



TWIN HILLS PUBLIC SCHOOL
REOPENING PLAN

2020-2021

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Disclosure: This pamphlet contains policies and procedures recommended and/or required to assist our school’s re-opening in the safest manner possible. Dealing with COVID-19 is a complicated and ever-changing challenge. Please understand that within these pages, we have designed the best plan for our students, staff and community, although one must keep in mind that our written plan may have to change as new information is known or as community spread changes.

Reopening School Delivery Choices

Our district is extremely grateful to have the opportunity to serve you and your children as their educational institution. We are excited to start back into a new school year, but first, we want to clarify what our district plans to do to support all students in a safe and healthy manner as they attain their education.

Our district is offering different pathways for educational services in the 2020-2021 school year.

- 1) Traditional School
- 2) Virtual Learning

Traditional School – Offered to students PK- 8th grades that will be on campus attending school at Twin Hills Public School facilities. Students would attend as usual with the precautions to limit exposure to the COVID-19 virus. ***These precautions will be outlined in the following sections of this document.***

Those attending traditional school will be moved to distance learning PK – 8th grades if a student becomes ill, is running a fever, or school has a shut down. Students will continue to be enrolled in their same classes with their same teachers. Students will follow the lesson plans of their teachers using Google Classroom. Learning would take place off campus, but students would follow the due dates and timing of all students in their regular classes.

- This process will be different from the process at the end of school (4th Nine Weeks) as the district grading policy will be followed and new instruction will be required.
- Distance learning is intended as an option for those students who are quarantined, have CLOSE exposure to a person testing positive to COVID 19, and/or are ill themselves.
- Students can be in and out of distance learning due to illness or exposure to COVID19; however, parents can **NOT** move students in and out of distance learning for personal scheduling, because students want to stay home a few days, or for vacations.

Distance Learning will be practiced this school year to prepare for such time as our district finds we must move to a distance learning platform due to district closures for COVID-19 or even Snow Days. Our district has determined it is vital to be ready, and to have students equipped to move into a distance learning environment that will be productive and meet their educational needs. Therefore, this school year, students will have either Chrome Tablets or Chromebooks checked out to them. We will have 6 practice at home virtual distance learning days built into our school calendar. Also, students will practice using online learning at least one day a week at school. The importance of students understanding how to learn online and how to access their teachers' lessons are of paramount importance as predictions for school closures may or may not be long term but will happen as we wait for a solution for COVID-19.

Virtual Learning – Offered to student’s PK - 8th grades and would be off campus using Exact Path platform, a completely online program separate from the regular classroom. This is a self-paced curriculum for students, and this option is available to students who need or wish to be totally on-line due to COVID-19. These students would include students who are in the high-risk category or have close family members who are in a high-risk category.

- Students will be placed in the program and assigned to a Twin Hills certified teacher for assistance and guidance.
- Students or parents interested in this option should sign up on the online survey and then a school official will contact you the week of August 3rd to set up an enrollment appointment.
- Virtual students will be assigned a Chromebook (2nd – 8th grades) or a Chrome Tablet (PK – 1st grades) with the appropriate programs already installed.
- Must have consistent internet service. Twin Hills School is looking for options for students without access to be discussed at orientation.
- Must maintain pace and assignments in all enrolled virtual subjects or be subject to removal at the semester.
- Virtual Students will not be allowed to participate in athletics.
- Once starting in the virtual school, students will need to remain in virtual school until the end of the semester. If they decide they would like to return to traditional school, this will not be possible until the new semester. The order of presentation of curriculum restricts the entering and exiting of virtual learning during the semester.

Twin Hills Public School Administrative Staff want to inform our parents and community that we believe strongly that the best choice and most academically effective choice for students is in a classroom setting with our teachers. This is especially true in the lower elementary grades as students are learning foundational skills. However, we respect our families in their choices for their students. We understand and support families with students having compromised immune systems or living in homes with those in the high-risk categories of this disease.

Make no mistake, our Hornet family will be here to serve our students no matter the setting choice. Our desire is to provide information to allow our parents to make informed decisions

Attendance: The district will track virtual attendance in multiple ways:

- Student sign-in to Google Classroom
- Sending/receiving emails
- Viewing who is in attendance during a live video session or online chat
- Uploads of images or videos documenting student learning

- Documented attendance where live instruction has occurred with a teacher
- Completion of assignments
- Documented access to an ongoing lesson
- Documented telephone conversations

Prevention Guidelines and Protocols for Parents and Students:

In an effort to keep the campus of Twin Hills School open for the School Year 2020-2021, the following guidelines and protocols will be followed. The district commits to being proactive in terms of safety and maintaining the health of all students, staff and patrons who visit the campus. This plan is subject to change and may be amended, added to, revised, edited, or changed in any way without notice and at any time.

1. All parents will be asked to ensure their children are free of all known Covid-19 Symptoms before sending them to school each day.

a. Symptoms include:

- i. Fever, greater than 100 degrees F.
- ii. Chills or repeated shaking with chills
- iii. Constant Cough
- iv. Shortness of breath or difficulty breathing
- v. Fatigue
- vi. Muscle or body aches
- vii. Persistent Headache
- viii. New loss of taste or smell
- ix. Sore throat x. Congestion or runny nose
- xi. Nausea or vomiting
- xii. Diarrhea
- xiii. Known close contact with a person who is lab confirmed to have Covid-19 if exposure to the active confirmed case occurred within the last 14 days.

Existing Law provides that anyone with a communicable disease is prohibited from attending a private or public school. It is the duty of the parent or guardian, and the school, to exclude such persons from school until the period of isolation or quarantine ordered for the case expires or until permission has been given by local health officers. See 63 O.S. § 1-507

2. Students who arrive at school with any of the known symptoms listed in number one above will be isolated at school until a parent or guardian arrives and then will be sent home for 14 days or until cleared by a medical doctor as being Covid-19 Negative.

- a. A parent that notifies the school that their child has a known symptom as listed in number one above and informs the school they will keep their child home as an excused absence, will be allowed to send their child back to school once the symptom(s) are no longer present, except for in the case of a fever. Children who become feverish should remain home for an additional three days after they are fever free.
 - b. A parent that contacts the school in regards to their child that is experiencing any of the known systems, but has a doctors' note that they are being treated for the cause of the symptom(s) and are not contagious, will be allowed to send their child to school.
3. The district will restrict all people traffic inside the school buildings to the greatest extent possible. Parents are encouraged to conduct all school business via phone, text or email. All visitors to the school will be required to remain in the school office or other designated area of the school away from student populations.
 4. While on campus, parents and guardians agree to maintain social distance of six feet when possible.
 5. Students will need to bring a clean, non-breakable water bottle to school each day. Drinking fountains will be closed and in their place will be water bottle fill stations.
 6. Meet the Teacher night is canceled. Please look for updates on our website and Twin Hills School Facebook page as things may change frequently.
 7. Parent / Teacher Conferences will be held remotely. There will be no regular parent / teacher meetings on campus or in person this year, with an exception being made for Pre-School students. For the normal conferences held twice a year, parents will be contacted by their children's teacher to be informed about student progress.
 8. Students will be **required to wear face masks** or shields.
 9. Parents who are not comfortable with their children returning to campus will be given an option of remote learning to be done at home and supported by the district.

Prevention Guidelines and Protocols for Teachers:

1. Teachers will remove all furniture and items that are not easily sanitized from inside the classroom.
2. Teachers will remove all personal furniture and items that are not essential to the classroom, these items are to be taken home.
3. Teachers will remove all school furniture that is not essential to the classroom, these items are to be placed in long term storage on campus.
4. Teachers will position essential classroom furniture and items in a strategic manner, creating the most possible distance between student's desks. We will do our absolute best to social distance in the classroom. Some teachers may have to remove tables and go back to our traditional desks.
5. Teachers will teach all students good hygiene habits as recommended by the CDC.
6. Teachers will frequently sanitize all high traffic areas such as door handles, counters, small group tables and classroom items. All supplies will be provided.

7. Teachers will continually monitor student's health, and each classroom will be provided an infrared handsfree thermometer. They will notify school nurse if a student begins to display any known symptoms of the Covid-19 virus.
8. Teachers will be provided PPE and will be asked to utilize it as they see fit. All staff will wear masks. The wearing of gloves and face shields will not be mandatory unless compelled so or required by Govt officials.
9. All Professional Development will be done in practicing social distancing (in cafeteria or in smaller groups) or remotely to prevent possible large-scale transmission of the virus to school staff.
10. Meet the Teacher night will be canceled. We will allow new students and parents to come by appointment to meet teachers and tour school during the three in-service days before school starts.
11. Teachers will conduct all regular parent/teacher conferences remotely via phone, text, email or virtual meetings.

Prevention Guidelines and Protocols for Administration:

1. All vendors doing business inside the school will be required to complete sign-in, sign-out sheets and agree to a temperature check. Vendors will also be required to wear masks when around students or staff members.
2. The district will provide and maintain hand sanitizer stations in all buildings.
3. The district will close all public water fountains, and provide water bottle fill stations around the district.
4. The district will regularly maintain and disinfect all high traffic areas such as halls, bathrooms, gym, cafeteria, etc. Each evening buildings will be disinfected with an electromagnetic sprayer.
5. The district will provide PPE for all staff that want to wear them. PPE will include: Masks, and Shields.
6. The district will provide infrared thermometers to help monitor student health.
7. The district will disinfect all buses after each route.
8. The district will ensure all bus routes are run with the windows down, creating as much air circulation as possible to help reduce any potential exposure.

Twin Hills Transportation for Initial Reopening

Buses:

- Buses are cleaned and sanitized daily.
- Windows will be lowered (in appropriate weather).
- All students' temperatures should be taken at home before sending them to the bus. Any student with a temperature of 100 or higher should remain at home.
- Students **must wear a mask** on the bus.
- Assigned seating by family or household on the bus.
- Students will be seated as far apart as possible.
- Bus rules will be strictly enforced. The importance of not changing seats and not touching others is of extreme importance during this time.

Car Riders and Walkers:

- We will have a **new** drop off and pick up line in front of the main building on the north side of the Twin Hills sign. Please observe new signage posted for drop off/pick up. There will be limited walk up this year. Students **must wear a mask upon arrival and departure** from school.
- Each person will have temperature checked before entering the building.
 - If student temperature is over 100 degrees, the student will be taken to the nurse or her designee in a secure location to have temperature rechecked. If the student's temperature remains to show over 100 degrees, the student's parent will be called to pick up his/her student.
 - If a parent, service provider, or anyone other than a student has a temperature over 100 degrees, that person will not be permitted to enter the building.
- In an effort to reduce the exposure chances, visitors to the building are limited to emergencies or issues of extreme importance.
 - All meetings need to be arranged through the office.
 - No person goes to classrooms without principal approval.
 - Having lunch deliveries will not be permitted for staff or students.

Procedures at School in Initial Reopening

- **First day of school-** There will be no morning recess all students report to their home room. *******School begins at 8:15am this year.*******
 - Pre-Kindergarten, Kindergarten, and new students to Twin Hills parents *may, if absolutely necessary, walk their student to class as long as both the student and the parent are wearing a mask. However, after the first day of school, adults will not be allowed to go to classrooms or be in hallways.*
- Breakfast will be split with PK-2nd going to breakfast at 8:15am. The 3rd-8th students will go to breakfast at 9:05am. *We are still strongly considering serving lunch in the classroom so this is subject to change.
- All classrooms are cleaned daily. In addition, classrooms will be cleaned during the school day.
 - Teachers will have a procedure to clean desks and tables.
- Lunch time will be modified to accommodate distancing as much as possible.
 - The number students allowed to sit at a lunch table will be limited to six.
 - There will not be outside visitors allowed in the cafeterias in the initial re-opening stage.
 - Lunch deliveries will not be allowed. This is to reduce the exposure of our office staff, teachers, and students.
 - Tables will be sanitized between lunch groups.
- Computer, PE, and Library
 - Students will wear their mask while traveling to different classes, etc.
 - PE will go outside as often as possible, weather permitting. If they are inside, they will be doing activities that will keep them spread out in the gym.
 - Computer class – students will remain in their regular classroom for computer class. Each student will have their own computer assigned to them and therefore will have no need to change rooms or share computers.
 - Library – Students will go to the library as there is room in the library to separate students.
- All teachers will start the year providing instruction to students in the following areas:
 - COVID-19 – how viruses are spread / what we can do to prevent spread
 - Handwashing procedures / Hand sanitizer use
 - Not sharing materials / Not touching face
- Recess
 - Students will be assigned areas to reduce the number of students in one area.
 - The assigned areas will be rotated.

- Recess times will be modified as being outside and in open, clean air appears to be a good recommendation for the reduction in the spread of COVID-19.
- Release time at the end of school (*Please understand; we realize that it is hard waiting in line for your children, but the safe release of students is our #1 priority*) Please do not arrive before your youngest child's designated pick up time.
 - PK,K,&1st Drive through pick-up time 3:00-3:10
 - 2nd-4th Drive through pick-up time 3:10-3:20
 - 5th-8th Drive through pick-up time 3:20-
- Personal Protective Devices (PPDs)
 - Students will wear masks at drop off, pick up, in the hallways, classrooms, and other more crowded areas during the day.

Protocols for Students and Staff with Suspected COVID-19

**** It is important to remember we are in an unprecedented time. Our world is facing a pandemic that can be deadly to those with compromised immune systems, including older persons. It is the responsibility of our school system to do all we can to provide the safest environment possible to our students as well as the school community. The following protocols are in place for the safety of students, staff, and the community. The school's action of sending a student home must not be taken as a confirmation of COVID- 19. The students or staff asked to return home is the action of safety and responsibility to all student and the community. ****

All students' confidentiality is going to be respected as required in FERPA and HIPPA regulations. However, students with signs or symptoms of COVID-19 will be taken to the nurse or her designee to be assessed, and parents will be contacted. This area will be away from the classroom and the student will be asked to wear a mask if medically able. The health department conducts contact tracing for all COVID- 19 cases. This will assist in all decisions made about school closures.

Students with Fever or Symptoms:

- Students with a fever or symptoms should NOT be sent to school. If you take your child's temperature and it is over 100 degrees or has other COVID 19 symptoms, **DO NOT** send him or her to school.
 - Notify the office of your child's illness as soon as possible. (The principal will work with you to place your child on distance learning in order to keep up with the instruction of their regular class. This will also start his or her attendance being checked by distance learning and your child will not be counted as absent as long as he or she follows the distance learning attendance policy.)
 - A student should not return to school until their fever has been gone for 3 days without the use of a fever reducing medication.
- If your child has been in **CLOSE** contact with a person who tests positive for COVID-19, parents must notify the office immediately and your child should **NOT** come to school. While being in contact does not mean your child has COVID-19, there is a time period in which your child should be monitored for symptoms before returning to school. The Close Contact Chart outlining those timelines is an attachment at the end of this document.

Students with Symptoms of COVID-19:

- Any student at school who begins to show symptoms of COVID-19 during the school day, the following will happen:

- Student will be taken to the nurse's office or her designated station.
- Student will be assessed by the nurse. Our school nurse will use the Standards and Transmissions-Based Precautions when dealing with students.
- Parents will be contacted and the student will be sent home immediately.
- The health department will be contacted.
- Parents will be encouraged to get the child tested for COVID-19.
- Any area where the student has been for 30 minutes or longer will be cleaned and sanitized for safety purposes.
- The students will not be allowed to return to school until the fever has been gone for three days AND the other symptoms are better.
- If the school is notified a student has tested **positive** for COVID-19, the following will happen:
 - The school officials and the health department will be notified immediately.
 - If the student is at school, parents will be notified and instructed to pick up student.
 - Any students waiting for parents to pick them up will be spread out in a staging area.
 - The area where the student or staff member spent more than 30 minutes will be isolated for a minimum of 24 hours. School staff will deep clean and sanitize all areas where the infected person has been after the 24-hour isolation period.
 - Health officials and school administration will work together to determine **if** or for how long school should close.
 - Notification will be sent out to parents of students who had contact with any student with a confirmed positive case.
- If a staff member or student is in **close** contact with a person testing positive for COVID-19, the student or staff member will need to follow our district Student / Teacher Close Contact chart. They should stay home and self-monitor their condition according to the appropriate timeline on the chart.
 - Parent or teacher should notify the principal as soon as possible of the exposure.
 - Student will be assigned to distance learning during this time period. (Distance learning procedures are attached)
 - Any student or staff member will be strongly encouraged to get a COVID-19 test. Once notified of the results of the test, the school will follow the chart attached.
 - Student will not be allowed back to school until conference with school principal and it is determined to be safe for the student to return to class. (The school will be following the guidelines set by the CDC/Oklahoma Health Department.)
- For any questions regarding if a student requires quarantine or isolation, please call our designated COVID-19 contact person for the district. **NURSE: Rebecca Allen @ 918-733-2531.**

The following is the guidance from the Oklahoma State Department of Health defining the difference between quarantine and isolation:

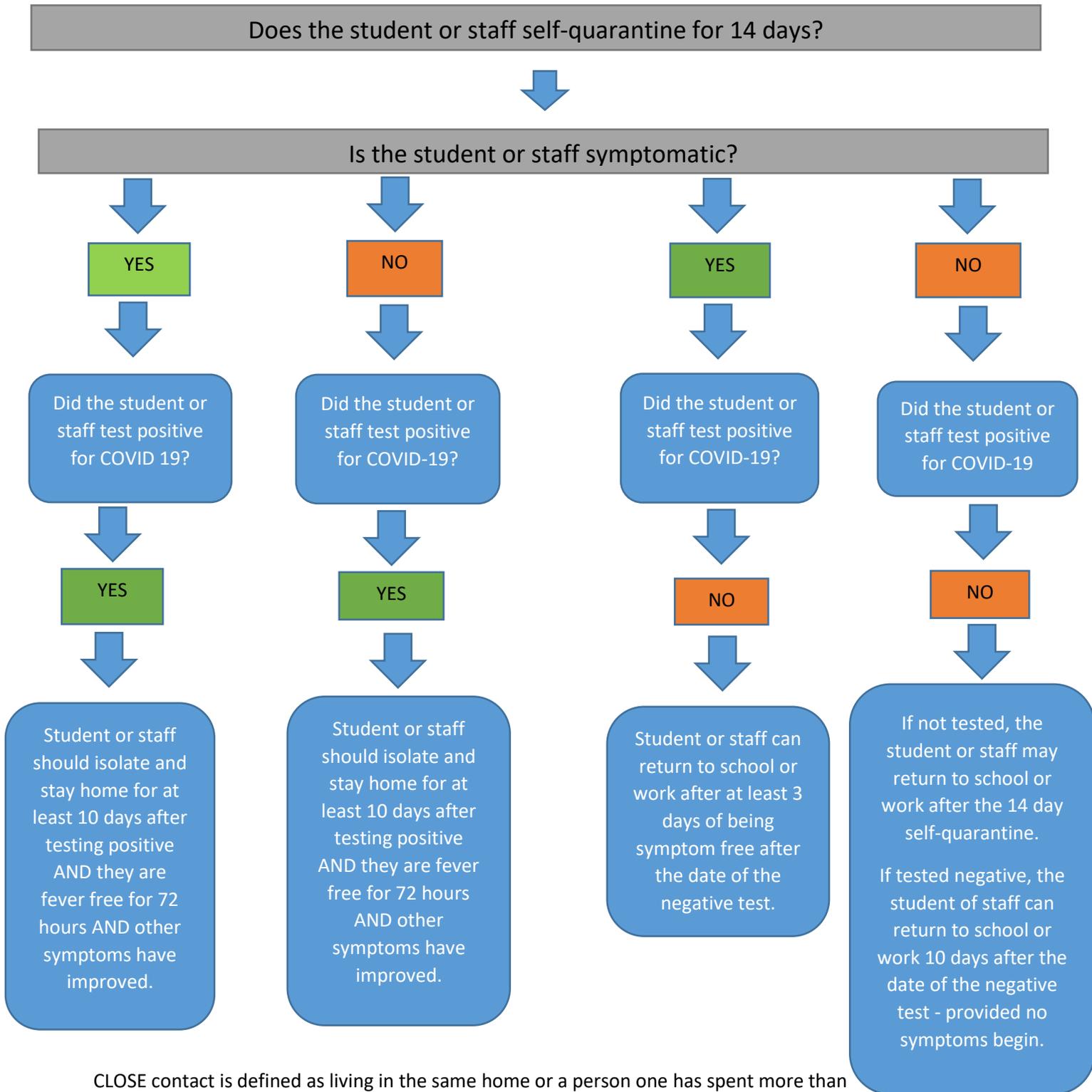
 QUARANTINE VS. ISOLATION - WHAT IS THE DIFFERENCE?	
 QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.	 ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.
 If you had close contact with a person who has COVID-19:	 If you are sick and think or know you have COVID-19
 Stay home until 14 days after your last contact.	 Stay home until after
 Check your temperature twice a day and watch for symptoms of COVID-19	<ul style="list-style-type: none">▪ 3 days with no fever▪ Symptoms improved▪ 10 days since symptoms first appeared
 If possible, stay away from people who are at higher-risk for getting sick from COVID-19.	 If you tested positive for COVID-19 but do not have symptoms
	 Stay home until after 10 days have passed since your positive test
	 If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

** Note the 3 days no fever means 3 days no fever without aid of fever reducing medication.

*** Be sure to notify the school of any close contact or positive tests results of COVID-19 – your student will be placed on distance learning and the absences will **not** count against them.

Extra-Curricular and School Activities
In the event we have a district closure, all activities within the district will be rescheduled or cancelled during the closure.

Student or Teacher has had **CLOSE** contact with someone confirmed COVID-19 positive.



CLOSE contact is defined as living in the same home or a person one has spent more than an hour in the same room.

Decision to close school.

Did a student or staff member test positive for COVID 19?



YES



Was the student or staff at school within 72 hours of testing positive?

NO

There will be no school closure & school will be cleaned as designated.

YES

YES

YES

There is no evidence of community spread.

There is minimum evidence of community spread.

There is moderate or significant evidence of community spread.

YES

YES

YES

In conjunction with the Oklahoma Health Department, school would remain open after sanitizing ALL areas the staff or student had spent more than 30 minutes OR

In conjunction with the Oklahoma Health Department, school could be closed for a minimum of 3 days to 2 weeks to ensure no other social contacts become infected. During this time the students will participate in distance learning.

In conjunction with the Oklahoma Health Department, school could be closed for a long-term period of 10 days or longer.

Superintendent may close school for 24 hour to give adequate time for sanitization.

School closure MAY be made-up.

School closure would not be made up through additional days but students would be in distance learnings.

Students would continue school through distance learning.

The school closure would not be made up through additional days but participation in distance learning.



COVID-19 SYMPTOMS

SOURCES: CDC, WHO, American College of Allergy, Asthma and Immunology



Your Health
In Our Hands

SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes	No
Runny nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

Do I need to get tested for COVID-19?

