**COSSA Academy Alternative Summer School**

Covid-19 Response Plan

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# Overview

For the foreseeable future, the Covid-19 pandemic is likely to affect our daily school routines. Prudence calls for thoughtful and coordinated planning as we learn how to best respond to this short-to-medium-term challenge.

Generally speaking, there are three possible learning modes:

1. **Normal Learning**: *All students in the school building.*
   * No community spread; return to normal school routines.
   * Attendance policies are normal per the COSSA Student Handbook.
   * Grading and academic policies are normal.
   * Anticipated once a vaccine (to prevent infection) and a treatment (to remediate infection) are developed.
2. **Hybrid Learning**: *Most or many students in the school building.*
   * Minimal to moderate community transmission.
   * Modified attendance and academic policies.
   * School-wide social distancing and mitigation strategies in place.
   * Special safety and sanitizing protocols approved by the health district and the county.
   * Initial health screenings (for re-entry) and routine health screenings (as needed).
   * Concentrates on students in school but provides flexibility for homebound students.
   * Covid-19 vaccine or treatment not available.
3. **Distributed Learning**: *No students permitted in the school building.*
   * Substantial community transmission and/or active Covid-19 cases within the building.
   * Attendance and academic policies highly modified.
   * All schooling via Distributed Learning Model.
   * Covid-19 vaccine or treatment not available.

Our summer school goal of credit recovery is best fulfilled when teachers and students come together—on campus and in classrooms. However, until the COVID-19 pandemic has abated, an open school building requires special precautions and protocols in order to safeguard the health and well-being of our students, faculty and staff. We have developed these protocols in close coordination with local, regional, and state officials.

It is our intention to open the school building when conditions permit. Until a Covid-19 vaccine and treatment are developed, we are likely to do this in a hybrid learning mode. For the safety of our students and staff, and depending on conditions and guidance from coordinating agencies, we may also need to resort to distributed learning mode.

Thank you for your patience as we persevere through this unprecedented challenge.

# Coordination with State and County Agencies

The two agencies primarily responsible for overseeing the opening of schools are the Idaho State Board of Education (**SBOE**) and the Idaho Department of Health and Welfare’s health districts. We fall under Southwest District Health (**SWDH**). This plan follows the recommendations of these agencies.

## State Board of Education Criteria

On May 4, 2020, SBOE provided updated “minimum re-entry criteria for school districts and charter schools (local education agencies) to return to normal operations (in-person classroom instruction).” In summary, SBOE’s “reentry criteria” are as follows:

* 1. No statewide stay-home orders are in place and schools have a physical distancing plan in place that has been approved by the local health district
  2. The statewide reopening criteria have been met as defined at rebound.idaho.gov. School districts and charter schools located in communities that have experienced no community spread may consider returning to in-person instruction within the physical distancing guidelines and approval by the local public health district.
  3. SWDH must review and approve school protocols.
  4. COSSA’s Board of Trustees must review and approve our protocols.
  5. Any school planning to reopen must have a plan in place for immediate closures should a student, faculty or staff member be diagnosed with Covid-19.

## Southwest District Health School Guidance

COSSA’s school protocols align with and follow the school guidance document issued by SWDH on April 22, 2020. COSSA will synchronize with SWDH guidance in the following manner:

|  |  |  |
| --- | --- | --- |
| **SWDH Categories** | **Community Transmission** | **COSSA Learning Mode** |
| I | None | Normal Learning |
| II | Minimal to Moderate | Hybrid Learning – some students in class, some at home |
| III | Substantial | Remote Delivery |

If, after reopening, COSSA has a confirmed case of Covid-19, we will implement a short-term closure for 2-5 days (and move back into Distributed Learning mode) per SWDH guidelines.

**Student Reentry Protocols**

# SWDH has informed us that all schools within its purview will likely be required to conduct regular student medical screenings well beyond the end of the current school year. By implementing these policies now, we are getting ourselves accustomed to what will be the “new normal” until the Covid-19 pandemic abates.

# Staff and students must feel healthy and be symptom free prior to entering the building. Summer School staff will conduct health screenings at the front entrance door, to include the most commonly known symptoms associated with Covid-19:

* + - Cough
    - Shortness of breath or difficulty breathing
    - Fever
    - Chills
    - Muscle pain
    - Sore throat
    - New loss of taste or smell
    - Less commonly exhibited symptoms include nausea and diarrhea.
    - District officials may take temperature reading of those entering the building if it is deemed necessary.
    - Hand sanitizer is required upon entry to building.

## Initial Screenings (Questionnaire and Temperature)

Per the recommendations of SWDH, student reentry into the school building will be contingent on:

* 1. The successful completion of an at-home pre-screening medical questionnaire; and
  2. The successful completion of an on-site medical screening the day prior to reopening.

The at-home questionnaire was drafted in coordination with SWDH and will be administered to families via email. The questionnaire will inform us if a student has shown symptoms associated with Covid-19 or has been exposed to Covid-19, and will be reviewed by COSSA staff in close coordination with SWDH. Indications of symptoms or exposure to Covid-19 will require students to remain at home.

The on-site screening will take place on campus the day of scheduled school reopening. It will consist of an oral temperature check using thermometers with protective sleeves (approved by SWDH), and will be administered by trained professionals, per the recommendation of SWDH. Temperatures of 100° F or higher (per guidance from the Centers of Disease Control) will require students to return home and to remain at home until the following screening day.

## Recurring Screenings

In addition to the initial questionnaire and screening required for reentry, recurring questionnaires and screenings may be administered weekly (depending on guidance from SWDH). Questionnaires will be sent to parents on Fridays and must be completed in order for students to return to school on Mondays.

Recurring temperature screenings may take place on Monday mornings at CRTEC. COSSA staff members will check the temperatures of students using thermometers with protective sleeves. Students whose temperatures are above 100° F will be sent home and not permitted to remain in school. Parents must remain available to retrieve their student on screening days until their students’ screenings are complete.

**General Covid-19 Guidelines**

The core of the reopening plan is for vulnerable staff or students to review the guidelines and elect not to physically come to school.The Governor suggests “all vulnerable Idahoans should continue to self-quarantine.” With that in mind, consider:

* COSSA has a deep respect for the right of parental decision making in these types of situations. We strongly encourage all parents to carefully consider what is best for your children and your family. If you come to the conclusion it is best for your children to stay away from school, we fully support that decision! For those students, *online instruction via Odysseyware will continue*.
* Staff, (students with close contact with) who self-determine they are in a high-risk group or immunocompromised should physically avoid school.
  + According to the CDC, individuals at high-risk include:
    - People aged 65 years and older
    - People with chronic lung disease or moderate to severe asthma
    - People who have serious heart conditions
    - People who are immunocompromised including cancer treatment
    - People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk
    - People who are pregnant should be monitored since they are known to be at risk with severe viral illness
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>

# Social Distancing and Mitigation Strategies (for Hybrid Learning)

**Travel (responsibility of the transporting district)**

* Bus seats are cleaned by district before each use
* Windows remain down on the bus, in order to ventilate the bus during use if possible
* Students will have assigned seats on the bus and be spaced every other seat, with exception of those children that live together.

## Hallways

Students will not socialize in the hallways .The school’s culture and behavior expectations already require supervised bathroom breaks. Passage should be an orderly and quiet transit between classes and activities. Teachers will ensure that students maintain increased spacing in lines as they move through hallways.

## Classroom Seating

Teachers will use a checker box pattern to maximize the spacing between student desks. Some student desks may be in the hallway to ensure social distancing, and teachers may have to spread their class to a second classroom depending on number of students

## Lunchroom Seating

All lunchroom tables will be spread throughout the entire cafeteria, and a maximum of 7 students will be seated per table (as opposed to 14 normally) alternating each side, thereby increasing spacing between students. Lunchroom monitors will enforce spacing standards.

## Breaks and Walks

Person-to-person contact sports or activities will be avoided. All equipment will be sanitized with a solution of bleach prior to re-use. Students will maintain social distancing on walks around the exterior of the campus.

## Field Trips

Students cannot be transported to field trip sites on buses or in the school’s vans. Any field trip will need to be within walking distance of the CRTEC campus.

## Holding Room for Sick Students

The COSSA Board room (main conference) room will be utilized as a holding area for sick students that are waiting to be picked up.

## Additional Daily Protocols

SWDH-recommended face masks will be made available for medically vulnerable students and staff members. Staff duties and student activities requiring close contact will be modified as necessary.

Cloth face coverings are encouraged for all students and staff, anytime required social distancing is not possible.

# Daily Sanitation Protocols

## School Wide Disinfections

We utilize a combination of CDC-approved products including hospital-grade disinfectant and a dilution of disinfecting bleach to clean desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day.

## Hand Sanitizer Stations

Teachers, staff, and students will keep their hands sanitized using the automatic touchless dispensers of professional grade advanced hand sanitizer that are installed in every classroom and in hallways.

## Hygienic Practices

Parents are required to keep sick students home for at least 72 hours after a fever subsides *without the use of fever-reducing medicines*. We rely on parents to promote the same hygienic practices we will direct students to practice at school, including:

* covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterwards;
* washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet;
* keeping hands away from nose, mouth, and eyes; and
* avoiding the sharing of food, drinks, and personal care items (e.g. lip balm).

# Remote Delivery for Homebound Students

We expect to require some students to stay at home, or to have to be taken home, if only for a short period of time, as a precautionary measure—for example, if their questionnaires indicate exposure to Covid-19 or if their screenings indicate a temperature of 100° F or higher.

In addition to the COSSA Student Handbook, the following attendance categories are in effect:

Absent (due to Covid-19 illness): no attendance penalty or academic restrictions, however, students will be required to engage in distance learning if they intend to recover credit.

Absent (due to parent Covid-19 health concerns): no attendance penalty or academic restrictions however, students will be required to engage in distance learning if they intend to recover credit.

We will offer the following flexibilities to accommodate students who are homebound due to a Covid-19 concern:

Students will be entered into the Osysseyware instructional software program. Odysseyware is available on the Internet. While these courses will not cover all the in-class material, they will provide homebound students with the help to stay up on their core academic skills. All students will be expected to complete and submit classwork distributed to them by their teachers.

Attendance policies will take into account the special circumstances of the Covid-19 pandemic. Homebound students will not be penalized for their absences.

Teachers will be in close contact with homebound students and will make every-other-day phone calls to parents (at a minimum).

School materials will be made available to homebound students. Details will be coordinated with each student’s family.

# Procedure for Positive or Suspected Covid-19 Case

The following procedure is to be used if a student or employee in the school building is identified as Covid-19 positive or suspected positive.

**Action Item**: *Student or employee is respectfully asked to isolate in the holding room.*

* + For students, front office will call parents or legal guardians for pickup.
  + For employees, front office will coordinate with school leadership to manage follow-on effects.
  + Student or employee will be provided appropriate personal protection equipment and any employee interacting with the confirmed or suspected case will be provided with an N95 mask and gloves.

**Action Item**: *Front office traces list of potential exposures (employees and students).*

* + Front office will coordinate (as appropriate) with parents/legal guardians of student or directly with the employee to build a list of potential exposures.

**Action Item**: *School leadership decides on the length of the short-term closure.*

* + School leadership will provide SWDH with appropriate details and exposure information.
  + School leadership will coordinate closure decision with SWDH.
  + School leadership will coordinate closure decision with the COSSA Board of Directors.
  + Points of Contact:
    - SWDH: Mrs. Kim Beckley
    - COSSA District Office: Harold Nevill, Ph.D.
    - COSSA Academy Alternative Summer School: Mrs. Patricia Frahm, Principal

**Action Item**: *School leadership communicates appropriate details to school community.*

* + School leadership will update the school community (parents/guardians) via SchoolMessenger mass communications system (email/text/voice) with appropriate incident details.

**Action Item**: *COSSA transitions to Distributed Learning Mode for the closure period.*

**Appendix 1: Parent Decision Matrix**

**Parent Decision Matrix**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Situation** |  |  |  | **My student has** |  |  |
| **My student has a fever or is vomiting** | **COVID-19 symptoms**  **or came in contact**  **with a confirmed** | **I have a unique family circumstance.** |
|  | **COVID-19 case** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What next** |  | **Student must stay home** |  | **Student and siblings (if applicable) must stay home** |  | **Choose to keep your student(s) home?** |

Inform COSSA front office of situation

Inform COSSA front office of situation

Inform COSSA front office of student illness

**Next Steps**

Obtain medical diagnosis or recommendation

Coordinate with teacher to obtain and complete assigned schoolwork

Submit Remote Delivery Request

After 72 hours without fever or vomiting and without fever reducing medication

**Return to School ?**

**When ready and in consultation with COSSA admin**

After obtaining medical clearance to return to school and in consultation with COSSA front office

Appendix 2: Employee Decision Matrix

**Employee Decision Matrix**

**Next Steps**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Situation** |  | **Employee has a fever or is vomiting** |  | Employee has COVID- 19 symptoms  or came in contact with a confirmed COVID-19 case |  | **Employee has a unique family circumstance.** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What next** |  | **Employee must stay home** |  | **Employee and children (if app) must stay home** |  | **Employee feels compelled to work from home?** |



**Coordinate with COSSA admin for alternatives**

**Coordinate with COSSA admin for alternative teaching arrangements (if app)**

**Inform COSSA admin office of situation**

**Inform COSSA admin of situation**

**Inform COSSA administration of employee illness**

**Obtain medical diagnosis or recommendation**

**When ready and in consultation with COSSA admin**

**After obtaining medical clearance to return to school and in consultation with COSSA admin**

**After 72 hours without fever or vomiting and without fever reducing medication**

**Return to School ?**

**Appendix 3:**

**Student Entrance to CTE Shop**

COSSA Regional Technology and Education Center (CRTEC) has established the following plan to allow staff and students access to CRTEC for the purpose of completing industry certification, including but not limited to Welding, Auto, and Diesel and to access the CRTEC building. It is imperative that the following social distancing plan is adhered to for the safety of staff and students.

**General Guidelines**

No more than **10 occupants, which includes staff,** in the classroom or lab area. All individuals are encouraged to maintain social distancing procedures. If your students will not follow social distancing guidelines, they must leave.

If you feel sick or exhibit the following symptoms, you will need to stay home and communicate with instructor.

* Cough
* Shortness of breath
* Fever

Students will need to do the following:

* + Students will park in the CRTEC student parking lot
  + Students will not check-in and out at the CRTEC main office – their entry into the shop will be via the closest outside door to the shop and will be controlled by the instructor.
  + Students will follow social distancing procedures, including:
    - Washing hands and using hand sanitizer when entering and exiting lab/classroom.
  + Students will have limited use of the building and need to be in approved areas.
  + Students will have use of designated restrooms.
  + Cloth face coverings are recommended when an individual is unable to maintain the 6 foot social distancing requirement and is unable to follow respiratory etiquette. Students are encouraged to provide their own.
  + Upon completion of your time in the Lab- sanitize your workstation prior to leaving.

Staff responsibilities are the following:

* + Welding shop external doorways are to remain open in order to increase ventilation and air flow.
* Hand sanitizer available for use.
* Cloth face coverings are recommended when an individual is unable to maintain the 6 foot social distancing requirement and is unable to follow respiratory etiquette. Staff are encouraged to provide their own.
* Staff are responsible for sanitizing each station prior to, between, and after uses.

**Appendix 4:**

**Student Screener Questionnaire**

In order to attend the COSSA Academy Alternative summer school, students must be screened for Covid-19 risk factors. This questionnaire is meant to highlight possible Covid-19 risk factors that can then be evaluated on an individual basis to determine a student’s ability to attend a face-to-face learning environment. No student will be allowed to attend the COSSA Academy Alternative summer school unless this questionnaire is completed and on file with COSSA Academy.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you or anyone in your household had any of the following symptoms in the last 21 days:

sore throat,

cough,

chills,

body aches for unknown reasons,

shortness of breath for unknown reasons,

loss of smell,

loss of taste,

fever at or greater than 100 degrees Fahrenheit?

Yes\_\_\_\_ No \_\_\_\_

2. Have you or anyone in your household been tested for COVID-19?

Yes\_\_\_\_ No \_\_\_\_

3. Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?

Yes\_\_\_\_ No \_\_\_\_

4. Have you or anyone in your household traveled in the U.S. in the past 21 days?

Yes\_\_\_\_ No \_\_\_\_

5. Have you or anyone in your household traveled on a cruise ship in the last 21 days?

Yes\_\_\_\_ No \_\_\_\_

6. Are you or anyone in your household a health care provider or emergency responder?

Yes\_\_\_\_ No \_\_\_\_

7. Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?

Yes\_\_\_\_ No \_\_\_\_

8. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?

Yes\_\_\_\_ No \_\_\_\_

9. To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?

Yes\_\_\_\_ No \_\_\_\_

This survey will be transmitted in Word and PDF format. If you cannot print either version of the test, you may type answers to the questions into an email. Any response should be emailed to: [cossasurvey@cossaschools.org](mailto:cossasurvey@cossaschools.org).