

COVID-19 HANDBOOK
REOPENING PROCESS
Deer Trail School District 26J
www.dt26j.com



Mission Statement:

“The mission of Deer Trail School District 26J is to provide an education within a safe environment that empowers students to develop a foundation and understanding in becoming lifelong learners, while embracing the qualities of respect, responsibility and follow-through to become productive members of society.”

“Every Student Every Day”

Introduction:

This handbook updates and addresses how Deer Trail 26J will be reopening for the 2022-2023 school year and how we will manage the COVID-19 virus at this time. This is a living document that will be updated as needed and reviewed frequently.

Deer Trail School Commitments

- *Deer Trail 26J seeks to ensure a reasonable level of safety for students and staff for in-person learning.*
- *Maximize in-person learning in a safe and a healthy way as possible.*
- *Minimize disruptions to education by facilitating timely responses to COVID-19 through cohorting students and staff when possible, screening for symptomatic individuals and coordinating closely with local and state public health agencies.*
- *Increased and expanded cleaning practices in which the role of keeping a sanitized school no longer simply rests with custodians but with all of us.*
- *Encourage flexibility, adaptation and innovation as DT26J and other schools develop novel approaches to disease control appropriate to local contexts and as scientific knowledge about COVID-19 transmission and control develops.*
- *Communicate and encourage that the first point of screening for students or staff that may have COVID-19 is at home. We will work with parents and staff to ensure that people are aware of the best screening practices.*

Methodology

With the following as our guiding principles, DT26J seeks to address the following in this plan:

1. How comfortable are our parents in sending their student back to school?
2. How can we provide the quality of education that our staff pursues while meeting the guidelines from the Governor & CDE around social distancing, group numbers, etc..?
3. How do we support our teachers' efforts in possibly changing our educational delivery model?
4. What is the impact from social distancing on in-person instruction that requires both teachers and other staff to meet the social and emotional educational needs of our students?
5. How can the school district provide protocols and procedures that maximize student safety?
6. How can DT26J provide social and emotional support for both students and parents?
7. How can DT26J provide and support equity for all students: Special Education, English Language Learners, General Education and Gifted & Talented?
8. What will Colorado High School Activities Association (sports) look like?

While some of these questions are within our ability to answer at the local level, some of them have too many outside factors to be able to answer effectively at this time. Decisions on such high school sports/activities will be made by CHSSA and not directly by the District.

Plan Development

Deer Trail 26J will continue to develop these plans and solicit feedback as we progress through the school year. The following table identifies multiple criteria, considerations and procedures that will take place with students and staff as we focus on each plan: **GREEN, YELLOW or RED**. Each plan will have specific criteria identified with the Arapahoe County Public Health & CDE's COVID-19 Phase, regarding implementation. This may be due to circumstances around cases of infection in Arapahoe County or state mandates passed down during the spring school closures and this summer's executive orders from the governor.

The following table and the information are guidelines. None of these plans are so simple that there will not be multiple considerations regarding real-time situations that DT26J may experience. DT26J may employ a variety of strategies or all of them depending on the impact of the COVID-19 Phase.

Green Days/Periods: Green days will be considered the closest to normal instructional services Deer Trail 26J can provide to students, staff and families. These are (almost) back to normal times with some non-invasive processes and procedures that will be the standard protocols for school.

<p>Criteria:</p>	<p>Deer Trail 26J considers a green day/period as one that is very low or COVID free in the community of Deer Trail. There are no obvious health concerns with students. There is very low risk.</p> <p>For staff there are no obvious trends of illness.</p>
<p>Arapahoe County Public Health Guidelines:</p>	<p>Deer Trail 26J will have scheduled and structured check-ins with the Arapahoe Public Health Department around the following guidelines:</p> <p>Cases in Arapahoe County Threats to student safety and well-being</p>
<p>Instruction:</p>	<p>Normal or near normal learning experience</p> <p>In-person instruction model in which students receive direct instruction from teachers and paraprofessionals.</p> <p>Modified transition times (if possible) Feasible social distancing Group work may be limited as well as classroom desk placement.</p>
<p>Student Interaction:</p>	<p>As socially normal as possible with the following exceptions:</p> <p>Deer Trail Elementary School:</p> <p>Students will stay with their classes. This is how it is for 80% of the day. Students will not have free access to common areas in the building.</p> <p>Students will have assigned seating to help track virus spread if a student or staff member should test positive for COVID-19 (K-12).</p> <p>Deer Trail Middle/High School:</p> <p>Students will have assigned seating to help track virus spread, should a student or staff test positive for COVID-19 (K-12).</p>
<p>Employee Precautions/ Support</p>	<p>Ongoing tracking of employee health- Employees will be required to screen for temperature and any other type of illness prior to coming to work.</p>

	<p>Individuals who have been identified by a doctor will be supported on a case by case basis that focuses on protection for the individual.</p>
<p>Student Precautions/ Support</p>	<p>Students will have a screening process. Parents are highly encouraged to screen from home. DT26J will provide educational material and encourage parents to pre-screen their children daily, monitoring for a temperature as well as any signs and symptoms related to COVID-19 prior to coming to school.</p> <p>Students will be encouraged (6-12) and required (K-5) to wash their hands on a scheduled basis.</p> <p>If a student becomes sick at school, they will be placed in the nurse's station (elementary students), Principal's office (secondary students) while parents are notified. If a student is presenting COVID-19 symptoms, such as coughing or fever, they will wear a mask while they wait for their parents.</p>
<p>Schedule Structure</p>	<p>Students and employees will be on a normal scheduled basis. Access to the building will be closely controlled and monitored. No outside entities will be allowed past the front entrance.</p>
<p>Common Use Areas: Cafeteria, Gym, Playground, Library</p>	<p>During non-instructional time, students will be required to wait in designated areas as opposed to unilateral access to the building. These areas will be identified to students and staff will monitor and supervise these areas.</p> <p>Students in grades K - 5 will be required to report to their elementary classroom.</p> <p>Students in grades 6 -12 will be required to report to their first hour classroom.</p> <p>Playgrounds: Students will go to the playground during play break and lunch breaks in assigned areas with their cohort. All students in grades K-5 will receive recess. Middle School students will have assigned areas for break and lunch recess. Play areas will be rotated unless there is a variance for higher populations on playground facilities.</p> <p>Lunch: All students will eat lunch in designated locations, the cafeteria and commons area. Students who have off campus privilege will be required to leave and report back to campus promptly at 12:25. Students who are staying for lunch will be encouraged to promote appropriate social distancing.</p> <p>Elementary students will have lunch with the class as normal and will be given seating that allows for practical social distancing. Middle School Students will have lunch as normally as possible but will be spread out to promote social distancing.</p>

	<p>PE: Students will have regularly scheduled physical education classes. Students will have the gym to spread out in with close supervision by the physical education teacher. Whenever possible teacher will meet with students outside.</p> <p>Weight room protocols have been established.</p>
<p>Sanitation Procedures: All classrooms will have towels and hospital grade disinfectant to clean. These towels will be collected and sanitized and re-distributed daily.</p>	<p>High touch surfaces such as doors, locker handles, railings, and common areas in classrooms will be wiped down frequently throughout the day.</p> <p>Maintenance will be re-tasked primarily to focus on cleaning areas of the school throughout the day. Maintenance department will be required to develop and communicate a schedule of cleaning that occurs during the school day as well as in the evening.</p> <p>Custodial cleaning logs will be required throughout the day. Paraprofessionals may be re-tasked toward the end of instructional time to prepare their classroom or designated area for cleaning.</p> <p>Maintenance will be needed to clean the playground surfaces.</p> <p>Bus drivers will be required to disinfect their bus surfaces after every trip, especially seats and handrails.</p> <p>Teachers will disinfect their rooms at the end of the day in order to prepare for the next morning.</p>

Yellow Days/Periods: Yellow Days are times in which the state or Arapahoe County Public Health mandates that we need to increase our efforts to curtail the virus.

Criteria:	There is an observed and verifiable number of increased COVID-19 cases in Deer Trail and Arapahoe County. After close cooperation with the Arapahoe County, the transition will be made to a Yellow Period in which all students or some students may be impacted.
Arapahoe County Public Health Guidelines:	Students and employees will be required to wear masks as well as screen temperatures in a controlled environment during the school day.
Instruction:	<p>Deer Trail Elementary – There will be two groups, an A and a B group. Group A would be in the morning from 8 – 11:30 a.m. and Group B would be in the afternoon from 12:30 – 4 p.m.</p> <p>This would allow us to focus instruction on reading and math while they are with the teacher while other content work can be sent home for students to complete.</p> <p>The hour between groups would allow time for teachers to disinfect between groups and eat lunch.</p> <p>Deer Trail Middle/High School - students may work from home on some classes while attending school for other classes.</p> <p>Attendance will be graded and assessed on a student’s ability to log in to classes, complete material and engage with a teacher.</p> <p>Students will still be required to report to school as well as complete current educational material which will be graded with the same expectations as in-class instruction.</p> <p>Instructional employees may be working at school in a structured environment for a designated period of the day.</p>
Student Interaction:	Social Distancing will become more structured. School will be expanded to a home model, if needed, and students who are in school may not be here for the entire day. Student interactions during non-instructional time, such as breakfast, lunch and playgrounds will be limited to smaller groups of students that will be scheduled.

	Lunch breaks may be more staggered to reflect small sizes, and students may be required to eat lunch in cohort groups spread throughout the auditorium and cafeteria.
Student Precautions/Support:	Students will be required (K-12) to wash their hands at determined time periods.
Employee Precautions/Support:	Employees will be expected to report to work and assist students with instructional objectives and other areas as needed.
Schedule Structure:	<p>Cafeteria employees will switch to a grab and go process for lunch in which ALL students may be able to have lunch every day whether they have an instructional day or an at home day. Paraprofessionals will be allocated support groups in which they will be required to assist as well as other duties as needed such as distance learning support. Some employees may be completely reassigned for screening and containment efforts.</p> <p>All staff and students will be required to wear masks.</p> <p>Depending on instruction, elementary and special needs students will most likely continue with instruction in the same manner as green days. Middle School and High School students may or may not have blended learning days. There may be times and days in which the entire school is utilizing distance learning.</p>
Common Use Areas: Cafeteria, Gym, Playground, Library	<p>Staggered passing periods for students in school will be utilized.</p> <p>Stricter social distancing and scheduling will still allow students access to these areas, however, it will be in small numbers and on a scheduled basis. Elementary students will still have recess, however there may be smaller rotating groups utilizing the recess equipment. Common areas of the school may be off limits to students throughout certain times of the day for disinfection and cleaning.</p>
Sanitation Procedures:	<p>All shared equipment, such as playground balls, swings, etc. will be limited and watched closely. Locker use may be prohibited.</p> <p>Ongoing disinfection will continue to take place. More staff may be allocated to focus on cleaning and disinfection processes. School may be closed during short periods of time to ensure adequate sanitation.</p>

Red Days/Periods: Red days or periods are when school is closed for a rolling amount of time or indefinitely depending on the severity of the virus and the number of cases. The state or Arapahoe County Health may order school districts closed. The school may choose to close, although to act without guidance from Arapahoe Health or state would be rare. This may be for short periods of time such as four to seven days. Every instructional day is important and in these situations, students will be expected to continue academic progress at home.

Criteria:	The Arapahoe County Health or Governor ordered school closures.
Arapahoe County Health Guidelines:	Every decision will need to be cleared by Arapahoe Co. Health
Instruction:	<p>Elementary – Will still have Group A and Group B, <u>but would be totally online</u>. Group A would be in the morning, while group B would be in the afternoon. Students will receive direct and practice instruction through utilization of online programs and distance learning. Attendance will be required on a daily basis and school engagement levels will be mandatory via online monitoring.</p> <p>Core instruction will occur through Google Classroom and Chromebooks and partnered with online supplemental programs. Students may still receive in building instruction for academic needs, special needs support and small group instruction such as reading intervention if allowed by the local health department.</p>
Student Interaction:	<p>Students will be graded for work completed and done just like normal school.</p> <p>Students will have interactions but all will be in smaller groups or online.</p>
Employee Precautions/Support:	Teachers and staff will be required to report to work unless the Arapahoe County Health orders the school closed. During this time, teachers will deliver lessons in which students can access material. Teachers may be organizing and providing packets/resources for students as well.
Schedule Structure:	High School and Middle School classes may still occur on a time table with a set schedule. All college classes will still run on a schedule.
Common Use Areas: Cafeteria, Gym, Playground, Library	Many common use areas may likely be closed and off limits to students.

Individual or Group Quarantined Students:

There may be a possibility that a student or a group of students, such as siblings or some other cohort, may be quarantined if exposed to COVID-19. In this event, the following protocols and procedures will apply:

Secondary Students Grades 6 -12:

1. Students will still be expected to proceed with their education, assuming that they are not ill.
2. Students must log in to Google Classroom and engage in lessons posted by the teacher on a daily basis. Students may be required to watch a recorded lesson in order to complete work and receive credit.
3. Students will be graded and receive credit for work done and completed on time.
4. Missing work will be the responsibility of the student in conversation with the teacher.
5. Students must be screened by the school personnel before they come back to school if they were exhibiting COVID-19 related symptoms.

Elementary Students Grade K-5:

1. Students will be expected to proceed with their education, assuming they are healthy and not ill.
2. Elementary students in grades K-5 must log into Google Classroom and engage in lessons posted by the teacher on a daily basis. Students may be required to watch a recorded lesson in order to complete work.
3. Students in grades K-5 must read on average of thirty minutes a day.
4. Students must make adequate progress, as defined by their classroom teacher, on the DT26J online learning program.
5. Missing work will be the responsibility of the student in conversation with the teacher.
6. Students must be screened by the school personnel before they come back to school if they were exhibiting COVID-19 related symptoms.

Screening Process for Staff

Deer Trail School District is committed to maintaining a healthy environment for our students, staff and community. Adult employees can be more susceptible to COVID-19 and experience a wide range of symptoms that could potentially be related to COVID-19. All employees are *required* to report those symptoms to their direct supervisors. All employees are required to be temperature checked and screened every day upon arrival at work. There may be situations where an employee contracts COVID-19 and is required to quarantine at home. The following protocols will apply:

1. Employees must be diagnosed and ordered to undergo a quarantine process by a licensed healthcare professional.
2. In order to return to work from a quarantine, employees must have written permission from a licensed medical provider allowing them to return to work.
3. Employees will follow applicable policies regarding staff leave and sick bank policies.

Screening Process for Students:

Screening is key to minimizing possible transmissions of COVID-19 at school or during school related activities. The following will be the guideline for Deer Trail School District 26J to follow regarding screening of students during the school year. Screening for students will be a three tiered process.

1. Highly encourage and communicate screening of students in the home setting.
2. Screening of students will take place on the bus, by bus assistants.
3. Staff will visually check for symptoms & temperatures for students not riding the bus.

Continuum of Screening:



HOME is the first point on the screening continuum. LEAs should educate and support families on identifying the symptoms that indicate staff and students must stay at home. Families should be encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms could include calling the school, calling health-care provider, etc.



TRANSPORTATION is the second point on the screening continuum. LEAs should use clearly visible signage to communicate the symptoms students should not have if traveling on a school bus.



SCHOOL is the final point on the screening continuum. LEA staff should visually check for symptoms (which may include temperature checks) and/or confirm with families that students are COVID-19 symptom-free. *Follow up with healthcare professional.

Visitors/Itinerant Staff:

Schools are frequently visited by outside people whether they are parents or service providers. This section outlines the protocols for entering the building for visitors and itinerant staff.

1. Parents will no longer be allowed to walk their students to their classrooms. Parents must allow their students to go with a staff member or another student to class.
2. BOCES and other providers must do a self-screening prior to entering the building. Temperature and checks for other COVID-19 symptoms are part of the screening procedure.
3. Parents who need to come to the school must first check into the office and then wait in the designated area while their student comes to the office.

Masks/Face Coverings/Personal Protective Equipment

DT26J's guidelines in following Masks/Face Coverings/PPE until further notice for **Employees will be the following:** Governor's Executive Order D 2020 138 and Health Guidance by COVID-19 Phase (Pg. 11), issued by Colorado Department of Education.

- *Require face coverings over the nose and mouth for all staff, including during in-person instruction (Additional Guidance) unless they cannot medically tolerate a face covering.*
- If needed, face coverings may be temporarily removed or transparent alternatives may temporarily be substituted when learning differences interfere with instruction.
- If necessary, the mask may be removed for instruction for the shortest duration possible.
- Even when in a cohort, face coverings over the nose and mouth are required for all staff.
- Adults are required to wear coverings over the nose and mouth when they are with other adults including faculty lounges.

Masks/Face Coverings/Personal Protective Equipment

DT26J's guidelines in following Masks/Face Coverings/PPE until further notice for **Protecting Students/Parents will be the following:** Governor's Executive Order D 2020 138 and Health Guidance by COVID-19 Phase (Pg. 11), issued by Colorado Department of Education.

- Comply with applicable state and local mask orders, in addition to below.
- *Encourage cloth face coverings over the nose and mouth for students up to age 10 years except during outdoor recess and exercise activities.*
- *Mandatory cloth face coverings over the nose and mouth of students in Grades 6 – 12, ages 11 & older, except during outdoor recess and exercise activities where appropriate distancing can be maintained, unless the student has a health or education reason for not wearing a mask.*
- Face Covering styles with other than head-strap style attachments should be preferred for students under 10 to increase safety and improve ability of students to remove their own masks.
- All masks should be removed during nap times and when young children cannot be directly observed; masks should be designed so students can remove them without help.

Cohorts

Cohorts are one of the best ways to help control transmission of contagion in school. The practice of cohorts is keeping students together as much as possible during the school day. This not only cuts down on the number of students that each student is exposed to, it also creates less need to quarantine students who may become infected. K- 5 Cohorts, students and teachers in classrooms will do their best to observe social distancing. The middle/high school has limited cohorting capacity. When cohorting is not feasible, Deer Trail School District 26J will employ other control measures to help mitigate the possibility of contagion such as masks and social distancing.

Frequently Asked Questions

- Will this plan be communicated to parents and students clearly so that everyone knows what to expect? *Yes! Deer Trail Schools will share this plan so that parents and students know what to expect prior to school starting, August 8th.*
- Will the COVID virus push back the start of school? *No. At this time, Deer Trail School District 26J is planning on our first day of school on August 8th.*
- What kinds of steps can we take as parents, students and community members to help support our school? *We believe that if all of us work together we will get through this and our school will be a safe place to teach and learn. In this plan, we have outlined Deer Trail School District's commitments to our parents, students and community. Here are some commitments that students, parents and families can make for each other and our school:*

Deer Trail Student Commitments

- *Stay home if you are not feeling well and do your best to get some work done if you feel like you are healthy enough to work from home.*
- *If you are at school and you begin to feel sick, please notify an adult so that we can help.*
- *Wash your hands! Handwashing is the best preventative measure you can take to protect yourself and others.*
- *Do your best to socially distance with your friends and others outside of school.*
- *Leave school grounds after school unless participating in extracurricular activities.*
- *Understand that everyone is dealing with this problem and that some students may feel differently or have heightened stress around this concern.*
- *Study hard and be the great student everyone knows you can be!*

Parents/Family Commitments

- *Do your best to screen your student before school starts. This saves on valuable learning time and does not create added stress for students at school. DT26J has cooperated and work with the Arapahoe County Health & CDE to issue these reopening guidelines so that you know what to do. Keep your student home if he or she is sick!*
- *Know the symptoms of COVID-19 and the preventative steps you can take to keep your family, kids and therefore, the school as safe as possible*
- *Be open and available for communication. This is a time in which if we all communicate as much as possible, we will promote and ensure not just safety but service as well.*
- *Know that we are doing our best and that we are always open to feedback.*

If you have any thoughts or questions around this plan, please contact Mr. Jobman at the district office, email or school district secretary, hwhitehead@dt26j.com. This plan will be again updated and revised as needed due to changing County, CDE and State regulations.

Mr. Micheal Jobman -Superintendent/Principal – mjobman@dt26j.com

Ms. Seandra Humbert – Asst. Principal – shumbert@dt26j.com

Mr. Greg Swiatkowskit - HS Principal - gswiatkowski@dt26j.com
303-769-4421

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