

# **Custer School District COVID-19 Operational Plan 2021-2022 School Year**

**Revised:            June 2021  
                             August 2021  
                             September 2021**

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# CSD Fall 2021 COVID-19 Operational Plan

## Highlights of Fall 2021 COVID-19 Operational Plan

- Provide Monday-Thursday in-person learning at all Custer Schools beginning the start of the 2021-2022 school year on August 24, 2021.
- Respect the U.S. Centers for Disease Control and the SD Department of Health (SD DoH) guidelines and adopt practices we can control.
- Be creative, flexible, and sustainable in our instruction, school operations, and problem-solving.
- Ensure every student has a meaningful connection to a responsible and caring adult.
- Provide the social and emotional services necessary for our students and staff to be successful.
- Consider input and feedback from students, staff, families, and patrons with respect and compassion.
- Provide our parents, students, and staff with the training and tools needed to adapt to an ever-evolving educational environment.
- Maintain credibility and trust through sincere and timely communication.

## Summary of COVID Protocols and Situations

Staff/students with the following COVID symptoms are recommended but not required to test before returning to school:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

1. Testing is required if symptomatic student/staff is known to have been in close contact to a COVID positive person.
  - a. **Free tests are available at school and will ONLY be administered with parental consent.**
2. COVID-positive student/staff will isolate for 10 days after the initial day of symptoms.
3. Each school building staff will determine who is a close contact.
4. In-school close contacts can choose to either quarantine at home for 10 days OR attend school and wear a mask for 10 days after last day of possible exposure.
5. Parents are responsible for daily wellness checks of close contacts.
6. In-home close contacts will quarantine for 10 days after day of last possible exposure.
  - a. Individuals who are vaccinated and or have previously had COVID and are in-home close contacts may test on Day 3, 4, or 5, and if negative, may return on Day 6 with mask worn until Day 10.
  - b. Individuals who are unvaccinated and/or have not previously had COVID and are in-home close contacts may test on Day 5, 6, or 7, and if negative, may return on Day 8 with mask worn until after day 10.

## **Operational Categories**

The determination of our operational category will be monitored daily and will not be determined in isolation. The superintendent or their designee will complete the CSD COVID Rubric weekly to determine in which Category the school will operate.

### **Category 1 - In-Person Learning, NO MASKS REQUIRED**

- No confirmed cases in school or District OR - Any confirmed cases in the schools that can be traced to have originated from outside sources (family, etc.)
- A student deemed a Close Contact from exposure by a staff member or student while his or her school is in Category One will be allowed to attend school with a mask. These conditions will be in effect for ten days from the exposure date established by the school nurses and or principals.

### **Category 2 - In-Person Learning, MASKS REQUIRED**

- **Confirmed COVID-19 cases in school with traceable spread between students and staff** - Schools open with increased precautions in place.

### **Category 3 - Hybrid Schedule or FULL DISTANCE LEARNING**

- **Significant COVID-19 spread in school or District amongst students and staff** – Schools closed with off-campus learning for all students. 14-day quarantine, then a possible return to Level 2.

# CSD COVID RUBRIC

Week of \_\_\_\_\_ CSD School \_\_\_\_\_

	Actual	Score
Hospital Capacity		
Active Cases/County		
New positive cases		
Average staff out		
Presumed School spread cases		
Total:		

The move from Category 1 to Category 2 will be made by the superintendent, using this rubric, with consultation from the board. No board motion required. The move from Category 2 to Category 3 will require a board motion and approval.

Each category is worth three points.

Points	Low – 0	Moderate – 1	Significant – 2	Extreme - 3	
Hospital Capacity	50+ Beds Available	< 50 Beds Available	< 30 Beds Available	< 15 Beds Available	*Daily update from Dr. Brown – Empty beds in Monument System (Sturgis, Lead-Deadwood, Custer, Spearfish, Rapid City)
Custer County Active Cases	0	0.1%-0.99% 1-86	1%-1.49% 87-130	1.5%+ 131+	According to SD Dept. of Health 8,750 population of Custer Co.
New positive Covid-19 cases in School (every 7 days)	0	0.1%-1% CES 1-3 CHS 1-4 Hermosa 1-3	1.1%-2% CES 4-6 CHS 5-8 Hermosa 4-5	2.1%+ CES 7+ CHS 9+ Hermosa 6+	Total students & staff per building: CES – 324 CHS – 430 Hermosa - 273
Staff out – not including personal days (every 4 days)	0%-5% CES 0-2 staff CHS 0-2 staff Hermosa 0-2 staff	6%-10% CES 3-5 staff CHS 3-4 staff Hermosa 3-4 staff	10-19% CES 6-10 staff CHS 5-8 staff Hermosa 5-8 staff	20% CES 11+ staff CHS 10+ staff Hermosa 9+ staff	Total staff per building: CES – 55 CHS – 51 Hermosa - 42
Presumed School Spread of Covid-19	0	0.0%-0.3% CES 0-1 CHS 0-1 Hermosa 0-1	0.4%-1.3% CES 2-4 CHS 2-6 Hermosa 2-4	1.4%+ CES 5+ CHS 7+ Hermosa 5+	Total students & staff per building: CES – 324 CHS – 430 Hermosa - 273
Category	1	2	3		
Rubric Score Total:	0-9 points = in person learning no masks (level 1)	10-13 points = in person learning with masks (level 2)	14-15 points = Custer Jr/Sr High Hybrid Schedule option	14-15 Points = Full Distance learning CES & Hermosa & CHS (level 3)	

Criteria will be evaluated weekly (Friday-Thursday).

When a school moves to Level 2, they will stay there for at least 2 weeks.

# School District COVID-19 Operational Plan

## Category 1 Operations

### IN-PERSON LEARNING, NO FURTHER REQUIREMENTS

#### PPE Strategies

- Face Masks/Face Shield encouraged for students and staff.
  - Recommended when physical distancing is not possible.
- Any person exhibiting mild symptoms must wear a mask until leaving campus.
- Establish and maintain hand hygiene stations at key locations in the buildings
- Have a plan for when a student, staff member, or visitor becomes sick.
- Identify an isolation/screening room in the school.
- Daily screenings by parents/guardians should be conducted at home prior to attending school each day. See Daily Home Screens for Students form located on the Custer School District Website – under the School Nurse tab.

#### Close Contacts

- A student deemed a Close Contact from exposure by a staff member or student while his or her school is in Category One will be allowed to attend school with a mask. These conditions will be in effect for ten days from the exposure date established by the school nurses.

#### Bussing

- CDC guidelines cannot be achieved during our route bussing. If possible, parents should consider transporting their children rather than sending them to and from school on the bus.
- ***Anyone who is sick should not use the bus and should stay home.***
- Use of hand sanitizer upon entry to and exit.
- Assigned seating; if possible, assign seats by cohort (same students sit together each day – preferably with a family member or classmate)
- Avoid touching your eyes, nose, or mouth while on the bus.
- Cover coughs and sneezes with a tissue or the inside of your elbow. Wash or sanitize hands immediately afterward.
- Limit touching frequently-touched surfaces such as hand railings, buttons, and other seats when possible. If you must touch them, use hand sanitizer, or wash your hands as soon as you can.
- Windows open if the weather allows.

## **Classroom**

- Staff and students trained in the areas of physical distancing, handwashing, respiratory etiquette, and mask use to mitigate exposure.
- Integrate good hygiene practices into instruction and classroom expectations.
- Limit the use of shared materials and spaces.
  - Avoid sharing of music instruments
- Students and staff use personal water bottles and water bottle filling stations vs. hallway/classroom drinking fountains.

## **Office Strategies and Other Non-Instructional Spaces**

- Maintain 6 ft. distance when possible.
- Sneeze guards may be placed at:
  - Counters where the public or guests to the school may stand or approach.
- Disinfect surface areas regularly and frequently.
- Hand sanitizer at each workstation.
- Employee Break Room - Physical distancing seating, custodians routinely disinfect surface areas.
- Cafeteria
  - offer regular hot menu served in the cafeteria
  - students eat in cafeteria: stagger lunchtimes & increase serve times
  - possible use of classrooms to consume meals
  - offer options to eat outside
  - use of hand sanitizer at start of all serving lines
  - contactless point of sale (students scanning own cards - taking them back to class)
  - self-service of items that are pre-packaged only
  - prepayments taken at the school office
- Have a plan for when a student, staff member, or visitor becomes sick.
- Identify an isolation/screening room in the school.

## **Gatherings**

- Implement strategies that discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school.

## **Co-Curricular and Extra-Curricular Events**

- Follow established District, SDHSAA, CDC, & DOH guidelines.
- Locker rooms – students will be allowed to use Custer locker rooms at home events to change/shower for co-curricular or extra-curricular activities.
- Transportation – a bus/vehicle will be provided to transport student-athletes to competitions taking place at another school.



- Parents/Guardians will be allowed to transport students to and from the event as long as the arrival time at the other school is in conjunction with the team transport. A transportation release form must be filled out, signed by a parent, and given to the coach/advisor prior to departure. Following an event, the advisor or coach should have verbal contact with the parent/guardian before the student leaves.

### **Communication Strategies to Students, Staff, Parents**

- Educate staff and families about good hygiene, physical distancing, symptoms of COVID-19, and when to stay home due to illness.
- Regular communication with parents, students, and staff.

### **Immunizations**

- Existing school immunization requirements should be maintained and not deferred because of the current pandemic.
- It is vital that all children receive recommended vaccinations on time and get caught up if they are behind as a result of the pandemic.
- In addition, although influenza vaccination is not required for school attendance, in the coming academic year, it is highly encouraged for all students.
- The school district highly encourages influenza vaccination for all staff members.

# Category 2 Operations

## **IN-PERSON LEARNING - STUDENTS AND STAFF REQUIRED TO WEAR MASKS**

Category 2 Operations incorporate all-facets of Category 1 operations with the following changes:

### **Category 2- Confirmed COVID-19 Cases in School with Traceable Spread Between Students and Staff**

- If CSD or one of its schools is in Category 2, the following will be in place for students identified as close contacts:
  - A student deemed "close contact" with another student or staff member, when both are wearing masks, will not be sent home. When a student is deemed a "close contact," his/her parents will be notified that their child was potentially exposed to COVID-19.

### **PPE Strategies**

- Face Masks/Face Shield required for staff in the presence of students.
- Face Masks required by students in grades PK-12 students and staff when social distancing is not viable.
- In-school close contacts can choose to either quarantine at home for 10 days OR attend school and wear a mask for 10 days after last day of possible exposure. These conditions will be in effect for ten days from the exposure date established by the school nurses.

### **Co-Curricular**

- Participation and fan attendance will be determined by SDHSAA guidelines based on local trends.
- As long as a school is in Category 2, people attending extra-curricular activities will be required to adhere to the mask policy.

# Category 3 Operations

## HYBRID OR DISTANCE LEARNING MANDATED

- Category 3 Operations includes the closure of schools and activities, and a move to remote or hybrid learning for all students until the threat of large-scale community transmission has been reduced, and cases within communal settings like healthcare facilities and schools have subsided.
- Teachers in the District will use either Seesaw or Google Classroom or a combination of both. Seesaw, Zoom, Teams, or Google Classroom will be used for virtual communication.
  - Every teacher in junior kindergarten through 4<sup>th</sup> grade will use Seesaw/Zoom to communicate with students and parents.
  - Every teacher in 5<sup>th</sup> through 12<sup>th</sup> grade will use email, Zoom, Teams, and/or Google Classroom to communicate with students and parents.

# Custer School District - COVID Rubric

Week of \_\_\_\_\_ CSD School \_\_\_\_\_

	Actual	Score
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Active Cases/County		
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Average staff out		
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Criteria will be evaluated weekly (Friday-Thursday).

When a school moves to Level 2, they will stay there for at least 2 weeks.

# Procedures and Protocols for a Positive COVID-19 Case Among Students:

## Student/Family Responsibilities

- If you have tested positive or have been confirmed to have COVID-19 or are living in a home with someone who has tested positive for COVID-19:
  - **Do not attend school.**
  - **Notify your school of the positive test and your student's need to be absent.**
  - Students who have tested positive for COVID-19 or who have not been tested but were directed to stay home from school may return to school under the following conditions (per CDC guidance):
    - At least 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; **and**,
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
    - At least 10 days have passed since symptoms first appeared.
- **Presumed Positive Cases** may be determined by CSD staff using their best nursing judgment. The nurses will evaluate students' symptoms using the South Dakota Department of Health guidelines.
  - The protocols used with positive test cases will also apply to the cases deemed presumed positive. These include contact tracing, quarantine, and related protocols.
  - Presumed positive cases will be considered immune from COVID-19 for 90 days.

## Principal Responsibilities

Notify School Nurse that you have a student who has tested positive for COVID-19.

School Nurse will contact the SD DoH.

- In collaboration with School Nurse, conduct contact tracing and investigation to determine if the student contracted COVID-19 at school, as needed.
- Communicate to staff, students, and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and the Americans with Disability Act (ADA).

## District Responsibilities

- School Nurse will contact SD DoH to notify them of student testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation.
- In collaboration with the building principal, will communicate with staff, students, and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA), and the Americans with Disability Act (ADA).
- School Nurse, in collaboration with building principal, will conduct contact tracing and investigation to determine if the student contracted COVID-19 in the school, as needed.

## **Attendance Considerations**

- In the case of return to total online education, it has been suggested we continue in-person with certain students such as, but not limited to, students with IEP's, students of essential workers, and students who are most at-risk for falling behind academically.

# CSD Staff Procedures and Protocols for Addressing COVID-19

## Procedures and Protocols

All CSD Staff have been deemed "essential personnel" by the CSD Board of Education (August 2020). In the event of a staff member being identified as "close contact," they have the option to continue coming to work wearing a mask during the ten (10) day quarantine, **with the exception of the following:**

**If a staff member lives with a COVID-positive household member, s/he will be required to be out until the length of the illness and then quarantine, following the guidelines below.**

- Release from quarantine after seven (7) days.
  - Assumes the person in quarantine:
    - Has remained asymptomatic (has no symptoms).
    - Has a negative molecular or rapid antigen test that was collected on Day 5 or later, after their last contact with a person with COVID-19 (i.e., Day 5 of their quarantine or later).
    - Continues to monitor their symptoms for the remainder of the 10-day period and will stay at home, and seek testing, if they become sick.
  - Release from quarantine after 10 days.
    - Assumes the person in quarantine:
      - Has remained asymptomatic (has no symptoms).
      - Has/Is not tested on Day 5 (or later during quarantine).
- Rationale: This change will reflect what the District is doing with students. Students who have close contact with positive COVID cases in the home must follow the guidelines set forth above.
- Students who are close contacts with students or staff in school can remain in, or come back to, school immediately in masks and do daily wellness checks for a 10-day period.
- Staff who are close contacts with students or staff in school can remain in, or come back to, school immediately in masks and do daily wellness checks for a 10-day period.

### **Options for Staff Who Have a Compromised Immune System or Other Health Factors That Make Them Susceptible To COVID-19**

- For employees who feel like they cannot return to work due to having health factors that make them susceptible to COVID-19, being immuno-compromised, or due to concerns for their health, the District will follow current District policies, procedures, and protocols for requesting leave or ADA accommodations.

- An employee who has a health condition that results in them being susceptible to COVID-19 would have the right to request a year leave of absence in accordance with the Negotiated Agreement.
- An employee who has a health condition that results in them being susceptible to COVID-19 but chooses to return to work can engage the District in the ADA Accommodation process under the Americans with Disabilities Act to come up with reasonable accommodations to help them access their job.
- An employee who has a health condition that results in them being susceptible to COVID-19 but chooses to return to work would also have access to their sick leave, accumulated leave, personal leave, or the CSD Sick Leave Bank if they exhaust their other leave and are a member of the Sick Bank.

### **Staff and Volunteer Self-Screening Procedures**

All employees, including substitutes, shall daily ask themselves the following questions before entering the school:

- Since your last day of work, or last visit to the school or District facility, have you had any of these symptoms that are not attributable to another condition?
  - Fever or Chills
  - Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is considered to have a temperature of 100.4° F or greater. (Fever may be at a lower temperature depending on the person)
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Congestion or Runny Nose
  - Nausea, Vomiting or Diarrhea
  - Muscle or Body Aches
  - Headache
  - Sore throat
  - New loss of taste or smell
- Are you ill or caring for someone who is ill?
  - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and stay home.
  - In the two weeks before you felt sick, did you:
    - Have contact with someone diagnosed with COVID-19?
    - Live in or visit a place where COVID-19 is spreading?



- If the answer is YES to any of these questions:
  - Do not report to work or enter the school or District facility.
  - Contact your immediate supervisor.
  - Contact your healthcare provider.
  
- If you are able to manage your symptoms at home, you may return to work when the following are true:
  - Your medical provider has determined a different illness than COVID-19 and cleared you to return, **or**
  - At least ten days from first clinical diagnosis symptom **and** at least 72 hours fever-free without fever-reducing medication **and** when symptoms are improving.

## **Procedures and Protocols for a Confirmed COVID-19 Case Among Staff:**

### **Employee Responsibilities**

- If an employee has tested positive or has been confirmed to have COVID-19:
  - Do not report to work or enter any school or District facilities.
  - Notify immediate supervisor of the positive test and the need to take leave.
  - If using district leave, provide documentation to Superintendent’s Office by completing the District Sick Leave Form and/or Sick Bank Usage Request Form.
  - Employee who has tested positive for COVID-19 or who has not been tested but was directed to care for him/herself at home may return to work under the following conditions per CDC guidance:
    - At least 3 days (72 hours) have passed since having a fever greater than 100.0 F without the use of fever-reducing medications; **and**
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
    - At least 10 days have passed since symptoms first appeared.

### **Supervisor/Principal Responsibilities**

- Notify School Nurse that you have an employee who has tested positive for COVID-19.
- Assist School Nurse with contact tracing and investigation to determine if the employee contracted COVID-19 in the workplace as needed.
- Assist District with communication to staff, students, and parents, as applicable, of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and the Americans with Disabilities Act (ADA).

## **District Responsibilities**

- School Nurse will contact SD Dept of Health to notify them of employee testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation.
- District staff, in collaboration with building principal/supervisor, will communicate with staff, students, and parents, as applicable, of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and the Americans with Disabilities Act (ADA).
- School Nurse in collaboration with Supervisor/Principal, will contact trace and investigate to determine if the employee contracted COVID-19 in the workplace, as needed.
- HR will assist the employee in completing steps to access Custer School District leave, if eligible.