IN RESPONSE TO COVID-19

Return to Learn Plan

2021-2022
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>GUIDING PRINCIPLES</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>PHASES AND TIMELINES</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>EMPLOYEE AND STUDENT SAFETY</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>STUDENT SCREENING AND PROTOCOLS</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>GUIDANCE IF EXPOSED</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>COVID VACCINATIONS AND TESTING</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>SOCIAL DISTANCING</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>WORKSPACE / CLASSROOMS</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>GENERAL DISINFECTION MEASURES</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>SIGNAGE / FOOD DELIVERY / BUSES</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>STAFF TRAINING</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>SHIFT TO DISTANCE LEARNING</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>INSTRUCTIONAL CALENDAR 2021-22</strong></td>
<td>17</td>
</tr>
</tbody>
</table>
INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Oklahoma State Department of Health, Oklahoma State Department of Education, and Muskogee County Health Department.

MPS is prepared to provide a traditional on-campus learning model for the 2021-22 school year. Additionally, Roughers Innovations Academy will be offered for students in grades three through 12 as a blended learning model providing the flexibility of online learning.

We understand that Distance Learning days may likely be required at some point for all students, and the district has developed plans how to execute distance learning if necessary.

Understanding that COVID-19 is an extremely complex and evolving issue, MPS is committed to the following actions to increase safety for students and staff:

1. Encouraging use of Personal Protective Equipment throughout the district.
2. Sanitizing all district spaces each day with foggers or Clorox 360 Machines.
3. Sanitizing high touch areas throughout the district multiple times a day.
4. Changing cafeteria arrangements where possible to increase social distancing.
5. Changing entry, release, and hallway patterns where possible to increase social distancing.
6. Evaluating and adjusting bus routes where possible to increase social distancing.
7. Increase time away from the building for students / staff with fever or other symptoms of Covid.
8. Strengthening the Distance learning curriculum for all students in MPS.
9. Communicating timely and useful information about confirmed Covid-19 cases that affect MPS.

Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies. New practices and policies introduced in this document may be more restrictive than those previously in place in MPS. This document will be reviewed and approved by the MPS School Board at an upcoming meeting.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. INPUT FROM SCHOOL AND COMMUNITY MEMBERS
3. HEALTH GUIDELINES
4. SUPPORT FOR FAMILIES
## PHASES AND TIMELINES

### SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

<table>
<thead>
<tr>
<th>PHASE</th>
<th>TIMING</th>
<th>ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>May</td>
<td>• CARES ACT committee meeting held with stakeholders</td>
</tr>
</tbody>
</table>
| Phase 1   | June   | • Continue contact tracing for any positive cases during Roughers RISE or other summer operations  
           |         | • Return to Learn Public Comment Opens                                |
| Phase 2   | July   | • Continue contact tracing for any positive cases during Roughers RISE or other summer operations  
           |         | • Update Return to Learn Document                                     |
| Phase 3   | Aug    | • Present Return to Learn Document to Board of Education              
           |         | • Open school                                                          
           |         | • Determine what restrictions/guidelines stay in place               |

### PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see above for a summary of the phases and timelines.

### FIRST DAY OF SCHOOL

If circumstances allow, our first day of school will be Tuesday, August 24, 2021. All staff will return for Convocation on Thursday, August 19, 2021. The 2020-21 calendar can be found on page 26 of this document.
EMPLOYEE AND STUDENT SAFETY

EMPLOYEE SCREENING AND PROTOCOLS

1. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, staff should daily consider if they are showing any of the following symptoms.
   a. Fever or Feverish?
   b. Chills?
   c. A new cough?
   d. Shortness of breath?
   e. A new sore throat?
   f. New Muscle Aches?
   g. Headaches?
   h. New loss of smell?
   i. Been exposed to anyone who is currently quarantined for COVID-19?

2. Each building / department in the district will have multiple temperature taking devices. Employees should take their temperature during the week.

3. Employees should report any temperature of 100 degrees or higher to their supervisor immediately.

All screening information will be kept confidential.

If you have tested positive for Covid-19 or have been in DIRECT CONTACT with someone who has tested positive for Covid-19, notify your immediate supervisor immediately. You may return to work when you are cleared to do so by the Director of Health and Social Services for MPS.
STUDENT SCREENING AND PROTOCOLS

1. Families should take their students' temperature daily; if he/she has a temperature equal to or higher than 100 degrees, he/she needs to stay home.
   a. Students may return to school when they have been fever free for three (3) days without the use of medicine or a COVID-19 test confirming a negative prognosis and 48 hours fever free without the use of medicine.
2. Families should daily consider if their student is showing any of the following symptoms.
   a. Fever or Feverish?
   b. Chills?
   c. A new cough?
   d. Shortness of breath?
   e. A new sore throat?
   f. New Muscle Aches?
   g. Headaches?
   h. New loss of smell?
   i. Been exposed to anyone who is currently quarantined for COVID-19?
3. Any student who has a fever of 100 degrees or more will need to be picked up by a parent or approved adult as soon as possible.
   a. That student will be taken to a safety area immediately.
   c. Any student being sent home for Covid-19 related Symptoms may return to school with documentation from their health care provider that the student is safe to return to school or with clearance from the Director of Health and Social Services for MPS.
   d. Any student sent home for fever or Covid-19 symptoms, may participate in Distance Learning activities provided by the teacher, and as long as those assignments are completed satisfactorily and on time, absences will not be counted against the student.

VISITOR RESTRICTIONS
Parents and guardians will be able to visit on the first day of school. Beyond the first day of school visitors (parents, guardians, and guests) will not be allowed until further notice. The district will continue to monitor COVID cases within the county and community to determine the next steps.

Parents will not be able to escort their children into the building (beyond the first day of school). All parents will be asked to remain in their cars and drive through the drop-off line to ensure a safe exit from and entrance into their family vehicles.

If a parent or guardian needs to come to school to see their student, we ask that the school's office be contacted BEFORE the parent or guardian arrives on campus.

TRAVEL RESTRICTIONS
MPS field trips, staff travel to conferences and workshops will continue as normal with safeguards in place.

USE OF MASKS
In compliance with Oklahoma Senate Bill 658, masks will not be required unless Muskogee County is declared a state of emergency by the Governor and in consultation with the county and state health departments.

In keeping with the latest guidance from the Muskogee County Health Deparment, the Oklahoma State Department of Health, the Centers for Disease Control, and the American Academy of Pediatrics, masks are welcome and are recommended, particularly of those who are immuno-compromised or not fully vaccinated.
GUIDANCE IF EXPOSED FOR STUDENTS AND STAFF

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you’ve been in contact with has had diagnosed exposure to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:
1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
   a. Your healthcare provider
   b. Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.

Staff and Students who have been fully vaccinated (see criteria below) are no longer required to quarantine after a direct exposure to Covid-19 as long as the fully vaccinated staff member or student remains symptom free.

Further, based on the most recent CDC information (March 19, 2021), the CDC still recommends six feet of distance between staff and students at all grade levels, however, three feet is permissible with universal masking and low transmission rates. Therefore, when masks are in place, contact tracing will now be limited to three feet instead of six feet.

Fully Vaccinated per CDC guidelines means an individual has:
For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen) (March 8, 2021).

MPS bears the right to ask for proof of vaccination when direct contact has been established.

Due to the passage of Oklahoma Senate Bill 658, Schools can no longer require families to quarantine their students under contact tracing. However, MPS strongly encourages parents to follow quarantine guidelines for the safety of our students and staff.

CLOSURE OF SITES / DEPARTMENTS / DISTRICT DUE TO COVID-19 DIAGNOSES

MPS does not have a “set” number of cases that will trigger a closure of a bus route, site, department, or the entire district. We will work closely with medical professionals and the Muskogee County Health Department to make those decisions.

NOTIFICATION WHEN MPS IS ALERTED TO POSITIVE CASES IN OUR SCHOOL SYSTEM

MPS will focus on confirmed cases of Covid-19 with our students and staff, but please understand we are very limited in what we are able to release when we do receive confirmations. We will strive to be as forthcoming as we can while respecting the privacy laws that protect our students and staff. We will cooperate with the county health agencies to provide as much information as possible about sites and groups who might have been exposed. Without significant extenuating circumstances, district communication and details will be limited to buildings, grade levels, classrooms, and / or teams / performance groups. The district will produce a district-wide report, at MuskogeePS.org, detailing the number of positive cases and quarantines reported at each site for students and staff.
**COVID-19 VACCINATION**
Vaccinations are not required for students or staff.

In keeping with the latest guidance from the Muskogee County Health Department, the Oklahoma State Department of Health, the Centers for Disease Control, and the American Academy of Pediatrics, vaccinations are recommended for those eligible.

The Oklahoma State Health Department has an online portal that Oklahomans can use to register for a COVID-19 vaccine. The portal can be found at vaccinate.oklahoma.gov.

Below are resources regarding COVID-19 vaccinations.
- Oklahoma State Department of Health: Vaccine Information
- CDC: Facts about COVID-19 Vaccines
- CDC: COVID-19 Vaccination FAQs
- CDC: What to Expect after Getting a COVID-19 Vaccine
- CDC: Benefits of Getting a COVID-19 Vaccine
- OSDH: Vaccine FAQs

**COVID-19 TESTING**
Muskogee Public Schools does not offer testing for employees or students.

Students and employees are encouraged to contact their primary health provider regarding testing if they are showing symptoms or are five days removed from close contact of a positive case. If an individual is tested they should remain quarantined and only return to school following a negative result or conclusion of their quarantine as directed by the Director of Health and Social Services.

Testing Sites can be found via the Oklahoma State Department of Health website at oklahoma.gov/covid19/testing-sites.
SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. MPS employees, students, parents, and visitors should attempt to stay approximately six feet away from others and eliminating contact with others.

There WILL BE daily situations for staff and students - bus travel, recess, lines, hallways, classrooms, etc. where social distancing cannot take place. MPS will encourage the wearing of masks, cleaning hands frequently throughout the day, and avoiding touching one's face as much as possible in order to reduce the chances of exposure.

If parents are not comfortable sending students back to school knowing that social distancing is not possible at all times, MPS is offering the Roughers Innovation Academy available for students in grades third through 12. More information regarding this program can be found at MuskogeePS.org

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced whenever possible even with the use of gloves and masks.

In addition to using PPE, please remember to:
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

MPS is committed to providing PPE to all staff. If a staff member feels that different or additional PPE is warranted, he or she should contact their supervisor as soon as possible.

Masks will not be provided daily. However, disposable masks may be available based on supplies. Based on current CDC Guidelines, we do recommend that whenever possible students (as appropriate for age) wear a mask.
ROOMS
Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Every effort is being made to secure ample supplies of hand sanitizer and sanitary wipes for each classroom and working area in the district.

All classrooms and working areas will be sanitized either in the evening after students leave or in the morning before students return.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Google Meeting and Zoom should be utilized whenever possible.

FACILITIES CLEANING
The safety of our employees and students are our first priority. Upon reopening, our schools will be completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.
GENERAL DISINFECTION MEASURES

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>AREA</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspaces</td>
<td>Classrooms, Offices</td>
<td>At the end of each day</td>
</tr>
<tr>
<td>Appliances</td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>Copier Machines, Shared Computer Monitors, TV’s, Telephones, Keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td>General Used Objects</td>
<td>Handles, Lights switches, sinks, restrooms</td>
<td>Multiple times a day</td>
</tr>
<tr>
<td>Buses</td>
<td>Bus Seats, Handles/Railing, Belts, Windows, Controls</td>
<td>Two times a day</td>
</tr>
<tr>
<td>Common Areas</td>
<td>Cafeteria, Library, Conference Rooms, Gym, Common Areas</td>
<td>At the end of each day; between groups whenever possible</td>
</tr>
</tbody>
</table>

**GENERAL DISINFECTION MEASURES PROTOCOL**

1. All areas of each building will be sanitized using the above schedules.
2. When supplies are available, teachers are strongly encouraged to have their students assist in the cleaning of the personal spaces at the beginning and end of each day.
3. Cleaning schedules may require sanitizing when possible during teacher planning periods.

**DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Also, in the event that multiple students / staff are sent home from an area due to fever and or other symptoms.

1. A Clorox 360 machine or fogger will be used to sanitize the room / area at least two times before students or staff return to that area.
SIGNAGE
MPS will use signage whenever possible to designate: capacity in certain areas, closed for cleaning, safety areas for students and staff who may be symptomatic, temperature checkpoints, reminders to practice social distancing, etc.

Signage will be used at the front of each building to provide information about the expectations for mask use in that building.

FOOD DELIVERY
Use of any third party food delivery service for the 2021-22 school year for staff and students is prohibited until further notice.

BUS DRIVERS/BUS PROTOCOLS
Transportation is committed to disinfecting the buses at a minimum:
1. Right before starting a route to pick up students or
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

Weather permitting, windows will be down on buses to increase the airflow through the vehicle.

With current bus rider numbers in MPS, this is an area where social distancing guidelines may not be met in many instances. It will be encouraged that all students wear masks when riding the buses.

BREAKFAST/LUNCH
Breakfast and lunch will be served as normal.

RECESS
Each elementary will create a recess schedule and procedures that allows daily outdoor / indoor playtime for all students. Where possible, attention will be given in the schedule and procedures to reduce the number of students in any given area.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF
The district/campus counselors will PROVIDE videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey at the start of the year to assess needs and current mindsets about the new school year. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.
STAFF TRAINING

1. Pre-return to school training-
   Presented to ensure understanding
   and preparedness to align with this
   manual (Principals and Directors)
2. First Day Training/Orientation - STAFF
   DEVELOPMENT DAYS)
   Align local protocols and procedures
   with this manual; meeting area must
   adhere to social distancing protocols
   or present via digital - YouTube
3. Cleaning Crew Protocols
   Disinfection methods, comprehensive
   cleaning training

It is very important that all employees understand
the safety requirements, protocols and expectations
to ensure everyone and their communities stay
safe and prevent the spread of the virus.

We will structure the training plan to effectively
disseminate information to all teams and audiences.

Content Covered:
1. All training topics can be reinforced
   with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION METHODS
To stay updated on the most up-to-date information:
1. Teachers, students, and parents need
   to check their email often.
2. Visit our district website
3. Follow our social media platforms-
As we begin the 2021-2022 school year, the District Administrative staff want to make sure that our staff and students will be prepared and ready to shift from brick and mortar learning to our distance learning environment. The following guidelines will be used to make sure that all of our staff are ready for any kind of situation that would cause a transition from brick and mortar learning to distance learning at home.

**ADMINISTRATIVE AND STAFF GUIDELINES**

**Administrators and Staff**
- All Administration staff will report to buildings each virtual day.
- Building activities will be conducted in such a manner that there is no activity in which anyone would be identified as being in “Direct Contact” with any other staff member if we are in a quarantine status, i.e. meetings, meals or breaks.
- Administrators in the buildings will ensure the following:
  - That all Regular Education staff, SpEd staff and SpEd support will serve in buildings.
  - All Librarians, Counselors, Instructional and Reading Specialists, Interventionists, Behavior Specialists, ISS, ISP, Permanent Substitutes, Indian Education/Tutors, Deans, Life Coaches and etc. will serve in buildings and conduct business as usual via Google Meets, phone conferences and emails. Daily Logs will be kept and submitted to the building principals.
  - All personnel that work directly with servicing students can conduct their instruction, interventions via Google Meets. All Google Meets will be conducted utilizing school computers, using the record button so that the recording can be utilized as the sign in sheet.
  - All Paraprofessionals and Teacher Assistants are expected to work with their teacher during Distance Learning. Daily Logs will be kept and submitted to the building principals.
- Staff members who choose to bring their children to work will ensure that their children are with them at all times during the day.
- Roughers Kid Quest (RKQ) staff will report from 8:00 A.M. to 4:30 P.M. They can be assigned to support students in need of additional instructional support while on Distance Learning: make phone calls to those students who are absent. Daily Logs will be kept and submitted to the building principals.

**Classroom Teachers**
- All classroom teachers will report to their school site each day for regular contract hours.
- All Classroom teachers are required to schedule a daily Google Meets session with all sections they are responsible for Monday-Thursday while our for Distance Learning.
  - Physical Education, Fine Arts and Librarians will be required to upload videos in Google Classrooms in the event of moving from brick and mortar to distance learning.
  - Physical Education, Fine Arts and Librarians will continue to teach class on Fridays during Distance Learning.
- Friday will be a day where Content Teachers are available all day via chat and email to assist students with getting assignments submitted and for any additional one-on-one instructional needs. Teachers will provide students and families with their plan times so that they can reach out during those times for assistance. Teachers may respond to emails and texts after hours, but those communications should mainly take place during school hours.
  - Documentation of your contact with students and families during the Distance Learning School Days. Your parent contact log should be updated daily.
• All Principals will be sharing the Distance Learning Schedule with all brick and mortar teachers. Once you have created your Google Meets Link, please ensure that you place it on your Distance Learning Schedule. These schedules will be shared with your principal and Instructional Specialist.
• Teachers may bring their children to work on Distance Learning Days, but they must remain in their own parent’s classroom.

Building Office Support Staff
• Will report to their site each day for normal contract hours.
• Duties will be as normal unless directed otherwise by building principal.

Child Nutrition Services (CNS)
• CNS Workers will report to their school site to prepare student and staff meals.
• Meals will be available for staff and their children as long as they notify the cafeteria by 8:00 A.M. of their intent to eat.
  - Breakfast will be served at 9:00 A.M. Cost is $2.00 Adults. Children 1-18 eat free.
  - Lunch will be served at 12:00 P.M. Cost is $4.00 Adults. Children 1-18 eat free.

Transportation
• Will report to run busses for our SpEd and CNS lunch services

Technology
• Will report to their school site each day for normal contract hours.
• Be available and ready for technology issues that may occur with students/teachers.

ESC District Office Personnel
• Will report for work on site with normal contract hours.

Students
• SpEd students will follow their individualized education plan contingency plans.

Athletics and Extracurricular
• Activities may continue in distance learning.
• All individual coaches or sponsors must clear practice times and review all Covid-19 procedures with Dr. Parker/Mr. Platter (Athletics), Mr. Price (Fine Arts); building principal (All other organizations) before resuming activities.
• Athletic Coaches will check in with teams daily and all Athletic Administrators will report to the Athletic Office daily for duties as assigned.
• No outside groups may use the facilities for activities until we resume IN PERSON LEARNING.
• Staff will not travel together in vehicles if distance learning is due to Covid-19.

Curriculum/Assessment
• Progress Monitoring will proceed as scheduled when students are out for distance learning. This is a state requirement per RSA Law.
• Guidance will be provided as needed by our Instructional Specialists for grades K-3.
• Teachers will be expected to utilize all learning platforms when moving into distance learning.
• Lessons plans will continue to be followed along with the pacing calendar timelines for all grade levels.