



Pandemic Operational Guidance Kallispell Public Schools

2020-2021 School Year

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Introduction and Overview

The COVID-19 pandemic has affected, not only those in Kalispell but our society on a global scale. Kalispell Public Schools, like most other school districts, closed its schools to limit the spread of COVID-19. While this and other efforts likely contributed to the slowed rate of COVID-19 transmission, we understand the absence of in-person learning has affected students in a variety of ways. In-person learning, a critical component of development for children and adolescents, should not be replaced with online learning when safety protocols can be instituted to provide a safe opportunity for our students to grow and learn.

This document is designed to assist in planning for the safe operation of schools in Kalispell Public Schools for the 2020-2021 school year. We recognize the importance of returning students to school campuses for in-person instruction, as well as the overarching need to protect the health and safety of our students, school staff, and broader community. The goal of this document is to help schools plan for and implement measures to reduce COVID-19 transmission in the school setting, while meeting the educational needs of all students. This document is intended to be applicable to all K-12 schools within our district.

Education is an essential service in our community, and as such, the reopening of school campuses for in-person instruction with safety protocols should be prioritized. The Federal Government, the Governor of Montana and the Flathead County Health Department's decision to reopen school campuses for in-person instruction and to keep them open will depend on many factors. Hence, our plan is fluid as we continue to follow the direction of our federal, state and county health experts.

This document contains a series of requirements, recommendations, and considerations for our schools to re-open their campuses for in-person instruction. These should be read in conjunction with all federal, state, and local regulations, as well as school reopening guidance from the State and federal level.

The **requirements** in this document are actions that our local school district feels are necessary from the guidance that the Governor and the Flathead County Health Department are *requesting* schools to follow as they resume in-person instruction. In accordance with Kalispell Public Schools's Pandemic Operational Phases, only those items labeled "requirements" in this document must be in place at our schools to proceed with in-person instruction.

The **recommendations** in this document are additional measures that the school can take to protect the health and safety of students, staff and the community. Because of the uniqueness of our schools, not all recommendations can be implemented at all locations. Federal, state or local public health officials' recommendations are also considered and presented in this document. The guidance in this document reflects the best judgment of Kalispell Public Schools as to the practices that schools should follow and takes into account local conditions and considerations.

The Montana Office of Public Instruction [Reopening Montana Schools Guidance](#), and Governor Bullock's [Safe and Healthy Schools For Montana](#) offer general guidance for the entire state, where conditions vary from region to region. In addition, the Center for Disease Control also offers [consideration](#) guidance for schools as they open which can also be found in this document.

Guiding Principles

- 1. Evidence and Practiced-Based:** This document is based on a review of the scientific research and available data on COVID-19. Although there continues to be a wealth of information available, our health care industry continues to learn about this virus. We have reviewed the best evidence available at this point in time to create our recommendations.
- 2. Collaboration:** In developing this document, we are grateful for the collaboration of the Flathead County Health Department and medical professionals in our community. The questions and concerns we have heard from school superintendents, school staff, parents and others; our partnership with valley school officials; and our local Kalispell Public Schools staff members has also been incorporated into the development of this document. The input that we received has been invaluable in helping us consider the educational needs of staff and students in order to change the daily operations to protect the health and safety of our community.
- 3. Practical:** During this pandemic, we realize that our schools face significant operational constraints, parents and teachers have a range of perspectives on the reopening of school campuses, and students themselves have a variety of educational and developmental needs. These perspectives are considered knowing the differences across elementary, middle, and high school settings with the possibility of school operating through different phases in the upcoming academic year.
- 4. Flexible:** Given the evolving nature of the COVID-19 pandemic and the scientific information that could develop in the coming months, we expect that this document may need to be updated in the future. This document was also designed to provide direction while allowing schools to operate with flexibility based on their own constraints and resources.

Pandemic Operational Phases

Kalispell Public Schools will operate under the phase guidance of the Montana Office of Public Instruction (see fig.1). This document defines the Phase level at which all Kalispell Public Schools buildings will operate in cooperation with local and state regulations. In addition, safety and health measures along with on-site and/or remote learning requirements are defined. The directive to change from one phase to another could be on short notice and may need to be implemented within a very short period of time.

Kalispell School District Pandemic Operational Phases (Draft #12)

Phase	Safety and Health Measures	On-site and/or Remote Learning
Phase 0	<p>All schools closed to public access</p> <p>Food service is 100% remote</p> <p>Transportation is not provided</p>	<p>The primary delivery of instruction and learning will be remote with no possibility of in-person instruction or support</p> <p>Select curricular areas (e.g., Ag-Ed, Student Built Home) that are dependent on student involvement will not provide onsite instruction and support</p> <p>Current attendance incentive policies are suspended</p> <p>No extra-curricular activities</p> <p>No field trips</p> <p>No student or staff school-related travel</p> <p>All school facilities closed to public rental</p>
Phase 1 Limited student access depending on curriculum area and student need	<p>Student groups kept together</p> <p>Food Service is 100% remote</p> <p>Transportation is provided on a limited basis</p> <p>Required health screening completed by parent before the child(ren) leave the home each morning</p> <p>Health screening and hand sanitizing upon entry required</p> <p>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</p> <p>Frequent sanitizing of physical space and equipment</p> <p>Per the Governor's Order: Face coverings are required at all times when present in a district building or riding district transportation. Exceptions are outlined in the Pandemic Operational Guidance.</p> <p>Public visitors to schools limited to only essential school business (deliveries, contractors)</p>	<p>The primary delivery of instruction and learning will be remote with the possibility and on a very limited and targeted basis, the ability for our building administrators to work collaboratively with staff to determine if a student should be invited for a 1:1 check for academic and/or social/emotional support</p> <p>Select curricular areas (e.g., Ag-Ed, Student Built Home) that are dependent on student involvement will be on a case-by-case basis for onsite instruction and support</p> <p>Current attendance incentive policies are suspended</p> <p>Accommodations will be extended to students and staff who are required to quarantine due to exposure or potential exposure</p> <p>No extra-curricular activities</p> <p>No field trips</p> <p>No student or staff school related travel</p> <p>All school facilities closed to public rental</p> <p>The district may adopt an alternative schedule to accommodate smaller groups in the case of extended closure</p>

Kalispell School District Pandemic Operational Phases (Draft #12)

Phase	Safety and Health Measures	On-site and/or Remote Learning
<p style="text-align: center;">Phase II Group size not to exceed 50 Static grouping not required</p>	<p>Student groups allowed to mix, with gatherings not to exceed 50 students</p> <p>Food Service is 100% on site</p> <p>Transportation is provided</p> <p>Required health screening completed by parent before the child(ren) leave the home each morning</p> <p>Hand sanitizing upon entry</p> <p>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</p> <p>Frequent sanitizing of physical space and equipment</p> <p>Per the Governor's Order: Face coverings are required at all times when present in a district building or riding district transportation. Exceptions are outlined in the Pandemic Operational Guidance.</p> <p>Public visitors to schools limited to school related business and will be required to wear face coverings (guest speakers, trainers, curriculum related activities)</p>	<p>The primary delivery of instruction and learning will be on site with traditional schedules</p> <p>Families may choose remote learning</p> <p>Current attendance incentive policies are suspended</p> <p>Accommodations will be extended to students and staff who are required to quarantine due to exposure or potential exposure</p> <p>Extra-curricular activities resume in compliance with district activities limitations on crowd/group size, activity type, health protocols, and MHSA regulations</p> <p>Field trips permitted on a case-by-case basis</p> <p>Student or staff school related travel permitted on a case-by-case basis</p> <p>Mass gatherings (e.g., dances, assemblies, concerts) allowed if social distancing protocols can be adhered to</p> <p>School facility rental permitted on a case-by-case basis with a plan approved by the county health department</p>
<p style="text-align: center;">Phase III Group size can exceed 50 Static grouping not required</p>	<p>Students schedules and routines are normal</p> <p>Food Service is 100% on site</p> <p>Transportation is provided</p> <p>Required health screening completed by parent before the child(ren) leave the home each morning</p> <p>Hand sanitizing upon entry</p> <p>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</p> <p>Frequent sanitizing of physical space and equipment</p> <p>Face coverings at the discretion of the individual</p> <p>Public visitors to school slimited to school related business (guest speakers, trainers, curriculum related activities, and volunteers)</p>	<p>The primary delivery of instruction will be on site with traditional schedules</p> <p>Families may choose remote learning</p> <p>Accommodations will be extended to students and staff who are required to quarantine due to exposure or potential exposure</p> <p>Extra-curricular activities resume per MHSA regulations</p> <p>Field trips allowed</p> <p>Student or staff school related travel allowed</p> <p>Mass gatherings allowed</p> <p>All school facilities will be open to public rental</p>

Figure 1

How to Protect Yourself and Others

Knowing How it Spreads

- There is currently no vaccine to prevent COVID-19.
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to **spread mainly from person-to-person**:
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Between people who are in close contact with one another (within about 6 feet).
 - COVID-19 may be spread by people who are not showing symptoms.
- **Avoiding Close Contact**
 - Avoid close contact with people who are sick.
 - Put distance between yourself and other people outside of your home.
 - **Stay at least 6 feet (about 2 arms' length) from other people** when feasible.
 - Remember that some people without symptoms may be able to spread the virus.
 - Keeping distance from others is especially important for **people who are at higher risk of getting very sick**.
- **Wearing a Cloth Face Covering Around Others**
 - To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain.
 - Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wearing a cloth face covering will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people.
 - Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning, not touching your face, and disinfecting frequently touched surfaces.
 - The cloth face coverings recommended here are not surgical masks or respirators. Currently, those are critical supplies that should be reserved for healthcare workers and other first responders.
 - Even when wearing a cloth face cover, continue to keep as much distance between yourself and others, when feasible.

- **Washing Your Hands Often**
 - **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.

- **Covering Coughs & Sneezes**
 - If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

- **Cleaning & Disinfecting**
 - Clean and disinfect **frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- **Monitoring Your Health**
 - It is important to monitor your own health for symptoms related to COVID-19 including but not limited to: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit.
 - If you experience any of those symptoms, you should stay home until you are symptom free or contact your local health care provider for additional guidance.

Prevention

Common strategies to reduce the risk of disease transmission in schools and other community settings include: (1) Maximize the physical distance between people, (2) Avoid large gatherings, (3) Reduce hands touching physical objects, (4) Avoid handshakes and high-fives (5) Avoid sharing materials, (6) Respect others, (7) Stay home when feeling sick, (8) Measures to minimize dispersion of droplets and aerosols - face coverings, (9) Wash your hands often, and (10) Cough and sneeze in a tissue or use your elbow/sleeve. Because the relative contribution of each of these measures in reducing the spread of COVID-19 is not yet clear, public health experts have generally recommended that they be used collectively when possible.

These strategies may be easier or harder to implement in different age groups or settings hence, the requirements, recommendations and considerations for minimizing disease transmission on school campuses vary by age group. It will be important, however, that Kalispell Public Schools emphasizes and educates all members of our school communities on these 10 strategies that promote, ***Do Your Part to Stay in School*** (see fig. 2).

<p>Reduce the Risk of Transmission</p>		<p>Do your part to</p> 
<p>1. WHEN POSSIBLE Stay six feet apart from others.</p> 	<p>2. AVOID Large gatherings on campus.</p> 	
<p>3. If in doubt..... DON'T TOUCH IT.</p>  <p>5. AVOID sharing materials.</p> 	<p>4. AVOID handshakes and high-fives.</p>  <p>INSTEAD Fist bumps and elbow taps.</p> 	
<p>6. RESPECT Yourself and others.</p> 	<p>7. STAY HOME If you have a fever or feel sick.</p> 	<p>8. WEAR</p>  <p>a face covering when necessary and to protect yourself and others.</p>
<p>9. REMEMBER Wash your hands often.</p> <p>Use water and soap for at least 20 seconds.</p> <p>Use hand sanitizer when appropriate.</p> 	<p>10. COUGH & SNEEZE In your sleeve or in a tissue.</p> 	

Figure 2.

A. Physical Distancing

1. General

Requirements

- Communicate with all staff and families regarding physical distancing requirements and recommendations.
- All district faculty will work to create environments where the maximum amount of social distancing can be achieved. The recommended 6 feet of distance between individuals may not always be feasible. In all situations, students, faculty, staff, and approved visitors/volunteers/vendors are expected to self-monitor their own behavior to ensure safe and sanitary practices.
- Post signage reminding students and staff about physical distancing in prominent locations throughout each school campus.
- Depending on the Operational Phase, allow only necessary visitors and volunteers on the campus and limit the number of students and staff who come into contact with them.
- For outside organizations utilizing school facilities outside of school hours, ensure that they follow all required health and safety measures.

2. Arrival and Departure

Requirements

- Minimize close contact between students, staff, families, and the broader community at arrival and departure.
- Use as many exits and entrances as can be supervised appropriately to decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. If leaving the car is necessary, wait outside the building and follow social distancing guidelines. Only a single parent or caregiver should enter the building to pick up or drop off when in-person communication must occur.
- Provide supervision to disperse student gatherings during school arrival and departure.
- Divide before school gathering areas into sections that allow for as small as a group as possible (no more than 50) to congregate. Follow social distancing guidelines while in groups.

Considerations

- Place markings on the ground to facilitate physical distancing of six feet or more at all school entry and exit points and crosswalks near the school.
- Have parents that drive students to school arrive as close to the start of school time as possible.
- Students driving themselves to school arrive as close to the start of school time as possible.

3. Classroom Settings

Requirements

- All Schools
 - Ensure students and staff remain in assigned classrooms mixing only when appropriate according to phase opening guidelines.
 - Reduce transmission risk by maximizing the space between student desks with a goal of at least 6' of separation.
 - Distance teacher and staff desks at least 6' away from students to minimize adult-to-child transmission.
 - Remove unnecessary items in the classroom that prohibit the appropriate distancing of classroom desks and tables used by students.
 - Assign seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.
 - Seating chart access will be readily available for every classroom. If seating changes need to be made, seating charts will be updated on the day of the change with the date identifying when the change occurred.
 - Arrange classroom desks and two person tables to allow students to face the same direction.

Recommendations

- Elementary School
 - Practice physical distancing. Given the social and educational needs of this age group, physical distancing may be difficult to enforce for this age group. Therefore, strict maintenance which minimizes the total number of contacts is the primary mechanism of risk reduction.
- Middle School/High Schools
 - Students should remain at least six feet apart, if possible.
 - Establish stable grade level movement without mixing different grade levels if possible.
- All Schools
 - Class size should be as small as practicable.
 - Ensure adequate supplies to minimize sharing of high-touch materials to the extent practicable, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
 - Keep students' belongings separate so that students do not come in contact with other students' belongings.
 - Reduce the amount of furniture and equipment in the classroom to facilitate distancing and reduce high-touch surfaces.
 - Increase ventilation by increasing outdoor air circulation (e.g., opening windows) or keeping high-efficiency air circulation units on¹.
 - Ensure HVAC systems run at a capacity to allow a full air exchange every 20 minutes where applicable.

Recommendations

- Physical Education: Conduct physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable. Face coverings should be optional during exercise. Activities should promote physical distancing and minimize person-to-person contact. Some classes may take place in the classroom setting when appropriate. Routines and procedural expectations taught with intention to accommodate social distancing and safe practices. Locker room plan set by building department to reduce the amount of students in the locker room at any one time.
- Instrumental Music: Typical performances need to be evaluated to support health and safety guidelines. Limits on crowd size may result in streaming performances. Small ensemble literature instead of large ensemble pieces should be considered. Focus may be on getting students caught up on technique and individual skills from missed instruction in the Spring, not on preparing a lot of music for performance. More in-class small performances and assessments may need to be used to keep students motivated until formal concerts can be scheduled again. Focus on music fundamentals; reading music, rhythm activities, notation and literacy.
- Vocal Music: No sharing of music notation and folders. Students will need to spread out as much as possible when singing, and should never sing into the back of someone. Large spaces not typically used for rehearsals should be explored (auditorium, auxiliary gyms, outside space). Full singing should be avoided in general music classrooms. Humming with mouth closed is an acceptable form of performing music at all levels. Limit physical activity (i.e., dancing) unless there is enough space to social distance. Limit the amount of students singing at one time to 8-12 students unless the rehearsal space is large enough to spread everyone out in a single row. Teachers need to devise ways for students to rotate in organized groups so that singers are always in the front. Special attention to distancing should be taken into account for large scale ensemble singing. If distancing for increased velocity and distance of airborne particles cannot be achieved this type of ensemble should not be done at this time. Emphasis may need to be on individual vocal growth and pedagogy, as well as music fundamentals, not full ensemble pieces. Ways to move air in music classrooms should be explored—fans, increased HVAC rates are all options that can be used to clean the air, especially between classes.

Considerations

- Use non-classroom space for instruction (including regular use of outdoor space, gyms, cafeterias, performance halls, etc.), if doing so will allow for greater distancing between students.
- Place markings on classroom floors to facilitate physical distancing. (i.e., at teachers desks, drinking fountains, etc.)

¹Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility (e.g., pollen, smoke, etc.). If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems.

4. Large Gathering Areas

Required

- Cafeterias: During lunch all student seating location will be identified through a seating chart. Seating charts will be kept and updated at the building level. Seating chart changes will be corrected on the chart and dated on the day the change occurred. Students must remain in their assigned seat while eating and not mix with other groups sitting at different tables.

Recommendations

- Restrooms: Stagger restroom use by groups of students to the extent practicable and/or assign certain groups of students to use certain restrooms.
- Libraries: Stagger group use of libraries. For scheduled groups, follow classroom guidelines for student distancing and desk placement. Minimize students touching books as they pursue their literature of choice. Post markers on the floor to encourage social distancing. Instruct students and staff to return all items to a secure location outside of the library entrance. Isolate all returned items for a minimum of 72 hours; at which point items need to be disinfected before being returned to the shelf. Keep doors and windows open when possible.
- Cafeterias: Routines and procedural expectations will be taught with intention to accommodate physical distancing and safe practices. For larger populated schools, divide the cafeteria into quadrants of groups of 50 or less. Students within their cohort group should be placed 6' apart, if feasible, and in their assigned seat. Cohort groups should be placed as far away as possible trying to be no less than 6 feet apart. Students and staff will be required to wear face coverings while in line.
- Playgrounds: Consider holding recess activities in separated areas designated by class and/or grade level. Limit the use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing. Sanitization of playground equipment will occur on a scheduled basis.

- Lockers: Minimize use of lockers to avoid unnecessary mixing and congregating of students in hallways and/or pods.

Recommendations

- Hallways: Routines and procedural expectations will be taught to accommodate physical distancing and safe practices. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit campus, stagger passing times when necessary and practical and establish designated one-way walking/passage areas. When one way traffic is not possible, use signage and markers to indicate traffic flow.
- Staff Break Rooms: Consider closing break rooms or limiting the number of staff who can be in the break room at a given time (especially rooms that are small) to allow for physical distancing. Encourage or require staff to eat meals outdoors or in large, well ventilated spaces.
- Labs: Consider students having their own required equipment and/or devices (i.e., safety glasses, calculators etc.). For those that use school district items, clean and sanitize before and after each use. Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable. Have students wash or sanitize their hands upon entry and exit.
- School Offices: Space staff at least six feet apart. Place markings on the ground to facilitate physical distancing of six feet or more for visitors. For small foyer entrances, place signage indicating entering only if no others are currently inside.

5. Bus Transportation

Requirements

- If a driver is exempt from wearing a face covering, ensure at least six feet of distance between the bus driver and students when seated.
- Floor decals or colored tape may be used to indicate to students where they should not sit or stand near the bus operator.
- Bus drivers will take attendance when students load the bus for accurate contact tracing.
- Maximize physical distancing between students on the bus by limiting available seats to the extent practicable.
- Seating charts will be established and maintained to minimize exposure to new contacts and support contact tracing.
- Students from the same family and/or the same classroom should be instructed to sit together whenever possible to minimize exposure to new contacts.
- Buses will be thoroughly cleaned and disinfected after each route.
- Ride with windows down when appropriate.
- No non-eligible ridership allowed. No guest passes.

- Transportation will only be provided to and from your student's neighborhood stop.
- Special requests for transportation to alternative locations will not be possible.
- Follow previously established bus rules.

Considerations

- Maximize physical distancing between students at bus stops.
- To prevent gathering in large groups, encourage families to drop children off as close to pickup time as possible.

B. Instruction

Requirements

- Staff need to set up "Google Classroom" to use in case of immediate school shut-downs.
- Staff need to be ready to accommodate alternative schedules with short notice depending on district, county and state directives.
- On-line remote teaching may be required in the place of face-to-face instruction due to an emergency closure.
- Establish an "on-line" presence with students during the first two weeks of the school year.
- Continue to develop on-line routines on a consistent basis during in person instruction.
- Emphasize social/emotional support and building relationships for the first 90 days. Re-evaluate after the 90 day period to continue appropriate support.
- First benchmark assessment for students will be the Winter Benchmark.

Recommendations

- Teach and reinforce routines and procedural expectations, with intention, within content classes and common areas to accommodate social distancing and safe practices.
- Utilize virtual meetings for students, parents and colleagues, when possible.
- No combining of classes when teachers are not available to teach their own sections. Students must be monitored and not sent to another classroom with other students that increases the number of students in a room.

C. Hygiene Measures

1. General Strategies/Behaviors to be Taught to Reduce Spread

Requirements

- Teach and reinforce that employees and students who are sick stay home.
- Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among younger students.
- Teach and reinforce if soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Teach and reinforce to cover coughs and sneezes with a tissue.
- Teach and reinforce that used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Teach and reinforce the use of face coverings.

2. Cloth Face Coverings - Per the Governor's Order [Governor's Directive on Face Coverings](#)

Requirements

- All students, staff and visitors: Face coverings are REQUIRED at all times in buildings, and on buses.
- In Phase III, face coverings are strongly encouraged and may be required for students under the directive of federal, state, local health officials or the School Board.
- Care should be taken that students are not the victims of shaming, harassment or bullying when it comes to face coverings.
- Communicate with all staff and families regarding expectations for use of face coverings at school.
- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.

Exceptions

Per the Governor's Order the following are exempt from face coverings:

- Children under the age of 5
- While consuming food or drink
- While engaged in strenuous physical activity
- While communicating with someone who is hearing impaired
- While giving a speech, performing an artistic, cultural, musical or theatrical piece (provided the audience is separated by at least 6 feet of distance)
- While removing face covering for identification purposes
- While receiving medical evaluation, diagnosis or treatment

- Having a medical condition precluding the safe wearing of a face covering
- Accommodations will be afforded to those who are entitled an accommodation under the Americans with Disabilities Act, Montana Human Rights Act, labor laws, or any other applicable law requiring public accommodations
- Staff and students excluded from this requirement are those that require respiratory protection.
- Staff or students excluded from face the covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.

Recommendations

- Do not exclude students from the classroom if they fail to wear a face covering. Provide them a face covering. Students or staff that refuse to wear a face covering will be reported to the administration.
- If a student or staff experiences difficulty wearing his/her face covering, allow the individual to remove his/her face covering for a short period of time while maintaining proper physical distance from others.

3. Other Hygiene Measures

Requirements

- After using proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible.
- Minimize staff and student contact with high-touch surfaces. If supervised, entry and exit doors may be propped open during arrival and exit times or when deemed safe during the school day.

Recommendations

- Monitor and model handwashing, particularly for lower grade levels.
- Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing and sneezing. Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.

- Suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and use hydration stations. Encourage the use of reusable water bottles.

D. Cleaning and Maintenance

It will be important for all of us to understand that in order to keep our buildings clean it will take a collective effort from every member of the district. To put all the cleaning efforts on custodial staff is not practical during this pandemic. Please understand the importance of a collective effort as we keep our facilities clean and safe.

1. General

Requirements

- Multiple times a day, clean and disinfect touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, toilets, countertops, faucets, drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance. See: [Cleaning and Disinfecting I](#), [Cleaning and Disinfecting II](#)
- High school and middle school students will sanitize their learning space upon entering each classroom, each period, each day.
- Depending on the content area, additional sanitizing protocols will be established and allowed.

Recommendations

- When choosing cleaning products, use the Environmental Protection Agency (EPA) approved list of products and follow product instructions.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh air as much as possible, for example, by opening windows where practicable.
- After an illness, limit access to areas used by the sick person (e.g., a student's desk or a staff member's office) until cleaned and disinfected.

Considerations

- Limit use of items that are difficult to clean and sanitize.
- Establish a cleaning and disinfecting schedule to avoid both under and over use of cleaning products.

2. Classroom Technology

Requirements

- Washing hands with soap and water for 20 seconds prior to use is the most effective method in keeping your device clean. If soap and water is not available, sanitizer should be used.
- Power down the device to be cleaned.
- Liquid should be applied to a cloth first and wring out excess to prevent damage. Never apply the liquid directly to the device.
- Avoid abrasive cloths, towels, paper towels, or similar items. Microfiber is best.
- Avoid excessive wiping on glass screens to preserve the coating that repels oils from hands and fingers.
- Disinfect any flexible cables (i.e., power cord, keyboard and USB cables, etc.)
- Disinfect your device after use, in particular, if another user will be in contact after you.

E. Food Services

Requirements

- Refer to Distancing Section for requirements regarding physical distancing in cafeterias and food service areas.
- Follow all requirements issued by the County Health Department to prevent transmission of COVID-19 in food facilities.
- All meals will be served in a manner that allows for the least risk of transmission.
- No salad bar type meals to be served where multiple students and staff would be using the same utensil to transfer food to their tray.

Recommendations

- Serve meals in alternative areas (e.g., hallway, porches, multi-purpose room, classrooms) to appropriately social distance when practicable. Avoid sharing foods and utensils and buffet or family-style meals.

F. Activities, Athletics, and School Events

1. Activities

Requirements

- Follow classroom and gathering in large area requirements and recommendations.
- A storage room plan (e.g., instrument closets), if applicable, will be set by the classroom teacher to reduce the number of students in the area at one time.
- For bus trips, buses must have no more than 50 riders to and from an event.
- Health screenings for all participants and coaches done prior to boarding the bus on away trips.
- Health screenings will be required for all participants and advisors/coaches prior to a home event.
- Face coverings required for all coaches during the events.
- Face coverings will be required for all riders on activity buses.
- Additional guidance will be provided by the [MHSA](#) for all activities.

Travel - Response to Illness

- If a participant becomes sick during travel, that person must not ride with the team but instead be transported by a parent, guardian, family member, or designated school official in another vehicle. Ill participant and passenger(s) should be spaced apart as far as possible and all be masked. Take participant to parent or adult who has been cleared to transport participant.
- If a participant becomes sick during the contest. Identify symptoms (refer to Identification to Assess Flowchart). Place mask on patient if applicable. Support personnel place appropriate PPE equipment on (e.g., gloves, mask). Separate participant to a space away from others. Participant must not ride the team bus home but instead be transported by a parent, guardian, family member or designated school official in another vehicle. Ill participant and passenger(s) should be spaced apart as far as possible and all be masked.

Considerations

- Consider whether activities can be conducted outdoors or virtually or while maintaining physical distance.

2. Athletics

Requirement

- School Athletics will follow the guidance and operation mandates provided by the [Montana High School Association](#).
- Locker room plan set by building AD to reduce the amount of athletes in the locker room at one time.
- Buses must have no more than 50 riders to and from an event.
- Health screenings for all athletes and coaches done prior to boarding the bus on away trips.
- Health screenings will be required for all participants and advisors/coaches

- prior to a home event.
- Face coverings will be required for all riders on activity buses.
- While waiting on the sideline, bench or other designated area for play, all athletes will wear masks. For those just coming out of the field of play, masks will be required after they have sufficient time to recover.
- All team personnel (including but not limited to coaches, managers, and trainers) will wear masks when they are not exercising in a strenuous manner.

Travel - Response to Illness

- If a participant becomes sick during travel, that person must not ride with the team but instead be transported by a parent, guardian, family member, or designated school official in another vehicle. Ill participant and passenger(s) should be spaced apart as far as possible and all be masked. Take participant to parent or adult who has been cleared to transport participant.
- If a participant becomes sick during the contest. Identify symptoms (refer to Identification to Assess Flowchart). Place mask on patient if applicable. Support personnel place appropriate PPE equipment on (e.g., gloves, mask). Separate participant to a space away from others. Participant must not ride the team bus home but instead be transported by a parent, guardian, family member or designated school official in another vehicle. Ill participant and passenger(s) should be spaced apart as far as possible and all be masked.

3. School Events

Requirements

- For elementary schools:
 - Field trips, assemblies and other gatherings may be permitted under the appropriate Phase of School Operations (Phase II - 50 or less on a bus, Phase III - Full bus capacity).
 - If not in phase III, students of different classrooms should not mix if feasible. If classrooms attend field trips together, classroom cohorts must remain at least 25 feet apart from each other.
- For middle school and high schools:
 - Field trips, assemblies and other gatherings may be permitted under the appropriate Phase of School Operations (Phase II - 50 or less on a bus, Phase III - Full bus capacity).
 - Field trips, assemblies and other gatherings may be permitted to the extent allowed under any applicable requirements for gatherings according to community regulations.
- All Schools:
 - Staff and leaders are expected to think differently about how they host events with care taken on how items are distributed to students.

Recommendations

- Maximize the number of school events that can be held outside.

- Events involving on-campus visitors interacting with staff or students should be minimized.

Monitoring

A. Health Screenings

Health screenings refer to symptoms screening, temperature screening, or combination of both. Although temperature screening for COVID-19 has become a widespread practice in a variety of business and community settings, its limited effectiveness may be outweighed by potential harms. With respect to COVID-19, the CDC acknowledges that “fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals.” This is because people with COVID-19 can infect others before they become ill. Some people with COVID-19 never become ill but can still infect others and fever may not be the first symptom to appear.

There are also several drawbacks and limitations to temperature screening including inaccurate results, potential risks to the personnel who are measuring temperatures, and significant logistical challenges and cost. Temperature screening may additionally lead to delays in the start of the school day and may also inadvertently increase risk of disease transmission if students congregate in long lines while waiting to be screened. For these reasons, temperature screening is not a requirement for schools.

Requirements

- Post signs at all entrances instructing students, staff and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- All staff and students should screen themselves for symptoms each day. Staff and students', parents or guardians will conduct symptom screening at home, prior to arrival. Alternatively, symptom screening can occur on-site via self reporting, visual inspection, or a symptom screening questionnaire if the person exhibits COVID-19 symptoms or self reports symptoms. Symptom screening can be performed by any staff member.
- Temperature screening of students and staff is not required. If temperature screening is performed, contactless thermometers will be used.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.

B. Identification to Assess for COVID-19

1. Health Screening for Students and Staff

Ask these questions. A person who answers “Yes” to any one of these questions must be evaluated with the SD5 evaluation of patients flowchart (see Fig. 3)

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes - proceed to Identification to assess flowchart

2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

Yes - proceed to Identification to assess flowchart

3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

Fever	Cough	Chills
Shortness of breath/trouble breathing	Night Sweats	Sore Throat
Muscle/body aches	Loss of taste or smell	Headache

Yes - proceed to Identification to assess flowchart

Identification to Assess for Coronavirus
 For the evaluation of people who may be ill with, who may have been exposed to COVID-19 or answered Yes to any question from the health screener.

A	IDENTIFY		
	If in the past 14 days since first onset of symptoms a history of either		
	Travel outside the state	OR 	Close contact with a person know to have COVID-19
B	AND the person has		
	Fever or symptoms of lower respiratory illness (e.g., cough or shortness of breath)		

If both A and B are present or B is present


1	Isolate		
	<ul style="list-style-type: none"> Place Facemask on person Isolate the person in a private room or separate area Wear appropriate personal protective equipment (PPE) 		
2	Assess Clinical Status		
	EXAM	Is fever present? Subjective? Measured? ____ °C/F	Is respiratory illness present? Cough? Shortness of breath?
3	Inform		
	<ul style="list-style-type: none"> Contact parent to inform them of illness information and advise a medical evaluation May contact health department to report at-risk patients and their clinical status Contact Special Services Director for Kalispell Public Schools as needed 		

If Discharging from School

- Call and instruct parent/guardian to call health care provider for recommendations and evaluation
- School team determines return-to-school plan

Figure 3

C. COVID-19 Testing and Reporting

Requirements

- Require students and staff to seek physician guidance as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- Positive test results:
 - Parents and staff notify school administration immediately if the student or staff tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19, the staff or student will be required to quarantine for 10 days and have fever resolution for three days and improvement in respiratory symptoms. Return to work will be granted when the infected individual meets Flathead County Health Department criteria to discontinue home isolation.
- Negative test results:
 - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours (3 days) after resolution of fever (if any) and improvement in other symptoms.
 - Asymptomatic non-household close contact to a COVID-19 case should remain home for a total of 14 days from date of last exposure even if they test negative per health department direction.
 - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation per health department direction.
 - Documentation of negative test results must be provided to school administration.

Recommendations

- In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- For illnesses not related to COVID-19, students and staff should be symptom free without fever reducing medication for 24 hours before returning to school.

Response to Suspected or Confirmed Cases and Close Contacts

Requirements

Suspected COVID-19 Case(s):

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. Any staff or student exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be assessed and potentially transported home or to a healthcare facility as soon as practicable.
- Any staff working with or caring for someone exhibiting symptoms shall wear PPE in accordance with CDC guidelines (N95 mask, face shield, gloves, etc.).
- For serious illness call 9-1-1 without delay.

Confirmed COVID-19 Case(s):

- All COVID-19 positive cases are reported to the county health department. The health department will conduct contact tracing. If the health department has not contacted individuals, go about everyday operations as usual.
- School personnel should notify the building principal and the district designee (Bill Sullivan) immediately of any positive COVID-19 case.
- Close off the area of any sick person and do not use before cleaning and disinfection. To reduce risk of exposure use personal protective equipment (e.g., gloves, face covering).
- When Flathead County Health Department requests information from any KPS building, provide necessary information via secure fax or email.
- The school district will not be notifying parents or staff of COVID related illness due to compliance with federal laws regarding personal confidentiality.

Response to Illnesses Unrelated to COVID-19

It is widely known that people come down with common illnesses such as the common cold, pink eye, the flu, etc. With these cases, symptoms can still be evident while people are no longer contagious. It is also known that you can have symptoms of illnesses that are not related to an illness such as allergies that make a person sneeze or cough. It is important that we take measured responses to common illnesses.

Requirements

- The County Health Department recommends that symptomatic employees and students should be symptom free without fever reducing medication for 24 hours before returning to school.

Distance/Remote Learning for Students

Pandemic Remote Learning Guidelines

If you intend to support your son or daughter with remote learning at home this fall, please review the following expectations and information.

General Information

- Elementary and middle school students choosing remote learning will only be allowed to return back to full time face-to-face instruction at the start of each trimester.
- Elementary and middle school students are not eligible for a combination of remote learning and face-to-face instruction.
- For elementary students, there is no guarantee that your child will return to their neighborhood school when face-to-face instruction resumes.
- High school students choosing remote learning will only be allowed to return back to full time face-to-face instruction at the start of the second semester.
- For high school juniors and seniors who need a particular course to meet graduation requirements that is not offered remotely or through correspondence, the course will need to be taken on campus.
- For high school students, upon returning to face-to-face instruction, there is no guarantee that your original class schedule will be available.
- Students must have the means to access remote courses and complete work as assigned. This includes meeting course deadlines.
- Traditional grading practices will be used and reported on report cards and transcripts.
- Students who have an IEP or 504, the district will help determine if the accommodations and support can be delivered remotely or need modifications.
- All students choosing remote instruction will be eligible for MHSA sanctioned activities.
- Remote teachers will have office hours in accordance to a regular school day Monday through Friday.

Limited Electives or Related Academic Choices

It is important to understand that the academic choices in remote learning will be limited when compared to traditional, onsite instruction.

Standards, Behaviors, and Expectations for Remote Learning

Students

- Adhere to the code of conduct of your school and behave with integrity and honesty while participating in remote learning
- Read and acknowledge the district Acceptable Use Policy regarding technology and the internet
- Attend all mandatory class meetings as required by your remote instructor(s)
- Complete all coursework on time
- Communicate with your instructor(s) in a professional and respectful manner
- Seek help from your instructor(s) as needed
- Failure to complete work assigned may result in the failure of the class

Parents

- Provide your student with a safe and appropriate place to work while at home
- Be aware of all course/assignment deadlines and facilitate the return of work at required times
- Encourage your student to seek help when not understanding content
- Ensure that all tests and appropriate work is done by your student without the aid of others
- Communicate academic concerns with remote learning instructor(s) as needed
- A student's employment should not interfere with regular attendance and coursework completion

Acknowledgement and Registration Information

Registering my child for remote learning reflects my full acknowledgement and understanding of the information in this document. I also understand that the success of remote learning is a cooperative effort between the student, parents and the teacher.

To register for remote learning sign into your PowerSchool account. Once logged in click on Forms on the left-hand navigation menu. The form is located under Pandemic Remote Learning Registration on the General Forms tab. If you can't access your parent portal, please email psadmin@sd5.k12.mt.us for assistance.