



TRITON BLUEPRINT

Bringing Trojans Back Safely on August 11th

This plan was developed in conjunction with the Triton School Corporation Administration, Directors, Staff, Parents, Students, the Governor's Office, the Indiana State Department of Health, and the Indiana Department of Education's guidance. The Triton School Corporation re-entry and mitigation plans have been approved by the Marshall/Kosciusko County Health Department(s).

NOTE: The TSC plan is contingent upon Governor Eric Holcomb moving Indiana into Stage 5 of its Back on Track plan in August, as projected.

Trojan PRIDE, The Trojan Way

Questions: Email ttech@triton.k12.in.us
or visit our website at www.triton.k12.in.us

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SUMMARY

The Indiana's Considerations for Learning and Safe Schools (IN-CLASS) document (link: <https://www.doe.in.gov/sites/default/files/news/june-5-class-document.pdf>) provides all Indiana districts and schools with guidance for preparing school operations under the current pandemic environment. Per this document, not all districts and schools will be able to address or implement all of the considerations listed.

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

As addressed in the IDOE document, Triton School Corporation will be constantly evaluating two key factors:

- 1) the school's ability to maintain a safe and healthy school environment, and
- 2) the prevalence of COVID-19 in our community.

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

This document will provide guidance to staff, students, parents, and other community stakeholders regarding the specific re-entry plans of Triton School Corporation.

Revisions to this document are expected.

CONSIDERATIONS FOR Triton School Corporation

- ❑ The school year to begin as scheduled, with in-person classroom instruction on August 11, 2021.
- ❑ We anticipate providing the standard 180 days of instruction during the 2020-2021 school year or meeting the minimum hour requirement with approved waiver from the IDOE. If necessary, we will review and adjust the calendar. Such adjustments may consist of virtual and/or hybrid instruction and longer or shorter breaks. These decisions will be made based on the current community health status.
- ❑ We will review all policies and procedures to provide more flexibility and remove punitive measures for absences when there is determined illness, a localized outbreak, or exposure of a contagious disease.
- ❑ All buildings will be thoroughly cleaned and disinfected prior to the first day of school.
- ❑ Triton School Corporation will be provided with necessary documentation by the Kosciusko/Marshall County Health Department and will make determinations if further mitigation is warranted. Data tracked may include, but is not limited to:
 - Reasons for student and staff absences.
 - Positive cases of COVID-19 in the schools.
 - Data regarding COVID-19 spread in the community.
- ❑ Staff will be trained on non-interventive screening procedures to help identify symptoms which may need to be addressed.
- ❑ Student and staff daily schedules will be adjusted to provide adequate time for handwashing, sanitizing desks, and other good hygiene practices.
- ❑ The school clinic will develop procedures to minimize infection.
- ❑ Extra-curricular and co-curricular re-entry guidelines will be developed so that sports and other extra-curricular programs may continue to take place while reducing risk of disease spread.

- ❑ Relevant training will be provided to certified staff, non-certified staff, and substitute teachers to address a variety of COVID-19 related issues, such as identifying symptoms, remote learning methods, remediation, and addressing academic losses from the spring.
- ❑ Mental health training will be provided to assess student and staff needs stemming from dealing with the pandemic.
- ❑ Custodial staff have been trained on effective methods of cleaning and disinfecting work and play areas and the time schedules for cleaning.
- ❑ Visitor policies have been adjusted to reduce the number of additional individuals in the school buildings, thereby reducing the number of people students and staff are exposed to.
- ❑ The Triton School Corporation website, social media outlets, and School Messenger will regularly provide updates for students, parents, and stakeholders. In addition, other methods of communication may be employed to ensure that stakeholders are aware of any noteworthy developments.



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MORE DETAILS

HEALTH @ HOME

STOPPING THE SPREAD

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



PREVENTATIVE MEASURES

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Triton School Corporation Families can help stop the spread of COVID-19 by stressing good hygiene at home.

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

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, districts/schools are encouraged to work closely with their local health departments.

HOME SELF-SCREEN EACH DAY

Parents, students, and employees should self-screen for the following COVID-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Runny Nose
- Diarrhea

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

- If a parent tells the district/school that a student is ill, the district/school **may legally ask** the parent whether the student is exhibiting any symptoms of COVID-19. It is the personal responsibility of every school family to comply with this policy and to report any symptoms to the school so any illness trends in the school populations can be appropriately addressed.

RETURN TO SCHOOL AFTER EXCLUSION

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the Centers for Disease Control (CDC). Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.
- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.
- If the child is tested, they are expected to stay at home until results have been given and the child is cleared by their physician for return to school.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.
- The Indiana State Department of Health Resources can be found here: <https://www.coronavirus.in.gov/>

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

Tested Negative

Persons who have had symptoms of COVID-19 and received a negative test result may return to school when they have not had a fever for at least 24 hours (one full day of no fever without the use of medicine that reduces fevers), along with a doctor's note that it is safe to return to school.

Someone in Household Tests Positive

Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, Triton School Corporation may choose to exclude the student or employee from the school building and recommend that they self-quarantine for 10 calendar days. The amount of time out of school could be longer if the student then becomes symptomatic.

Attendance Rewards

Because it is so imperative to stop the spread of COVID-19 in our schools, any attendance award programs are discontinued. In no way do we want to encourage students who are ill to attend school.

SCHOOL BUILDING

HEALTH AT SCHOOL: PROTECTING OUR SCHOOL COMMUNITY

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



Tracking Community Spread

The superintendent will track community cases of COVID-19 and will communicate regularly with the Marshall County and Kosciusko County Health Department to determine if adjustments in the school schedule or policies need to be made to protect our school families.

Medical Inquiries

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

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

Clinical Space for COVID-19 Symptomatic

Each school will have a space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate personal protective equipment (PPE). Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever, for any reason, it will be district/school policy to require staff and students to be fever-free, without the use of fever-reducing medications, for 24 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return after the 24-hour window has elapsed if they are approved to do so in writing by their healthcare provider. The COVID/Upper Respiratory/Influenza room will be cleaned after each child departs for home.

Clinic Space for Non-COVID-19 Related

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

School Preparedness Plan

TSC is required to have a preparedness plan to address challenging situations. With the COVID-19 pandemic, we will take aggressive mitigation steps when necessary. Our preparedness plan addresses these issues.

If Confirmed Case of COVID-19 on School Property

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

It is the responsibility of the state health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

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

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

Mental Health Concerns

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

SCHOOL BUILDING

HEALTH AT SCHOOL: CLASSROOM/ LEARNING GUIDELINES

Safe at School

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



- Employing social distancing methods to reduce transmission of germs
- Implementing measures to decrease students congregating in one place
- Time built in for additional hand washing opportunities

Safety in Classrooms

- Rearranging of classroom set-up to allow for greater space between students. Students will face the same direction in classrooms as much as possible.
- Students will report to classrooms upon entering school and will not be permitted to congregate in the hallways.
- Students will be expected to wear masks when social distancing is not possible.
- Use of assigned seating
- Reducing the amount of materials, supplies, and personal belongings going to and from school

Visitors and Volunteers

Visitors/guests who must enter the school (ex: to pick up a student) will be limited to the main office and are expected to wear a mask. Volunteers will not be scheduled until further notice.

Hygiene at School

TSC will insist that employees and students wash their hands often and if soap and water are not readily available, use a hand sanitizer that is CDC approved for killing germs. Each school will incorporate key times into the school day when all persons should wash or sanitize their hands. Reinforcing healthy habits regarding handwashing is expected and guidance can be found [here](#).

Water Fountains

Water fountains will not be utilized in schools until further notice. Bottle fillers will be available in place of typical bubblers. Water will be accessible and scholars are encouraged to bring a non-spillable water bottle from home, per grade level guidelines.

Field Trips

Field trips and convocations will slowly be reinstated. This plan, along with many of the other restrictions, will be reviewed every 15 days as we continue to seek the least restrictive environment.

Masks

The current CDC guidelines and county health departments have made a wearing a mask mandatory in enclosed environments; therefore, students, parents, and staff members will wear masks during transitions and in shared spaces. Students will be able to mask down when seated in their classroom and when able to maintain approximate suggested physical distancing. Staff members will mask down during instruction if comfortable doing so. In accordance with health department guidelines, masks will be expected in high traffic areas and on buses where physical distancing is not feasible. We intend to recommend masks for the 2021-2022 school year unless advised otherwise by county government and health departments based on spread and safety.

Cleaning at School

Custodial staff, at all schools, have been trained how to clean and disinfect surfaces to prevent the spread of COVID-19. High-touch objects and surfaces will be cleaned more often and a more vigorous cleaning schedule will be adhered to. Approved sanitizers and cleaners will be utilized in both the school and on buses.

SCHOOL BUILDING

HEALTH AT SCHOOL: NUTRITION SAFETY

At TSC, we will review our food service guidelines and adjust to keep our students as safe as we can while providing meals in our buildings.

Hand washing hygiene

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



Cafeteria Adjustments

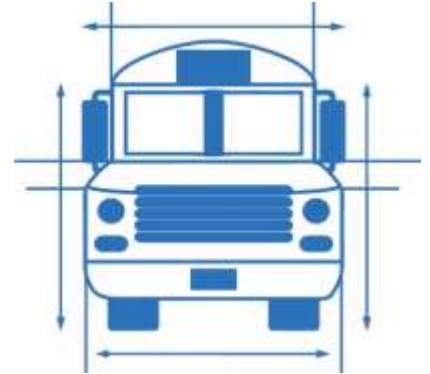
- Cafeteria staff will serve lunches to students on trays
- The cafeteria will reduce capacity by providing additional seats and adjusting schedules.
- Students will be assigned lunch areas or seats.
- Students will not sit directly across or next to anyone during lunch.

Environmental Risk Reduction

- Employing social distancing methods to reduce transmission of germs
- Floor insignias encourage social distancing.
- Seating adjustments

TRANSPORTATION

HEALTH ON THE BUS: STUDENT TRANSPORTATION CONSIDERATIONS



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

Transportation Considerations for Students

- Students will be restricted to only riding their assigned bus routes for pickups and drop offs, unless otherwise communicated with the Triton Transportation Director.
- Guest riders will be permitted when approved by the Transportation Department.
- Students will be assigned seats on the bus.
- For the immediate future, masks will be mandatory while riding the bus.

Preparation and Cleaning

- All buses and transportation vehicles will be thoroughly cleaned and disinfected before and after routes.
- Bus drivers will wear masks as students board the bus, but may mask down when driving to ensure safe breathing.

Training

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

- Current information about COVID-19, how it spreads, symptoms, and risk of exposure will be provided.
- Whom to contact if a student or the driver exhibits symptoms of COVID-19
- The appropriate methods and equipment for cleaning buses
- The importance of hand-washing and the use of PPE
- Minimizing contact with surfaces that are frequently touched.

EXTRACURRICULARS

HEALTH AFTER SCHOOL: EXTRACURRICULAR CLUBS AND SPORTS

Extracurricular guidelines are provided by the state of Indiana and can be found at:

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



Important points to remember from this document:

- Summer activities are optional, per state rules
- Activity in extracurriculars will follow the state's phased approach. See the document cited above for specifics.
- All participants and coaches MUST be symptom-free.** Participation is strictly prohibited by anyone exhibiting any of the COVID-19 symptoms, which include:
 - A fever of 100.4° F or greater
 - Cough
 - Congestion or Runny Nose
 - Shortness of breath or difficulty breathing
 - Sore Throat
 - Nausea
 - Muscle pain
 - Chills
 - Repeated shaking with chills
 - Headache
 - Loss of taste or smell
- Additional guidance for a specific activity/club/sport will be provided by the coach or sponsor. Please contact them or the athletic director if you have questions.

SCHOOL BUILDING

HEALTH AT SCHOOL: SPECIAL SITUATIONS

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

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

If you have questions/concerns about any of these special situations or anything else not covered in this document, please see the contact information provided below.

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Questions?

Email: ttech@triton.k12.in.us

Website: www.triton.k12.in.us

or visit the Triton School Corporation Facebook Page

This website will be updated as necessary with updated information.