



**2020 - 2021**  
**District Reopening Plan**

**July 8, 2020**

[Quick Reference Change Log & Frequently Asked Questions](#) can be found on our website.

*1st Revision date July 16, 2020*  
*2nd Revision date July 17, 2020*  
*3rd Revision date July 23, 2020*  
*4th Revision date July 28, 2020*  
*5th Revision date August 3, 2020*  
*6th Revision date August 27, 2020*



July 8, 2020

At the end of May, a district-wide, cross functional team was formed to address the necessary aspects of safely reopening our schools for face-to-face instruction for the 2020 - 2021 school year. On June 2, our task force team convened to formulate a plan to begin exploring the many options available in a continuously changing environment around continued health concerns related to the COVID-19 virus.

**District-wide Task Force Team Members:**

Kevin Yancey, Chairperson / Maintenance, Custodial & Facilities

Dr. Jeff Studebaker, Superintendent

Michael Gasaway, Secondary Academic Plan

Jill Mires, Elementary Academic Plan

Angela Vaughn & Kirstie Stivers, RN, Health Services Plan

Keith Mahoney, Transportation Plan

Judy Brooks, Food Service Plan

Joe Bronkella, Athletics Plan

Jacob McVey and Tim Armstrong, School Safety

Janet McCreary and Tracy Ahlbrand, Elementary

Tara McKay, PreK/Elementary

Each task force member convened additional departmental or building level teams/committees to discuss the specific systems and processes necessary within their areas for a safe return to school. The guidelines and expectations outlined in this detailed plan are based on those recommendations and are in place to create a safe environment for students and staff to return to face-to-face instruction.

## Reopening Madison Schools

With the understanding that we remain in an unprecedented, fluid situation, the plans we have approved and are communicating today will need to be flexible and accommodating based upon changing health scenarios and guidelines provided by the state in reaction to and mitigation of the existing presence of the COVID-19 virus.

### ACADEMIC INSTRUCTION:

- Return to face-to-face instruction following safety protocols outlined in this plan.
- Desk spacing will be configured as appropriate in all cases possible to accommodate social distancing whenever possible. All desks will be required to face forward.
- Schools will follow the previously approved 2020 - 2021 school calendar.
  - First teacher day is August 10, 2020.
  - First student day is August 12, 2020.
- A virtual learning option will be made available for those students who choose not to participate in face-to-face instruction.
  - Should a family choose to opt for the virtual learning option, they will be required to:
    - Schedule a consultation appointment with the building principal to discuss expectations.
    - Sign a Learning Contract indicating they understand the expectations of academic and attendance requirements and will partner with the student's teacher(s) to ensure a successful transition and completion of the academic requirements.
    - The virtual learning environment will look like:
      - A minimum of 5-6 hours of screen time per day for classroom instruction/activities.
      - Regular attendance for all classes.
      - Homework and assignment due dates to mirror the class.
      - Once selected, a student will remain in the virtual learning environment until (at least) the semester break.
- MCHS or MJHS students opting for virtual learning through Madison schools will be eligible for participation in fall athletics. (See [Change of IHSAA Guidelines](#) press release)

### MASKS:

- No visitors will be allowed in our buildings until further notice.
- Face Masks- Staff and Volunteers:
  - Masks are mandatory for volunteers within the building.
  - Masks will be **required** to be worn by **all** staff, volunteers, and anyone in our buildings at any time.
    - Additional accommodations may need to be made for staff based on their individual health plan.
    - **If individuals are outside, and can maintain 6 feet of physical distance from anyone not in their immediate household, they can take the mask off.**
    - Nurses, special education staff, and transportation staff may additionally need face shield/goggles based on individual health plans.
- Face Masks- Students:
  - Madison Consolidated Schools will **require** masks to be worn by students in **Grades 3 - 12**, *We would like to remind you that students in PreK through Grade 2 are also welcome to wear masks at all times.*
    - The requirement for wearing masks will be **implemented immediately** on all Madison Consolidated School campuses. This includes athletics, extracurricular, and co-curricular activities.
      - **If individuals are outside, and can maintain 6 feet of physical distance from anyone not in their immediate household, they can take the mask off.**
      - We will look for additional guidance from the state and IHSAA regarding the definition of 'strenuous physical activity' when applied to co-curricular and/or extracurricular activities.

- Masks are mandatory during bus transportation.
- Masks are mandatory while in hallways.

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## Section I - DISTRICT LEVEL PLANS

### Health Plan - Prepared by Angela Vaughn and Kirstie Stivers, RN

At the center of the Health Plan is the protection of the health and safety of students and staff. The overarching goal is to assure the ability to meet directives from the Indiana State Department of Health and the local Department of Health for mitigation of transmission in order for students and staff to return to education in buildings.

*Special Education Services and Individual Health Plans will be developed on an individualized basis through a committee conference. Families impacted will be contacted by school personnel or can contact their current healthcare contact at their school to schedule an appointment.*

#### Preventive Measures

- No visitors will be allowed in our buildings until further notice.
- Face Masks- Staff and Volunteers:
  - Masks are mandatory for volunteers within the building.
  - Masks will be **required** to be worn by **all** staff, volunteers, and anyone in our buildings at any time.
    - Additional accommodations may need to be made for staff based on their individual health plan.
    - **If individuals are outside, and can maintain 6 feet of physical distance from anyone not in their immediate household, they can take the mask off.**
    - Nurses, special education staff, and transportation staff may additionally need face shield/goggles based on individual health plans.
- Face Masks- Students:
  - Madison Consolidated Schools will **require** masks to be worn by students in **Grades 3 - 12**, *We would like to remind you that students in PreK through Grade 2 are also welcome to wear masks at all times.*
    - The requirement for wearing masks will be **implemented immediately** on all Madison Consolidated School campuses. This includes athletics, extracurricular, and co-curricular activities.
    - **If individuals are outside, and can maintain 6 feet of physical distance from anyone not in their immediate household, they can take the mask off.**
    - We will look for additional guidance from the state and IHSAA regarding the definition of 'strenuous physical activity' when applied to co-curricular and/or extracurricular activities.
  - Masks are mandatory during bus transportation.
  - Masks are mandatory while in hallways.
- Hand Hygiene:
  - Staff and students will wash their hands often with soap and water. If soap and water are not readily available, a hand sanitizer will be used that contains at least 60 percent alcohol.
  - Hand sanitizing will occur at key times as follows:
    - Upon entry
    - Before eating
    - After restroom use
    - After blowing nose, coughing, or sneezing
    - After using shared equipment
    - Before boarding the bus at end of day
- Water Fountains:
  - Water fountains will not be utilized in schools. Water will be accessible via water bottle filling stations in most buildings, and students are encouraged to bring their own bottle.
- Social Distancing will be implemented as defined by individual building plans.

## Health Protocols

### Screening:

- Parents will be required to screen students before coming to school.
- Employees will be required to self-screen before coming to school.
- Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.
  - Students will not be permitted to participate in any athletic, extracurricular, or co-curricular activities if they have been sent home.
- Symptoms Impacting Consideration for Exclusion from School:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Temperature of students, employees and visitors on school property will be taken in situations where there is reason to believe that the person may be ill.

### Clinical Space COVID -19 Symptomatic:

- A room or space separate from the nurse's clinic will be designated where students or employees who are feeling ill are evaluated or wait for pick up.
- All waiting staff and students will wear a mask.
- Only essential staff assigned to the room may enter.
- A record will be kept of all persons who entered the room and the 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.

### 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, those requiring medical treatments, and those with individual health plans.

### Exclusion from School:

- Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19.

- If a child tests positive for COVID-19, all others in the household would be considered close contacts and need to quarantine unless that child was isolated from others in the home.

#### 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 custodial staff will be informed of the confirmed case, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. In order to sanitize the area most effectively, custodians will work around student and staff presence to maintain a freshly sanitized environment.

#### Return to School After Exclusion:

##### **Untested/Unevaluated**

- 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 **24 hours** (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.

OR

- Students may also return if they are approved to do so in writing by the student's health care provider.

##### **NEW Guidance Received August 25, 2020**

- Anyone with symptoms who is not tested must isolate, and anyone in the household (including siblings) are considered close contacts and must quarantine.

##### **Tested Positive - Symptomatic**

- Persons who experienced symptoms and have been tested for COVID-19 may return to 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.

##### **NEW Guidance Received August 25, 2020**

- If someone who has symptoms of COVID-19 tests positive or does NOT get tested for COVID-19, then siblings and household members should be considered close contacts and advised to quarantine.
  - If the symptomatic person without a positive test is diagnosed with another condition that explains the symptoms, or tests negative, then no quarantine for close contacts is necessary.
  - If not tested, a provider's note with alternate diagnosis will be needed to return to school.
- A symptomatic person and anyone living in their household should quarantine while waiting for test results.

##### **Tested Positive - Asymptomatic**

- Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten 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.

## **Tested Negative - NEW Guidance Received August 25, 2020**

- Anyone with a negative test who is not a close contact may return to school if:
  - Fever free for 24 hours without the use of fever-reducing medications
  - Symptoms resolved
  - No doctor's note required
- Anyone with symptoms of COVID-19 who had a negative test and is not a close contact of someone with confirmed COVID-19 may return to school:
  - Fever free for 24 hours without the use of fever-reducing medications
  - Symptoms resolved
  - No doctor's note required
  - If also a close contact, must complete 14-day quarantine

See Appendix [Resource from Indiana State Department of Health](#).

## **COVID-19 Tracking and Reporting**

- It is **REQUIRED** that parents report a diagnosis to school or district.
- The local Health Department will perform contact tracing.
- The district will follow CDC/ISDH/Local Health Department guidance for system based, test-based and time based re-entry.
- Staff will use an internal Google form process to record a notification of an infected person that has been on school campus; the responses will immediately notify key personnel when it is submitted.

## **Medication Administration**

- Physical distancing procedures in place to mitigate transmission:
  - We will stagger medication administration times.
  - We will limit the volume of students to one at a time in the health office.
  - Routine procedures should be performed in the well area of the health office (sick children should be in a separate space).

## **High Risk Students and Staff Information**

- Procedures that aerosolize the virus will require a specific, isolated space for the procedure followed by a specific, disinfection protocol. These few, select situations will be addressed with families per the individual health plan:
  - Nebulizers
  - Suctioning- oral and tracheal
- PPE is required for procedures that require less than 6 foot distance for > 15 min e.g.
  - School Nurse assessment of ill and injured students
  - Hand over hand instruction
  - Diapering and toileting
  - Medical procedure- catheterizations, tube feed, ostomy care, diabetes care
  - PT/OT/Speech
- Vulnerable student populations include foster care, homeless, mental illness, Special Education, medically complex and medically fragile, and/or chronic disease.
- Vulnerable staff populations include those with chronic illness or age- contributing health factors.

## **Training and Education**

Staff training will be completed online using the Safe Schools platform, through the nursing staff, and administrative personnel before students return to school. Some of the topics covered in the modules are:

- Symptoms of COVID-19
- Proper hand washing techniques
- Preventing cross contamination
- When to stay home
- Social distancing
- PPE use:
  - Cloth masks (how to use/clean and care /minimize cross contamination)
  - Glove use
  - Other
- Safety protocols
- Procedures for reporting illness
- Building-specific mitigation processes
- Social Emotional Health for self and for students: assistance and resources

### **Student training will occur on campus by staff**

- Symptoms of COVID-19
- Proper hand washing techniques
- Preventing cross contamination
- When to stay home
- Social distancing
- PPE use
  - Cloth masks (how to use/clean and care /minimize cross contamination)
  - Disposable masks
- Safety protocols
- Building-specific mitigation processes
- Social Emotional Health for self: assistance and resources

### **Parent training will occur through online and telephone communications**

- Symptoms of COVID-19
- Proper hand washing techniques
- School Processes and Procedures
- When to keep your child home
  - Fever
  - COVID-19 symptoms
- What to do when your child is sick at school
- Reporting illnesses
- Mask use, cleaning and care

## **Cleaning & Disinfection Plan - Prepared by Kevin Yancey**

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory system droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with the virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

A number of elements in this policy overlap with those in the Health Plan, in this section we will address custodial areas of interest. Routine cleaning and disinfecting are key to maintaining a safe environment for staff and students.

### **Guidance for cleaning and disinfecting:**

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.
- It is highly recommended that gloves will be worn by anyone when cleaning and hands washed after removing gloves.
- Hand sanitizer and sanitizing stations will be located throughout the buildings, near entrances, and in common areas and it is highly recommended that it be used frequently.
- All teachers will be provided with a spray bottle and paper towels for additional spot cleaning as necessary.

### **Routine cleaning and disinfecting:**

Teachers should keep their classrooms organized and free from clutter. This will allow custodians to clean areas quickly and efficiently.

Daily cleaning and disinfection of frequently touched surfaces will take place in all facilities. Examples include, but are not limited to:

- PreK and Kindergarten rooms (fogged daily)
- Common use areas and entry points (fogged daily)
- High-touch playground equipment
- Door knobs and handles
- Stair rails and handrails
- Lunchroom tables and chairs
- Countertops
- Light switches
- Equipment (e.g., weight room)
- Push-buttons on vending machines and elevators
- Bus seats and handrails

Note: Computer keyboards are difficult to clean. Shared computers (if used) should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission.

### **In the event of an illness or exposure:**

- The space used for isolation will be closed off after the ill person leaves. Proper cleaning and disinfecting will take place before it is reopened.
- The high-touch areas identified as places of potential infection by the ill person will be cleaned and disinfected (e.g., individual desk, cot, recently used toys, shared equipment).

## **Academic Instruction Options - Prepared by Michael Gasaway and Jill Mires**

- Return to face-to-face instruction following safety protocols outlined in this plan.
- Desk spacing will be configured as appropriate in all cases possible to accommodate social distancing whenever possible. All desks will be required to face forward.
- Schools will follow the previously approved 2020 - 2021 school calendar.
  - First teacher day is August 10, 2020.
  - First student day is August 12, 2020.
- A virtual learning option will be made available for those students who choose not to participate in face-to-face instruction.
  - Should a family choose to opt for the virtual learning option, they will be required to:
    - Schedule a consultation appointment with the building principal to discuss expectations.
    - Sign a Learning Contract indicating they understand the expectations of academic and attendance requirements and will partner with the student's teacher(s) to ensure a successful transition and completion of the academic requirements.
    - The virtual learning environment may look like:
      - A minimum of 5-6 hours of screen time per day for classroom instruction/activities.
      - Regular attendance for all classes.
      - Homework and assignment due dates to mirror the class.
      - Once selected, a student will remain in the virtual learning environment until (at least) the semester break.
  - MCHS or MJHS students opting for virtual learning through Madison schools will be eligible for participation in fall athletics. (See [Change of IHSAA Guidelines](#) press release)

### DEFINITIONS

- VIRTUAL LEARNING - Logging onto a computer at a specific time, for a specific length of time, having access to a classroom teacher via Google Meet and/or other forms of technology software.
- ONLINE LEARNING - Logging onto a computer anytime a student can and time allows. Students work at their own pace to complete assignments and the course through the PLATO program. Deadlines will be set and expectations will be that courses are completed by a certain due date. (This is not an option for elementary students.)
- FACE-TO-FACE - The traditional classroom or face-to-face instruction is when the instructor and the students of a nonprofit educational institution are in a place devoted to instruction and the teaching and learning take place at the same time. In this setting all performances and displays of work are allowed.
- QUARANTINE VIRTUAL LEARNING - The same as virtual learning but is reserved for those students who begin with face-to-face learning and have to stay home for an extended period of time but plans on returning to class at some point.

## **Bus Transportation - Prepared by Keith Mahoney**

### **Cleaning & Disinfection** - see Cleaning & Disinfection Plan

- Each bus will be disinfected following the exit of each group of students

### **Seating & Transfer**

The following expectations will be for anyone using MCS bus transportation to or from school, and/or while traveling with athletics, extra or co-curricular activities:

- A maximum of 2 students per bus seat.
- Students will be grouped by family, when possible.
- Students will have assigned seats and a seating chart will be provided to the building principal for each bus.
- Attendance will be taken as students enter and leave the bus, and the attendance log will be turned in to transportation officials on a regular basis.
- Seating will begin at the back of the bus and move forward. Students who load first will move to the back of the bus and fill their assigned seats moving forward.
- Masks are **REQUIRED**, as social distancing cannot be achieved.
  - If a student does not have a mask or will not wear a mask, they will not be permitted to ride the bus, and the family will be responsible for transportation to and from school.
  - A limited supply of disposable masks will be available from the bus driver if the student has forgotten/misplaced their mask. It is the responsibility of the student to keep this (or a) mask readily available for transportation purposes at all times.
- When the weather is cooperative, the bus windows will be open to facilitate clean air flow.

## **Food Service - Prepared by Judy Brooks**

The Food Services team has approached their plan with a focus on food safety, service, and recommended social distancing protocols. In addition, they have tried to balance this with great effort to provide students choices for the daily menu options, as well as, a safe and social environment.

The following will be in place:

- Floors will be marked to indicate social distancing spacing and direction of lines.
- Whenever a service line is used, students may select items which will be served by cafe staff.
  - This may include limited, packaged ala carte items or a pre-packaged salad, if available at the cafe location.
- Breakfast will be served on disposable trays or plates, or in some cases, grab and go disposables.
- Disposable utensils, straws, and napkins will be provided by cafe staff.
- Cafe staff will enter all student PIN numbers.
- Students are free to bring their own lunch to school.

## **Athletic/Extra & Co-Curricular** - Prepared by Joe Bronkella

Unique requirements for a district/school's region or county must be followed regardless of the phase defined below. In addition, given the fluid situation of COVID-19, these considerations are subject to change. Read the phases carefully as the considerations are gradually expanded in many areas.

### **Phase I: July 6-July 19**

1. All Activities are **VOLUNTARY**.
2. Student-Athletes are limited to 15 total hours per week of school contact activity.
  - a. Sunday Rule Enforced.
  - b. School Contact is conditioning and sport-specific activity.
3. No sport may have more than two activity days per calendar week.
  - a. Must be scheduled in advance by 10 days before the activity.
  - b. Can not be consecutive days.
4. Activity/Training Days are limited to athlete's **next sport up**.
5. Activity days are limited to 3 hours per day max.
6. Conditioning is limited to 4 days per week, max 2 hours per session, athletes can only attend one conditioning session per day.
7. Guidelines followed and social distancing encouraged.
8. Student face coverings are allowed and encouraged while not participating in vigorous exercise.
9. Non-students' face coverings are allowed and encouraged.
10. In case of illness, a strategic plan for what to do should be established.
11. Physicals on file prior to participating is recommended.
12. All staff should be trained and screened for signs/symptoms prior to working out.
  - a. Coaches will have a procedure for tracking signs/symptoms after they occur.
  - b. Districts/schools will post signs displaying symptoms to educate students.
13. Students should either wash their hands or use sanitizer prior to participating.
14. Locker rooms can not be used.
15. Weight rooms are closed.
16. Restrooms may be used.
17. Workouts should be in smaller groups and the same groups workout together.
18. Indoor facilities should be at half capacity.
19. Cleaning schedules should be created and implemented for all facilities and equipment to mitigate any communicable diseases.
20. No sharing of clothing, shoes, towels, or water bottles.
21. If equipment must be shared, including sports balls, hand shields, etc., this equipment should be cleaned prior to use and immediately following usage. Responsibility for cleaning should be clear and appropriate training should be provided.
22. Students are expected to shower at home and wash workout clothing immediately upon returning to their homes. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
23. For contact sports, no contact is allowed.
24. Only water bottle refill stations should be allowed to be used.
25. No competition is allowed.
26. Pool usage is acceptable. Schools should take the necessary steps to promote health and safety both in the water and out by social distancing and using good hygiene.

## **Phase II: July 20-August 14**

1. Guidelines followed and social distancing encouraged.
2. Face covering policy for athletics will follow the school procedures based on recommendations from the Indiana State Department of Health, local health officials, and the IHSAA.
3. Team camps are allowed. Local guidelines need to be followed.
4. In case of illness, a strategic plan for what to do should be established.
5. Physicals on file prior to participating is recommended.
6. All staff should be trained and screened for signs/symptoms prior to working out.
  - a. Coaches will have a procedure for tracking signs/symptoms after they occur.
  - b. Districts/schools will post signs displaying symptoms to educate students.
7. Students should either wash their hands or use sanitizer prior to participating.
8. Districts/schools will post signs displaying symptoms to educate students.
9. Locker rooms can be used at 50% capacity.
10. Restrooms may be used.
11. Gathering sizes should be decreased as much as possible.
12. Indoor facilities should be at no more than 50% capacity.
13. For sidelines, benches, or other holding areas, consider establishing protocol as a guide for students and coaches.
14. Contact is allowed as defined by the Indiana High School Athletic Association (IHSAA).
15. Cleaning schedules should be created and implemented for all facilities and equipment to mitigate any communicable diseases.
16. Appropriate clothing/shoes should be worn at all times to minimize transmission.
17. No sharing of clothing, shoes, towels, or water bottles.
18. Hand sanitizer should be plentiful and available at all times.
19. If equipment must be shared, including sports balls, weight room facilities, etc., this equipment should be cleaned prior to use and immediately following usage. Responsibility for cleaning should be clear and appropriate training should be provided.
20. Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered or discarded.
21. Students are expected to shower at school or at home and wash workout clothing immediately upon returning to their homes. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
22. If schools launder student gear or uniforms, PPE must be available for the person in charge of laundering.
23. Free weight exercises requiring a spotter can be conducted. Safety measures in all forms must be strictly enforced in the weight room.
24. Celebratory and sportsmanship acts that involve contact should be prohibited.
25. Only water bottle refill stations should be allowed to be used.
26. Pool usage is acceptable. Schools should take the necessary steps to promote health and safety both in the water and out by social distancing and using good hygiene.
27. School camps/clinics/scrimmages are allowed. Recommended protocols listed will be followed and no fans can be in attendance. Only essential personnel will be allowed.
28. No formal competition is allowed with the exception of girls golf.

### **Phase III: August 15**

1. Guidelines followed and social distancing encouraged.
2. In case of illness, a strategic plan for what to do should be established.
3. Physicals on file prior to participating is recommended.
4. All staff should be trained and screened for signs/symptoms prior to working out.
  - a. Coaches will have a procedure for tracking signs/symptoms after they occur.
  - b. Districts/schools will post signs displaying symptoms to educate students.
5. Students should either wash their hands or use sanitizer prior to participating.
6. If locker rooms or meeting rooms are used, 50 percent capacity is recommended. \*If the restriction to 50 percent capacity at competitive events creates hardship and impacts the hygiene or safety of students, a 50 percent or greater capacity is allowed.
7. Gathering sizes should be decreased as much as possible to reduce risk. Workouts should be conducted in defined, smaller groups of students with the same students always together. Reduce gathering size by half capacity in large areas (weight room, wrestling rooms, etc.).
8. The goal of social distancing is defined by the CDC. If it is not possible to follow these guidelines indoors or outdoors, then create as much distance as possible. It is recommended that participants and coaches wear face coverings when distancing is limited and the individual is not participating in rigorous activity. Officials should be given the option to wear face coverings. For sidelines, benches, or other holding areas, consider establishing protocol as a guide for students and coaches.
9. Cleaning schedules should be created and implemented for all facilities and equipment to mitigate any communicable diseases. Review the plan and supply inventory to thoroughly clean and disinfect prior to and after usage following CDC, EPA, and OSHA guidelines. The plan should be clear on who cleans and appropriate training and PPE is provided for such.
10. Cleaning regarding team or group transportation must be followed.
11. Appropriate clothing/shoes should be worn at all times to minimize transmission.
12. No sharing of clothing, shoes, towels, or water bottles.
13. Hand sanitizer should be plentiful and available at all times.
14. Contact should be limited to only contact necessary to compete as defined by IHSAA. Modified sportsmanship practices should be observed.
15. If equipment must be shared, including sports balls, weight room facilities, etc., this equipment should be cleaned prior to use and immediately following usage. Responsibility for cleaning should be clear and appropriate training should be provided.
16. Students are expected to shower at school or at home and wash workout clothing immediately upon returning to their homes. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition
17. If schools launder student gear or uniforms, PPE must be available for the person in charge of laundering
18. Only water bottle refill stations should be allowed to be used.
19. Pool usage is acceptable. Schools should take necessary steps to promote health and safety both in the water and out by social distancing and using good hygiene.
20. All Competition may begin.
21. Spectators, media, and vendors can be present but should implement social distancing and follow established mass gathering guidelines.

## SECTION II - ELEMENTARY PLANS - Prepared by Jill Mires & Building Principals

### Anderson Elementary

#### Morning Arrival

- Car riders (Kindergarten thru Grade 4) will be dropped off at the main entrance.
  - **Parents are not permitted in the building and will need to stay in their vehicle.**
- PreK car rider parents will park and walk their student to the awning entrance.
  - PreK staff will meet them outside and walk students into the building.
  - Parents will not be allowed to enter the building.
- Bus riders will be dropped off at the building through the awning entrance.
- Students will be assigned to seats and grouped by class in morning holding areas:
  - Kindergarten will report to the cafeteria and will be supervised by staff.
  - Grade 1 will report directly to their classrooms; grades 2-4 will report to the gym and be supervised by staff.

#### Meals

Breakfast - 7:10 a.m. to 7:30 a.m.

- Grab and go breakfast will be served in the classrooms.
- Remaining students will be dismissed to classrooms at 7:35 a.m.

Lunch - 10:30 a.m. to 1:10 p.m.

- No snacks will be sold at lunch
- All meals will be packaged, and served to students following cafeteria protocol.
- Food Services team will enter lunch codes, take payments, and sanitize accordingly.
- No outside visitors will be admitted for lunch.
- PreK students will eat in classrooms.
- One grade per lunch shift; shifts will be spread out so there is no overlap.

#### Recess

- Everyone will wash their hands before going outside and when they re-enter the building.
- One class will be permitted in play area at any one time and will be supervised by the teacher.
- We will utilize both playground areas and the outdoor field.

#### Shared Spaces:

##### Classroom

- All classrooms have been deep cleaned over the summer by the custodians.
- Classroom seating charts/assigned seats are required and will be turned into principal.
- **Unless a space allows for proper physical distancing,** Specials teachers will hold specials classes in classrooms:
  - PE will be held outdoors when possible. When weather does not permit, it will be in the gym. Gym and equipment will be cleaned after each use.
  - Interventions will be held in classrooms if possible. If a student or students receive interventions in the hallways or intervention room, the area will be sanitized between uses.
  - Interventions/SPED/Speech areas will be cleaned after each group.
  - Special education teachers will follow student IEP and provide services while sanitizing between students or groups of students.
  - Library book check out will be handled by the classroom teacher.
- PreK classrooms will continue to use tables and chairs. Sit spots may be an option for PreK.
- PreK cots will be sanitized after use.
- No meeting/communal area in the classroom.

- Minimize materials in the room to make more space for distancing.
- Any shared materials must be cleaned between groups.
- All student supplies are kept in their school box and desks are clearly marked with student names.
- Classroom books should be kept in individual book totes and sanitized before returning to shelves/book baskets.

### *Clinic Space*

- Nurse will see non-symptomatic students in her office.
- Teachers will call the nurse/office prior to having a student report to the nurses office for all non-urgent needs.
- Teachers will phone the nurse to retrieve students from the classroom who are symptomatic.
- Students with symptoms who need additional attention or who are awaiting parent pick up will hold in the assistant principal/principal's office which will serve as clinic space as long as needed.
- Once the student or students have been picked up, the holding room will be fogged and sanitized.

### *Stairways, Hallways, and Bathrooms*

- Passing times in hallways/bathrooms will be scheduled by grade levels.
- Students/classrooms need to be in a line, facing forward, and use only one side of the hallway.
- Students will wash their hands in bathrooms and the number of students in bathrooms will be limited.
- We will limit individual restroom breaks as much as possible.
- Water Fountains:
  - Water fountains will not be utilized in schools. Water will be accessible via water bottle filling stations in most buildings, and students are encouraged to bring their own bottle.
- Hand contact portions of the sensory path will be removed.

### **Dismissal**

- Students will wash/sanitize hands before dismissal.
- Grade levels will be dismissed in intervals with the traffic flow going one way.
- Car riders will need to be spaced out while waiting for parent pick up.
  - **Parents are not permitted in the building. Students will be walked to their parent/guardian.**

### **After School Events, Special Events, Outside Visitors, or Parents by Appointment**

- We will continue to stay up to date on guidance as we approach holidays and events that have been held during the school day as we will minimize or eliminate outside visitors.
- Anyone with an appointment will follow sign-in procedures, will be required to wear masks, and meet in a designated area which will be sanitized after meeting with a student or meetings will be held virtually.
- Annual Case Review/Parent Meetings will be held virtually.
- There will be no field trips at this time.
- Evening events/family nights will be temporarily suspended or done virtually.
- Kindergarten testing will be conducted on a one-on-one basis this summer. Families will be able to tour the school at that time.
- PreK staff may arrange an individual time to give families a tour of the classroom and building.

### **After School Care**

- Will follow the same school procedures.
- Students will wash/sanitize hands once entering a designated area.
- We will teach procedures and protocol for social distancing.
- After school care areas will be cleaned once students leave.

## Deputy Elementary

### Arrival

- Car riders (Kindergarten thru Grade 4) will enter main entrance.
  - **Parents are not permitted in the building and will need to stay in their vehicle.**
  - Teachers will meet PreK students at their vehicle and walk the student to door #2.
- Kindergarten - Grade 4 students will go straight to the gym to the assigned area.
  - Assigned seats in the gym, seating chart will be given to the principal.

### Meals

Breakfast - 7:00-7:25 am

- PreK will eat in their classroom.
- Extra cafeteria tables will be set up in the gym for breakfast/lunch.
- Dismiss small groups for grab and go breakfast or serve at tables

Lunch - 10:20 am-12:10 pm

- We will stagger restroom use and handwashing to limit numbers.
- There will be two grade levels per lunch shift with the scheduled adjusted to reduce overlap.
- Tables will be placed in the lunchroom and in the gym to accommodate distancing.
- No outside visitors will be admitted for lunch.
- No snacks will be sold at lunch.
- All meals will be packaged, and served to students following cafeteria protocol.
- Food Services team will enter lunch codes, take payments, and sanitize accordingly.

### Recess

- Everyone will wash hands before going outside and when they re-enter the building.
- Attend as a class unit only, two groups outside in separate areas, and will be supervised by the teacher.

### Shared Spaces

#### Classroom

- All rooms have been deep cleaned over the summer by the custodians.
- Classroom seating charts/assigned seats are required and will be turned into principal.
- **Unless a space allows for proper physical distancing,** Specials on cart and come to classroom:
  - Materials used by students must be wiped down.
  - PE will be held outdoors when possible. When weather does not permit, it will be in the gym. Gym and equipment will be cleaned after each use.
  - Library will be open for check out. Any books touched will be placed on the table to clean before being re-shelved.
- Teachers will change rooms for ELA/Math (not students) and all teacher materials will be left in the classroom.
- Interventions/SPED/Speech areas will be cleaned after each group.
- No meeting/communal area in the classroom.
- PreK will continue to use tables and chairs. Sit spots may be an option for PreK.
- No classroom libraries - individual book totes will be used, if needed.
- Any shared materials must be cleaned between groups.
- All student supplies are kept in their school box and desks are clearly marked with student names.

### *Clinic Space*

- Nurse will see non-symptomatic students in her office
- Teachers will phone the nurse to retrieve students from the classroom who are symptomatic
- Students with symptoms who need additional attention or who are awaiting parent pick up will hold in the assigned area.

### *Stairways, Hallways, and Bathrooms*

- Everyone will stay to the right side of the hallway.
- Passing times and breaks will be scheduled for each classroom.
- Hand push ups and bear crawl will be removed from the sensory path.
- We will limit the number of students using the restroom.
- We will schedule breaks using both hall restrooms and gym restrooms, there will be no individual breaks.
- Water Fountains:
  - Water fountains will not be utilized in schools. Water will be accessible via water bottle filling stations in most buildings, and students are encouraged to bring their own bottle.

### **Dismissal**

- Students will wash hands before they leave.
- We will dismiss by class.
- Car riders will be picked up after buses load.
  - **Parents are not permitted in the building. Students will be walked to their parent/guardian.**

### **After School Events, Special Events, Outside Visitors, or Parents by Appointment**

- Continue to stay up to date on guidance as we approach holidays and events that have been held during the school day as we have eliminated outside visitors.
- All after hour events will need to be approved based on current status.
- Evening events/family nights will be temporarily suspended or done virtually.
- Anyone with an appointment will follow sign-in procedures, will be required to wear masks, and meet in a designated area which will be sanitized after meeting with a student or meetings will be held virtually.
- Kindergarten testing will be conducted on a one-on-one basis this summer. Families will be able to tour the school at that time.
- PreK staff may arrange an individual time to give families a tour of the classroom and building.

### **After School Care**

- Everyone will wash their hands upon entering.
- Teach procedures and protocol for social distancing.
- After school care areas will be cleaned once students leave.

# Lydia Middleton Elementary

## Arrival

- Drop off-Car riders and bus riders will enter the building through the Third Street door.
  - **Parents are not permitted in the building and will need to stay in their vehicle.**
- PreK students will be met at the door by their teacher and walked to their rooms.
- Kindergarten and Grade 1 students will meet in the cafeteria.
- Grades 2 - 4 will gather in the gym and spread out by class.

## Meals

Breakfast - 7:10 a.m. to 7:30 a.m.

- PreK will eat in their room.
- Kindergarten through Grade 4 will eat a grab and go breakfast in their room.

Lunch - 10:30 a.m. to 1:00 p.m.

- Only one grade per lunch shift will eat in the cafeteria.
- The other grades will eat in their classroom or the auditorium.
- No snacks will be sold at lunch.
- All meals will be packaged, and served to students following cafeteria protocol.
- Food Services team will enter lunch codes, take payments, and sanitize accordingly.
- No outside visitors will be admitted for lunch.

## Recess

- Everyone will wash hands before going outside and when they re-enter the building.
- One class will be permitted in the play area at a time and will be supervised by the teacher.
- A recess schedule has been created to accommodate social distancing.

## Shared Spaces

### *Classroom*

- All rooms have been deep cleaned over the summer by custodians.
- Teachers need to take home unnecessary items to make space for students and accommodate for social distancing in the classroom.
- Those teachers still using teacher desks need to consider using a small table or simply the movable storage cart to teach from.
- Interventions will be held in classrooms if possible. If a student or students receive interventions in the hallways or intervention room, the area will be sanitized between uses.
- Interventions/SPED/Speech areas will be cleaned after each group.
- PreK will continue to use tables and chairs.
- Reading groups for Kindergarten and Grade 1 will spread out into the auditorium.
- No meeting /communal areas in the classroom
- **Unless a space allows for proper physical distancing,** all specials will be held in the classroom.
  - PE will be held outdoors when possible. When weather does not permit, it will be in the gym. Clean gym and equipment after use.
- To minimize contact with other students, our book buddies program will be temporarily suspended.

### *Clinic Space*

- Nurse will see non-symptomatic students in her office.

- Students with symptoms who need additional attention will be held in the conference room or the principal's office.
- Once the student or students have been picked up, the holding room will be sanitized.
- Teachers will phone the nurse to retrieve students from the classroom who are symptomatic.

### *Stairways, Hallways, and Bathrooms*

- Students need to be vigilant about staying to one side of the hallway.
- Water Fountains:
  - Water fountains will not be utilized in schools. Water will be accessible via water bottle filling stations in most buildings, and students are encouraged to bring their own bottle.

### **Dismissal**

- Students will wash their hands prior to dismissal.
- Classes will be dismissed staggered by grades using an intercom announcement.
- Order of dismissal will be:
  - Grade 4 bus riders to the gym, etc
  - A teacher will accompany each grade level to the gym with bus riders.
  - Car riders will be dismissed after buses are loaded-one grade level teacher will accompany car riders.
  - Walkers will proceed to the gym after buses have left.
    - **Parents are not permitted in the building. Students will be walked to their parent/guardian.**
  - STARS after school students will proceed to the auditorium until the gym is empty.

### **After School Events, Special Events, Outside Visitors, or Parents by Appointment**

- Continue to stay up to date on guidance as we approach holidays and events that have been held during the school day as we will minimize or eliminate outside visitors
- Events such as Grandparents Day, Veterans' Day, Concerts, Title I Meeting, Open House will need to be temporarily suspended or held virtually.
- PreK staff may arrange an individual time to give families a tour of the classroom and building.
- Kindergarten testing will be conducted on a one-on-one basis this summer. Families will be able to tour the school at that time.
- Anyone with an appointment will follow sign-in procedures, will be required to wear masks, and meet in a designated area which will be sanitized after meeting with a student or meetings will be held virtually.

### **After School Care**

- Will follow the same school procedures.
- Students will wash/sanitize hands once entering a designated area.
- We will teach procedures and protocol for social distancing.
- After school care areas will be cleaned once students leave.

# Rykers' Ridge Elementary

## Arrival

- Car rider students will enter the building through the main entrance.
  - **Parents are not permitted in the building and will need to stay in their vehicle.**
- One PreK teacher will meet each PreK student at the door and walk the student to the PreK room.
- Kindergarten, Grades 1, and 2 will distance in the gym and be supervised by staff.
- Grades 3 and 4 will distance in the cafeteria and be supervised by staff.
- Students will use sanitizer when entering the building.

## Meals

Breakfast - 7:35 a.m.

- Grab and go breakfast will be served in the classroom.

Lunch -10:30 a.m. to 12:30 p.m.

- PreK will eat in classrooms.
- Kindergarten will eat in the cafeteria with distance between students.
- Grades 1 & 2 will eat in the cafeteria during second lunch shift with distance between students.
- Grades 3 & 4 will eat in the cafeteria during third lunch shift with distance between students.
- No snacks will be sold at lunch.
- No outside visitors will be admitted for lunch.
- All meals will be packaged, and served to students following cafeteria protocol.
- Food Services team will enter lunch codes, take payments, and sanitize accordingly.

## Recess

- Everyone will wash hands before going outside and when they re-enter the building.
- One class will be permitted in the play area at a time and will be supervised by the teacher.

## Shared Spaces

### *Classroom*

- All rooms have been deep cleaned over the summer by custodians.
- Student supplies will be kept in school boxes assigned to individual students.
- **Unless a space allows for proper physical distancing,** Specials teachers will hold specials classes in classrooms:
  - PE will be held outdoors when possible. When weather does not permit, it will be in the gym. Gym and equipment will be cleaned after each use.
  - Interventions will be held in classrooms if possible. If a student or students receive interventions in the hallways or intervention room, the area will be sanitized between uses.
  - Special education teachers will follow student IEP and provide services while sanitizing between students or groups of students.
  - Classroom library book check out will be handled by the teacher.
- PreK classrooms will continue to use tables and chairs. Sit spots may be an option for PreK.
- PreK cots will be sanitized after use.
- No meeting/communal area in the classroom.

### *Clinic Space*

- Nurse will see non-symptomatic students in her office.

- Students with symptoms who need additional attention or who are awaiting parent pick up will hold in the principal's office which will serve as clinic space as long as needed. Principal will share an office with the counselor and use a portable cart.
- Teachers will phone the nurse to retrieve students from the classroom who are symptomatic.

#### *Stairways, Hallways, and Bathrooms*

- Passing times in hallways and bathrooms will be more scheduled by grade levels.
- Students will wash hands in bathrooms and the number of students in bathrooms will be limited.
- Water Fountains:
  - Water fountains will not be utilized in schools. Water will be accessible via water bottle filling stations in most buildings, and students are encouraged to bring their own bottle.

#### **Dismissal**

- Grade levels will need to be dismissed in intervals with the traffic flow going one way.
- Car riders will need to be spaced out while waiting for parent pick up.
  - **Parents are not permitted in the building and will need to stay in their vehicle.**

#### **After School Events, Special Events, Outside Visitors, or Parents by Appointment**

- We will continue to stay up to date on guidance as we approach holidays and events that have been held during the school day as we will minimize or eliminate outside visitors.
- No field trips will be scheduled at this time.
- Evening events/family nights will be temporarily suspended or done virtually.
- Anyone with an appointment will follow sign-in procedures, will be required to wear masks, and meet in a designated area which will be sanitized after meeting with a student or meetings will be held virtually.
- Annual Case Review meetings will be held virtually.
- Kindergarten testing will be conducted on a one-on-one basis this summer. Families will be able to tour the school at that time.
- PreK staff may arrange an individual time to give families a tour of the classroom and building.

## **SECTION III - SECONDARY PLANS** - Prepared by Michael Gasaway and Building Teams

Attendance: Normal attendance taken daily  
Serves: Students in a traditional setting  
Allows for: Virtual learning option

Schedule(s):

5th Grade - Team Teaching w/Elective

- Will operate on a normal schedule
- Students will remain in two classrooms, exception will be elective class

6th Grade - Team Teaching w/Elective

- Will operate on a normal schedule
- Students will remain in two classrooms, exception will be elective class

7th/8th Grades - 7 Period Day

- Will follow same schedule format as last year
- Students will change classrooms throughout the day

9th-12th Grades - 7 Period Day

- Will follow same schedule format as last year
- Students will change classrooms throughout the day

\*\* Ivy Tech students will be required to wear a mask at all times when on campus. Ivy Tech Dual Enrollment students will follow the [Ivy Tech Reopening plans linked here](#).

Lunches: 4 lunches at jr. high  
3 lunches at high school

### **Virtual Option:**

MCHS Virtual option is SELECT Program where students will have access to courses in the SELECT program and will have daily access to a live teacher for guidance and help.

MJHS Virtual option will utilize Google classroom on a schedule to mirror face-to-face classroom instruction with daily access to a live teacher for guidance and help.

**Please note:** MCHS or MJHS students opting for virtual learning through Madison schools will be eligible for participation in fall athletics. (See [Change of IHSAA Guidelines](#) press release)

### **After School Events, Special Events, Outside Visitors, or Parents by Appointment**

- We will continue to stay up to date on guidance as we approach holidays and events that have been held during the school day as we will minimize or eliminate outside visitors.
- No field trips will be scheduled at this time.
- Anyone with an appointment will follow sign-in procedures, will be required to wear masks, and meet in a designated area which will be sanitized after meeting with a student or meetings will be held virtually.
- Annual Case Review meetings will be held virtually.
- Attendance at evening athletic events or extracurricular/co-curricular activities will be based on recommendations for safe social distancing and any current guidelines from the state or local department of health.

# Courses Offered through SELECT Program

## SELECT ENGLISH/LANGUAGE ARTS

ENGLISH I, II, III, IV (English 9, 10, 11, & 12)	(IDOE # 1002, 1004, 1006, & 1008)
ENGLISH 9 HONORS / PRE -AP	(IDOE # 1002)
CREATIVE WRITING	(IDOE # 1092)
DEVELOPMENTAL READING	(IDOE # 1120)
ETYMOLOGY	(IDOE # 1060)

## SELECT MATHEMATICS

ALGEBRA I	(IDOE # 2520)
GEOMETRY	(IDOE # 2532)
GEOMETRY HONORS	(IDOE # 2532)
ALGEBRA II	(IDOE # 2522)
ALGEBRA II HONORS	(IDOE # 2522)
CCR BRIDGE MATH	(IDOE # 2514)

## SELECT SCIENCE

BIOLOGY	(IDOE # 3024)
INTEGRATED-CHEMISTRY AND PHYSICS	(IDOE # 3108)
CHEMISTRY	(IDOE # 3064)
CHEMISTRY I HONORS	(IDOE # 3064)
***CHEMISTRY II***DUAL CREDIT OPPORTUNITY***	(IDOE # 3066)

## SELECT SOCIAL STUDIES

WORLD HISTORY	(IDOE # 1548)
UNITED STATES HISTORY	(IDOE # 1542)
ECONOMICS	(IDOE # 1514)

## OTHER SELECT COURSES

PLTW INTRO TO COMPUTER SCIENCE	(IDOE # 4803)
PLTW COMPUTER SCIENCE PRINCIPLES	(IDOE # 4568)
PERSONAL FINANCE	(IDOE # 4540)
INTRODUCTION TO BUSINESS	(IDOE # 4518)
PRINCIPLES OF BUSINESS MANAGEMENT ***DC***	(IDOE # 4562)
ENTREPRENEURSHIP	(IDOE # 5966)
PRINCIPLES OF MARKETING *** DC***	(IDOE # 5914)
PREPARING FOR COLLEGE AND CAREERS	(IDOE # 5394)