



**KIPP: DELTA**  
PUBLIC SCHOOLS

**Ready for Learning Plan**  
Updated April 6, 2022

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# Overview

## ***Introduction***

The information in this document provide an overview of the prevention strategies KIPP Delta Public Schools will implement to reduce the spread of COVID-19 on our campuses and office locations based on current guidance from the Centers for Disease Control (CDC), Arkansas Department of Health (ADH), and Arkansas Department of Education (ADE).

The prevention strategies may change throughout the school year and are dependent on the current infection rate in our communities, prevailing scientific opinion, and revised government guidelines. Therefore, we ask that everyone at KIPP Delta Public Schools (KDPS) be vigilant when it comes to safety precautions and remain flexible in how we all support, adapt, and deliver our services and educational programs.

To help ensure the health and safety of our students, families, and staff, we must follow the guidelines outlined in this playbook. Successful implementation of this plan requires the full participation and commitment of all Team and Family members to execute procedures and policies with fidelity.

## ***KIPP Delta Reopening Plans***

All school campuses and offices must follow the procedures and policies outlined in this playbook. Each campus and office is expected to contextualize these procedures for their location based on and consistent with the guidelines as provided in this document, which represents the official board-approved policy of KIPP Delta Public Schools. Any school guideline or procedure inconsistent with the plans provided herein should be corrected immediately.

## ***District Goals***

### **Exposure and Monitoring**

The key to safety is to reduce exposure (either people emitting coronavirus or surfaces that can carry COVID-19, or removing someone who is known to have active COVID-19 from the school setting).

Consistent monitoring is a proactive way to monitor campus health and prevent community and/or district spread. KIPP Delta will monitor and control the size of student and staff gatherings to better support consistent monitoring of symptoms on campuses as well as supporting close control of school environments to identify and quickly isolate anyone who is ill, thereby remediating exposure on campuses.

## ***Onsite Procedures & Mitigating Risk***

Our plan is rooted in the following actions to mitigate certain key risks for the prevention of the spread of germs:

- Physical distancing or no physical contact.
- Frequent handwashing and surface cleaning and sanitizing.
- Classrooms will be sanitized before a student transitions into another classroom ( i.e. desk and chair sanitized with wipes or spray before another student uses the furniture)
- Students' assigned Chromebook will travel with them as they transition between classrooms.
- Pending KIPP Delta Board approval and guidance from the CDC and ADH, face masks will be optional for all K-12 students and staff. If a Covid-19 surge occurs, KIPP Delta Public Schools has the option to impose a mask requirement until the surge passes.
- Personal Protective Equipment (PPE) use, including wearing face masks will be optional for both staff and students unless the Covid-19 surge. If a surge occurs, KIPP Delta Public Schools has the option to impose

a mask required until the surge passes.

- Campus and office signs and visuals to reinforce uniform practices by the district.
- Limited sharing of supplies between students or staff.
- Reducing large gatherings of students, teachers, and staff to decrease transmissions.

## ***Non-Negotiables - Important Safety Takeaways***

### **Face Masks**

Visitors must wear face masks that completely cover the mouth and nose at all times. Students riding a KIPP Delta bus must wear a face mask at all times.

Pending KIPP Delta Board approval and guidance from the CDC and ADH, face masks will be optional for all K-12 students and staff beginning May 1. If a Covid-19 surge occurs, KIPP Delta Public Schools has the option to impose a mask requirement until the surges pass.

### **Social Distancing**

Students must be separated by a minimum of 3 feet but ideally 6 feet wherever possible.

### **Visitors**

Visitors are allowed to visit campuses and classrooms. All visitors must wear a mask over their nose and mouth. Visitors' temperature should be taken when they arrive to check-in at the front office. All visitors must be screened through the "Raptor" system in the front office.

### **Outside food**

Outside food deliveries will be allowed (pizza delivery, etc.). Protective gear should be worn when serving meals (gloves, masks, etc.). Measures should be taken to ensure a minimum of 3-feet to 6-feet physical distancing at all times for team members.

### **Early Dismissal**

If a student must be picked up for early dismissal, the student will be brought to the front office by an administrator. When parents/guardians arrive on campus, they will be asked to do the following:

- Early dismissals must be requested in advance to limit the number of individuals waiting in the office area. Parents/guardians should call the school's front office to inform them of their arrival on campus. Parent/s guardians are allowed to enter the building to pick up their student.
- Parents/guardians will be required to show ID to the staff member, unless they are known by the staff member to verify identity before a student is released.
- Students will be released to the parent/guardian and the office staff member will update the "Raptor" system for attendance purposes.

### **Bus Riders**

Students riding school buses will have their temperatures taken at the bus stop before boarding the school bus. If a child has a fever of 100.4 degrees or higher, they will not be allowed to board the bus and will be sent back to their parent/guardian for care.

### **Car Riders and Walkers**

Car riders or walkers arriving at their campus will be screened at exterior entrances before entering the building. Car riders will be walked to the car during dismissal.

### **Health Screenings**

Students and staff should take their temperature as they enter the building. School nurses have the authority to send students and staff home if they have a temperature of 100.4+ or if they are displaying Covid-related

symptoms. They will work in conjunction with the KIPP Delta Point of Contact (POC) (Linda Murdock) on COVID-related diagnoses and illnesses detected on campus.

### **Classroom Transitions**

Students may transition between classrooms. Desks and chairs must be sanitized before students arrive to class.

- For PE, students must still be physically distanced and the space and equipment used must be disinfected after every use by the PE teacher.
- There will be no physical contact between students and staff, including handshakes, hugs, or fist-bumps. Please use non-touch alternatives to greet one another like hand waves, snaps, claps, or air signs.
- Students' assigned Chromebooks will travel with them from classroom to classroom and will be returned to their homeroom before departing.

### **Meals and Snacks**

Students will pick up their breakfast from the cafeteria and eat in their classroom. Students will be allowed to eat lunch in the cafeteria while maintaining physical distance. Snacks will be delivered to classrooms for distribution by teachers. Students will discard their trash in a designated trash receptacle in the classroom. Custodial teams will remove food trash in classrooms daily. Classrooms will be completely cleaned and sanitized at the end of each day.

### **Playground**

Playground equipment can be used. Recreational equipment items will be provided for student use during recess including but not limited to, balls, jump ropes, hula hoops, and chalk to encourage activities supporting 3-foot physical distance. School recess times will be staggered by grade to limit the number of students using certain spaces or equipment at one time.

### **Extracurricular Activities**

The following activities are allowed:

- Field lessons
  - Charter buses should be used for all field trips.
  - Masks must be worn on the bus.
  - PPE equipment will be provided for all students and staff (i.e. hand sanitizer, masks, etc.)
  - Grade levels should not mix unless prior approval is received from the POC.
- All school assemblies
  - School assemblies with 50 or more individuals require a mask be worn by everyone and will need approval from the MDRO
  - Hand sanitizer will be provided at every assembly
  - Attendees must social distances at least 3 feet

### **School Supplies**

KIPP Delta will provide each student with the required school supplies for the school year to prevent the spread of germs. Sharing school supplies is strongly discouraged.

### **Designated Health Space**

Each campus has a designated secondary health space for general medication distribution and non-COVID health issues and screening. COVID-related issues should be directed to the isolation space that must be located at the front of each school campus.

## ***KIPP Delta Regional Response Team***

KIPP Delta has a pandemic response team that will help monitor and mitigate risks, conduct screenings, and contact tracing, and communicate important information to students and families. The members of the response team are as follows:

- **Strategic Response Leader:** Interim Executive Director/Executive Director. S/he owns the decision regarding school opening/closure.
- **Pandemic Response Team Leader/ADH Point of Contact:** Managing Director of Regional Operations. S/he owns emergency decisions in the absence of the Executive Director.
  - Backup 1: Managing Director of Finance
  - Backup 2: Director of Operations
- **Facilities Leader:** Lead Custodian
- **Operations Team Leader:** Managing Director of Regional Operations
- **Education Team Leader:** School Leader
- **Family Communications Point of Contact:** Interim Executive Director/Executive Director
  - Family Communications Point of Contact 2: Managing Director of Regional Operations
  - Family Communications Point of Contact 3: Director of Operations
- **Pandemic Contact Tracing Leaders**
  - Team Member 1: Helen Hull
  - Team Member 2: Katrina Harrell
  - Team Member 3: Carolyn Herbert
  - Team Member 4: Beronica Wilder
- **Health Coordinators**
  - Team Member 1: Nurse Helen Hull, RN / Nurse Katrina Harrell, RN (Helena)
  - Team Member 2: Nurse Carolyn Hubbert, RN / Nurse Alice Johnson, RN (Blytheville)

## ***School Closure Guidance***

The ADH advises schools to be prepared for COVID-19 outbreaks in their local communities and for individual exposure events that may occur on our campuses and office locations. The “Overall Level of Community Spread” (active cases per population) as determined by the ADH and the level of virus transmission within a KDPS school is an important consideration when determining how to respond to school and/or office location outbreaks. KDPS will determine the level of spread for a school campus or office through the examination of:

- Student and staff absentee levels and trends
- Student and staff active cases (per school census)
- Evidence and severity of spread within the school community (active transmission within school setting vs. unlinked cases).

KIPP Delta Public Schools will consult with the Department of Secondary Education (DESE) and the Arkansas Department of Health (ADH) for guidance when determining the level of response to an incident or outbreak at any of our campuses or office locations. DESE and ADH will provide recommendations to district leaders in determining what level of response is most appropriate for the current situation.

## ***Human Resource Guidelines for COVID-19 Leave Questions***

Effective August 1, 2021, all paid leave eligible staff must use their accrued leave balance when absent for COVID-19 related matters. All leave must be submitted in Namely as soon as it is practical to do so.

### **Donating Sick Time**

Full-time staff that would like to donate another paid leave eligible full-time staff sick days must send an email to [hrtracker@kipdelta.org](mailto:hrtracker@kipdelta.org). The email must include the following information:

1. Name of the staff member you would like to donate days/hours to.
2. Total number of sick days/hours being donated.

### **Working Remotely on COVID-19 Leave**

Staff permitted to work remotely while on COVID-19 related leave is at the hiring manager's discretion and must also be approved prior by the hiring manager's manager.

### **COVID Point of Contact**

Staff should continue to contact Linda Murdock, our designated COVID-19 point of contact for all COVID-19 related matters, for the following reasons:

1. Are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Were advised by a health care provider to self-quarantine related to COVID-19;
3. Are experiencing COVID-19 symptoms and seeking a medical diagnosis;
4. Are caring for an individual who is subject to Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to the concerns associated with COVID-19; or
5. Are experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

### **Social-Emotional Support for Staff**

Employees can receive up to 8 free counseling sessions at no cost. The ARBenefits Employee Assistance Program (EAP) is designed to provide short-term counseling services, work-life support, legal and financial guidance to help you and your family handle concerns constructively before they become major issues. Areas of assistance include:

- Confidential, free counseling
- Legal assistance and support
- Financial information and resource
- Personalized work-life solutions for childcare, eldercare, moving, and more

Call New Directions 24 hours a day: **1-877-300-9103**. For more information, click the link below

<https://www.dfa.arkansas.gov/employee-benefits-division/rbenefits/health-enhancement>

### Mindfulness Resources

- **Headspace** offers free mindfulness applications to educators, and you can access it by going to <http://www.headspace.com/educators>
- **Insight Timer** provides a library of guided meditations like music and talks by various experts. This can be accessed through <http://insighttimer.com/> or by downloading the insight timer app.
- **Healthy Minds** was created by renowned neuroscientist Richie Davidson and promotes a healthy mind through four pillars to train the mind: awareness, connection, insight, and purpose. This can be accessed through <http://www.tryhealthyminds.org/> or by downloading the Healthy Minds program app.

### **Staff Symptom**

Staff should have their temperature taken daily. Screening locations are as follows:

- Each KDPS school front office has an infrared thermometer at each entrance.
- Helena Central Office staff members may take their temperatures in the Finance Office.
- Transportation staff members in Blytheville and Helena must take their temperature before entering the

bus to complete their morning inspection.

School nurses should be notified immediately if any member was sent home due to sickness. Nurses should follow up with any team member who is reported sick and update the POC.

If a staff member is sick, notify your supervisor immediately, and PLEASE stay home.

If a staff member becomes sick during the workday, they should contact the school nurse for instructions and screening. The staff member may be sent home, if appropriate.

If a team member contacts a supervisor advising them that they are sick with suspected COVID-19 or have tested positive for COVID-19, the team member should be directed to contact the school nurse immediately. The nurse will contact P.O.C. (Linda Murdock) ASAP, who will engage the KIPP Delta Response Team. If a nurse sends a team member home with suspected COVID-19 symptoms or if a staff member has tested positive with COVID-19, P.O.C. (Linda Murdock) should be immediately notified by email and/or by text immediately (during or after business hours) for review to initiate KIPP Delta Response Protocol.

<b>COVID-19 Self-Assessment to Determine Whether to Report to School or Office Building</b>
<b>1. Within the last 10 days, have you been diagnosed with COVID-19 or had a test confirming that you had the virus?</b>
If Yes, <u>STAY HOME</u> and seek medical care
<b>2. Do you live in the same household with, or have you had close contact with, someone who in the past 5 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 3 feet for 15 minutes or more over a 24-hour period.</b>
If Yes, <u>STAY HOME</u> and seek medical care and testing.
<b>3. Have you had any one or more of the following symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?</b> <ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Shortness of breath or difficulty breathing</li><li>• Fatigue</li><li>• Muscle or body aches</li><li>• Headache</li><li>• New loss of taste or smell</li><li>• Sore throat</li><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul>
If Yes, <u>STAY HOME</u> and seek medical care and testing.

# Health Practices

This section will provide KIPP Delta's practices for the school year. KDPS practices are consistent with CDC and ADH guidelines for COVID 19 hygiene and enhanced cleaning protocols to prevent the spread of infection or transmission on campuses and in offices.

## *Hygiene Practices*

- KIPP Delta protocols follow ADH and CDC guidelines for cleaning classrooms, playgrounds, common areas, and workspaces.
- Physical barriers will be placed in high-traffic areas such as the front office where physical distancing is not possible.
- All staff and students will be encouraged to wash their hands regularly.
- Hand sanitizer will be available as an alternative when staff and students do not have access to soap and water.
  - All classrooms and hallways are equipped with attached hand sanitizer stations, and hand stations will be set up at focal points: staff and students entrances, nurse office, front office, and outdoor spaces.
- There will be limited sharing of supplies between children with frequent disinfection of items if they are shared.

## *Handwashing*

Handwashing is the single most effective means of preventing the spread of infection. Handwashing procedures should be followed even if gloves have been worn. If an emergency precludes proper handwashing, hands must be washed as soon as possible after exposure.

Any skin surface that comes into contact with blood or other body fluids should be cleaned using the same procedures used for hands. Hands must be washed:

- Before and after touching open wounds (even if gloves are worn).
- Before eating.
- After any direct exposure to blood or other body fluids.
- After removing gloves.
- After handling soiled or contaminated items and equipment.
- After using the toilet.

The correct method used for hand cleaning and decontamination is with soap and water:

- Wet hands.
- Lather hands with either bar soap or liquid soap.
- Rub repeatedly for at least 20 seconds.
- Rinse.
- Turn faucets off using a dry paper towel.
- Dry hands properly and dispose of used paper towels in a plastic bag.

In areas where running water is not readily available:

- Remove obvious soil with a wet towelette.
- Use waterless foams or rinses to clean the skin.

## ***Personal Protective Equipment (PPE)***

### **Provided PPE**

KIPP Delta will provide every staff member and student with disposable face masks if they arrive at our buildings without one. We will not provide gloves to students because gloves are not recommended by the CDC, except for staff conducting duties such as cleaning, first aid, or food service.

### **Health Office PPE**

Due to their increased exposure, nurses will be provided additional PPE to ensure their safety, including N95 face masks, clear face shields, disposable gloves, and disposable gowns. Nurses and anyone assisting students/staff with health concerns must wear PPE while in the isolation room.

### **Mask Policy Effective April 18 and Pending Board Approval**

- Mask are optional for all staff and students effective May 1, 2022 pending Board approval.
- If you elect to wear a mask, the following face coverings not permitted include costume-type masks, ski masks, any mask or face covering obstructing the vision of the person wearing it and/or posing a health and safety risk to the greater school community.
- Any students riding the school bus, regardless of grade level, are required to wear a mask while on the bus. School buses will have additional masks for students who do not have one.
- Parents/guardians are required to wear face coverings for drop-off and/or pick-up or if interacting with a KIPP Delta staff member.
- Schools must have a supply of disposable masks in the front office for any visitors who arrive without one.

### **Mask Guidelines for those who elect to wear one**

- Must cover both nose and mouth and fit snugly against the side of the face.
- Be careful not to touch eyes, nose, and mouth while putting on or removing the cloth face covering or mask. As much as possible, avoid touching or adjusting the cloth face covering or mask while wearing it. Replace cloth face covering with a clean one if wet or soiled.
- Perform proper hand hygiene when touching, changing, or adjusting cloth masks.
- Staff and students must exercise caution when removing face coverings, always store them out of reach of other students, and wash hands immediately after removing them.
- Masks are not permitted for:
  - Children under the age of 2.
  - During naptime.
  - Anyone unconscious or unable to remove the mask without assistance, including special education students.

## ***At-Home Screening***

An important mitigating factor to impact the spread of COVID-19 on our campuses is the support of our families. Families and staff must proactively screen for COVID-19 symptoms and take temperatures before coming to school or the office. Students and staff experiencing COVID-19 symptoms must stay home and consult their health care provider. Students and staff members who have tested positive for COVID-19 MUST stay at home under isolation order or self-quarantine, respectively.

## ***Covid-19 ReadySetGo Testing Program***

- KDPS will implement a weekly random PCR testing of all students and staff that sign-up for the program
- Nurses will select a group of students and staff to test
- The test will be administered by each student and staff member
- Any student requiring support with the test will be assisted by the nurse
- The nurse will box all of the tests and mail them via FedEx to Thermofisher for processing
- The Nurse, staff, and the student's parents will receive notification of the results within 24-48 hrs
- Any Positive cases will be asked to quarantine
- We will contact trace and send home all close contacts to quarantine

## ***Student Health Screening***

All students will have their temperature taken daily upon arrival to the campuses.

Staggering of bus deboarding to ensure students are not unloading at the same time or in the same area should be implemented and addressed in each school's arrival and departure procedures and schedules.

### **Identifying Sick Students and Procedures for Record-keeping**

If a student is identified as being sick or appearing to show COVID-19 sickness symptoms at arrival to school, they will be directed immediately to the nurse, and the student's parents should be called immediately with the child being sent home.

When a child is sent home with suspected COVID-19 symptoms or if the nurse is notified that a student has tested positive for COVID-19, the nurse should contact the P.O.C. (Linda Murdock) immediately engage the Response Team. School leaders, teachers, and staff members who suspect a child has COVID-19 should immediately refer that child to the school nurse for assessment and immediate next steps.

School nurses will provide for each community (Blytheville and Helena).

## ***Immunizations Compliance***

All state immunizations requirements are unchanged, and every student enrolled must have up-to-date immunizations to attend school.

## ***Medication Systems***

### **Medication Area**

Schools will have a separate health room near the front office to distribute medication and general health assessments for students. Students suspected of COVID-19 symptoms should not be taken to the health room.

All office coordinators will be trained on medication distribution to support nurses when needed.

## ***Health Office Protocol***

### **Isolation Rooms**

Each campus must have an isolation room identified for students displaying COVID-19 related symptoms for assessment and to sit and await pick-up. This space must be separate from the medical room and must be located near the front of the school to limit exposure to others on campus.

## **Guidelines for Quarantining**

Students or staff sent home to quarantine by ADH must follow instructions and comply with state law. For quick reference, students and families should:

- Stay home from work and school. Stay away from other public places. If you must go out, avoid using any kind of public transportation, ride-sharing, or taxis.
- Monitor your symptoms. Avoid close contact with people who are sick. Put distance between yourself and other people. This is especially important for people who are at higher risk of getting very sick.
- Get rest and stay hydrated.
- If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.
- For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID 19.
- Cover your nose and mouth when you cough or sneeze.
- Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 70% alcohol.
- As much as possible, stay in a specific room and stay away from people in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a face mask.
- Avoid sharing personal items with other people in your household, like dishes, towels, and bedding.
- Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

# Facilities

## ***Building Hours***

Hours of operation for KIPP Delta buildings will be 7:00 AM to 6:30 PM Monday through Friday. Staff should receive preapproval from the DOO/SL to work in the building on Saturday or Sunday.

Staff, including teachers and school leaders, should not arrive before 7 a.m. Due to safety protocols in place, campus buildings at ELA, DCPS, DCH, KBC, and BCPS will not open to staff arrivals until 7 a.m. each morning. Operations coordinators should arrive by 7:30 AM Monday through Friday.

Campuses will be cleaned after hours using enhanced measures. Teachers and school leaders are encouraged to leave campus by 5 p.m. (no later than 6:30 p.m.) daily. The earlier staff can leave school buildings allowing the custodial team to perform its planned daily enhanced cleanings.

## ***Entrances and Exits***

Entrances and exits are limited and assigned to different groups to reduce exposure or spread of COVID-19. Instead of having all students enter through the same door in the morning, which increases risk and exposure, schools will utilize separate entrances (for bus riders and car riders/walkers) and have screening teams at those entrances during morning arrivals.

## ***Building Signage***

### **Outside Signs**

Outside signs will include:

- Social distancing markers
- Mask required signage for visitors

### **Inside Signs**

Indoor signs will include:

- Handwashing reminders
- Posters on how to properly wash your hands
- Posters on symptoms of COVID

### **Floor Signs**

Floor signs will include:

- Directional arrows for walkways
- Reminder decals to stay 3 feet apart

## ***Front Office***

### **Set-Up**

- Clear plexiglass barriers are added to the front offices to protect the office staff from contact with visitors and students.
- Schools have minimized the amount of seating and furniture available in the front office and workrooms to ensure they meet KIPP Delta's physical distancing protocols.
- Signage posted to manage traffic flow and enforce physical distancing.

## **Deliveries**

- Each school has designated a workspace area to receive deliveries near the front office. After handling packages or mail, staff should wash their hands with soap and water.

## ***Student Bathrooms***

- A bathroom use schedule for students must be created and implemented by school leaders.
- Bathrooms will have COVID-19 signage and hand washing reminders posted on room walls.
- Students must maintain physical distancing while in the restroom. Signage relating to occupancy limits to a restroom (if appropriate) will be posted on bathroom walls and doors.
- School operations teams will coordinate with the custodial team to monitor and perform daily cleaning schedules.

## ***Water Fountains***

Water fountains are disconnected due to safety precautions; KDPS will provide a water bottle filler at each campus. The CN team will continue to provide students and staff with bottled water during the school day. Classrooms will have bottled water for consumption and, if additional water is needed throughout the day, the teacher should alert the front office for additional water to be delivered. Students will have access to water during the school day, especially after physical exertion.

## ***Shared Gathering Spaces***

### **Gymnasium**

The Helena Gymnasium will be open for sports practice and games. Safety protocols will be provided by the Athletic Directors.

### **Staff Meetings and Activities**

- Staff meetings must occur in large meeting spaces with ventilation to accommodate 3 feet to 6 feet of physical distance between each staff member at all times.
- Pending Board approval, Face masks are optional during staff meetings beginning April 18, 2022 and hand sanitizer must be readily available.

### **Cafeteria**

- School cafeterias will be open. Students will pick up their breakfast in the cafeteria and eat it in their classroom.
- Students will be allowed to eat lunch in the cafeteria.
- Snacks will be delivered to each classroom for distribution by the teacher.

### **Libraries**

School libraries will be utilized during the school year for small group activities. Students will be 3 feet apart on the rug, at the tables, and when sitting on the furniture. The space will be disinfected after each group. (chairs, tables, rugs, etc.) Students will be able to check out books when they are returned, they will be disinfected before being added back to the bookshelf.

### **Hallways**

Directional signage will be placed on the floors and doors.

### **Meeting Spaces and Conference Rooms**

Individuals must maintain a minimum of 3 feet of physical distancing during any meeting space. If this cannot be maintained, the meeting must be held virtually using Zoom or Microsoft Team platforms. Conference rooms

should be limited to the maximum number of people that will allow for the physical distance of 3 feet to be maintained between individuals.

### **Teacher and Staff Workrooms**

Staff must maintain physical distancing requirements while in teacher workrooms, including maintaining at least 3 feet distance.

Staff should limit the use of high-touch, non-essential applications and materials as much as possible. After using high-touch areas (refrigerators, microwaves, bathrooms, etc.), staff should wash their hands or use hand sanitizer where appropriate. If they do use high-touch equipment, staff must wipe down the shared devices before and after use with disinfecting wipes available in the teacher workroom.

### **Copiers**

There will be a hand sanitizer station near each copier. Staff should use hand sanitizer before and after using the copier. Copiers will also be wiped down daily as a part of the regular cleaning schedule.

Paper copies should be limited as much as possible as they can spread germs as they are passed between individuals.

### **Laminator and Office Supply**

All equipment and office supplies in staff areas must be wiped down by staff with a disinfecting wipe before and after use.

# Operations

## *Cleaning and Disinfecting Practices*

### **Vendor Expectations**

Custodial vendors (e.g. Cintas) must meet 100% of the cleaning and disinfecting expectations. Operations directors are charged with ensuring expectations are met and that our custodian teams are properly trained on proper use to properly disinfect our campuses daily.

### **Custodial Products**

All disinfectant products will be approved by the EPA specifically for use against COVID-19. Operations Directors will obtain a list of products used by custodial team members or provided by Cintas for record-keeping.

Custodians must have adequate supplies/equipment to meet or exceed the following:

- Clean/disinfect all high touch surfaces
- Clean/disinfect all walls up to 6 feet in height
- Clean/disinfect all hard floor surfaces
- Properly dispose of PPE and cleaning waste in approved waste bag containers

### **Custodial Protective Equipment (PPE) and Screening**

PPE (gloves, etc.) will be provided to custodian team members.

### **Cleaning Frequency**

The frequency in which custodian team members will clean is as follows:

- **High-Frequency Areas:** Will be cleaned multiple times per day
  - Health, Office, and Isolation Spaces -- After each use
  - Restroom fixtures and dispensers
  - High touch surfaces: doorknobs (interior and exterior), door handles, banisters, light switches, exterior door buzzers, front office counters
- **Medium Frequency Areas:** Will be cleaned 2-3 times per day
  - Bathroom floors and toilets
  - Communal teacher or staff use areas, such as copiers, mailboxes, refrigerator, and microwave
- **Low-Frequency Areas:** After each use, daily and weekly
  - Office furniture: At night
  - Cafeteria: Daily
  - Classroom Floors: Daily (Entry room door rugs sanitized daily)
  - Conference room: Weekly

## *Late Student Arrival*

### **Screening Process**

As students check-in tardy, their temperature will be taken, any student with a temperature above 100.4 will be escorted to the nurse for immediate follow-up and assessment.

### **Late Breakfast**

Child Nutrition will provide the student with breakfast to take to class.

**Transition to Class**

Once checked in and screened, students will be directed to the cafeteria to pick up their breakfast, and then they will go to their classrooms.

***Student Attendance*****How to Call in Sick**

Parents should call the school's main office number, as usual, to let the office coordinator know their student will be absent. If there is a COVID-related issue, the OC should forward the parent or the information to the school nurse to follow up on.

**Parents/Guardians**

Parents and guardians will be allowed to visit campuses and classrooms. All parents and guardians must wear a mask over their noses and mouth. Parents/Guardians' temperatures should be taken when they arrive to check in at the front office. All parents/guardians must be screened through the "Raptor" system.

***Safety, Security, & Drills***

Each classroom will be provided a safety kit and evacuation protocols (including drill instructions) in accordance with Arkansas safe school requirements (see [A.C.A. § 6-15-1303](#)). KIPP Delta will carry out required drills as mandated by state law. All drills must be conducted with safety in mind and with COVID-19 protocols observed.

# Classroom Practices

## Instructional Supplies

KIPP Delta will provide instructional supplies for students. Please see the table below for more information:

K- 2 <sup>nd</sup> Grade Supplies	Grades 3 <sup>rd</sup> through 8 <sup>th</sup>	Grades 9 <sup>th</sup> through 12 <sup>th</sup>
Chromebook (K-6) Headphones Loose-leaf notebook paper Pencils Colored pencils or crayons Eraser caps for pencils Larger eraser Agenda Binders Sheet protectors Dividers  Kindergarten only (Parents/guardians must provide): Nap mat Blanket Change of clothes	Chromebook Headphones College-ruled notebook paper 1 Composition notebook 2 Pencils 2 Blue or black pens 2 Red pens Plastic folder with pockets Agenda Binders Sheet protectors Dividers	Chromebook Headphones College-ruled notebook paper 2 Pencils 2 Blue or black pens 2 Red pens Plastic folder with pockets Graphing or scientific calculator (optional) Agenda Binders Sheet protectors Dividers

## Classroom Setup

Safety is our primary concern for the classroom, and we are making arrangements to support as much spacing as possible in the classroom to create a maximum class size of 25. The following classroom setup will be true for each classroom:

- A minimum of 3 feet (in all directions) must be between each student’s desk (or body for tables).
- Assigned PPE Kit (sanitizer, disinfecting wipes, disinfecting spray, disposable masks, Kleenex, and gloves)
- Placement of signage placed on two walls (2) and in in-room bathrooms reinforcing the wearing face masks, using sanitizer, and maintaining 6-foot distancing at all times

## Ventilation

Air quality and safety are a priority for KIPP Delta. Windows should be opened (weather and safety permitting) to increase ventilation in classrooms or offices. Air purifiers will be provided to classrooms without a window to support room ventilation. Air conditioner filters will be replaced in all buildings every 30 days.

## Music Instrument Management

Music teachers will ensure all safety guidance regarding cleaning and use is followed and are consistent with national and State of Arkansas guidelines.

# Transportation

## ***Bus Transportation***

Safety remains our top priority while transporting students. Please see below for the measures in place to help ensure the safety of students and staff while on our school buses.

### **Driver/Monitor PPE**

- The Transportation Department will have new infrared thermometers at the depot. Drivers will have their temperatures taken upon arrival each morning. If drivers have a fever of 100.4 or above, they will be sent home.
- All drivers are provided masks from KIPP Delta.
- Hand sanitizer, disinfecting wipes and spray, tissue, and bottled water will be provided on each bus.

### **Bus Mask Policy**

Students riding the school bus must wear a face mask at all times. KIPP Delta will provide disposable masks on each bus daily for students who arrive at the bus stop without one to allow boarding and protect those on the bus, provided student is cleared by temperature.

A list of students with medical exemptions to wearing face masks must be provided to the Transportation Department for use in supporting students' travel and seating on the bus. It is recommended that some sort of physical pass be given to students with those exemptions that they can present to the bus monitor.

### **Bus Sanitization Schedule**

The transportation department will perform enhanced sanitizing of buses daily after morning and afternoon routes using a disinfectant spray. High-touch surfaces areas such as the hand railings, door handles, and bars will be wiped down between routes. Buses will be deep cleaned weekly, including electrostatic spray disinfectant weekly.

### **Student Capacity and Placement**

KIPP Delta will allow two students to sit per row on the bus, but all students must wear a face mask at all times unless they have a medical exemption on file at the school. Seating preference will be to place siblings or non-traditional nuclear family members living in the same home together in rows.

# Child Nutrition

## *Food Service Staff*

### **Safety**

K-12's Child Nutrition (CN) staff members must wear a face mask, hand gloves, and disposable apron while in the workspace.

CN staff will consistently wash their hands for 20 seconds with antibacterial soap and sanitize their working stations before preparing food. CN staff will wash their hands and sanitize their working stations as they switch between different foods. After each hand wash, CN staff will put on new gloves.

CN staff will take out the trash after sanitizing their workstations. After taking out the trash, they will wash their hands.

### **Screening**

As recommended by the ADH and ADE, KIPP Delta will screen child nutrition staff daily through the same measures as other KIPP Delta employees. If a staff member has COVID-19 symptoms, the CN manager/director will instruct the employee to remain at home and seek medical assessment before returning to work.

## *Student Meal*

### **Breakfast**

Students will pick up their breakfast from the cafeteria and eat it in their classroom. Breakfast items will be pre-bagged.

### **Lunch Transitions**

Students will be able to eat lunch in the cafeteria. Campuses will stagger lunch schedules to accommodate 3ft social distancing.

### **After-school snacks**

Snacks will be delivered daily to classrooms at 2:30 p.m. The CN staff will pick up the empty container after snacks are completed and return them to the cafeteria area for proper sanitizing before leaving for the day.

### **Dietary Accommodations**

K-12 will accommodate any allergies and try to have similar options to what is on the menu. To receive a meal accommodation, the students must have a signed doctor's form on file. Information on food allergies should be given to the school nurse, who will then pass along that information to the CN Manager.

# Operations Readiness Checklist

- Set up stanchions or barriers in the front office to ensure visitors and parents cannot leave the lobby area
- Limit or separate furniture in the lobby to keep individuals 3 feet apart
- Hang [Hand Washing posters](#) and [Germs posters](#) in every restroom near the sink area
- Hang a bathroom sign outside the restroom stall door indicating if it is out of use.
- Cover water fountain faucets.
- Create room kits consisting of 1 bucket of wipes, 1 can of spray disinfectant, 3 boxes of tissues O Install plastic plexiglass barrier at the front office desk and teachers' desks.
- Identify delivery areas for boxes and mail and post a sign with instructions for the use of space to open and distribute mail safely.
- Place 6-foot markers on the floor in the office/lobby, entrances, exits, hallways, and outside restrooms and cafeteria.
- Identify the isolation room and general medical office near the front of the school and hang signage O Hang bathroom cleaning log outside every restroom.
- Limit or separate furniture in the teacher workroom to keep individuals 3 feet apart
- Install mobile hand sanitizer stations in the following areas: teacher workroom, cafeteria, gym, entrances (students and staff), nurse's office, front office.
- Prepare signage and barriers, cones, etc., that instruct parents to remain in their cars during arrival and dismissal.
- Post early dismissal sign at the front door.

# Activities and Continuity of Instruction

## *Continuity of Instruction*

### **K-12 Summer School**

KIPP Delta Public Schools will host summer school for students in grades K-12 beginning June 4 and ending on June 30. During summer school, the district will address learning loss and support accelerated learning initiatives.

## *Summer Athletic Activities*

### **Sports Summer Workouts**

Summer workouts will begin in June 2022 and end at the start of the 22/23 school year.

## *Back-to-School Events*

### **Student and Family Orientation**

At least one week prior to the first day of school on August 22, 2022, all new and returning K-12 KIPP Delta Public Schools families will be invited to participate in orientation. During the orientation events, students and families will have the opportunity to meet school staff and learn more about the upcoming school year.

### **Title I Meeting**

Before October 1, 2022, every KIPP Delta Public School will host a Title I meeting on campus for families and other interested stakeholders.