



**ANDERSON SCHOOL DISTRICT # 41**  
**Reopening Plans**  
**2020-2021 School Year**  
**August 2020**

**ANDERSON SCHOOL DISTRICT 41**  
**Reopening Plan**

**Table of Contents**

Introduction

Policy

Signage

Social Distancing

Measures to Keep People Safe According to CDC Guidelines

Measures to Protect Faculty, Staff and Student Health

Measures to Prevent Crowds from Gathering

Measures to Protect Other Staff

Office

Measures to Protect Office Staff

Instruction

Instruction Guidelines

Instruction Modifications

Special Education

Professional Development

Technology

Policy

Food Services

Food Service - Measures to Prevent Unnecessary Contact

Lunch Modifications

Health Guidelines

General

Monitoring and Preparing

Plan for when a staff, child, or visitor becomes sick

Maintain healthy operations

Closing

Vulnerable Populations

Contact Tracing

Human Resources Considerations

Transportation Issues

Facilities

Sports and Afterschool Activities

Gallatin County Health Department Communication

Appendix

Protocol for Gallatin County for positive case of COVID 19

Health Care Flow Chart

**Introduction**

This document outlines the measures that Anderson School District #41 is taking to successfully reopen school in a safe manner in the Fall of 2020. Families at Anderson have the choice of the in-person model chosen by the school board or opting out of in-person education. Those who choose to opt-out must complete the opt-out form. Please note that 100% distance learning could occur at any time for any length based upon Gallatin City-County Health Department (GCCHD) or State mandate. Students or staff who have to quarantine due to COVID-19 exposure would distance learn for the duration of the quarantine. There is a distance learning handbook to accompany this document, which outlines the digital learning expectations for students and staff.

## **Policy**

Anderson School District has adopted many of the 1900 series of policies set forth by the Montana School Board Association. These policies help guide and reinforce our decision making processes in regards to the reopening of school. A copy of the adopted policies can be found on our website.

### **Signage: To help promote the daily preventative actions at all times**

- Signage at each public entrance of the facility to inform all faculty, staff and students that they should: avoid entering the facility if they have a respiratory symptoms such as cough, shortness of breath, sore throat and/or a fever; maintain a minimum six-foot distance from one another as much as possible; and not shake hands or engage in any unnecessary physical contact.
- Signage posting the mask requirement and Social Distancing Protocol at each public entrance to each building and restrooms. (distance guidelines will be according to the Governor's Office and CDC).
- Opening is limited to school day only.
- Drinking fountains covered to restrict use. Water bottle filling stations will be available.
- Signage that no visitors or volunteers are allowed.

## **Social Distancing**

### **Measures to Keep Social Distancing according to CDC Guidelines:**

- All faculty, staff, and students have been instructed to maintain at least six feet distance from one another, to the best extent possible. Staff is required to wear PPE when treating a student with illness or exhibiting signs of the flu.
- Cohort groups will refrain from interacting with one another.
- Staff will help monitor student movement during movement time between classes.
- Stagger class schedules to limit the number of students in the halls between classes.
- Student and staff groupings are as static as possible by having the same group of children stay with the same staff as much as possible.

- Cohort Model- Children remain with one group of children all day and teachers rotate through the room.
- Restrict mixing between groups within the school
- Specialist teachers will travel to classes.
- Tape or other markings at least six feet apart in key areas with signs directing faculty, staff and students to use the markings to maintain distance
- Additional space and equipment has been added to allow for more outdoor class time.
- Use of communal spaces such as cafeteria, gym, and playgrounds within student cohort groups. Disinfection will occur as much as possible between uses.
- Parent contact will be limited to outdoors with physical distancing or virtual communication
- Arrival and drop off time will be staggered.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Assemblies will be limited and done virtually whenever possible or within cohort groups.

## **Measures to Protect Faculty, Staff and Student Health:**

### Safety Actions

- Healthy hygiene practices will be promoted within the classrooms
- Temperature check upon drop-off at school every day
- Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- Teach and reinforce use of masks among all staff and students. Masks are required within the building and playground. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to all staff on proper use, removal, and washing of masks.
- Adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
  - Disinfectant and related supplies are available to all employees close to their work location.
  - Hand sanitizer effective against COVID-19 is available to all faculty, staff, and students within classrooms and at school entrances. The preferred method is to wash hands.
  - Soap and water are available to all employees at their classroom sinks and in restrooms.
- Designated isolation area where sick staff and students who have been identified as presenting with illness symptoms can be held until a parent or guardian can pick them up. Access to this area will be extremely limited and closely monitored.
- All employees and students have been told NOT to come to campus if sick.
- If you have an immediate family member with a fever in your household, please refrain from sending your child to school

- Education of staff: symptoms, PPE availability and use.
- All desks or individual workstations are separated
- Separate supplies per child, any supply that is used commonly will be disinfected
- Break rooms, bathrooms, and other common areas are disinfected frequently, playground equipment sanitized at end of day
- Encourage students to disinfect personal belongings such as backpacks on a daily basis.
- Drinking fountains are covered

### **Measures to Prevent Crowds from Gathering:**

- Limit the number of people on campus, or in one area of campus, at any one time which allows for faculty, staff and employees to easily maintain at least six-foot distance from one another at all practicable times.
- No visitors will be allowed inside the building
- The facility can only be used for other events with board approval, deep cleaning would occur after any such event.

### **Measures to Protect Other Staff:**

- Social distancing measures for teachers and other staff, such as reduce/restrict use from the teacher's room to limit staff gathering. One-way doors in the staff lounge.
- Meetings with parents and students outside when able to provide appropriate social distance. The majority of parent meetings will be held virtually.
- Outside and/or Virtual Faculty meetings to allow for 6-foot social distancing.

### **Measures to Prevent Protect Office Staff:**

- Isolation Sick Area for students with plexiglass to prevent exposure to office staff
- Nurses or staff evaluating students will use appropriate PPE.
- No visitors or parents within the office. An area for student check out will be set up outside main office doors. Students will not exit through the office unless they are sick.
- Use of intercom and camera outside the office to allow communication with parents, students, or visitors in the entryway.

In the event staff or students are not following proper measures, the principal/superintendent will follow up and if necessary apply consequences according to the staff and student handbook.

### **Medical Services and School Nurse**

In the event a staff member, student, or family member tests positive for COVID-19, the GCCHD is immediately contacted by the superintendent or office manager at 582-3100. The Health Department will implement all protocols for contact tracing, testing, quarantines, and cleaning. The Health Department will also determine school closure and reopening. Please see the GCCHD documents on the website.

Medical guidance continues to be provided as the District has on staff an advanced practice nurse, Dr. Julie Ruff, who continues to be a resource for the District and Anderson families. Julie provides a bridge in communication with the GCHD as well. Julie can be contacted with concerns. She also works with families and maintains communications with families who have a student that is at higher medical risk.

Additionally, Diane Cashell, Retired BSD#7 School Administrator, is the Liaison between Gallatin City-County Health and COVID-19 IMT (Incident Management Team) and Gallatin County School Superintendents. The mission is to communicate and disseminate the latest information on COVID-19. This best possible, up to date, accurate, information will be transmitted to the School Superintendents to be disseminated to individual schools.

### **Gallatin City- County Health Department Call Center**

**The GCCHD has established a Call Center to respond to questions from the public.**

The GCCHD Public Call Center will field questions from Gallatin County residents and refer them to appropriate health department staff as needed. **The Call Center number is (406) 548-0123 and you are encouraged to share this with parents, staff, and members of the community.** The Call Center will be staffed daily during business hours and will provide responses to the public while relieving key health officials from responding to anticipated overwhelming volume of calls and emails. Local information can also be accessed online at <https://www.healthygallatin.org/coronavirus-covid-19/>.

The District has and will continue to comply with FERPA and HIPAA requirements in reference to any student who may be identified as having contracted COVID-19. The District has and will continue to comply with HIPAA Privacy laws with regards to any staff member who may be identified as having COVID-19. In the event of a positive case within our school community, there will be notification following HIPAA privacy laws. The District has taken safety measures to comply with CDC guidelines on social distancing (6-feet of distance between individuals), limiting large groups of individuals from gathering together and provided disinfectant wipes, etc. to regularly sanitize surfaces within the school, including but not limited to: door handles/knobs, restrooms, surfaces and electronic devices shared by staff and others, etc. Students will not use shared supplies, such as pens, pencils, scissors, crayons and markers. Students using the white board will wipe down their marker with a disinfectant/antimicrobial wipe before handing off to the next student. The District has educated all staff to recognize the symptoms of COVID-19 in the event the staff member is exposed to the virus. (Multiple emails, community letters, and links)

---

### **Facility Cleaning and Maintenance:**

The school nurse will conduct training for staff and students on common preventative measures for COVID-19 prevention including:

- o Washing hands with soap for at least 20 seconds
- o Avoiding touching eyes, nose, and mouth
- o Covering coughs and sneezes with tissues and throwing away tissues
- o Avoiding contact with others when sick

- o Proper mask usage

The District has adequately equipped maintenance and cleaning staff with personal protective equipment, masks, gloves and gowns that are appropriate for the cleaning products used and to minimize having contact with potentially contaminated surfaces. The District has a cleaning schedule that is updated daily with multiple cleanings per day in high exposure areas (i.e., restrooms).

The daily cleaning is done by both the District custodial staff and Elite Cleaning Service. In the event of a positive case within the District, we will follow guidelines set forth by the Gallatin City-County Health Department for disinfection of our facilities.

---

### **Instructional Guidelines for Teachers:**

- Teachers will establish an “on-line” presence at the start of the school year with students.
- Teachers will set up “Google Classroom” for their students
- Teachers will assess student academic levels due to COVID-19 and place accordingly.

### **Instruction Modifications**

- Increasing space among students during in-person instruction.
- Specialists go to classrooms versus students traveling to them
- Students remain in their cohorts for instruction, lunch and recess
- Canceling or postponing after school activities.
- Staggered arrival and dismissal times.
- Restrict (control) use of common areas.
- Reducing density/load in common areas through altered scheduling.
- Students who are high risk or who have high risk family member(s) can continue to receive distance learning.
- Students who are required to quarantine due to exposure or potential exposure shall receive accommodations and distance learning.

**The Instructional Choice selected for the start of School Year by Anderson School Board on August 10th, 2020 will be shared. Please review the Instructional Models document for more detailed information. Please note that this could be modified by the School Board, Gallatin City-County Health Department, or the state during the year in the case of Covid-19 exposures or reduction in risk due to Covid-19.**

Safety measures at school listed in this document will be in place for all the instructional models until we are informed by the CDC or GCCHD they are no longer necessary.

### Technology

- All students grades 2-8 will have one-to-one Chromebooks
- K-1 students will have access to both Chromebooks and iPads

### Food Services

- **Lunch will be served following our lunch room levels document. The lunchroom levels will change. Please see appendix for more detail.**
  - **Level 1: Students eat in classrooms, lunch is delivered. Due to grades 7/8 classroom status they will eat in the gym/outside.**
  - **Level 2: Alternating cohorts eat in the gym. When students eat in the classroom hot lunch is delivered to those who order it. When students eat in the gym/outside they go through the hot lunch line.**
  - **Level 3: All students eat in the gym and go through the hot lunch line.**

### Measures to Prevent Unnecessary Contact:

- Prevent students or staff from self-serving any items that are food-related. One staff person serves the food.
- No student helpers to serve any food items.
- No salad bar, rather pre-made grab & go salads with daily vegetable & fruit options to be served by staff. Soup will still be available served by a staff member.
- No self-serve water. New water fountain with hands-free service for bottles &/or disposable cups.
- Flatware and other items typically provided by food services are provided by staff, not for individuals to grab.
- All second servings of fruit & vegetables will require a new serving dish or disposable cup.
- Engineering controls such as sneeze guards for any areas where food service staff might be in contact with food, for example preparation areas not just serving areas.
- All appropriate PPE as designated by the Health Department will be implemented.
- There will be **no** group food distribution within the classroom setting pre-packaged or otherwise for birthdays or any other celebrations. Students will be responsible for bringing their own snacks to school.

### Lunch Modifications

- Double-doors will be utilized to enter & exit the lunchroom. One only for entry and the other only for exit. Doors to be left open to all gym/lunchroom areas to prohibit hand contact.
- Students and staff must wash hands or use hand sanitizer before entering the cafeteria/common lunch area.
- Staggered lunch times in cohorts only. Students may also alternate in groups between eating in the lunchroom and classroom each week.
- Use indoor/outdoor seating with tables marked for social distancing
- Discourage students from sharing foods.
- Lunch tables will be sanitized between cohorts.

### **Recess**

- Recess will be done in cohort groups. The playground may be divided into two sections to separate cohort groups
- Playground equipment will be sanitized regularly

### **Bathrooms**

- The bathrooms are being divided for different groups.
- Grades 5-8 will use locker room bathrooms.
- Grades 3-4 will use the end-of-the-hall bathrooms.
- Grades 1-2 will use bathrooms in middle of upstairs hallway
- Kindergarten will have porta potties to access outside their classrooms as long as weather allows.
- Bathrooms will all be disinfected three times during the school day.

### **Health Guidelines**

#### **General**

- Temperature checks will be taken in the car upon drop off of students. If a student has a temperature of 100.4 or above, the student will be asked to be home until they are fever free for 24 hours.
- If students or staff display respiratory symptoms or fever - send the child alone to the office for assessment. Those with a fever of 100.4 or higher will go home immediately.
- Student will be placed in an isolation area in school until evaluation by a nurse and/or taken home by parent/guardian. Staff will deliver students to the entrance of school for an eyes-on hands-off student delivery to parent or guardian.
- If a child is asked to seek consultation from a physician from the school nurse, superintendent or office manager a doctor's note will be required to return to school.
- Care of minor injuries (bandaids) will occur in the classroom. Please have students wash their hands and apply their own bandage.
- A clear communication flow chart is being provided to staff on how to deal with sick students and what to expect if COVID19 case is identified in their classroom. .
- In the case of any exposure to COVID 19, Gallatin City County Health Department Guidelines will be followed and the Gallatin City County Health Department will be contacted for guidance.

#### **Monitoring and Preparing**

- Check for signs and symptoms
- Screenings will be implemented safely, respectfully, and in accordance with any applicable privacy laws or regulations.
- Confidentiality will be maintained.

## DRAFT August 2020

- Encourage staff to stay home if they are sick and encourage parents to keep sick children home. If an immediate family member has a fever, parents are encouraged to keep the child home.
- Encourage staff or children who are sick to stay at home.

### **Plan for when a staff or child becomes sick**

- Isolation room to separate anyone who exhibits COVID-like symptoms. School nurse and office assistant will use Standard and Transmission-Based Precautions when caring for sick people.
- Notify Gallatin City County Health Department officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before cleaning and disinfecting any closed-off areas. 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 to not return until they have met CDC criteria to discontinue home isolation.
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Provide options for virtual learning.
- In a crisis situation the staff will refer to the crisis response plan for appropriate response

### **Maintain healthy operations**

- Implement flexible sick leave policies and practices following policy 1910
- Monitor absenteeism and have a roster of trained back-up staff.
- Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

### **Closing**

- Check State and local health department notices daily about transmission in the area and adjust operations accordingly
- In the event a person diagnosed with COVID-19 is determined to have been in the building, school may close for a short time (2-3 days) for cleaning and disinfection, and contact tracing following Gallatin City County Health Department recommendations.

### **Vulnerable Populations**

- Students identified as immunocompromised or have a health condition that may affect their ability to attend school have the option of opting out.
- If students miss school due to a health condition, consider a 504 evaluation.

### **Contact Tracing**

- Use appropriate spreadsheets to track direct student contacts.
- Teachers need to keep copious seating charts and update every time a student is reassigned a seat.
- Create reports to be shared with Gallatin County Health and Human Services Department.
- Information can be shared with Custodial Crew to help them coordinate custodial maintenance and cleaning.
- Facts and data can be used for the decision-making process regarding possible closures.

### **Human Resources Considerations**

- Provide additional accommodations for staff in at-risk categories, such as teaching classes remotely, utilizing a larger classroom where social distancing can be maintained, providing an option to teach remotely or not to return until the risks are reduced.
- Hire extra paraprofessional staff to assist with teacher contact hours, substituting when necessary, social distancing, and implementing cleaning procedures

**Transportation-**There will be no bussing for the 2020-2021 school year.

**After School Care-**There will be no after school care until at least December 2020. It will be reevaluated at that time.

### **Facilities**

**The Anderson School will be closed to all outside facility use, unless the school board has approved it in accordance with policy 1903.**

#### **Intensify cleaning, disinfection, and ventilation issues**

- Before School reopens custodial staff have cleaned the building inside and outside.
- Clean and disinfect frequently-touched surfaces within the school (for example, playground equipment, door handles, sink handles, and shared objects) between uses.
  - Cleaning procedures on a daily basis before and after school.
  - Cleaning procedures during school with students present.
  - Playgrounds cleaned daily
- Ensure safe and correct application of disinfectants and keep products away from children.
- Ventilation systems were cleaned and optimized this summer.
- Students are encouraged to bring water in bottles from home.

## DRAFT August 2020

- Students need to be taught to safely refill their bottles, making sure to not touch the faucet head. Wash hands before and after refilling bottles.
- Three times a day cleaning of all restrooms by custodial staff
- Hand sanitizer at entrances to building and classrooms
- Nightly cleaning by Elite Cleaning Service

### Sports

- Modified sports based on Anderson School Board, MHSA, CDC and Gallatin City County Health Department guidelines.

### Parent Communication

- Communications with parents will be through email, newsletters, website, and other means.
- Education of sick guidelines and return to school after being sick.
- Education of PPE related to students (when to wear mask and proper mask removal).
- Educate students on hand and cough hygiene, social distancing measures, and mask requirements

### Staff Communications

- Sick procedure for students and staff.
- When to send a student to the health office.
- Use of PPE in school/classroom.
- What social distancing will look like in school
- Hygiene education

### Gallatin County Health Department Communication

- Contact tracing information when necessary
- When a student or staff member has been tested for COVID-19 individuals cannot return to school until the test result comes back.
- Documents regarding exposure to a positive case

### Community Information and Documents

The Anderson Website is up to date with COVID-19 links and parent letters  
<https://andersonmt.org/covid19/>

#### Contact information

Anderson School Phone: 406-587-1305

Anderson Office Email: [schooloffice@andersonmt.org](mailto:schooloffice@andersonmt.org)

School Nurse Email: [jruff@andersonmt.org](mailto:jruff@andersonmt.org) or [julie.ruff@montana.edu](mailto:julie.ruff@montana.edu)

DRAFT August 2020

Superintendent: [kjacobs@andersonmt.org](mailto:kjacobs@andersonmt.org)

Business Manager and Clerk: [troberts@andersonmt.org](mailto:troberts@andersonmt.org)

School Counselor: [cdickson@andersonmt.org](mailto:cdickson@andersonmt.org)

**Appendix:**

**Health Flowchart**

**Lunch Level Document**

## Appendix

### Health Care Flow Chart

#### Policy and procedure for student health evaluation by non-medical staff.

- Student temperatures will be taken by designated Anderson school staff as they arrive in their cars or at the back area.
- Any temperature of 100.4 or greater will be reported. If the temperature remains at 100.4 or greater, the student will be returned immediately to their parent or guardian .
- Any student with a temperature of 100.4 or greater and whose parent has left the drop off/pick up area will be taken to the nurses office with a face mask in place where the student will remain until a parent can be notified and the student is discharged safely to home.
- Parents may contact the school nurse for guidance at 406-599-9576 or via email at Julie.ruff@montana.edu
- Parents are encouraged to follow up with their pediatrician or health care provider

\*\*\*\*\*

#### Students reporting to the front office for complaints of illness.

- The front office staff, Mrs. Jacobs, Mrs. Sullivan, or Mrs. Roberts, will ask the child to enter the nurses office and to be seated on the exam table.
- Students should arrive wearing a mask , if a face mask is not in place, a face mask will be provided for the child.
- Students complaining of nausea and vomiting may remain in the nurse's office without a face mask in place. In this case, staff will enter with face mask and face shield in place
- Staff will ensure they are wearing a mask, staff will put a disposable gown on over their clothing with ties in the back.
- The child's temperature will be taken. Any temperature of 100.4 degrees Fahrenheit or greater will be reported. If a child has come in from gym or recess, a second temperature may be taken.
- If the temperature remains at 100.4 degrees Fahrenheit or greater, the parents will be notified for immediate pick up.
- Parents or staff may contact the school nurse for guidance at 406-599-9576 or via email at Julie.ruff@montana.edu
- If requested the school nurse will come to the school to evaluate the child. Travel time 20 minutes.
- Students waiting to see the school nurse will remain in the nurse's office or in the designated overflow evaluation area in the main office.

\*\*\*\*\*

#### Suspected or confirmed positive COVID-19

- Any student or close contact of a positive COVID-19 case will be referred immediately to the Gallatin City County Health Department at 406-582-3100 by Julie Ruff (school nurse), Liz Sullivan (office manager) or Kristi Jacobs (superintendent). Ask for Cindy Spinelli-Infectious Disease or Matt Kelly-Health Officer. If neither is available, leave a message for a suspected or confirmed positive COVID-19 case at Anderson school. Clarify if the child/staff member is in the building.

## DRAFT August 2020

- The Health Department will offer all guidance and directives including parent notification and contact notification.
- Anderson School will provide all necessary contact tracing information to the Gallatin City County Health Department
- Extensive cleaning, disinfecting, and any type of quarantine by a cohort of students or staff will be directed by the Gallatin City County Health Department

## Anderson School Lunchroom Levels 2020-2021

Due to room constraints 7th and 8th grade will eat outside or in the gym regardless of level. Schedule and supervision will be the same no matter the location. The lunch level will depend on various factors including weather, positivity rate within Gallatin County, and COVID-19 exposure.

<b>Level 1-Classroom eating</b>	<ul style="list-style-type: none"> <li>● Students will have hot lunch delivered in their classrooms.</li> <li>● All students will eat within their classrooms</li> <li>● Sanitizing procedures of tables and hands will be utilized</li> </ul>
<b>Level 2-Classroom eating/Students eating in the gym/outside area</b>	<ul style="list-style-type: none"> <li>● Cohort Groups will alternate by week between eating in their classrooms and they gym/outside area</li> <li>● Students eating in the gym will go through the hot lunch line. Students eating in their classrooms will have lunch delivered to the classroom.</li> <li>● Allows more time in between for disinfecting and student movement</li> <li>● Tables will be provided with social distancing</li> <li>● Sanitizing procedures of tables and hands will be utilized</li> </ul>
<b>Level 3-All students in gym/outside area</b>	<ul style="list-style-type: none"> <li>● All grade levels will use the gym and/or outside area for eating.</li> <li>● Tables will be provided with social distancing</li> <li>● Sanitizing procedures of tables and hands will be utilized</li> </ul>