyone on our campuses. The following plan details our best efforts to ensure the safest environment and to protect all members of our Gary Community School Corporation community.

Table of Contents

Level of Spread

Low to No COVID-19 Spread Occurring

| Establish and maintain communication with Local Health Department Officials | Low to no known active exposure cases at school buildings as determined by the local board of health. |

Minimal to Moderate COVID-19 Spread Occurring

| Establish and maintain communication with Local Health Department Officials. | Minimal or moderate active exposure cases at school buildings as determined by the local board of health. |

Substantial COVID-19 Spread Occurring

| COVID spread is such that rolling closures are needed (could be short term or long term) | Substantial active exposure cases or absences impacting school building attendance, and staffing. |

1: EXPECT EACH GCSC FAMILY TO ASSUME PERSONAL RESPONSIBILITY TO PROTECT OUR SCHOOLS— ONESELF, OTHERS, AND OUR GARY COMMUNITY

Create a culture of safety and accountability	Every member of the GCSC community will take protective measures and act responsibly. All will participate in training to learn the required safety practices for returning and participating at school.	**Resources:** Nurse Checklist Parent Guide Signage
	All students/families and staff will monitor for and report all symptoms of COVID-19 to the Gary Community Schools Corporation. Each school's nurse will oversee our comprehensive and integrated plan for monitoring the health and safety of our GCSC family (more details on page 11). All will practice critical personal safety measures including wearing face masks, enhanced personal hygiene practices including frequent hand washing and sanitizer use, adhering to safe social distancing practices and following all safety instructions and signage. All will keep personal belongings and all learning, studying and working spaces clean.	

GCSC will adhere to a set of health safety protocols to protect themselves and others. Visitors to GCSC school buildings will NOT be permitted to enter the building.	These protocols apply to anyone on school campuses, including but not limited to all students and staff. Protocols include: ● **Staff and students are required to wear masks at required times when in the school building.** ● Wearing a face mask during indoor settings is explained on page 11. Some examples include the following: when moving in the school building, face to face interactions, and outdoors if social distancing cannot be maintained. ● New building signage and other measures to promote social distancing will be followed. ● Important personal hygiene protocols will be used.	**Resources** Mask Rules Signage Good Hygiene Guide
Staff and student training to minimize the risk of COVID-19 transmission spread will set the stage for a culture of health and safety	**At the beginning of the year, students will be trained on new COVID-19-related expectations, such as:** ● Knowing the symptoms of COVID-19. (See page 11) Students will also be issued a COVID-19 symptoms card for quick reference. ● Before coming to school every day, do self-screening for COVID-19 symptoms.. ● Proper hand-washing and the use of hand sanitizer. ● Proper steps for putting on and removing a mask. ● Social distancing expectations. ● Sanitizing their personal spaces.	**Resources** Symptom Card Self-Screening Report Directions Good Hygiene Guide Signage

2: OFFER INSTRUCTIONAL OPTIONS FOR STUDENTS DURING COVID-19

| **Offer Instructional Options for Students During COVID-19** | The opening of schools is guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, and the Local Board of Health.

Gary Community School Corporation will accommodate students and families who cannot or choose not to return to school in person.
● We recognize that, for a variety of reasons, not all students will be able to attend school in person this fall due to COVID-19.
● Being fully informed of the parameters for the on-campus and e-Learning options, parents will choose whether their child will take courses live on campus or via the E-Learning platform in the fall.
● Students participating in extracurriculars must be aware of guidelines afforded by IHSAA regarding eligibility requirements as they relate to the minimum number of periods students must attend class in-person to remain eligible for sanctioned participation when the schools are open.
● Students and families must stay with the choice selected during the fall semester, and a change would only be granted due to a COVID-19 related situation.

This unprecedented time calls for reasonable choices for parents to review and then decide which plan is best for their family—for children to return to school with enhanced safety measures or to remain at home and receive instruction through e-Learning with the GCSC.

Plan A - Regular School Day Schedule (Attendance on Campus 5 Days a Week)
OR
Plan B - E-Learning (Attendance Online During the Regular School Day Hours)
The following explains the school options for returning to learn. | **Resources:**

Level of Spread

Low to No COVID-19 Spread Occurring

Minimal to Moderate COVID-19 Spread Occurring

Substantial COVID-19 Spread Occurring |

		Infinite Campus Registration Choice Option for the Fall Semester
	Plan A - Regular School Day Schedule (Attendance on Campus 5 Days a Week) ● On campus learning with the regular school schedule is accomplished following the CDC guidelines for students **who are symptom-free of COVID-19** (see pages 10-11) ● Teachers will provide instruction on a regular school day schedule. ● Technology tools which permit E-Learning students to simultaneously participate in lessons used in the classroom. Recordings of lessons may be used for students who are incapacitated due to illness related to COVID-19. ● School buildings will operate following the CDC guidelines with many additional cleaning, safety, and protective measures in place. ● Counselors are available for students. **Plan B - E-Learning (Attendance Online During the Regular School Day Schedule)** ● E-Learning Option is available for students/families who are high risk according to the CDC guidelines, which includes: Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring similar treatment. OR ● Who do not feel safe or comfortable returning to the regular school schedule (brick and mortar). OR ● A student exhibits symptoms impacting consideration for exclusion from school, which include: A fever of 100.4° F or greater; cough; shortness of breath or difficulty breathing; chills; repeated shaking with chills; muscle pain; headache; sore throat; new loss of taste or smell. Communication with healthcare professionals and the school are critical. ● E-Learning will provide instruction from the teacher. ● Technology tools which allow E-Learning students to simultaneously participate in the lesson during regular school hours will be used in the classroom. ● The case conference committee will need to convene for students with IEPs to develop their Continuous Learning Plan if the plan is not already included in their IEP.	E-Learning Participation Rules

E-Learning students will be expected to log in to the online platform and complete all work during regular school hours, at the time instruction is offered for each class. Doing so will account for E-Learning students' attendance.

| Instructional Options Explained by the Level of COVID-19 Spread | **Instructional Options Explained by the Level of COVID-19 Spread**
The opening of schools is guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, and the Local Board of Health.

*When in Low to No COVID-19 Spread Occurring according to the Local Board of Health, we will offer the following:
REGULAR SCHOOL SCHEDULE- Plan A (Facility is Open)
Attendance On Campus OR E-Learning/Online

On-Campus Adhering to the Regular School Schedule:
● Teachers will provide instruction on a regular school day schedule.
● Classroom seats will be arranged facing the front of the room with as much distance between seats as possible.
● Masks will be worn at required times, including when entering the school building, walking in hallways, when in bathrooms, and when interacting face to face.
● Masks are required for students while talking or moving in the classroom. Students are to avoid face to face interaction without masks on.
● When directed by the teacher, students may remove masks in the classroom when all students are not talking, are facing the same direction, and are socially distanced as much as possible. Students may remove masks when eating.

E-Learning During the Regular School Schedule:
E-Learning students will be expected to log in to the online platform and complete all work | **Resources:**

Mask Rules
Signage
Good Hygiene Guide

E-Learning Participation Rules |

during regular school hours, at the time instruction is offered for each class. Doing so will account for E-Learning students' attendance.
- E-Learning instruction will be provided by the teacher.
- Technology tools will be used during lessons to permit E-Learning students to participate simultaneously.
- Counselors are available for students.

*When in Level Yellow: Minimal to Moderate COVID-19 Spread Occurring, according to the Local Board of Health, we will offer the following: REGULAR SCHOOL SCHEDULE- Plan A (Facility is Open with <u>Additional Precautions</u>)

Follow the regular school schedule (in green) except where indicated below.

- COVID-19 Symptomatic and Positive Cases are moved to E-Learning.
- If the local board of health determines that a particular school is in need of closing due to exposure concerns, E-Learning would be used.
- Masks will be worn at required times as directed by the local board of health.
- School buildings are open following the CDC guidelines with many additional cleaning, safety, and protective measures in place.
- Counselors are available for students.

*When in Substantial COVID-19 Spread Occurring according to the Local Board of Health, we will offer the following:

E-LEARNING SCHOOL SCHEDULE- (Facility is Closed)
All Students Attend E-Learning

SCHOOL BUILDINGS ARE CLOSED.

- E-Learning will provide instruction from the teacher. Students will be expected to attend sessions and complete all work.
- Students with IEPs will adhere to Continuous Learning Plans.
- Student time includes:
  - Exercise

Communication on COVID-19 Spread Level

	○ Meditation/Yoga ○ Journaling ○ Gratitude Time ● Counselors are available for students.	
Identify and Protect the Most Vulnerable Members of the Gary Community	**Vulnerable Populations - Elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.** ● Consultation with the healthcare provider should be had for students/families who are considered vulnerable on attending a regular school schedule. Please contact the school. ● Provide E-Learning opportunities for vulnerable student populations in consultation with parents and public health officials. ● Adhere to FERPA and HIPAA requirements. ● Adhere to state and federal employment law and extended leave allowances. ● Human Resources will work with individuals and supervisors on reasonable workplace accommodations. ● Counselors are available for students.	**Resources:** 504 Plans for students FERPA/HIPAA FFCRA Rules

3: IMPLEMENT PERSONAL HEALTH SAFETY PRACTICES AND PROTOCOLS

Distribution of wellness kits to everyone on school campuses	**Each student registered for *on-campus* instruction this fall will receive a wellness kit with essential items for protecting and monitoring their health.**
	
	● The wellness kits will include: face mask, hand sanitizer, disinfecting wipes, and a reusable thermometer.
	  ○ Please keep the reusable thermometer at home for self screening daily. The thermometer must be cleaned properly to permit re-use.
	  ○ While the wellness kits will provide initial supplies, we ask that GCSC families assist with replenishing their student's kits if possible. However, if any student needs any item replaced by the school, they should contact their teacher for assistance.
	● Additionally, staff members will be provided a Gary School's Wellness Kit.
		Resources:
		
		WELLNESS KITS WILL INCLUDE:
		
		**Disinfecting Wipes
		And
		Digital Thermometer**

Know the Symptoms	**Know the COVID-19 related symptoms impacting consideration for exclusion from school : employees will be trained to recognize these as well.** ● A fever of 100.4° F or greater ● Cough	**Resources:** Symptom Card

	- Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache - Sore throat - New loss of taste or smell Students and employees will be excluded from on-campus instruction if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance *that are not otherwise explained by medical history*. Examples of this include: Students with symptoms that aren't related to COVID-19 may be a cough due to allergies or migraine headaches. Family healthcare providers may need to provide assistance.	Infinite Campus Registration
Self-Screen Daily	**<u>Staff and students/families must self-screen for symptoms of COVID-19 before coming to school. Call the school nurse to report possible exposure if your child or someone in the household is experiencing symptoms.</u>** - Staff and students must communicate information to the school when symptomatic. - Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, will be prohibited from coming to school, and if they do come to school, they will be sent home immediately.	**Resources:** Symptom Card Self-Screening Report Directions Use of Software for Call off Procedures
Masks	**It is critical to emphasize that maintaining as much social distancing as possible remains important to slowing the spread of the virus. The CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.**	**Resources:** Wellness Kit

*When in Low to No COVID-19 Spread Occurring according to the Local Board of Health - Mask Rules are applied as follows:

- Staff and students are required to wear a mask during required times of the day.
- Masks are required when entering school and walking hallways, when in bathrooms and with other students interacting face to face.
- Masks are required for students while talking or moving in the classroom. Students are to avoid face to face interaction without masks on.
- Masks are required at bus stops and while traveling to and from on the bus. Students must wear the mask or another form of transportation to and from school will need to be made.
- Masks are required when not eating lunch and face to face interaction occurs.
- Staff and students are required to wear masks
- All students should bring their own masks to school for everyday use or use the wellness kit mask. Ask for a mask when forgotten. Classrooms will be supplied with replacement masks for students if needed.
- We recognize that some students may require an altered face mask. Altered face masks will be allowed as necessary to facilitate total communication and access to instruction.
- Classrooms will be aligned with all seats facing the front of the room with as much distance between seats as possible.
- Students can remove masks during class when all students are facing the same direction and spread out as much as possible.
- Teachers and staff will wear masks when they cannot social distance or when in close, face to face interaction with student(s).
- Students may receive instruction from a teacher or staff member using a face shield when the instruction requires visibility of the teacher's mouth. The staff member will maintain a six foot distance from the student during this instruction.

*When in Minimal to Moderate COVID-19 Spread Occurring

Level of Spread

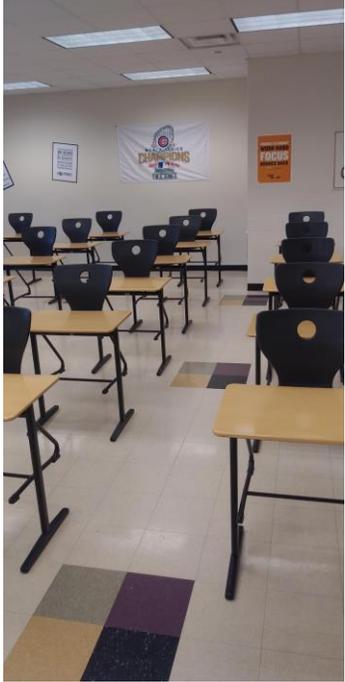**Low to No COVID-19 Spread Occurring**

↓

Minimal to Moderate COVID-19 Spread Occurring

↓

Substantial COVID-19 Spread Occurring

Mask Rules

	according to the Local Board of Health - Mask Rules are applied as follows: - <u>Masks are required throughout the day as directed by the local board of health.</u> - Masks are required at bus stops and while traveling to and from on the bus. Students must wear the mask or another form of transportation to and from school will need to be made. - Masks are required when not eating lunch and face to face interaction occurs. ***When in Substantial COVID-19 Spread Occuring** - **School buildings are closed.** - **Follow the directions of the authorities.** - **Practice hygiene safety at home and in the community.**	
Good Hygiene Practices	- Teach the importance of not touching your face. - Teach and reinforce good hygiene practices like hand washing, covering coughs, and hands to self. - Teach the proper use and removal of masks. - Daily hygiene procedures will take place including hand washing. - Hand sanitizing should be done upon entering the building and new spaces, as well as whenever handwashing is unavailable. - Desk and surface cleaning with wipes/sanitizer for personal spaces upon exiting a class.	**Resources:** Good Hygiene Guide
Supplies and Personal Space	- All desks face the same direction with students facing the same direction. - If desks are shared, they are wiped between use by the student who used before the	**Resources:**

	class exits with sanitizer wipes. ● The use of shared supplies and materials will be minimized. Sanitizing will occur between each use if shared. ● Safe Materials Handling According to the CDC research, the virus does not live on paper beyond 24 hours. Books with plastic coverings may be disinfected with time and/ or cleaning supplies if deemed necessary beyond a 24 hour time span. ● Students and staff are encouraged to bring water bottles from home. Water bottle filling stations may be used with appropriate rules followed − rules will be posted. Water fountains will be turned off. Water filling stations will be accessible.	Signage
Large Group Gatherings	● Providing hand sanitizer for students and staff. ● Limiting unnecessary congregations of students and staff. ● Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order. ● Discourage the congregation of students in parking lots and common areas. ● Social distancing required. Masks required for face to face interactions. ● Stagger the schedule for large group gatherings (i.e. recess and school meals). ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing. ● Follow Indiana & IHSAA guidelines for performing arts and sporting events and practices (see section 7).	**Resources:** Signage
When a Child, Staff Member, or Visitor Becomes Sick at School	**COVID-19 Symptom Isolation Clinic Use for Screening** ● An isolation room or area will be used to separate anyone who exhibits COVID-like symptoms. ● School nurses and healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID19 Infection - Click Here. ● Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. ● Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. ● Advise sick staff members and children not to return until they have met ISDH criteria to	**Resources:** Please note that in the event of a documented positive case, short-term closure may be appropriate. Schools and local health departments are encouraged to keep schools open and operating as much as possible. The CDC Decision Tree has the school closing for potentially two-five days so the local health department or the Indiana State Department of Health can engage with your team to recommend further testing, cleaning, etc.; however, this health/medical review may be done on the

	discontinue home isolation. ● Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow state ISDH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state ISDH guidance for home quarantine.	same day as a positive case to reduce school closure time

Exclusion From School and Return to School	**UNTESTED**
	Return to school after having one symptom and <u>NO COVID-19 test</u>:
	
	Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
	● They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
	● Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
	● At least 10 calendar days have passed since your symptoms first appeared.
	● The state website has a list of over 200 testing facilities, their location, and hours 9 of operation. This list is updated frequently.
	● Local testing sites include:
	  ○ Methodist Hospital - Merrillville
	  ○ Methodist Hospital - Gary
	  ○ ISDH Drive-Thru - Gary
	  ○ Physicians Urgent Care - Highland
	  ○ HealthLinc - East Chicago
	  ○ Family Urgent Care - Schererville
		Resources:
		
		Exclusion and Return to School Guideline Chart

	SYMPTOMATIC **Return to school after having one symptom <u>and testing negative for COVID-19:</u>** Return when the fever has been gone for 24 hours without the use of medicine that reduces fevers or upon feeling better.	**Resources:** Exclusion and Return to School Guideline Chart
	TESTED POSITIVE - SYMPTOMATIC **Return to school after having one symptom <u>and testing for POSITIVE for COVID-19 with symptoms:</u>** **Persons who experienced symptoms and have been tested for COVID-19 may return to**	**Resources:** Exclusion and Return to School Guideline Chart

	school if the following conditions are met: ● The individual no longer has a fever (without the use medicine that reduces fevers); and ● Other symptoms have improved (for example, when your cough or shortness of breath have improved); and ● At least 10 calendar days have passed since symptoms first appeared; or ● The individual has received two negative tests at least 24 hours apart.	
	TESTED POSITIVE - ASYMPTOMATIC **Return to school after having no symptoms <u>and testing for POSITIVE for COVID-19 with symptoms:</u>** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.	**Resources:** Exclusion and Return to School Guideline Chart
	HOUSEHOLD MEMBER - SYMPTOMATIC **If someone in your home <u>has symptoms or is being tested for COVID-19:</u>** Students and employees should remain home for 72 hours if someone in the household has COVID-19 symptoms or is being tested for COVID-19.	**Resources:** Exclusion and Return to School Guideline Chart
	HOUSEHOLD MEMBER - TESTED POSITIVE **If someone in your home <u>has tested positive for COVID-19:</u>** If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic. Return to school after documented infection with COVID-19 should be directed by the individual's health care provider.	**Resources:** Exclusion and Return to School Guideline Chart
	TESTED POSITIVE - IMPACT ON SCHOOL OPERATIONS: Work with the local health department in following the CDC guidance which can be found here on the level of the COVID-19 spread and the impact on our schools	**Resources:** Exclusion and Return to School Guideline

		Chart
	remaining open. GCSC, in conjunction with the Lake County Health Department, would make the decision to move to close school and do E-Learning. In order for this decision to be made, a few criteria would need to be met. Impacting the decision would be factors such as: ● Transmission level within all our schools and community ● Effectiveness of Plan A (if Plan A is not working and will not work) ● Staffing concerns across our buildings ● Frequent and sustained need for closures	
	CONTACT TRACING: The local health department will work to determine who has been in close proximity for more than 15 minutes) to trace for exposure. GCSC will maintain seating charts for classrooms, buses, and the cafeteria.	**Resources:** Schedules Seating Charts

4: ENACT HEALTH SAFETY CHANGES IN PHYSICAL SPACES, FOOD SERVICES, and TRANSPORTATION

| Enact Health Safety Changes in Physical Spaces | **Ready buildings, common spaces for activities**

The layout and design of school buildings and facilities are being assessed one-by-one to ensure proper health and safety updates are made, appropriate signage is posted.

● New social distanced queueing procedures will be in place, with one-way traffic through the buildings, where possible.
● Mark spaced lines to enter the building and designate entrance and exit flow paths
● Visitors only upon appointment. If something needs to be dropped off, it will be left at the drop off zone in the secure vestibule. If a necessary visit, call the front office before coming, screening visitors, requesting use of face coverings/masks, etc.
● Ventilation systems will increase circulation of outdoor air as much as possible, when practicable based on outdoor air conditions.
● Clean/disinfect frequently touched surfaces at least daily and shared objects after each use.
● Safe materials handling according to the CDC research, the virus does not live on paper beyond 24 hours. Books with plastic coverings may be disinfected with time and/ or cleaning supplies if deemed necessary beyond a 24 hour time span.
● Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks.
● No facility rental from outside groups will be permitted until further notice.
● See protocol for students/staff who feel ill/experience symptoms when they come to school (see when a child, staff member).
● Use procedures for student pick/drop up with no parents getting out of cars | **Resources:**

Signage |

Classrooms, cafeterias, gymnasiums, etc. will be adjusted to allow for safe social distancing, with an enhanced commitment to the health and safety of our school community.	- Classrooms - Spread desks far apart in the classroom. - Seating charts are maintained. - All desks face the same direction. - If desks are shared, they are wiped between use by the student who used before the class exits with sanitizer wipes. - The use of shared supplies and materials will be minimized. Sanitization will occur between each use if shared. - Safe Materials Handling According to the CDC research, the virus does not live on paper beyond 24 hours. Books with plastic coverings may be disinfected with time and/ or cleaning supplies if deemed necessary beyond a 24 hour time span. - In classrooms, maintaining as much social distancing space between instructor and students, appropriate accommodations will be made to protect instructors and students (altered face masks, face shields, etc.). Masks must be worn if face to face interactions occur. - Playground - Recess times are staggered. - Open playgrounds with separate zones for sanitization purposes. - Equipment is cleaned between use.	Sanitizing Wipes See-thru Barrier / Face Shields Seating Chart Playground Zone Schedule
Clinical Space COVID-19 Symptomatic	- Each school will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. - All waiting staff and students should wear a cloth face covering. - Only essential staff assigned to the room may enter wearing appropriate PPE. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.	**Resources:** Clinic for COVID-19 Symptomatic PPE Entry Log
Clinic Space Non-COVID-19 Related	- Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. - These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.	**Resources:** Clinic for Non- COVID-19 Symptomatic

Confirmed Case of COVID-19 on School Property	• When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately. The district will also notify the Indiana Department of Education. Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. • As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.	**Resources:** Clinic for COVID-19 Symptomatic PPE Entry Log
Cleaning and Disinfecting	**Implement CDC Guidelines for Cleaning and Disinfecting: Click Here** • Soap and hand sanitizer are available throughout the building and in each classroom • Provide sanitizer wipes for desk cleaning by students who used the space they worked in before they exit. • Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks. • Supplemental cleaning is performed by custodial staff over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease. • Playground—recess times are staggered, and equipment is cleaned between use. • Emergency cleaning: The emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by County or State health authorities. • Upon direction to implement an emergency cleaning plan, the facility will be evacuated and plans for the length of closure will be communicated to the public and staff.	**Resources:** Hand Sanitizer Cleaning and Disinfecting Supplies PPE

Food Service	Implement standard operating procedures while taking preventative measures such as:	Resources:
	● Parents assist GCSC by eliminating cash transactions and utilize online payments as much as possible.	E-Learning Provide a week's worth of meals during a designated time (ex: drive-up for a week's worth of meals every Monday) Alternate Serving Areas Box Lunches Seating Charts in Lunch Spaces
	● Provide a schedule with alternate serving areas in the building for students to social distance as much as possible while eating. ● Floor is marked to space students while they wait to receive their meals. ● Spaced seating (utilize outdoor space as practicable and appropriate). ● Allow student hand washing before and after meal service. ● Providing hand sanitizer for students and staff. ● No self-serve service lines are available. ● Pre-packaged boxes or bags for each student instead of traditional serving lines. ● Food and utensils should not be shared. ● Students go in small groups to dispose of trash in cans spread throughout the cafeteria. ● Conduct cleaning of cafeterias and high-touch surfaces throughout the school day.	
	● Students and staff wear face masks/coverings while in large group gatherings when not eating with face to face interactions.	

Transportation	● **Staff and students must wear masks.**
	  ○ Student drop off and pickup: Parents are to remain in cars when dropping off and picking up students.
	  ○ **Parents need to ensure that social distancing is utilized at bus stops.**
	  ○ **Masks are required at bus stops and while traveling to and from school on the bus. Students must wear the mask or another form of transportation to and from school will need to be made.**
	  ○ Providing hand sanitizer for students and bus drivers to use. Seating charts used.
	  ○ No field trips until further notice.
	  ○ Cleaning is performed daily. Supplemental cleaning and disinfecting of frequently touched surfaces on the bus is performed between routes.
	  ○ Airing out buses when not in use.
		Resources:
		
		PPE
		Seating Charts

5: TEACHING AND LEARNING

| **Implement standard operating procedures while taking protective and preventive measures while teaching.** | See Guidelines for Masks in Section 3. Establish distance between the teacher's desk/board and students' desks. Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing. Providing hand sanitizer for students and staff. Safe Materials Handling According to the CDC research, the virus does not live on paper beyond 24 hours. Books with plastic coverings may be disinfected with time and/ or cleaning supplies if deemed necessary beyond a 24 hour time span. Desks are separated as much as possible. Personal spaces such as desks are wiped with sanitizer wipes by the student who used it before exiting a classroom. Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable). Custodial engineers conduct cleaning of classrooms and high-touch surfaces each day. Classes can be held outside when weather permits with appropriate social distancing and masks for face to face interactions. Perfect attendance awards will not be used this school year so as to encourage sick students to stay home. **Establish an academic baseline.** Administer formative assessments toward the start of the school year. Conduct meetings with teachers to identify where students are academically. **Target interventions and supports. Provide additional instructional supports to:** Students at-risk of not graduating on time. Students with disabilities will receive specific targeted skills instruction upon reentry. The case conference committee will convene to discuss any concerns with regression, and revise the IEP accordingly. Students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.). Other students identified as being behind academically by teachers and parents. | **Resources:**

Level of Spread

Low to No COVID-19 Spread Occurring

Minimal to Moderate COVID-19 Spread Occurring

Substantial COVID-19 Spread Occurring

Mask Rules
Signage
Good Hygiene Guide
Hand Sanitizer
Sanitizer Wipes
Extra Masks |

- Identify essential concepts/skills at grade levels and provide access to enrichment (fine arts, music, world language, CTE, computer science, AP, dual credit, physical education/play, STEM/STEAM, etc.).

Address learning loss.
- Help students catch up/get ahead.
- Provide extended learning opportunities through before/after school programs.

E-Learning
- E-Learning will provide instruction from the teacher.
- Technology tools will be used during lessons during this regular schedule to permit E-Learning students to participate simultaneously.
- Students with IEPs will convene to develop their Continuous Learning Plan, or follow the plan if already included in their IEP.

> **Students will be expected to attend sessions and complete all work during the regular school schedule according to the time instruction is offered for each class by participating and completing assignments.**

Prepare for future Regular School Schedule and E-Learning by continuing curriculum mapping & lesson planning.
- Utilize lesson plans that provide I Do, We Do, You Do (Gradual Release).
- Utilize technology protocols for dual delivery (Regular School Schedule & E-Learning Done Simultaneously to Accomodate for E-Learning Students).
- Integrate virtual learning practices.
- Provide E-Learning specific professional learning for educators.
- Integrate virtual learning practices.
- Provide virtual learning-specific professional learning for educators.

6: SOCIAL EMOTIONAL LEARNING

	District / School Resources:
	● https://casel.org/
	● https://www.doe.in.gov/sebw
	
	Acknowledgement of experience and feelings related changes due to COVID-19 along with treating all individuals equally by showing respect, kindness, and love.
	● Remain calm and reassuring. Students will react to and follow your verbal and nonverbal reactions to the changes.
	● Emphasize to your students that they are safe at school. Remind them that you and the adults at their school are there to keep them safe and healthy.
	● Let your students talk about their feelings surrounding the country's events and help reframe their concerns into appropriate thoughts.
	● Give students information that is truthful and appropriate for the age and developmental level of the child.
	
	Day one to day three of SEL activities:
	● Examples of how the first few days of schools could be used to focus on building community, connection, resilience, and social and emotional skills:
	   ○ Primary Template
	   ○ Secondary Template
	
	Continued SEL/mental health services and build resiliency
	● Community and trust building:
	   ○ Classroom meetings to set clear expectations
	   ○ Guidance for adults facilitating these classroom meetings
	   ○ Work with your school's student support team to ensure that tier 2 and tier 3 social and emotional supports are available for those needing additional intervention, consulting with community mental health providers, as needed.
	   ○ https://www.projectawarein.org/resources/
	
	Use social and emotional learning as a way to create a safe and supportive environment for all students. Below are strategies,
		Resources:
		
		IDOE Reentry SEL Plan

connected to each of Indiana's Social Emotional Learning (SEL) Competencies, that can be implemented in the first few weeks back to school.

Insight:
- Help students identify their personal strengths.
- Direct them to reflect on what they may have learned about themselves while being at home/out of school (i.e. strengths within their family role, new skills/talents, adaptability.etc.).
- Help students name their feelings. Provide a list of emotions and ask students to choose one or two each day which they identify with in order to build emotional awareness, vocabulary and empathy.

Sensory-Motor Integration:
- Facilitate deep breathing exercises (such as Square Breathing) and prioritize physical activity opportunities.

Regulation:
- Help students understand how their brains work and can react to stress. Use this video teaching the hand model of the brain.
- Encourage students to think about how feelings are connected with their body using the How Does my Body Feel? handout.

Collaboration:
- Provide opportunities for collaborative learning games and facilitate the creation of group expectations with specific roles/responsibilities for each student before beginning.

Connection:
- Create adult to student and/or student to student mentoring opportunities to serve as an additional system of support for students.

Critical-Thinking:
- Help students identify a cause or problem that arose in their community over the past few months. Ask students to come up with action steps or solutions to these issues.

Mindset:
- Praise students' process rather than students' outcome
  - For example, "I can tell you practiced!" or "I noticed you supported your friend in need today."
- Act to remove anxiety about academic performance and prioritize the healing and belonging that will foster academic learning.
  - When speaking about the coming year's academics, reassure students that the goal will be to "close the gap", not "catch-up with additional work"
- Assess your strengths and areas to develop as you promote SEL through distance learning and at-home assignments:
  - Teacher self assessment.

Mandated Reporting:
As a reminder all educators are mandated reporters in the State of Indiana. Our teachers and communities continue to play an important role in ensuring the safety of children. As you engage with your students, please consider these factors, as some signs of maltreatment that you have been trained to notice may still be present, even virtually. Child Safety Tips

-

7: EXTRA-CURRICULARS, CO-CURRICULARS, & CLUBS

Guidelines for returning to Extra-Curricular, Co-Curricular, & Clubs

Athletics, performing arts, and clubs promote citizenship and sportsmanship students who participate. Activity programs instill a sense of pride in school and community, teach lifelong lessons and skills of teamwork and self-discipline and facilitate the physical and emotional development of the nation's youth.

The following guidelines will be implemented:

- **Staff and students/families must self-screen for symptoms of COVID-19 before coming to school.**
- **Staff and students should wear masks when not engaging in vigorous activity and social distancing is not possible.**
- **Staff and students will follow any protocol changes as guided by the Local Board of Health.**

- Students participating in extracurriculars must be aware of guidelines afforded by IHSAA regarding eligibility requirements as they relate to the minimum number of periods students must attend in-person to remain eligible for sanctioned participation.

Follow the Phases and County Implications by Governor's Executive Orders:
Indiana's Considerations for Learning and Safe Schools (IN-CLASS)
- See Appendix C: Indiana's Extra-Curricular and Co-Curricular Re-entry on page 18.
  - **Phase I: July 6-19**
  - **Phase II: July 20-August 15**
  - **Phase III: August 15**

2020 FALL SPORTS SUMMER CONDITIONING PLAN (Fall Sports Conditioning Plan)

2020 PERFORMING ARTS PLAN (Marching Band Guidance).

Resources:
Level of Spread

Low to No COVID-19 Spread Occurring

Minimal to Moderate COVID-19 Spread Occurring

Substantial COVID-19 Spread Occurring

IHSAA Resources
NSFA Resources

Spectator Options

	AMRO Music Blog **Indiana specific resources for a safe reopening:** ● Space considerations for in-person instruction (pdf download) **Taskforce recommendations for:** ● Band (google sheet) ● Choir (google sheet) ● General Music Foreward / Spreadsheet (google sheets) ● Orchestra (google sheet)	NSFA Resources Indiana Music Education Association Resources AMRO Music Spectator Option

8: ANTICIPATE AND PLAN FOR CONTINGENCIES

| Anticipate and Plan for Contingencies | Plan extensively for the possibility of a major outbreak of COVID-19 within the school buildings.

The Protect GCSC Team has a range of contingency plans based on situations and circumstances that might occur and that may require the Gary Community School Corporation to pause or shut down some or all of our activities.

Contingency planning is also taking into account what is happening in the surrounding community, and federal and state guidelines.
To prepare for future scenarios of the viruses spread, however likely or unlikely, the GCSC is taking into careful consideration the Local Board of Health's guidance on quarantining, contact tracing, and school closures based on data and protocol they are required to follow during COVID-19.
Existing efforts, such as E-Learning, can be adapted if a student must be isolated following a positive virus test, supports our contingency planning.
School closures:
E-Learning will provide instruction from the teacher. Students will be expected to attend sessions and complete all work. Student time includes: Exercise, Meditation/Yoga, Journaling, Gratitude Time. Counselors are available for students. | Resources:

Local Board of Health

Level of Spread

Low to No COVID-19 Spread Occurring

Minimal to Moderate COVID-19 Spread Occurring

Substantial COVID-19 Spread Occurring |

9: ENGAGE OUR STAKEHOLDERS WITH CONSISTENT,

COMPELLING, AND TIMELY COMMUNICATION AND CLEAR GUIDANCE

9 **ENGAGE OUR STAKEHOLDERS WITH CONSISTENT, COMPELLING, AND TIMELY COMMUNICATION AND CLEAR GUIDANCE**	**Share the latest information via the Gary Community School website** **https://www.garycsc.k12.in.us** **The Protect GCSC Plan campaign will instill a culture of personal responsibility and daily action to Protect — oneself, others, and our City of Gary community.** **Create and disseminate engaging and meaningful collateral around the Protect GCSC Plan.**	**Resources:** ## Level of Spread **Low to No COVID-19 Spread Occurring** **Minimal to Moderate COVID-19 Spread Occurring** **Substantial COVID-19 Spread Occurring** GCSC Website Social Media Infinite Campus Robo-Calls

Partner across the Northwest Indiana community to collectively advance safety efforts	Recognizing that Gary Community School Corporation has a responsibility to support the health and safety of the Gary community, we will engage with a broad range of stakeholders to encourage the adoption of the tenets of the Protect GCSC Plan — which may be more stringent than those experienced or witnessed within the outside community — beyond the borders of our school campuses. ● We will collaborate and partner with leaders of Gary and Lake County communities on ways to create a healthy and safe environment that protects GCSC and our neighbors.	**Resources:** Local Government Agencies Northwest Indiana Superintendents Study Council School Conferences