



Return to Learn Protocol

In response to the COVID-19 pandemic, and with the safety and health of our students, staff, and community as our focus, Ralston Public Schools has outlined the following return to learn protocol for the 2020/2021 school year.

Protocol Overview

Outlined in the chart below are three options or levels for the return to learning for Ralston Public Schools for the 2020-2021 school year. Flexibility between options will be important and will be based upon the current health of the school and our local community. In all cases, the health and safety of our students, staff, and community will remain a priority. Health and safety measures have been established and will be followed within each level. School calendars and daily schedules have been developed for each level of operation. Movement between levels will be driven by the current health of the school and our local community.

Calendar, Time Management, and Learning Environment Considerations

	Calendar, Time Management, and Learning Environment Considerations	Notes
<p>Low Level - Virus</p> <ul style="list-style-type: none"> • <i>Flexibility between levels will be key.</i> • <i>DCHD Green and Yellow</i> 	<ul style="list-style-type: none"> • Start school on time with current daily schedule • Limit large group gatherings when possible • Social distance when possible • Consider the adoption of a flexible calendar to include identified 	<ul style="list-style-type: none"> • Wash hands/focus on Hygiene • Daily symptom check • Random temperature checks • Social distance as much as possible • Remote teaching and learning options for vulnerable populations • Follow established

	<p>make up days in the event of required school closure</p> <ul style="list-style-type: none"> Consider accelerated school calendar options advancing between quarters more quickly 	<p>health and safety measures outlined in the RPS Return to Learn Protocol</p> <ul style="list-style-type: none"> Blended learning options available
<p>Medium Level - Virus</p> <ul style="list-style-type: none"> <i>Flexibility between levels will be key.</i> <i>DCHD Orange</i> 	<ul style="list-style-type: none"> Follow all elements in green as well as items listed below Start school on time based upon adopted calendar De-densify population Adjust daily instructional time at each campus Limit large group gatherings when possible 	<ul style="list-style-type: none"> Follow established health and safety measures outlined in the RPS Return to Learn Protocol A/B Instructional Days or 50% student population Five day week with adjusted instructional time at each campus Blended learning with technology support Remote teaching and learning options for vulnerable populations Consider restricting PE/Choir/Band classes. Limit physical contact in any educational environment
<p>High Level - Virus</p> <ul style="list-style-type: none"> <i>Flexibility between levels will be key.</i> <i>DCHD Red</i> 	<ul style="list-style-type: none"> Discontinue daily attendance and move to remote learning Established daily learning and teacher support schedules 	<ul style="list-style-type: none"> Teaching and learning provided through technology resources Scheduled daily video conference instruction



Health and Safety Measures

	Elementary PK-6	Secondary 7-12
Low Level - Virus	<ul style="list-style-type: none"> • Wash hands/focus on Hygiene • Daily symptom check • Limit large groups when possible • Random temperature checks • Limit visitors to school • Social distance when possible 	<ul style="list-style-type: none"> • Wash hands/focus on Hygiene • Daily symptom check • Limit large groups when possible • Random temperature checks • Limit visitors to school • Social distance when possible
Medium Level - Virus	<ul style="list-style-type: none"> • De-densify population 50% • A/B Days • Lunch/Breakfast in the classroom or limit group size in lunchroom • Wash hands/focus on Hygiene • Daily symptom check • Limit large groups • Random temperature checks • No visitors to school • Social distancing • Stagger arrival and dismissal • Stagger hallway movement • Blended learning with technology support • No out of state travel • Limit in state travel and field trips 	<ul style="list-style-type: none"> • De-densify population 50% • A/B Days • Social distance breakfast and lunch possibly by limiting group size in lunchroom • Wash hands/focus on Hygiene • Daily symptom check • Limit large groups • Random temperature checks • No visitors to school • Social distancing as much as possible • Stagger arrival and dismissal • Stagger hallway movement • Blended learning with technology support • No out of state travel • Limit in state travel • Limit assemblies/pep rallies



		<ul style="list-style-type: none"> • Reconsider athletics/activities at all levels
High Level - Virus	<ul style="list-style-type: none"> • Fully remote learning • Scheduled daily video conference instruction • All students assigned a technology device 	<ul style="list-style-type: none"> • Fully remote learning • Scheduled daily video conference instruction • All students assigned a technology device • Use of Edgenuity for extended credit earning opportunities

Student and Employee Daily Pre-Screening Guide

- Parents screen children at home for temperature, runny nose, cough, and other symptoms.
- Staff screen at home for temperature, runny nose, cough, and other symptoms.
- Students and staff do not report to school if symptomatic, call medical professional

Masks

- Students, staff, and visitors will be required to wear masks while on any campus while school is in session.
- Periodic mask breaks will be conducted when social distancing can be achieved.
- Masks will be expected to be worn in a manner that covers the mouth and nose area.
- Exceptions to wearing a mask could be documented through medical, behavioral, or developmental issues or concerns causing impairment.
- All students and staff will be provided at least two masks per person.
- Students and staff may use personal masks as long as they cover the mouth and nose area.
- Disposal masks will be available at every campus location as needed.



Social Distancing at School

- Social Distancing is defined as creating physical space between individuals.
- Try to stay at least 6 feet (about 2 arms' length) from other people when possible
- Try to limit large group gathering or crowded spaces when possible

Protocol for Cleaning at All Levels--CDC Guidelines will be followed

- Custodians and/or staff are to clean all high touch surfaces including door knobs, restrooms, light switches, classroom sink handles, keyboards, and countertops on a regular basis.
- Toys and shared materials are to be sanitized, cleaning materials are to be kept out of the reach of children
- Children and Staff are to wash their hands before handling any food and after helping students eat
- Students are to wash or sanitize their hands every two hours.

Positive Cases and Response from Douglas County Health Department

- Information will be obtained about a positive case of COVID-19 or a positive assessment of symptoms outlined by the DCHD
- School Nurse will make immediate contact with the DCHD
- School nurse and DCHD will evaluate the situation and begin contact tracing
- School nurse and DCHD officials will establish a plan to address the situation
- School nurse and administration will execute the plan and communicate to all appropriate parties
- Please see the guidance document from DCHD entitled: Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools



Special Topics and Considerations (DRAFT from Supt. Council)

Topic	High Level - Virus	Medium Level - Virus	Low Level - Virus
Temperature and Symptom Check	<ul style="list-style-type: none"> ● Students not in attendance. 	<ul style="list-style-type: none"> ● Students, parents, and staff are asked to do a daily temperature and symptom check before coming to school ● Please see the pre-screening guide ● Do not report if symptomatic or with a temperature above 100° F) 	<ul style="list-style-type: none"> ● Students, parents, and staff are asked to do a daily temperature and symptom check before coming to school ● Please see the pre-screening guide ● Do not report if symptomatic or with a temperature above 100° F)
Travel	<ul style="list-style-type: none"> ● No in state or out of state travel. 	<ul style="list-style-type: none"> ● No field trips or assemblies ● Limited in state travel for students and staff with prior administrative approval ● No out of state student or staff travel without prior administrative approval. 	<ul style="list-style-type: none"> ● Limited field trips and assemblies permitted with prior administrative approval ● In state travel permitted for students and staff with prior administrative approval ● No out of state student or staff travel without prior administrative approval.
Hand Washing Hand Sanitizing	<ul style="list-style-type: none"> ● Students not in attendance. 	<ul style="list-style-type: none"> ● Students and staff sanitize their 	<ul style="list-style-type: none"> ● Students and staff sanitize their



		<p>hands upon entering the building (i.e.- first classroom a student enters), entering and exiting individual classrooms, entering & exiting cafeteria, and exiting building. (70% alcohol)</p> <ul style="list-style-type: none"> • Staff are responsible for ensuring the sanitizer is utilized for all students upon entering and exiting their classroom 	<p>hands upon entering the building (i.e.- first classroom a student enters), entering and exiting individual classrooms, entering & exiting cafeteria, and exiting building. (70% alcohol)</p>
Passing Periods	<ul style="list-style-type: none"> • Students not in attendance. 	<ul style="list-style-type: none"> • Longer or flexible passing periods throughout the day to ensure enough time for touch-surface cleaning protocols to occur. • Staggered passing periods may be necessary 	<ul style="list-style-type: none"> • Longer or flexible passing periods throughout the day to ensure enough time for touch-surface cleaning protocols to occur.
Busing	<ul style="list-style-type: none"> • Students not in attendance. 	<ul style="list-style-type: none"> • Students are assigned seats and wear masks, staff also required to wear masks. • Surfaces are 	<ul style="list-style-type: none"> • Students are assigned seats and wear masks, staff also required to wear masks.. • Surfaces are wiped down



		<p>wiped down between routes</p> <ul style="list-style-type: none"> • Staggered routes to limit the number of students on a bus at one time (limited one per seat or 50% capacity) • Buses will be “fogged” at the conclusion of the day’s route 	<p>between routes</p> <ul style="list-style-type: none"> • **If needed, staggered routes to limit number of students on a bus at one time (% based on Health Department recommendations) • Buses will be “fogged” at the conclusion of the day’s route
Cafeteria/Lunch	<ul style="list-style-type: none"> • Students not in attendance. 	<ul style="list-style-type: none"> • Sanitize hands upon entering cafeteria line • Placement of distancing marks on the floor for cafeteria lines. • Social distancing when possible. • Served or box meals only--no offering bars. • Meals may be served in classrooms when necessary • Staggered or extended lunch periods as necessary 	<ul style="list-style-type: none"> • Sanitize hands upon entering cafeteria line • Placement of distancing marks on the floor for cafeteria lines. • Social distancing when possible. • Served or box meals only--no offering bars. • Meals may be served in classrooms when necessary
Entering and Exiting School	<ul style="list-style-type: none"> • Students not in attendance. 	<ul style="list-style-type: none"> • Social distancing practices will be in place for entering / exiting the building as much as possible • Straight will 	<ul style="list-style-type: none"> • Social distancing practices will be in place for entering / exiting the building as much as possible • Straight will



		<p>progress to first period class</p> <ul style="list-style-type: none"> • Sanitize hands as students enter their first classroom. • Staggered arrival and dismissal may be required. 	<p>progress to first period class</p> <ul style="list-style-type: none"> • Sanitize hands as students enter their first classroom.
Pick-up / Drop Off of Students	<ul style="list-style-type: none"> • No students in attendance. 	<ul style="list-style-type: none"> • No congregating at entrance or exit area while waiting for students, Social distancing practices should be followed • Parents are encouraged to stay in their vehicle during pick-up and drop off 	<ul style="list-style-type: none"> • No congregating at entrance or exit area while waiting for students, Social distancing practices should be followed • Parents are encouraged to stay in their vehicle during pick-up and drop off
Signage and Communication	<ul style="list-style-type: none"> • Students not in attendance. • District Communication again on Thursdays every two weeks or when necessary. • Page on District website dedicated to virus info. • Important information posted on District social media pages. 	<ul style="list-style-type: none"> • Signage/protocol: Displayed at entrance, restrooms, cafeteria, media center, computer lab, locker rooms, & hallways. • Reminders of healthy habits (handwashing, stay home if exhibiting symptoms, etc.) in school newsletters & 	<ul style="list-style-type: none"> • Signage/protocol: Displayed at entrance, restrooms, cafeteria, media center, computer lab, locker rooms, & hallways. • Reminders of healthy habits (handwashing, stay home if exhibiting symptoms, etc.) in school newsletters & social media. • Handwashing



		<ul style="list-style-type: none"> social media. • Handwashing signs in bathrooms • District level communication on policy/procedures communicated early to families. Review or highlights of certain topics either on social media or directed through Blackboard 	<ul style="list-style-type: none"> signs in bathrooms • District level communication on policy/procedures communicated early to families. Review or highlights of certain topics either on social media or directed through Blackboard
Co/Extra Curricular Activities	<ul style="list-style-type: none"> • Students not in attendance. 	<ul style="list-style-type: none"> • NSAA Guidelines will be followed for all extracurricular activities • RPS health and safety measures and expectations will also apply. • May limit attendance at activities to only immediate family. • Consider intramurals at the middle school level 	<ul style="list-style-type: none"> • NSAA Guidelines will be followed for all extracurricular activities • RPS health and safety measures and expectations will also apply.
Drinking Fountains	<ul style="list-style-type: none"> • Students not in attendance. 	<ul style="list-style-type: none"> • No mouth drinking from fountains • Water bottles are provided by students and families or made 	<ul style="list-style-type: none"> • No mouth drinking from fountains • Water bottles are provided by students and families or made available by



		available by school building	school building
Visitors	<ul style="list-style-type: none">• No outside visitors on	<ul style="list-style-type: none">• No outside visitors on	<ul style="list-style-type: none">• Standard district protocols apply



	<p>campus.</p> <ul style="list-style-type: none"> Limited building and campus use. 	<p>campus without an advanced appointment.</p> <ul style="list-style-type: none"> Pre screening of visitors is required. 	<ul style="list-style-type: none"> Pre screening of visitors is required.
Teacher Breakroom	<ul style="list-style-type: none"> Students and staff not in attendance. 	<ul style="list-style-type: none"> Social distancing when possible Table cleaned before and after use Like groups encouraged 	<ul style="list-style-type: none"> Social distancing when possible Table cleaned before and after use Like groups encouraged
Common Space Use (i.e. hallways, commons, restrooms, cafeteria, playground)	<ul style="list-style-type: none"> Students not in attendance. 	<ul style="list-style-type: none"> Utilization of common space needs to be scheduled to ensure social distancing and proper cleaning Assigned restroom utilization (i.e. by class, locations, grade, etc.) Increase level of cleaning in all common spaces 	<ul style="list-style-type: none"> Utilization of common space needs to be scheduled to ensure social distancing and proper cleaning Assigned restroom utilization (i.e. by class, locations, grade, etc.) Increase level of cleaning in all common spaces
Touch Surface Cleaning	<ul style="list-style-type: none"> Students not in attendance. Deep building cleaning by school staff. 	<ul style="list-style-type: none"> Desks cleaned between each period, (i.e. elementary transition or 45 minute blocks - MS and HS blocks of time between 45 to 90 	<ul style="list-style-type: none"> Desks cleaned between each period, (i.e. elementary transition or 45 minute blocks - MS and HS blocks of time between 45 to 90 minutes),



		minutes), restrooms cleaned during the day and in the evening. (EPA standard)	restrooms cleaned during the day and in the evening. (EPA standard)
Facility usage by outside organizations	<ul style="list-style-type: none"> No outside facility use. 	<ul style="list-style-type: none"> Daycares that operate in school facilities will follow state DHM guidance (Ex. Tiny and Lil Rams) Limited to no facility use by outside organizations. 	<ul style="list-style-type: none"> Daycares that operate in school facilities will follow state DHM guidance (Ex. Tiny and Lil Rams) Staggered start times for practices, only two coaches and participants will be allowed in the facility