CAUTION
OPEN DOOR SLOWLY

REOPENING REFERENCE GUIDE

816.268.7000
www.raytownschools.org/coronavirus
## REOPEN RQS COMMITTEE

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INTRODUCTION

During the COVID-19 pandemic, our district has had to reimagine how we can provide a high quality education for all learners while maintaining safety as a top priority. The Raytown School District seeks to educate the whole child, and now more than ever, we collectively understand the important role school plays in the educational, social, and emotional development of a child.

As we transition into the 2020-2021 school year, there are many unknowns in the educational world; however, we can be certain that the District is committed to reopening schools in a manner that is responsive to the needs of our students, families and community.

Since May, the Reopen RQS Committee has worked to prepare for any scenario that may arise. Comprised of administrators, school staff, parents, and Board of Education members, the committee developed a master plan for all departments and schools to guide reopening. The plan was built on a foundation of feedback received from staff and families in our community as well as guidelines from federal, state and local authorities. The committee has examined all aspects of the organization and created this reference guide to organize a set of directions and protocols aligned with guidance of medical experts. Please note that the plans presented are subject to change based on the status and severity of COVID-19 in our area, and state and public health requirements. Additional information and resources can be found at https://www.raytownschools.org/coronavirus.

The Raytown School District will always be “a unified learning community leading individuals to achieve the exceptional,” and as we continue to navigate this uncharted path, we remain unwavering in our top commitments of student safety and academic progress.

Thank you for your patience, understanding and flexibility as we move towards reopening our doors. We are #strongertogether, and the District looks forward to working in partnership with families and community as school begins for the 2020-21 academic year!
The following have been developed based on basic guidelines recommended by the Centers for Disease Control (CDC). While social distancing recommendations are in place, the following will also be in effect. Some variances will occur due to building size and setup. The District will solicit guidance from the Jackson County Health Department and Kansas City Health Department regarding school reentry. Additionally, weekly all staff safety meetings will be mandatory for the purpose of implementing the following guidelines consistently.

**Social Distancing**

The District will engage in social distancing where possible. This includes, classrooms, hallways, large gathering spaces (ex. Cafeteria, gym, library), playgrounds, bathrooms, etc. According to the Department of Elementary and Secondary Education and Children’s Mercy, students should be spaced as far apart as possible (six feet apart is best; when that’s not possible, schools should make efforts to ensure a minimum of three feet of space between students). Where necessary, markers such as tape or signs will be placed to indicate distance. Capacity to vary with the size and setup. The District will solicit guidance from the Jackson County Health Department and Kansas City Health Department. For example as of 7/13/20, the Jackson County Health Department requires all individuals age 5 and older to wear face coverings (The District has 11 schools within this jurisdiction). The Kansas City Health Department requires all individuals (except children) to wear face coverings (The District has 9 schools within this jurisdiction). The District will follow the more stringent order (Jackson County in this case) once school starts, for consistency across the District. On buses, due to the inability to fully social distance in a confined space and while social distancing is a recommendation, students and staff are required to wear face coverings. Students, staff, and patrons will be expected to produce face coverings to wear while on school property, including buses, while the face covering order is in place. Every person who is on district property or attending a district function is required to wear a face covering unless they are working alone at their personal workspace. The other exception is when engaged in strenuous activities, such as a cross country coach running with the athletes. Failure to produce and wear a face covering will result in denied entry to the facility or bus. The District may provide a mask for students and visitors, IF available. At a facility, for those denied entry due to lack of face covering, a staff member may come outside to assist you.

**Face Coverings**

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**Ventilation**

While there are NO KNOWN VENTILATION ISSUES within the District, various initiatives are being implemented:

1. A district-wide facility assessment, focused on corridor ventilation has been used.
2. Photocatalytic Oxidation (PCO) Technology known as MCI (multi cleaner ionization air/surface cleaning technology) has been purchased and will be installed in the HVAC systems of all buildings and school buses. Created by NASA and used on the International Space Station, PCO technology is also used in hospitals and on ambulances. PCO technology works by producing safe, chemical free oxidizers that attach to pathogens, puncture the cell walls of the organism, and remove the hydrogen from the pathogen. Without hydrogen the pathogen does not live or grow. This technology is effective for COVID-19. It is also effective for all gram positive gram negative Bacteria, C-DIFF, Virus, Mold and VOC’s.
3. Additionally, while COVID-19 is a concern, classroom doors will remain open (in locked position) to improve ventilation in the hallways.

Please note that none of the above initiatives are required to be in place in order to begin in-person learning, but rather are being implemented out of an abundance of caution. [https://inspiredtecllc.com/benefits-of-pco-video/](https://inspiredtecllc.com/benefits-of-pco-video/).

**Water Fountains/Water Bottles**

Water fountains are high touch areas and will be shut down until COVID-19 is no longer an issue. Students will be asked to bring a full water bottle to school each day. As needed, student water bottles can be filled by staff members at school. The District will also have a supply of water bottles at each building to make sure students are properly hydrated.

**Sharing of Items/Supplies**

Additional supplies have been purchased for students to minimize sharing. Shared items will be cleaned in between each use or set aside for 72 hours before the items can be used again. Library books, for example, will be set aside for 72 hours, upon return, before they will be placed back in circulation. Student personal items will be stored separately to minimize cross-contact. At elementary buildings, students will have personalized containers but backpacks will be allowed to be brought from home.

**Cleaning**

**Buildings:** The District will follow cleaning methods as recommended by the CDC:

- The District will use a CDC-approved disinfectant when wiping down surfaces.
- Limit common touch points such as drinking fountains, ice machines, coffee pots, etc.
- Frequent cleaning and disinfection of high-touch surfaces.
- Eliminate drinking fountains (students will bring water from home)
- Ensure all paper towels, soap, hand sanitizer are stocked and readily available.
- Provide disinfectant and towels to each classroom to disinfect surfaces throughout the day.
- Additional cleaning and disinfection of key areas such as door handles, restrooms, handrails, elevator buttons, playground equipment, etc.
- A spray bottle with disinfectant will be used throughout the day to clean desktops, books, and other manipulatives.

**Buses:** The District will follow cleaning methods as recommended by the CDC:

- The District will use a CDC-approved disinfectant when wiping down surfaces.
- Each school bus will be wiped down after each run, including the morning run, afternoon run and any special runs. Items to be wiped down include the entrance handrail, the fronts and backs of seats and any hardware/accessories, windows, window handles.
Electrostatic Sprayers: In addition to CDC cleaning recommendations, the District has purchased electrostatic sprayers for cleaning buildings and school buses. The sprayers place an electrostatic charge to disinfect as the chemical leaves the spray nozzle, which causes the chemical droplets to cling to virtually any surface. A safe, EPA-approved water-soluble disinfectant is used to lay down an even, uniform and wraparound layer of germ-killing power. All surfaces from floor to ceiling will be disinfected daily (minimum weekly) with this sprayer in buildings where in-person learning occurs. https://emist.com/resources/

Protocols:
- Facility Operations will train staff on how to disinfect desks, chairs and commonly touched surfaces.
- Procedures to clean frequent touch-points will be implemented for cleaning crews to disinfect critical areas daily.
- Inventory quantities will be regularly tracked and documented to properly supply the schools. Changes may need to be implemented based on supplies.
- Staff will require use of hand sanitizer when students are entering each classroom, before and after lunch and at the restroom.
- High school and middle school teachers will require students to sanitize hands when they walk into the classroom, before lunch and after lunch.
- Elementary school teachers will build in time to have students periodically wash hands throughout the day including but not limited to the start of the day, before and after lunch and following recess.
- Teachers and students will disinfect desks and chairs between groups of students. Classroom time will be allowed for cleaning purposes.
- Teachers will be responsible for refilling sanitizer. Custodial staff will make sure that staff has access to the stored sanitizer within their buildings.

Measures to Limit Exposure:
- Teachers will review new routines, and new procedures will be taught and practiced in all classrooms for arrival, dismissal and lunch protocols. The following procedures should be implemented by teachers in their classrooms and workspaces on a daily basis.
- All employees should work to keep their office and workspace as clean as possible by cleaning and disinfecting their workstations, surfaces they commonly use and other touch-points.
- Employees should also avoid using others' workstations, supplies, tools and equipment. Additionally, whenever an employee uses standard office equipment (e.g., printer or fax machine), it should be wiped down prior to and following use.
- Employees will be supplied with disinfectant and towels.
- Implement a limit on the use of community supplies.
- Use technology devices for work submission instead of paper when possible.
- Use virtual manipulatives/tools as much as possible.
- Limit multiple students touching/interacting with the same materials.
- Keep students physically distant within the classroom as much as possible.
- Support physical distancing between classes.
- Ensure students are facing the same direction as much as possible.
- Staff should regularly wash hands for at least 20 seconds throughout the day with warm water and soap.
- Cough and sneezes should be directed into a sleeve.
- Avoid touching eyes, nose and mouth.
- Avoid using common areas.
- Employees will be responsible for obtaining their own food and beverage from the lunch room. If brought from home, it is preferred it stay in an insulated bag. It is recommended that all personal dishes be taken home nightly for appropriate cleaning and disinfection.
- Conduct any meetings or gatherings in accordance with recommended restrictions for public gatherings regarding the number of participants. Virtual meetings are encouraged.
- Employees who are feeling sick are asked to stay home.
- Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider.
- Employees who have been diagnosed with or are aware they have been directly exposed to COVID-19 should notify Human Resources and their immediate supervisor.

Classroom Cleaning: To support the work of our custodial staff and their efforts to disinfect the building to minimize the risk for the students and staff, we will have the following guidelines in place for school access after the school day and during the weekends.
- We ask staff who do not have any contractual responsibilities (coach, sponsor, tutoring, etc.) after school to leave their classrooms at a reasonable time each day.
- Before staff leaves, they should clean their desk area of papers, clean whiteboards, stack chairs and clear floor area. This will allow custodial staff the time to properly disinfect the area.
- Staff should not come back on campus until the next day when possible.
- Staff should contact the building principal if access to the school is needed after school hours or on the weekends.
- Custodial staff will disinfect all commonly touched surfaces and areas that are used for after school events and meetings.

Cleaning Precautions (Student/Teacher Ill): The area will be closed off and will not be available until cleaned and disinfected. Custodial staff will use Electrostatic machines to conduct a deep clean and disinfect the space from COVID-19 or flu like germs.

Cleaning Commonly Used Equipment and Common Areas (Ex. Locker Room/Gym): Locker rooms will be disinfected, and commonly touched surfaces in locker rooms will be cleaned throughout the day. Commonly touched surfaces in large spaces (gyms, fine arts rooms, etc.) will be avoided when possible. Those surfaces, equipment and/or objects will be disinfected before and after use when avoidance is not possible.

Cleaning Outdoor Equipment: Disinfecting outdoor areas will be cleaned as needed - outdoor areas, like playgrounds generally require normal routine cleaning, but do not require disinfection. Disinfection of outdoor playgrounds is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- An EPA safe cleaning solution will be supplied.

Hygiene
- Hand sanitizer, soap and water, and disinfectant will be available in classrooms and other necessary areas. Students will wash
Meals should be delivered to the classroom while social distancing with additional possible that students may eat in the lunch classroom at least some of the time. It is also important to consider meal consumption so that students have the time to consume their meals in a cooler environment.

For the purposes of social distancing, and where necessary, tape marking and signage will be used to indicate appropriate distancing.

Guide Markers
For the purposes of social distancing, and where necessary, tape marking and signage will be used to indicate appropriate distancing. Where possible, hallways will have designated one-way lanes to minimize contact.

Meals
Depending on the school building size/make-up, students may be required to eat meals, such as breakfast, in the classroom. However, buildings will work to create a blended schedule of classroom and cafeteria locations for meal consumption so that students and staff can eat in a location other than the classroom at least some of the time. It is also possible that students may eat in the lunchroom while social distancing with additional staggered lunch periods during the day to reduce student numbers in the lunchroom. Meals should be delivered to the classroom and passed out to students who are eating in the classroom.

Students preK-12 continue using meal servelines and point of sale operations for breakfast and lunch requiring extended meal periods (6ft apart in line with floor markings to assist)

Students will be charged for their meal based on their free, reduced, or full pay status, the same as in previous school years. As in previous years, a new free or reduced meal application must be filed out each year after July 1. You can apply here: https://bit.ly/2Z507h. If you have not applied in the past and have now experienced changes to your household or income you may want to apply.

Meals must be paid for ahead of time. This can be done online through My Payments Plus here: https://www2.mypaymentplus.com/welcome or by sending cash or check with your student.

More information on school meals can be found on the district’s Food Services webpage: https://bit.ly/2AMy8w8.

Visitors/Volunteers
There will be times when it is necessary for a parent/guardian or visitor to come to school for a variety of reasons. For the beginning of school, protocols will limit the number of non-staff individuals from entering the school during the school day. We very much look forward to getting back to normal school visit protocols. However during the first 30 days of school, and anytime there is minimal to moderate community spread of the virus, we will utilize the following building visitor procedures: (These procedures will be re-evaluated every 30 days for potential adjustments)

• Building volunteers and visitors will not be allowed to visit classrooms or come for school lunch until further notice.
• Any parent/guardian needing to drop-off medication for a child will follow the same protocol to obtain the medical documentation from a physician, then will need to call the school office prior to delivering the medication to the school. The school will arrange for curbside pick-up of the medication. A parent/guardian will not need to come inside the school. Conversations with the building nurse can occur over the phone until further notice.
• If a parent/guardian needs to pick-up their child during the school day, the parent needs to call the school front office and wait in their vehicle in a parking stall. A staff member will escort the child to the parent vehicle.
• If a parent/guardian brings a child to school after the school day has already begun, it is okay for the parent to bring the child into the school front office. We ask that the parent/guardian wear a mask while in the school office and follow physical distancing protocols. However, if a parent does not feel comfortable coming into the school, please call the school office and a staff member will come outside to pick-up your child from your vehicle.
• Parent meetings for Individualized Education Program (IEPs), 504s, or meetings with building administrators will be conducted virtually when possible.
• Building level Parent Teacher Association (PTA) meetings will be allowed for in-person meetings as long attendees wear face coverings and physical distancing is maintained. These meetings will need to occur when no students are in the building. Virtual meetings are preferred when feasible.
• All student mentoring programs with school visits to other buildings such as A+ peer helpers and teaching profession students will be postponed for in-person visits until further notice. Virtual opportunities are recommended until the condition of the virus spread allows for in-person experiences to return to normal routines.

Communal Gatherings
Due to the limitations for social distancing in communal spaces, it may not be possible to conduct assemblies and field trips. It may be possible, on occasion, to conduct an outdoor assembly, weather permitting. Field trips that require interaction with others outside of static groups (ex. Museum visit with other patrons present), will not be allowed while the social distancing order is in place.

Communal Spaces (Cafeteria, Gyms, Libraries, and Playgrounds)
Areas such as cafeteria, gyms, libraries, and playgrounds will be used differently with limitations in place. Capacity will be reduced for the purposes of social distancing at 6 feet. Areas will be cleaned frequently (after
Libraries may be limited to checking out books. Static groups will be required when in use.

**Static Groups**

PK-5 students may be in static classroom groups. Where possible, modified block scheduling may occur to limit overcrowding of areas with students in the secondary buildings. However, buildings will rely on cleaning protocols, face coverings, and social distancing rather than static student groups. Students will be able to change classrooms. A bathroom schedule will be created that involves limited capacity (e.g., 1 student at a time). Emergency use of bathrooms will be permitted.

**Schedule Staggering**

* (ex. Arrival/Dismissal)
  - Students will enter/leave the building with face coverings.
  - Multiple entry points will be utilized: walkers, buses, car riders and Great Expectations Before and After School Care
  - Arrival and dismissal times will differ for: walkers, buses, car riders
  - Buses will be called one at a time for end of day dismissal (based on building setup)
  - Staggered schedules will also be used for bathroom use, meals, recess, etc. (based on building setup)

**Physical Barriers**

In reception areas, in particular, partitions and/or sneeze guards will be placed to limit contact. These barriers will also exist in other areas such as the cafeteria for example.

**Hygiene Supplies**

The District will work to provide adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as feasible), face shields, gloves, and no-touch trash cans. The Facility Operations Department will regularly communicate inventory levels of these materials along with custodial cleaning/disinfectant supplies.

**Isolation Room (Precautionary Room)**

Each school has a precautionary room. Precautionary rooms will be utilized to keep all students and staff safe from illness. The precautionary room will have a designated staff member assigned to monitor the room. The nurse or designated staff member will wear proper personal protective equipment (PPE).

The nurse will meet students at the door of the clinic with temporal thermometer checks. If the student has no fever or symptoms of COVID-19 (based on verbal assessment of the reason for the clinic), the student proceeds into the clinic as usual. If the student presents at the clinic with a temporal check of 99.6 degrees or greater the nurse will take the temperature orally. If the temperature is 100 degrees or greater, the nurse will put a mask on the student and send the student to the precautionary room. The nurse will then call a parent/guardian to pick up the student. The nurse will ask the parent/guardian about recent travel in or out of the country of the student and/or household members.

**Health Checks**

- Students and staff will have temperature checks upon entry each day.
- Staff will fill out the employee screening log prior to arrival.
- Nurses will be on site to provide nursing care and assessment for students.
- Students will wash hands or hand sanitizer upon arrival and throughout the day.
- Precautionary room and protocol has been identified for ill students or staff as needed.
- PPE equipment (face shields, surgical face mask, gloves) will be used by
The school nurse is encouraged to use nursing judgement and to evaluate the entire clinical picture when making assessments. For example, a temperature of 100.0 with body aches likely indicates an acute illness and should be treated as such. Conversely, a student with a history of asthma and a temporary cough after PE that resolves with student inhaler use would not necessarily be assessed as having “severe cough or shortness of breath.”

**Staying Home**

Students and staff are asked to stay home when sick with COVID-19 symptoms. Or if they have been in close contact with someone who is COVID-19 positive.

**When Sick:** Symptoms of COVID-19 that would require staying home from school:
- If they present with a fever of 100 or greater
- Or have two of the following symptoms
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Muscle Pain
  - Sore throat
  - Loss of taste or smell

**If student or staff member tests positive:** Students and staff who test positive for COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work for a period of 14 days when sick with COVID-19 symptoms. Or if during the 14 day self-quarantine a student or staff member develops symptoms of COVID-19, they will be required to stay home until all of the following apply:
  - Fever free for 24 hours without fever reducing medication
  - 10 days have passed since the onset of symptoms
  - All symptoms have improved

**If a student or staff member was exposed at school:** Students and staff who are considered in close contact (as identified above) and therefore exposed to a confirmed case of COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work for a period of 14 days, beginning at the last date of exposure.
- According to the CDC, “close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”
- Students and staff who do not have symptoms during the 14-day self-quarantine can return to school or work after the 14-day period without any further actions.
  - If the 14 day self-quarantine period ends and the student or staff member does not have symptoms during the 14-day self-quarantine period, they may return to school or work.
- If someone at school has tested positive but the student or staff member was not exposed:
  - For students and staff who are in the same room/building as someone who tested positive for COVID-19, but not considered in close contact (as identified above), the risk of catching the virus from that person is low. Students and staff will be expected to follow the general precautions, including social distancing, washing their hands and monitoring for illness.
  - If a student or staff member was around someone else who was exposed:
    - Students and staff who are in the same room/building with someone who was exposed to someone who tested positive for COVID-19 are not considered exposed, as long as the person they were around has not tested positive for COVID-19. Students and staff will be expected to follow the general precautions, including social distancing, washing their hands and monitoring for illness.
  - If someone at the school suspects they may have COVID-19 but has yet to test for COVID-19:
    - Students and staff who believe they may have COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work until:
      - Fever free for 24 hours without fever reducing medication
      - 10 days have passed since the onset of symptoms
      - All symptoms have improved

**High Risk Population:** It is strongly recommended that all families review guidance from the CDC pertaining to high risk populations. For students who may be considered to be at higher risk, parents should consult with their physician to determine whether it is safe for the student to participate in face to face instruction, or whether they are better suited to participate virtually. Depending on CDC guidance and potential concerns regarding your student, the District may require a physician’s note prior to allowing face to face instruction. [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html)

**Signage**

The District will post signs in highly visible locations (ex. school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).


ENROLLMENT

FOR MORE INFORMATION ABOUT RESIDENCY AND ENROLLMENT, PLEASE VISIT HTTP://BIT.LY/2YZR5G3

The Raytown School District follows a centralized enrollment process, which starts at the Enrollment Center and is an individualized process for each family. All students must live within the school district boundaries, submit the required documents to the Residency Office and submit an online registration to complete the enrollment process.

In order to prevent potential exposure to infectious diseases, promote social distancing and decrease congestion at the Enrollment Center all student enrollments will be processed online.


All documentation for proof of residency will be accepted electronically by:
• Uploading into SISK12 Parent Portal
• Emailing documents to residency@raytowschools.org
• Faxing Documents to 816-268-7079
• Drop Box provided at the Enrollment Center can also be utilized.

Appointments must be pre-arranged through the Enrollment Department. The department will not be able to accommodate walk-in appointments. Guidelines are:
• Six-foot social distancing rule will apply
• Parents will be greeted without physical contact
• Masks will be required for entrance into the Enrollment Center
• Enrollment appointment must be pre-approved through the department enrolling
• As in the past, an interpreter may be provided
• Goggle Docs will be used to set appointments 1.5 hours apart in order to service one family at a time
• Area will be cleaned after each scheduled appointment

Public Information:
• Information is posted on the district web site.
• Information is posted on Social Media outlets
• Signage is posted each school site
ORIENTATION

On the first day of school and throughout the first week, these new safety procedures will be taught and practiced in all of our classrooms. Parental support and reinforcement of these new measures will be critical in providing the safest possible environment for students.

ARRIVAL/DISMISSAL

Arrival and dismissal can provide a challenge with large numbers of students congregating, making it difficult to physically distance. Therefore, schools will communicate a plan that allows for multiple entrances for students to use during arrival and dismissal. The use of multiple entrances will only apply to certain buildings where this option is feasible and safe. Signs will be placed outside as a reminder for students to physically distance themselves from their peers while entering the building or standing outside. Breakfast will be served in classrooms. Students will be asked to walk directly to their homeroom or 1st hour class to discourage congregating in the hallways. Additional considerations for families include:

- Drop students off as close to the school start time as possible and not too early as to avoid the gathering of students before doors open.
- If possible, drive your child to and from school each day to reduce the number of students riding the bus.
- Upon dropping your child off, please remind them that as they enter the building they should wear their face covering and wash their hands or use the hand sanitizer located in the entrance of buildings or in their classroom. Students will be expected to wash their hands frequently throughout the day.

Please be patient with district employees as they work to implement new protocols. Arrival and dismissal procedures may initially take more time than in previous years. Your understanding is appreciated.
If you do not feel comfortable returning to school, a virtual learning option is available. Upon enrolling your child in the district, you can select this option for your student in grades K-12. This will not be an option for PreK students at New Trails and Three Trails. If selected, you will be required to commit to this option for a period of no less than a semester.

The instructional team has worked extensively on developing a plan to offer a virtual class learning environment for the fall. Modifications have been made to the existing curriculum so that the virtual learning program can be successful. An online testing platform, Edulastic, will be used. This will allow teachers to effortlessly deploy the assessments for students who are in class or at home. Teachers will have the flexibility with how and when they use the tools (cameras, Zoom, etc) that the district has furnished in order for them to provide high quality lessons to their particular classes. We have designated classes for which we have written a more extensive curriculum so the classes can be offered virtually: Math, ELA and Science grades K-5 and Social Studies for grades 4 and 5. We will also have a component of Art, Music and PE. More information to come for exploratory classes.

The Middle School and High School classes we plan to offer at this time are listed on the Raytown Virtual Classes Document. We are early in the process, so some of these classes may change. The list of classes will be made available to parents closer to the start of school but prior to parents committing to virtual instruction.

The District virtual learning program has many advantages over other online providers, including:

1. The classes will mirror the classes taught in the building. Students will have a rigorous class experience and they can easily transition back into the regular class after a period of no less than a semester.

2. The classes will all be taught by a certified instructor and will be limited in size. Many of the online providers merely give a computer driven course. Our courses will be taught in a class-like setting with an instructor the student can connect with.

3. We will provide the technology necessary to complete the course including the computer and a Wi-Fi hotspot if there is a need.

4. Students can still participate in extracurricular activities as long as they are taking a full load of classes.

Virtual Learning Webinar: The District will provide an online webinar for adults to assist them in learning the basic skills and knowledge to be successful with virtual learning for their child.

Face Covering Do’s and Don’ts:

**DO:**
- Make sure you can breathe through it
- Wear it whenever going out in public
- Make sure it covers your nose and mouth
- Wash after using

**DON’T:**
- Use if under two years old
- Use surgical masks or other PPE intended for healthcare workers

[cdc.gov/coronavirus]
It was our hope that

To remain in virtual learning, they can do so.

Currently, 55% of Raytown students have

The scenarios below outline the approximate percentage of students within each school that

For All Students

The District’s plan is to open schools on September 8, 2020 utilizing guidelines set

For All Students

For All Students

For All Students

For All Students

For All Students

For All Students

At this time, we are planning to begin school using scenario 4. If a decision is made to transition
to one of the above scenarios 1-3, Raytown Schools will communicate details with families.
Some groups of students with IEPs, who are in Self-Contained classes, may attend school every
day due to needs along with the fact that those classes are small and static. During scenarios 1-3, staff, including virtual teachers, will be expected to report to their building. During scenario 4, teaching staff will have the option to utilize their classroom for virtual learning or work from home.
Raytown Schools is committed to providing all curricular opportunities possible while adhering to the recommendations from the Centers for Disease Control (CDC), Jackson County Health Department, and Kansas City Health Department. Pending further guidance from state and local health officials, to the extent possible, Raytown Schools will adhere to the most current recommendations concerning physical distancing, gathering size and personal protective equipment (PPE) for students and staff at the time of the curricular opportunity. Students and Staff will be required to wear a face covering when physical distancing is difficult. To the extent possible, the District expects all classroom activities to be performed while adhering to CDC and Jackson County Health Department, and Kansas City Health Department recommendations, including but not limited to:

• Weather permitting, students may go outside for all physical education and/or choral classroom activities.
• A larger space will be considered to accommodate for physical distancing if designated classrooms are too small to allow for appropriate student numbers and/or spacing.
• Commonly touched surfaces and equipment will be avoided when possible. Those surfaces and/or objects will be disinfected before and after use when avoidance is not possible.
• Upon the return of library books, each book will be disinfected prior to recirculation.
• Clear guidelines will be established for students to follow when entering and exiting all classrooms.

ELECTIVE AND SPECIAL CLASSES
Social and Emotional Health

Counselors/ Social Workers/ Building Administration and Staff will partner together to identify, design, and assist with appropriate mental health and social emotional health supports for the students and staff at their building.

1. Families Basic Needs- Many families continue to struggle with access to food, income, job security, payment of rent and utilities, internet access and often guidance to how to access resources or navigate the processes for assistance. Social Workers, Counselors and building staff have knowledge and relationships to link families to local resources. Food assistance and delivery (if needed) can be found in the Food and Nutrition Plan.

2. Mental Health Needs- The drastic change in routine and structure combined with social isolation impacts the level of anxiety and stress to students and parents. The challenges that families face even prior to the Covid Pandemic, are greatly enhanced as a result. Social Workers, Counselors and building staff strive to stay connected with struggling families. When school resumes, one would anticipate a greater need. Schools will need to assess students during the first few weeks and utilize social workers and counselors to partner with students/ parents for possible outside agency referrals to address the social and emotional needs of students.

3. Supporting Teachers and Staff- Schools transitioned abruptly from routine and structure to an on-line or distance learning. The challenges this poses to teachers and staff can easily create stress and anxiety to the adults. Teachers will need the support of Social Workers, Counselors and building administration to assist with self-care, maintaining a healthy work/ personal life balance, positive reinforcement, and continued strategies to promote self-awareness, highlight successes, and encourage/ assist colleagues at school.

4. Supporting Family Stability- Prior to the Covid Crisis, Counselors and Social Workers were already working with the school’s highest needs students and families. As a result of extended isolation, there is a much greater potential for child abuse, neglect and domestic violence at the home. The stress of being isolated with a possible abuser can have lasting mental wellness impact. Once school resumes, Counselors/ Social Workers/ Building Administration will begin to assess the high needs students/families as well as all children at the school and create connections to outside agencies, resources and organizations for support and assistance.

5. Student Engagement- As school resumes in the Fall, Counselors, Social Workers, Building Administration and all staff will be essential to re-engage students with classroom instruction. During the on-line learning, some students were not actively engaged in the learning, due to a variety of reasons. This will create short term and long term academic dips in learning. Counselors/ Social Workers/ All Staff will be key to assisting classroom teachers with Tiered Support for academic support and re-engagement in the learning process.

6. Grief, Loss and Trauma Informed Care- Many of our colleagues and families may have experienced the loss of a loved one during this time and may not have had adequate time for grieving their loss. In addition, the ceremonies of education such as prom, end of the year school celebrations, athletic seasons, extracurricular events, staff retirements, and so many other shared events did not occur. The absence of these life celebrations can further impact people’s feelings, emotions and create further isolation. Counselors/ Social Workers/ Building Administration and all staff need to approach colleagues, students, and families with a Trauma Informed Approach. Knowing and recognizing that each person may be managing their own internal struggles and display compassion and support as we return to school.

Addressing Inequities- As school resumes in the Fall, school staff will be reflective on our practices to improve access and equity in our service to families. This includes; internet access, housing, food stability, unemployment, access to healthcare, access to mental health resources, language barriers, transportation barriers and environmental issues.

- Scenario 1 (100% Attendance) = give full effort
- Scenario 2. (50% Attendance) = give full effort through virtual and in person support
- Scenario 3 (20% Attendance) = continue to give full effort through virtual and in person support
- Scenario 4 (Virtual Learning Only) = continue to give full effort through virtual support
Athletics and Activities

**Extracurricular Activities (including athletics, cheer, dance and marching band):** Raytown Schools plans to provide students the opportunity to participate in extracurricular activities. While offering these opportunities, the district will prioritize the health and safety of students and staff by adhering to the CDC and Jackson County Health Department recommendations. We understand that as we abide by those recommendations, some if not all, of those opportunities may be limited in the extent in which they can be provided.

Additionally, the Missouri State High School Activities Association (MSHSAA) and the Greater Kansas City Suburban Conference Executive Committee may further outline guidelines on how athletics and activities will be offered at district high schools and middle schools. As a district, we understand the importance of offering these opportunities to our students and will continue to make every effort to do so. However, we know there may be decisions made by local, state, or national organizations that may prohibit some if not all extracurricular activities from taking place. To the extent possible, we expect all athletics and activities that can be performed in accordance with CDC and Jackson County Health Department recommendations will be available for student participation.

The most recent Jackson County Health Department information suggests that contact sports will be allowed to begin practice with contact after June 22, 2020. This would include all sports where individuals could come in contact with other individuals (basketball, football, wrestling, cheer, dance, soccer, volleyball). It also suggests live games will be allowed to begin July 24, 2020.

**Co-Curricular Activities and Clubs (including Speech and Debate, Scholar Bowl, band, choir, orchestra, theater, TSA, Pro-Start, DECA, FBLA, FCCLA, yearbook and other building level clubs):** Raytown Schools is committed to providing all co-curricular and club opportunities possible while adhering to CDC and Jackson County Health Department recommendations. Certain opportunities may be limited to the extent in which they can be offered due to physical distancing and gathering size recommendations. Some of the co-curricular opportunities may only be offered virtually. Offering of and participation in co-curriculars will require flexibility by students, families and sponsors which may include, but are not limited to:

- **Before or after school practice in larger spaces to account for physical distancing.**
- **Multiple “practice times” in order to promote smaller group sizes and physical distancing.**
- **Students and staff wearing masks due to increased ventilation.**
- **Adjusting performances and competitions to account for physical distancing.**
- **Commonly touched surfaces will be disinfected at the time of the extracurricular opportunity.**
- **Local and state organizations may provide further guidance to schools on how to provide these opportunities while prioritizing student and staff safety.** School officials will provide that information upon availability.

**Precautions to Minimize Risk:**

1. **Students will complete a short health questionnaire prior to daily participation in all after school activities.** Staff will communicate with students when necessary to determine whether the student should be participating.

2. **Pending further guidance from state and local health officials, to the extent possible, Raytown Schools will adhere to the most current recommendations concerning physical distancing, gathering size and personal protective equipment (PPE) for students and staff at the time of the extracurricular opportunity.**

3. **Commonly touched surfaces will be avoided when possible.** Those surfaces and/or objects will be disinfected before and after use when avoidance is not possible.

4. **Locker rooms will be disinfected, and commonly touched surfaces in locker rooms will be cleaned throughout the day.**

*Positive Test for COVID-19 (Student/Staff)*

Students and staff are asked to stay home when sick with COVID-19 symptoms. Or if they have been in close contact with someone who is COVID-19 positive.

**When Sick:**

- Symptoms of COVID-19 that would require staying home from school:
  - If they present with a fever of 100 or greater
  - Or have two of the following symptoms
    - Chills
    - Muscles Pain
    - Sore throat
    - Loss of taste or smell

If student or staff member tests positive:

Students and staff who test positive for COVID-19 will be required to stay home and can return when all of the following apply:
If a student or staff member has been exposed at home or is suspected to have been exposed at home: Students and staff are considered in close contact and therefore exposed to a confirmed case of COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work for a period of 14 days, beginning at the last date of exposure.

If a student or staff member has been exposed at school: Students and staff who are considered in close contact (as identified above) at school:

- Fever free for 24 hours without fever reducing medication
- 10 days have passed since the onset of symptoms
- All other symptoms have improved

If someone at school has tested positive but the student or staff member was not exposed: For students and staff who are in the same room/building as someone who tested positive for COVID-19, but not considered in close contact (as identified above), the risk of catching the virus from that person is low. Students and staff will be expected to follow the general precautions, including social distancing, washing their hands and monitoring for illness.

If a student or staff member was around someone else who was exposed: Students and Staff who are in the same room/building with someone who was exposed to someone who tested positive for COVID-19 are not considered exposed, as long as the person they were around has not tested positive for COVID-19. Students and staff will be expected to follow the general precautions, including social distancing, washing their hands and monitoring for illness.

If someone at the school suspects they may have COVID-19 but has yet to test for COVID-19: Students and staff who believe they may have COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work until:

- Fever free for 24 hours without fever reducing medication
- 10 days have passed since the onset of symptoms
- All symptoms have improved

Additional measures may be required if a student or staff member is infected that may include, but are not limited to:
1. Requiring that group participate in only physically distant, non-sport specific activity.
2. Restricting the group from practicing on campus or for an extended period of time.

Spectators at Games, Competitions and Performances: Raytown Schools will review recommendations from national, state and local health organizations while prioritizing the safety of students, staff and families. It is likely that limited numbers of spectators will be allowed to attend games, competitions and performances. It is also possible that some sports and activities will be able to compete and perform while others will not. Restrictions concerning these events will be determined by state and national organizations. School officials will communicate that information as it becomes available.

- Additional requirements may be in place during competitions or performances.
- Essential personnel only will be allowed to physically distance, non-sport specific activity.
- Essence personnel will be allowed to physically distance, non-sport specific activity.
- Staff measures to minimize risk:
- Wash and sanitize hands often.
- Do not touch face, eyes and mouth as much as possible.
- Practice physical distancing regularly.
- Cover your mouth and nose with a tissue or elbow when coughing or sneezing.
- Wash or sanitize any gear or apparel used in activity that day.
- Have an idea or keep a list of people you’ve been in contact with daily.
- Comply with any and all federal, state and local guidelines.

Staff measures to minimize risk:
- Disinfect the venue and all equipment (weights, balls, etc.—anything that can be touched) prior to activity each day.
- Verify that coaches and participants are symptom-free before activity each day.
- Take attendance at each day’s activities, including coaches.
- Prepare and schedule frequent hand washing/sanitation opportunities during activities.
- Require participants to bring their own water bottles and avoid use of water fountains.
- Modify drills and activities to limit or reduce potential violations of physical distancing guidelines including high fives, rubs, team meetings, etc.
- Regularly sanitize items that are most often touched during activities.
- Avoid using whistles when possible to reduce droplet spread.
- At the end of activities that day, sanitize and disinfect the venue and all used equipment.

To support the work of our custodial staff and their efforts to disinfect the building to minimize the risk for the students and staff, we will have the following guidelines for school access after the school day and during the weekends:
PUBLIC USE OF FACILITIES

- The District will still allow facility rentals on a case by case basis.
- All non-school groups must request building access through the Support Services Department.
- Building administration must approve all after school events.
- It is possible that additional fees will be required of non-school groups to provide the necessary staff to clean and disinfect those areas in addition to the regular work of our custodial staff.
- All areas used by the public will be disinfected following use.
- All non-school groups will have to adhere to the physical distancing and gathering recommendations at the
time of the event.
- The District will post reminders at entryways not to enter the school if experiencing signs of illness.

Protocols for COVID-19 Issue: The area will be closed off and will not be available until cleaned and disinfected. Custodial staff will use Electrostatic machines to conduct a deep clean and disinfect the space from COVID-19.

TRANSPORTATION

Transportation will have many obstacles and limitations while social distancing guidelines are in place. The District Reopen RQS Committee surveyed parents in-depth on options for transporting students in the fall. A majority of parents surveyed (68%) preferred limited seating capacity (1 student per bench) over transporting all students even if it meant their child could not be transported. A majority of parents surveyed (79%) preferred the option of increasing the ridership eligibility boundary over other options to allow for limited seating capacity (1 child per bench). A majority of parents surveyed (64%) agreed they could transport their child to allow for those with the highest need to be provided transportation. A majority of parents surveyed (64%) would continue to use transportation even if their child could only be picked up/dropped off from a single location. These survey results were used in making tough decisions about transportation in the fall.

For our plan of 100% daily attendance, families are encouraged to walk or personally transport students to limit district transportation to highest need families. Families who can transport their child, will be asked to consider opting out of bus transportation. Due to requirements of social distancing reducing bus capacity to less than 50%, the Ridership Eligibility Boundary will be expanded from its current 0.5 mile up to 1.25 miles for elementary and 2 miles for secondary. The expansion distance will depend on how many students choose the virtual learning option and how many families opt out of transportation. It is likely that some students who were eligible in the past to ride a bus will no longer be eligible to ride a bus in the fall.
Bus Precautions:
- Students will sit 1 to a seat using all rows
- The first row of the bus will not be utilized to maintain distance with the bus driver
- Buses will be loaded back to front
- Buses will be unloaded from front to back. Driver will release each row at a time
- Signage will also be on the bus to remind students about safe practices with regard to the pandemic.
- Every student should wash their hands before getting to the bus stop in the morning and afternoon
- Children should not touch other students, or share toys or common items like cell phones
- Students will be required to wear masks on the bus
- A seating chart will be utilized for contact tracing if necessary
- Bus drivers will self-screen prior to the daily routes
- Bus drivers will wear masks as they welcome students onto the bus from each stop

Ridership, New Students, and Changes:
- Buses being loaded to maximum availability
- Space may not be available to accommodate changes and new students in a timely manner
- Non-active riders (ride less than 1 time a week) parents will be notified they will be removed from bus roster
- One-day ride passes will not be permitted due to limitations
- Students will only be allowed to be picked/dropped off from one location to maintain static groups

Student Conduct:
- Students not following social distancing expectations on district buses will lose service

Cleaning Process: The District will follow cleaning methods as recommended by the CDC.
- The District will use a CDC-approved disinfectant when wiping down surfaces.
- Each school bus will be wiped down after each run, including the morning run, afternoon run and any special runs. Items to be wiped down include the entry handrail, the fronts and backs of seats and any hardware/accessories, windows, window handles and walls. In addition, the exterior surfaces and hardware of the entry door as well as driver controls of the bus such as the steering wheel, mirrors, etc. will be cleaned.
- Hand sanitizer and tissues will be made available for drivers and students.

Electrostatic Sprayers: In addition to CDC cleaning recommendations, the district has purchased electrostatic sprayers for cleaning school buses. The sprayers place an electrostatic charge to disinfectants as the chemical leaves the spray nozzle, which causes the chemical droplets to cling to virtually any surface. A safe, EPA-approved water-soluble disinfectant is used to lay down an even, uniform and wraparound layer of germ-killing power. All surfaces from floor to ceiling will be disinfected daily with this sprayer. [https://emist.com/resources/](https://emist.com/resources/)

Photocatalytic Oxidation (PCO) Technology: PCO devices have been purchased and will be installed in the HVAC systems of all school buses. Created by NASA and used on the International Space Station, PCO technology is also used in hospitals and on ambulances. PCO technology works by producing safe, chemical free oxidizers that attach to pathogens, puncture the cell walls of the organism and remove the hydrogen from the pathogen. Without hydrogen the pathogen does not live or grow. This technology is effective for COVID-19. It is also effective for all gram positive gram negative bacteria, C-Diff, Virus, Mold and VOC’s. [https://inspiredtek.com/benefits-of-pco-video/](https://inspiredtek.com/benefits-of-pco-video/)

Driver Training: Ensure drivers and maintenance/cleaning staff are properly trained in the use of the tools and products as related to cleaning of buses and other transportation vehicles. See 162.065, RSMo. (Eight hours of annual training required.) Examples of training topics should minimally include:
- Correct information about COVID-19, how it spreads, symptoms, and risk of exposure.
- Appropriate protocols for coughs and sneezes for employees and students so that employees can model appropriate behavior and correct students.
- Who to contact if a student or the driver exhibits symptoms of COVID-19.
- The requirement that personal protective equipment (PPE) is worn (disposable masks, gloves, clothing, etc.), how to wear them correctly and maintain and dispose of the equipment.
- The appropriate methods for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.
- The location of and how to use eye wash stations in the case of chemical contact with eyes.
- The hygiene expectations of staff.
- Techniques for minimizing exposure such as:
  - Using gloves when handling and disposing of trash
  - Avoiding touching surfaces often touched by passengers
  - Universal precautions when handling bodily fluids.

Signage will also be on the bus to remind students about safe practices with regard to the pandemic.
The Great Expectation Daycare program will be available for the coming school year. Due to social distancing requirements there may be limitations in capacity.

**Before Students Arrive:**
- When the requirement from Jackson County or Kansas City Health Departments is in place, students and staff will wear face coverings.
- Students should not touch other students, or share toys or common items like cell phones on their way to school.

**Morning Drop Off Procedures:**
- Staff will be outside to check in children or in parent area (parents may not enter site).
- Guardian will provide names and PIN number to sign in child on a tablet.
- Guardian will be asked the following health screening questions:
  - Has your child or anyone in the home experienced a fever, cough or shortness of breath in the last 24 hours?
  - Has your child come in contact with anyone diagnosed with COVID-19?
  - A staff member will also complete a visible inspection of the child.
- Staff will send the student to immediately wash their hands before entering the site. -Parents/guardians may not enter the building unless permission has been given by the site coordinator
- Child should put belongings in a basket labeled with their name, they will be using the same basket daily.

**Daytime Routine:**
- Students will be in separate spaces (siblings may play together).
- Groups will rotate using the gym, café and playground.
- Groups will maintain social distance when rotating from one area to the next.
- Snacks and lunch will be provided as they have been in the past.
- Students and staff will clean their hands before serving and eating.

**Cleaning:** Beyond the custodial cleaning practices that are in place, daycare staff members will also:
• Each site will create a sanitation schedule to be posted in two locations of the cafeteria.
• Routinely clean, sanitize and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, desks, chairs, and playground structures. An EPA safe cleaning solution will be used.
• If the surfaces are dirty, they should be cleaned using detergent or soap and water prior to disinfection.
• GE library/reading areas will be closed with books removed. Staff may instead read books to children in large group activities. Children may bring a book from home for individual reading purposes as well.

Sick Students/Staff: Symptoms of COVID-19 that would require staying home from school include:
• If they present with a fever of 100 or greater
• Or have two for the following symptoms
  • Cough
  • Shortness of breath or difficulty breathing
  • Chills
  • Muscle Pain
  • Sore throat
  • Loss of taste or smell

If student or staff member tests positive: Students and staff who test positive for COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work for a period of 14-days, beginning at the last date of exposure.
• According to the CDC, “close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”
• Students and staff who do not have symptoms during the 14-day self-quarantine can return to school or work after the 14-day period without any further actions.
• If during the 14 day self-quarantine a student or staff member develops symptoms of COVID-19, they will be required to stay home until all of the following apply:
  • Fever free for 24 hours without fever reducing medication
  • 10 days have passed since the onset of symptoms
  • All symptoms have improved

If someone at school has tested positive but the student or staff member was not exposed: For students and staff who are in the same room/building as someone who tested positive for COVID-19, but not considered in close contact (as identified above), the risk of catching the virus from that person is low. Students and staff will be expected to follow the general precautions, including social distancing, washing their hands and monitoring for illness.

If a student or staff member was around someone else who was exposed: Students and staff who are in the same room/building with someone who was exposed to someone who tested positive for COVID-19 are not considered exposed, as long as the person they were around has not tested positive for COVID-19. Students and staff will be expected to follow the general precautions, including social distancing, washing their hands and monitoring for illness.

If someone at the school suspects they may have COVID-19 but has yet to test for COVID-19: Students and staff who believe they may have COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work until:
• Fever free for 24 hours without fever reducing medication
• 10 days have passed since the onset of symptoms
• All symptoms have improved

If a student or staff member has been exposed at home: Students and staff who are considered in close contact and therefore exposed to a confirmed case of COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work for a period of 14-days, beginning at the last date of exposure.
• Students and staff who do not have symptoms during the 14-day self-quarantine can return to school or work after the 14-day period without any further actions.
• If during the 14 day self-quarantine a student or staff member develops symptoms of COVID-19, they will be required to stay home until all of the following apply:
  • Fever free for 24 hours without fever reducing medication
  • 10 days have passed since the onset of symptoms
  • All symptoms have improved

If a student or staff member believes they are being exposed at home or is suspected to have been exposed at home: Students and staff who are considered in close contact and therefore exposed to a confirmed case of COVID-19 will be immediately asked to self-quarantine, and will not be allowed to return to school or work for a period of 14-days, beginning at the last date of exposure.
• According to the CDC, “close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”
• Students and staff who do not have symptoms during the 14-day self-quarantine can return to school or work after the 14-day period without any further actions.
• If during the 14 day self-quarantine a student or staff member develops symptoms of COVID-19, they will be required to stay home until all of the following apply:
  • Fever free for 24 hours without fever reducing medication
  • 10 days have passed since the onset of symptoms
  • All symptoms have improved