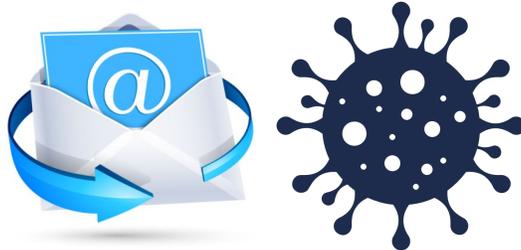




In conjunction with the Governor's Office, the Indiana State Department of Health, the Indiana Department of Education, the Marshall County Health Department and the St. Joseph County Health Department. This plan was the shared work of parents, teachers, administrators, legal representatives, medical professionals and the Board of Trustees.

***NOTE:** The UNUSC plan is contingent upon Governor Eric Holcomb moving Indiana into Stage 5 of its safe reopening plan prior to the start of the school year.*



Questions: Email at covidinfo@unorth.k12.in.us

SUMMARY

The Indiana's Considerations for Learning and Safe Schools (IN-CLASS) document([link:https://docs.google.com/document/d/1T1nQj3BrQRtT5QXVcVLGel14b0d5dSCIWRggPuPE5dg/edit](https://docs.google.com/document/d/1T1nQj3BrQRtT5QXVcVLGel14b0d5dSCIWRggPuPE5dg/edit)) provides all Indiana districts and schools with guidance for preparing school operations under the current pandemic environment. Per this document, not all districts and schools will be able to address or implement all of the considerations listed.

Governor Holcomb has empowered each school district to consider and evaluate all aspects of returning to school and to develop a re-entry plan that considers the recommendations and addresses local district capabilities while still delivering a quality education.

As addressed in the IDOE document, Union North United will be constantly evaluating two key factors:

1) the school's ability to maintain a safe and healthy school environment, and

2) the prevalence of COVID-19 in our community.

We will be working closely with the Marshall and St. Joseph County Health Departments, who will guide us if any adjustments need to be made during the school year.

This document will provide guidance to students, parents, and other community stakeholders regarding the specific re-entry plans of the Union North United School Corporation. Revisions of this document are to be expected.

Also, it is important students, parents and staff understand that during this ongoing public health emergency related to the Covid-19 virus, while Union North United has undertaken measures to minimize risk, there still remains the general risk of contracting the virus while participating in in-person school.

Considerations for Union North United School Corporation

- ✓ We plan for the school year to begin, as scheduled, with virtual classroom instruction on the first day of school, August 12, 2020. There will also be an option for students who opt out for virtual instruction when Stage 1 or 2 is offered. Please contact your principal if you have any exceptional need.
- ✓ We anticipate providing the standard 180 days of instruction during the 2020-2021 school year. *If necessary, we will review and adjust the calendar. Such adjustments may consist of virtual and/or hybrid instruction and longer or shorter breaks. These decisions will be made based on the current community health status.*
- ✓ We will review all policies and procedures to provide more flexibility and remove punitive measures for absences when there

is determined illness, a localized outbreak, or exposure of a contagious disease.

- ✓ All buildings will be thoroughly cleaned and disinfected prior to the first day of school. Custodians will continue a consistent cleaning protocol each day thereafter.
- ✓ The superintendent will communicate as necessary with the Marshall and or St. Joseph County Health Officers to review and make determinations if further mitigation is warranted. Data tracked may include, but is not limited to:
 - Reasons for student and staff absences.
 - Positive cases of COVID-19 in the schools.
 - Data regarding COVID-19 spread in the community.
- ✓ Staff will be trained on non-invasive screening procedures to help identify symptoms needing to be addressed.
- ✓ Student and staff daily schedules will be adjusted to provide adequate time for hand washing, sanitizing desks, and other good hygiene practices.
- ✓ The school nurses will develop procedures to minimize infection. The nurse at each building will have a separate quarantine area for potential COVID-19 patients.
- ✓ Extra-curricular and co-curricular re-entry guidelines will be developed so that sports and other extra-curricular programs may continue to take place while reducing risk of disease spread.
- ✓ Relevant training will be provided to certified staff, non-certified staff, and substitute teachers to address a variety of COVID-19 related issues, such as identifying symptoms, remote learning methods, and remediation.
- ✓ Mental health training will be provided to assess student and staff needs stemming from dealing with the pandemic.
- ✓ Custodial staff will be trained on effective methods of cleaning and disinfecting work and play areas along with the time schedules for cleaning.
- ✓ Our visitor policy will be adjusted to reduce the number of additional individuals in the school buildings thereby reducing the number of people both staff and students are exposed to.

- ✓ Our UNUSC COVID-19 website will regularly provide updates for students, parents, and stakeholders. In addition, other methods of communication may be employed to ensure that stakeholders are aware of any noteworthy developments.
- ✓ Attendance award programs are discontinued during the pandemic. We do not want to encourage students who are ill to come to school. Each school will look for other incentives to award student participation.

STAGES FOR RE-ENTRY

Schools will open on August 12th for students in one of three stages depending on the spread of the virus in St. Joseph and Marshall County. We will work closely with both Health Departments to monitor trends when considering which stage to use.

Stage 1: Low or No Spread- If the numbers of cases in our counties decrease and continue to trend in that manner, then we will move to open schools for all students in-person. We will continue to follow preventative practices.

Stage 2: Moderate Spread- If the trend is a moderate increase in cases or a steady spread of the virus, then a hybrid model of some in-person plus virtual learning will be implemented. The hybrid model would mean your student would go to school two days a week, and they would do virtual learning three days a week.

As an example, students will be placed in either a blue group or a white group. The blue group will be in-person at the school on Monday and Thursday while the white group will be on Tuesday and Friday. All students will be learning virtually on Wednesday. All students learn virtually on the days they were not at the school. This stage will reduce the number of students at the school each day.

Stage 3: Substantial Spread- If the trend is considered to be a substantial increase in the number of cases all students will follow the virtual learning option.

Students/Parents are able to opt out of in-person learning for virtual learning if they so choose. Please contact your principal if you are planning to choose this option.



HEALTH AT SCHOOL: PROTECTING OUR SCHOOL COMMUNITY

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

PREVENTATIVE MEASURES

NUMBER ONE: STAY HOME IF YOU ARE SICK

The easiest and most effective way to stop the spread of the disease is to stay home if you are experiencing any of the symptoms listed below. Parents, students, and employees should self-screen for the following COVID-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- New loss of taste or smell

- Congestion or a runny nose
- Nausea or vomiting
- Diarrhea

Students and employees should not enter the school buildings if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 that is not otherwise explained by a doctor. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

NUMBER TWO: PRACTICE GOOD HYGIENE

UNUSC will insist that employees and students wash their hands often and if soap and water are not readily available use a hand sanitizer that contains at least 60 percent alcohol. Twenty hand-sanitizing stations will be positioned throughout each building.

Reinforcing healthy habits regarding hand washing is expected and guidance can be found at <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

- Hand washing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Families are encouraged to stress with their children thorough hand washing (for at least 20 seconds) and covering coughs or sneezes with the inside of the elbow if a facial tissue is not available.

Each school will incorporate key times into the school day when all persons should wash or properly sanitize their hands. These key times should be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- Before and after using the playground

NUMBER THREE: PRACTICE SAFETY AT SCHOOL

At UNUSC, we will employ flexible policies and procedures to keep the school environment safe. Our policies and procedures must allow for adjustment because the situation surrounding COVID-19 in communities is often rapidly changing.

Adjustments may include (list is not exhaustive):

- Rearranging of classroom set-up to allow for greater space between students
- Changing the methods of instruction (virtual/hybrid/other)
- Changing out water fountains to water bottle filling stations.
- Reducing the number of people students interact with on a daily basis for overall risk reduction
- Implementing measures to decrease students congregating in one location
- Using assigned seating
- Placing social distancing reminders on the floor or wall to remind students of appropriate space
- Reducing the amount of materials, supplies, and personal belongings going to and from school
- Reducing student exposure to high-touch, shared resources at school.
- Adjusting lunch schedules
- Outside activities when possible

NUMBER FOUR: MASKS/FACE SHIELDS

The current CDC guidelines recommend the wearing of a mask in enclosed environments and where social distancing is not possible. The virus can become airborne and spread in enclosed spaces. Students will be in enclosed spaces for lengths at a time throughout the day, especially when class is in session. Therefore, students and staff will be required to wear a mask during the following circumstances. This requirement is to protect not only your child but to protect our staff as well.

- When riding the bus
- In the morning when entering the building on their way to the classroom
- During class time
- When in the hallways moving from class to class

- When in the vestibules
- On the way out of the building to the bus, crosswalk, or student vehicles

Note: Some classes, like band, choir and PE may have separate rules when participation is required. Teachers in each class will explain these rules to the students. Students who do not follow the guidelines will incur consequences. Consequences can be anything from a warning up to and including expulsion for insubordination.

SCREENING BY THE NURSE

The nurse at each building will be guided by the screening flyer sent out by the Indiana State Department of Health below when determining the healthcare needs of each person.

https://www.coronavirus.in.gov/files/20_Return%20to%20School_Parenting%20Screening.pdf

RETURN TO SCHOOL AFTER EXCLUSION

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations provided by the Indiana State Department of Health. The guidelines from the Health Department can be found at the following website:

https://www.coronavirus.in.gov/files/20_Student%20Guidance%20for%20Return%20to%20School.pdf

FOOD SERVICES: NUTRITION SAFETY

At UNUSC, we will review our food service guidelines and adjust to keep our students as safe as we can during meals provided in our buildings.

Hand washing hygiene

Prior to any meal service, all students and staff will utilize hand washing or sanitizing to ensure safe eating practices.

Food service changes

Options may include:

- Keeping lunch groups the same every day to minimize exposure
- Changing the ways meals are served
- Changing the way napkins and silverware are dispensed
- PPE to be worn by all food service staff

Environmental Risk Reduction

- Employing social distancing methods to reduce transmission of germs
- Putting tape marks on the floor to encourage social distancing.
- Seating adjustments



HEALTH AT SCHOOL: OTHER ITEMS YOU NEED TO KNOW

Besides home-based prevention techniques, UNUSC will be implementing protocols at school to protect our students and staff.

Tracking Community Spread

The superintendent along with the nurse in each building will track community cases of COVID-19 and will communicate regularly with the Marshall and or St. Joseph County Health Departments to determine if adjustments in the school schedule or policies need to be made to protect our school families.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.

If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Mental Health Issues

UNUSC will provide support for students and staff who may develop mental health difficulties due to the stress and anxiety brought on by COVID-19. These resources may include access to school counselors, curriculum-related materials to provide students and families with suggestions for coping mechanisms, or other strategies to reduce the stress created by this situation.

Clinical Space for COVID-19 Symptomatic

Each school will have a space separate from the nurse's clinic where students or employees who are feeling ill will be evaluated or wait for pick up. All waiting staff and students should wear a face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who enter the room, and the room will be disinfected several times throughout the day. Strict social distancing will be required and staff must wear appropriate personal protective equipment (PPE). Nurses will have special protective PPE for entering this space.

Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever, for any reason, it will be district/school policy to require staff and students to be fever-free, without the use of

fever-reducing medications, for 24 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions.

Clinic Space for Non-COVID-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

If Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, we will contact the local health department immediately. Unless extenuating circumstances exist, we will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing. The tracing will be completed by an agency assigned this task by the state.

If a closure is determined necessary, we will consult with the Marshall and or St. Joseph County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as UNUSC becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Cleaning at School

Custodial staff at all schools will receive training regarding how to clean and disinfect surfaces to prevent the spread of COVID-19. High-touch objects and surfaces will be cleaned more often and a more vigorous cleaning schedule will be adhered to.



TRANSPORTATION: STUDENT TRANSPORTATION CONSIDERATIONS

The school bus is often the student's first contact with the school in the morning and the last point of contact in the afternoon. UNUSC will pay particular attention to protocols used in student transportation to minimize the spread of COVID-19 and protect both students and employees.

All buses and transportation vehicles will have been thoroughly disinfected before the first day of school. In addition, we will be providing parents with the passenger expectations and the role students will play in minimizing infection prior to the start of the school year.

Preparation and Cleaning

- All buses will have cleaning supplies available including hand sanitizer.
- Bus drivers will wear masks or face shields.
- Bus drivers will have masks available to students who do not have one.
- All buses and transportation vehicles will be thoroughly cleaned and disinfected before routes.

Training

Drivers and maintenance/cleaning staff will be properly trained regarding:

- Correct information about COVID-19, how it spreads, symptoms, and risk of exposure will be provided.

- Whom to contact if a student or the driver exhibits symptoms of COVID-19.
- The appropriate methods, tools, and products for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.
- The hygiene expectations of staff.
- Using gloves when handling and disposing of trash.
- Avoiding touching surfaces often touched by passengers.

Other Transportation Considerations

- Students are required to wear a mask or face shield on the bus.
- Students may be restricted to only riding their assigned bus route.
- Seats will be assigned.
- Bus stops and routes may be adjusted.

Extra Curricular

These guidelines are provided directly from the state here in Appendix C:

<https://www.doe.in.gov/sites/default/files/news/june-5-class-document.pdf>

Important points to remember from this document:

- Summer activities are optional, per state rules
- Activity in extra-curricular programs will follow the state's phased approach. See the document cited above for specifics.
- **All participants and coaches MUST be symptom-free.** Participation is strictly prohibited by anyone exhibiting any of the COVID-19 symptoms, which include:
 - A fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle or body aches
 - Fatigue
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Congestion or a runny nose

- Nausea or vomiting
- Diarrhea

The sponsor will share specific information related to procedures and protocols for Covid-19 in a timely manner. Please contact them or your principal if you have questions. Students and parents will need to sign a copy of the release of liability in order to participate in extracurricular activities.

Union North United students who choose to opt out for a virtual learning option due to Covid-19 may still participate in extracurricular activities.

EXTRACURRICULAR SCHOOL ACTIVITIES – ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I acknowledge that participating in extracurricular school activities carries with it the potential for serious injury, including death, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, and actions of other people including but not limited to, participants, spectators, and advisers. I further understand that there is currently an ongoing public health emergency related to the COVID-19 virus, and that while the Union North United (“School Corporation”) has undertaken measures to minimize that risk, there still remains the general risk of contracting the virus while participating in extracurricular school activities.

I represent that I have not had COVID-19 or experienced COVID-19 symptoms in the three weeks prior to signing this Assumption of Risk and Release of Liability. If at any time I contract COVID-19 or become aware that I have been exposed to an individual in the prior three weeks who has experienced a COVID-19 diagnosis, been suspected of having COVID-19 or experienced COVID-19 symptoms, I shall immediately contact School Corporation personnel and shall not return to School Corporation without authorization.

By signing below, I voluntarily agree to assume and/or incur all risks of loss, impairment, damage, or injury of whatever kind, including death, that may

be sustained or suffered by participating in extracurricular school activities whether or not the result in whole or in part of acts or omissions, negligence, or other unintentional fault of School Corporation, its board members, officers, agents, employees, coaches, volunteers, and representatives (the "Released Parties"). I, including my heirs, assigns, and personal representatives, agree to release, hold harmless, and indemnify the Released Parties from and against any claims, demands, actions, causes of action, lawsuits, expenses, or losses (including attorneys' fees) on account of property damage or personal injury (including death) arising out of or attributable to my participation in extracurricular school activities.

This Assumption of Risk and Release of Liability shall provide a release and waiver to the maximum extent permissible under applicable law. I have read this document and understand its contents.

Print name of Student: _____

Date: _____

Signature of Student: _____

As a parent/legal guardian of the above named student, I affirm my child's Assumption of Risk and Release of Liability and agree to waive all liability of School Corporation United School Corporation, its board members, officers, agents, employees, advisers, volunteers, and representatives for any loss, impairment, damage, or injury of whatever kind, including death, that may be sustained or suffered by the above named student during his/her participation in extracurricular school activities to the maximum extent permissible under applicable law.

Print name of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Athletics

The Athletic Department and coaching staff will share specific information related to procedures and protocols for Covid-19 in a timely manner. Please

contact them or the Athletic Director if you have questions. Students and parents will need to sign a copy of the release of liability in order to participate in athletics.

Union North United students who choose to opt out for a virtual learning option due to Covid-19 may still participate in athletic activities.

STUDENT ATHLETE – ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I acknowledge that participating in athletics carries with it the potential for serious injury, including death, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of athletes, equipment, vehicular traffic, and actions of other people including but not limited to, participants, spectators, and coaches. I further understand that there is currently an ongoing public health emergency related to the COVID-19 virus, and that while the Union North United (“School Corporation”) has undertaken measures to minimize that risk, there still remains the general risk of contracting the virus while participating in athletics.

I certify that I am physically fit, have sufficiently trained for participation in athletics and have not been advised by a qualified medical person that I cannot participate. I represent that I have not had COVID-19 or experienced COVID-19 symptoms in the three weeks prior to signing this Assumption of Risk and Release of Liability. If at any time I contract COVID-19 or become aware that I have been exposed to an individual in the prior three weeks who has experienced a COVID-19 diagnosis, been suspected of having COVID-19 or experienced COVID-19 symptoms, I shall immediately contact School Corporation personnel and shall not return to School Corporation without authorization.

By signing below, I voluntarily agree to assume and/or incur all risks of loss, impairment, damage, or injury of whatever kind, including death, that may be sustained or suffered by participating in athletics (including, but not limited to, during tryouts, practices, and games) whether or not the result in whole or in part of acts or omissions, negligence, or other unintentional fault

of School Corporation, its board members, officers, agents, employees, coaches, volunteers, and representatives (the "Released Parties"). I, including my heirs, assigns, and personal representatives, agree to release, hold harmless, and indemnify the Released Parties from and against any claims, demands, actions, causes of action, lawsuits, expenses, or losses (including attorneys' fees) on account of property damage or personal injury (including death) arising out of or attributable to my participation in athletics.

This Assumption of Risk and Release of Liability shall provide a release and waiver to the maximum extent permissible under applicable law. I have read this document and understand its contents.

Print name of Student: _____

Date: _____

Signature of Student: _____

As a parent/legal guardian of the above named student, I affirm my child's Assumption of Risk and Release of Liability and agree to waive all liability of School Corporation United School Corporation, its board members, officers, agents, employees, coaches, volunteers, and representatives for any loss, impairment, damage, or injury of whatever kind, including death, that may be sustained or suffered by the above named student during his/her participation in athletics to the maximum extent permissible under applicable law.

Print name of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Other Special Situations

UNUSC recognizes that there are certain situations that may require special attention. Areas of concern may be:

- Special education/IEP

- Classes with unique challenges, such as choir or band
- Students or staff at high-risk due to age or medical condition

There will be more information coming that is school specific. If you have questions/concerns about any of these special situations or anything else not covered in this document, please see the contact information provided below or address your question to any of our administrators.

Contact Information

Questions?

Email at covidinfo@unorth.k12.in.us