

## Return to Learn Protocol Table

(Updated: July 27, 2020)



Ralston Public Schools will follow guidelines as determined from the CDC, Nebraska Department of Health and Human Services and the Douglas County Health Department. All plans listed below are subject to change before and during the 2020-2021 school year in response to the COVID-19 virus.

| <b>Protocol</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Bus Transportation</b> | <ul style="list-style-type: none"> <li>● <b>Assigned Seating:</b> Students from the same household may sit together, all other students should be sitting independently. (Green &amp; Yellow Levels)</li> <li>● <b>Masks:</b> All staff and students will be required to wear masks while using the bus. Drivers will have masks available for any students that do not have their own. Reusable masks should be collected as a student exits the bus. They will be placed into a plastic bag and will be washed before being redistributed. (Green &amp; Yellow Levels)</li> <li>● <b>Hand Sanitizer:</b> Drivers will spray hand sanitizer on the hands of each student as they enter the bus. Spray bottles will be provided to each driver and should be kept by the driver during the route. (Green &amp; Yellow Levels)</li> <li>● <b>Air Flow:</b> Air conditioning can be run in the buses for the driver and for any students that are considered sensitive to high temperatures. In all other cases, we want as many windows down as possible to increase the flow of fresh air. (Green and Yellow Levels)</li> <li>● <b>Arrival:</b> Upon arrival, students should maintain social distancing, rather than line next to each other to leave the bus. The driver will instruct students on how to maintain social distancing. (Green &amp; Yellow Levels)</li> </ul> |

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|                               | <ul style="list-style-type: none"> <li>• <b>Between Routes &amp; End of Day:</b> When drivers have completed their route, they are to return to the Central Office. Buses will be wiped down between routes. At the end of each day, buses will return to the Central Office where a disinfectant fogger machine will go through each bus to further sanitize it for the next day. (Green and Yellow Levels)</li> <li>• <b>Yellow Level &amp; “if needed” for Green Level:</b> Staggered routes will be used to limit the number of students on a bus at one time - limit one per seat or 50% capacity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Cafeteria/Meals</b></p> | <ul style="list-style-type: none"> <li>• <b>Hand Sanitizer:</b> Students will need to use hand sanitizer to sanitize hands upon entering the cafeteria line. (Green and Yellow Levels)</li> <li>• <b>Lunch Line:</b> Students will be asked to use proper social distancing when possible in line for lunch. Placement of distancing marks on the floor will be used for cafeteria lines. (Green and Yellow Levels)</li> <li>• <b>Meals:</b> All meals will either be served to students on a pre-plated disposable tray or students can pick up a boxed meal. No offering of bars. (Green and Yellow Levels)</li> <li>• <b>Eating:</b> Students will eat their meals in the cafeteria with additional safety procedures and social-distancing will be incorporated. Meals may also be served in classrooms when necessary. (Green and Yellow Levels)</li> <li>• <b>Potential Changes to Lunch:</b> Staggered or extended lunch periods as necessary. (Green and Yellow Levels)</li> </ul> |
| <p><b>Calendar</b></p>        | <ul style="list-style-type: none"> <li>• <a href="#">Revised 2020-2021 Board Approved School Calendar</a></li> <li>• <b>Why:</b> The revised school calendar will allow flexibility in scheduling to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                 | <p>provide an opportunity to adapt and navigate the potential unknowns as the 2020-2021 school year unfolds. This will allow the District to serve, communicate, and adapt to the needs of our school community better amidst a public-health crisis.</p> <ul style="list-style-type: none"> <li>• <b>First Day of School:</b> The first day of school is Tuesday, August 11th for Pre-Kindergarten, Kindergarten, Seventh, and Ninth Grade students only with a 1:30 pm dismissal. All grade levels will report back to school on Wednesday, August 12th.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Cleaning</b></p>                          | <ul style="list-style-type: none"> <li>• <b>Cleaning and Disinfecting High Touch Surfaces:</b> This includes tabletops, countertops, light switches, doorknobs, pencil sharpeners and cabinet handles. Custodial staff will be cleaning and disinfecting throughout the day, but the disinfecting individual classrooms throughout the day will be the responsibility of the staff members in the room. A disinfecting solution spray bottle and towels will be provided for every classroom. This cleaning can take place during transition periods. Towels will be exchanged on a daily basis. Disposable gloves will be worn by staff when using chemicals for disinfecting. (Green and Yellow Levels)</li> <li>• <b>Playgrounds:</b> Areas frequently touched on our playground equipment will be cleaned by staff before they are used by any new group. (Green and Yellow Levels)</li> <li>• <b>Disinfectant Fogger Cleaning Machines:</b> Classrooms and common areas at each school will be “fogged” using a disinfectant spray by our custodial staff. Frequency of this additional disinfecting step will be adjusted based on data from the Douglas County Health Department. (Green and Yellow Levels)</li> </ul> |
| <p><b>Extracurricular School Activities</b></p> | <ul style="list-style-type: none"> <li>• <b>Guidance:</b> RPS will follow the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                                      | <p>guidance of the Nebraska Schools Activities Association, Nebraska Department of Education and local health officials for all extracurricular activities. (Green and Yellow Levels)</p> <ul style="list-style-type: none"> <li>● <b>Additional Measures:</b> RPS will also incorporate our own health and safety measures and expectations. (Green and Yellow Levels)</li> <li>● <b>Yellow Level:</b> May limit attendance at activities to only immediate family.</li> <li>● <b>Yellow Level:</b> Consider intramurals only at the middle school level.</li> </ul>                                                                                                                                                                                                                                                                  |
| <p><b>Facility Usage by Outside Organization</b></p> | <ul style="list-style-type: none"> <li>● <b>DHM Guidelines Enforced:</b> Daycares that operate in school facilities will follow State DHM guidance. Example: Lil’ and Tiny Rams Programs. (Green and Yellow Levels)</li> <li>● <b>Yellow Level:</b> Limited to no facility use by outside organizations.</li> <li>● <b>Red Level:</b> No outside facility use.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Hand Sanitizing/Hand Washing</b></p>           | <ul style="list-style-type: none"> <li>● <b>High Emphasis on Hand Washing:</b> Teaching, reinforcing and practicing proper hand washing. Work to schedule opportunities for students and staff to wash their hands (with soap) multiple times throughout the school day. This includes when entering the building, enter and exiting classrooms, enter and exiting the cafeteria, and when exiting the building. (Green and Yellow Levels)</li> <li>● <b>Hand Sanitizer:</b> Every building and every classroom will be equipped with a hand sanitizer sprayer. Adults will use a sprayer to sanitize their own hands and the hands of their students on a regular basis. The sanitizer is 70%-80% alcohol based and should be used on hands only. Staff members are to control use of sanitizer. (Green and Yellow Levels)</li> </ul> |

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| <p><b>Instruction Levels/Transition</b></p> | <ul style="list-style-type: none"> <li>● <b>Movement Between Levels:</b> Please know there will be movement between the Green, Yellow, and Red Instructional Levels during the school year and potentially before the start of the school year. This movement will be based on guidance from local health experts and what District Administration feels is best for the students and staff of Ralston Public Schools.</li> <li>● <b>Transition Time:</b> The District intends to provide as much time as possible for both staff and parents when transitioning between Instructional Levels. RPS will communicate a timeline to families as far in advance as we can before the beginning of each transition period to allow families to prepare for the guidelines of the new Instructional Level. The District will need at least two days (potentially more) for educators and staff to prepare for entry into the new instructional level.</li> </ul> |
| <p><b>Masks</b></p>                         | <ul style="list-style-type: none"> <li>● <b>Masks Required:</b> Following the advice of health professionals, doctors and scientists, Ralston Public Schools will require all students and staff to wear a mask while school is in session. (Green and Yellow Levels)</li> <li>● <b>Mask Etiquette:</b> Students are encouraged to wear their own mask to school. Masks should meet all safety and health guidelines and be appropriate for a school setting. Masks will be provided for students if they are unable to provide one of their own. (Green and Yellow Levels)</li> <li>● <b>Mask Breaks:</b> Periodic mask breaks will be conducted when social</li> </ul>                                                                                                                                                                                                                                                                                    |

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|                                                                     | <p>distancing can be achieved at all grade levels. (Green and Yellow Levels)</p> <ul style="list-style-type: none"> <li>● <b>Accommodations:</b> Accommodations will be available for students with a documented medical or developmental disability through their Individual Learning Plan (IEP) or Health Plan.</li> <li>● <b>Refusal to Wear a Mask:</b> The District’s Extended Campus Learning Program will be the option for students who refuse to wear a mask.</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Passing Periods</b></p>                                       | <ul style="list-style-type: none"> <li>● <b>Extended Time:</b> Longer or flexible passing periods throughout the day to ensure enough time for touch-surface cleaning protocols to occur. (Green and Yellow Levels)</li> <li>● <b>Lockers:</b> At RHS and RMS, students will carry all supplies in backpacks as no locker use will be permitted. (Green and Yellow Levels)</li> <li>● <b>Yellow Level:</b> Staggered passing periods may be necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Pick-Up/Drop-Off and Students Exiting Building/School</b></p> | <ul style="list-style-type: none"> <li>● <b>Use of Social Distancing:</b> Social distancing practices will be in place for entering /exiting the building as much as possible. Schools will have individual plans based on their building layout and will communicate plans and guidelines to families. (Green and Yellow Levels)</li> <li>● <b>Specific Protocol for Drop-off:</b> Families and students are to stay in their vehicles until the building/school is open to ensure social distancing. Students are to not congregate and go directly to an assigned location determined by the School Administrator. Schools will have individual plans based on their building layout and will communicate plans and guidelines to families. (Green and Yellow Levels)</li> <li>● <b>Specific Protocol for Dismissal:</b></li> </ul> |

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|                                                                                                        | <p>Students are expected to leave the school immediately after dismissal unless they are in a school sponsored activity they need to attend.</p> <ul style="list-style-type: none"> <li>● <b>Yellow Level:</b> Staggered arrival and dismissal may be required. Schools will develop individual plans based on building layout and will communicate plans and guidelines to families.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Pre-Screening Questions for Staff and Students</b></p>                                           | <ul style="list-style-type: none"> <li>● <b>Pre-Screening:</b> Before attending school, parents will be asked to do a daily temperature check and screen their children at home for fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Staff will be asked to conduct a temperature check and pre-screen themselves before coming to school for the same symptoms on a daily basis. (Green and Yellow Levels)</li> <li>● <b>Do Not Report:</b> Staff and students are not to report to school if symptomatic or with a temperature above 100° F. Both are also asked to consult a medical professional. (Green and Yellow Levels)</li> </ul> |
| <p><b>Response to Positive Cases and Individuals Who Show COVID Symptoms During the School Day</b></p> | <p><b>Positive Case</b></p> <ul style="list-style-type: none"> <li>● Information will be obtained about a positive case of COVID-19 or a positive assessment of symptoms outlined by the Douglas County Health Department (DCHD).</li> <li>● The school nurse will make immediate contact with the DCHD.</li> <li>● The school nurse and DCHD will evaluate the situation and begin contact tracing.</li> <li>● The school nurse and DCHD officials will establish a plan to address the situation.</li> <li>● The school nurse and RPS Administration will execute the plan</li> </ul>                                                                                                                                                                                                                  |

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|                                              | <p>and communicate to all appropriate parties.</p> <ul style="list-style-type: none"> <li>• <a href="#">For more specific information, please reference the document titled, “RPS Exposure Determination.”</a></li> </ul> <p><b>Show Symptoms During School Day</b></p> <ul style="list-style-type: none"> <li>• RPS will follow the guidelines from the DCHD.</li> <li>• The student will be sent to the school’s isolation room for further evaluation by the school’s nurse.</li> <li>• Based on the evaluation by the school nurse, if symptoms are determined to be COVID-19 related, the student would be sent home. The parent or guardian would be asked to pick up their student within one hour of being contacted.</li> <li>• The school nurse and RPS Administration will execute the plan and communicate to all appropriate parties.</li> <li>• Classroom(s) would then be thoroughly cleaned with one of the District’s Disinfectant Fogger Machines.</li> </ul> |
| <p><b>Social Distancing Expectations</b></p> | <ul style="list-style-type: none"> <li>• <b>Definition:</b> Social Distancing is defined as creating physical space between individuals.</li> <li>• <b>The Goal:</b> Try to stay at least 6 feet (about 2 arms’ length) from other people when possible. (Green and Yellow Levels)</li> <li>• <b>Large Group Gatherings:</b> Limit large group gathering or crowded spaces when possible. (Green and Yellow Levels)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Visitors &amp; Volunteers</b></p>      | <ul style="list-style-type: none"> <li>• <b>Green Level:</b> Limited visitation to school buildings to only those with critical school business to complete. An advanced appointment is needed. Pre-screening of visitors is required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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|                               | <ul style="list-style-type: none"> <li>● <b>Yellow Level:</b> No outside visitors on campus without an advanced appointment. Pre-screening of visitors is required.</li> <li>● <b>Red Level:</b> No outside visitors on campus. Limited building and campus use.</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| <p><b>Water Fountains</b></p> | <ul style="list-style-type: none"> <li>● <b>Water Fountains will be turned off:</b> No mouth drinking from water fountains. (Green and Yellow Levels)</li> <li>● <b>District Provided Water Bottles:</b> In partnership with Hy-Vee (96th and Q St.) and the Ralston Schools Foundation, RPS will provide each student with one free water bottle to use throughout the year. These will be able to be filled throughout the school day and will be asked to be taken home and washed by hand with soap and water each night and brought back to school the next day. (Green and Yellow Levels)</li> </ul> |

