MISSION STATEMENT

As champions for all students, North Kansas City Schools’ mission is to ensure that all are life-ready and ethically grounded in an ever-changing world through innovative educational experiences that:

- Inspire Lifelong Learning
- Embrace Inclusion
- Forge a Unified Community
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Introduction

As North Kansas City Schools transitions into the 2020-2021 school year, there are many unknowns in the educational world. However, in the midst of uncertainty, the district knows that families and communities need schools to be ready to reopen as soon as possible with guidance from local health officials. This is a moment when all of us — educators, families, and communities — must unite to ensure that children re-enter schools with safety as a top priority so that learning can continue, and students can develop the social and emotional connections necessary for their growth. These past several months have served as a great reminder of the role that public schools play in ensuring an equitable education for all students. Schools create conditions that support students with their social/emotional needs, develop lifelong friendships, explore their passions, and channel their energy into productive pursuits and activities. Reopening schools in a manner that is responsive to the needs of families and communities will involve novel challenges with many undetermined factors. NKC Schools is prepared for any scenario that may arise.

As the world around us changes and evolves, it is imperative for the school district to learn and grow, preparing students to be successful and resilient regardless of the opportunities and challenges that lie before them. As we plan for the new school year, a task force of educators in partnership with local health organizations, medical doctors, and other professional organizations created and reviewed this plan for reopening. We have examined all aspects of the organization and created this guide to organize a set of directions and protocols aligned to the guidance of medical experts to lead us as we strive to be champions for all children in North Kansas City Schools.

The mission of NKC Schools is to ensure that all are life-ready and ethically grounded in an ever-changing world through innovative educational experiences that: Inspire Lifelong Learning, Embrace Inclusion, and Forge a Unified Community. A unified community effort is critically important as our work continues in the coming months. The collective commitment toward providing for the health and well-being of students is of utmost importance. The district is wholly committed to living our mission in preparation for the fall of 2020 – no matter the circumstances put before us.

NKC Schools looks forward to working in partnership with families and community as school begins for the 2020-21 academic year!
COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles covered in this document. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of masks. Masks may be challenging for students (especially younger students) to wear in all-day settings such as school. Masks are required to be worn by staff and students (particularly older students) as feasible and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the mask and to wash their hands frequently. Information should be provided to staff, students, and students’ families on proper use, removal, and washing of cloth masks (CDC, 2020).

**Symptoms of COVID-19**

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally have mild illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).
Universal Precautions Recommended by the Center for Disease Control

Hand Washing
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.

Physical Distancing
Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Masks
Cover your mouth and nose with a cloth face cover when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth masks should not be placed on young children under age 2, anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover is meant to protect other people in case you are infected. Do NOT use a mask meant for a healthcare worker.

Cover Coughs and Sneezes
If you are in a private setting and do not have your cloth mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. 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 hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect
Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants work well.
Academic Experience

**What can we do to minimize the risk at school?**

Based on guidance from the Center for Disease Control, Clay County Public Health Center, Kansas City Health Department, and other local medical professionals directly involved in leading the fight against COVID-19, the district has developed a proactive plan that places student and employee safety at the forefront of returning to school. Classroom teachers and support staff will play an increasingly important role in the health and wellness of students. To see more detailed information about our daily classroom disinfection procedures and new classroom rules, please review the following:

- PreK and Self-Contained, K-5, 6-8, 9-12, additional classroom guidelines
- Related services safety protocols
- SPED roles and services

Additional safety measures beyond the daily and hourly classroom checklist include:

- Staff will be required to wear masks throughout most of the school day. Students will also be required to wear a cloth mask during most of the school day, especially when physical distancing is difficult. Students are welcome to provide their own. However, the district has also purchased cloth masks for students that will be available on the first day of school.
- To the extent possible, students will be spaced throughout the classroom to promote physical distancing.
- We will limit the use of community supplies (pencils, calculators, lab equipment, machinery, P.E. equipment, etc.) that are difficult to disinfect in the classroom or at recess.
- To the extent possible, schedules will be staggered to minimize large gatherings in the hallway.

Additional protocols for Fine Arts, FACS, P.E. and combined classrooms, can be found in the Encore section.

On the first day of school and throughout the first week, these new safety procedures will be taught and practiced in each of our classrooms. Parental support and reinforcement of these new measures will be critical in providing the safest possible environment for students.

**What can we do to minimize the risk at lunch?**

Cafeteria capacity during lunch will be reduced to allow for physical distancing, ultimately requiring some students to eat in their classrooms or additional identified spaces. Food service employees will continue to be intentional with their selection of food and communication with teachers to ensure students with food allergies are not exposed to foods to which they are allergic. Parents who would like to send lunch with their child are expected to follow any guidelines set forth by the classroom teacher as they relate to student allergies.

**How will recess look differently?**

Schools will develop recess schedules that limit the number of students on the playground or within a specific area of the playground. This may look differently at each school due to the amount of playground space at each site.

**How will nurse referrals look differently?**

Click here for updated information regarding sending students to the nurse's office in order to prevent potential exposure to infectious diseases, promote isolation and decrease health office congestion.
Academic Experience

What can we do to minimize the risk at arrival and dismissal?

Arrival and dismissal can provide a challenge with large numbers of students congregating, making it difficult to physically distance. Therefore, schools will communicate a plan that allows for multiple entrances for students to use during arrival and dismissal. The use of multiple entrances will only apply to certain buildings where this option is feasible and safe. Signs will be placed outside as a reminder for students to physically distance themselves from their peers while entering the building or standing outside. Students will be asked to walk directly to their homeroom or 1st hour class to discourage congregating in the hallways. Additional considerations for families include:

- Drop students off as close to the school start time as possible and not too early as to avoid the gathering of students before doors open.
- If possible, parents will be encouraged to drive their child to and from school each day to reduce the number of students riding the bus.
- Upon dropping their child off, parents should remind kids that their first responsibility as they enter the building is to either wash their hands or use the hand sanitizer located in the entrance of buildings or in their classroom. Students will be expected to wash their hands frequently throughout the day.

If parents do not feel comfortable in sending their child to school, what are options exist?

If parents do not feel comfortable sending your child back to school this fall, they are to reach out to building administration to discuss possible options by Friday, August 14. Our goal is to partner with families to develop the best possible educational delivery plan for students during this pandemic. View the learning options!

How will children learn some of the important standards that may have been difficult to grasp through e-Learning but are necessary in the next course or grade level for success?

Over the summer, teams of teachers are collaborating to determine which standards that were taught in the spring of 2020 are essential to student success at the next grade level or the next course. These standards will be highlighted in the curriculum and teachers will spend the first few weeks of school re-teaching and reinforcing these standards.

I have read recommendations for schools to create alternative schedules to allow for physical distancing. Will NKC Schools be creating an alternative schedule in which children may not be going to school every day?

The district's plan is to open schools on August 24 utilizing guidance from the Clay County Public Health Department. We hope to begin the year with all students in attendance. In the event the health department requires a school or the district to reduce capacity, an alternative schedule will be implemented as detailed on the next page. There are a variety of models that have been discussed and shared throughout the educational community in recent months and in countries in which schools re-opened in the spring. After examining many scenarios, we have developed four different options with our calendar that would address a requirement to reduce capacity. In scenarios two and three, students would be attending school for face-to-face learning on specific days according to the first letter of their last name. This model would ensure families with multiple children all attend school on the same day while also providing a consistent and predictable schedule. Schools will work to ensure that students in a family with different last names also attend school on the same schedule. Students not attending in person would engage in e-Learning from home. If possible, additional considerations will be given to provide more face-to-face instruction with our PK-2 students, students with disabilities, and English language learners. Friday would be a day for students to catch up on work and for staff to develop plans for both in-person instruction and virtual learning.
With so many unknowns ahead in the 2020-21 school year, NKC Schools wants to ensure the entire community is prepared for any changes in the student calendar that may be required for implementation as directed by the health department. The scenarios below outline the approximate percentage of students within each school that would attend face-to-face each day of the week. The reduction of students attending school each day would allow for greater physical distancing to occur amongst students and staff, therefore reducing risk. Students would be assigned to groups based on the first letter of their last name. Schools will work to ensure that students in a family with different last names will attend school on the same schedule. This will allow families to plan accordingly as all their children would attend school on the same days. Additional considerations will be given to the various learning needs of all student populations.

At this time, our plan is to begin the school year utilizing scenario 1. If a decision is made to transition to scenarios 2-4, North Kansas City Schools will enact our remote learning plan. Details of this plan will be communicated with staff, then families and posted on our website at:

https://www.nkcschools.org/coronavirus
Encore Classes

How will elective classes (Art, Family and Consumer Sciences, Physical Education, Instrumental Music, Library, Theater, Vocal Music, Woodworking, etc.) look differently this academic school year?

NKC Schools is committed to providing all curricular opportunities possible while adhering to the recommendations from the Centers for Disease Control (CDC) and Clay County Public Health Center (CCPHC). Pending further guidance from state and local health officials, to the extent possible, NKC Schools will adhere to the most current recommendations concerning physical distancing, gathering size and personal protective equipment (PPE) for students and staff at the time of the curricular opportunity. Staff and students will be required to wear a cloth mask, especially when physical distancing is difficult.

To the extent possible, the district expects all classroom activities to be performed while adhering to CDC and CCPHC recommendations, including but not limited to:

- Weather permitting, students may go outside for all physical education and/or chorale classroom activities.
- A larger space will be considered to accommodate for physical distancing if designated classrooms are too small to allow for appropriate student numbers and/or spacing.
- Commonly touched surfaces and equipment will be avoided when possible. Those surfaces and/or objects will be disinfected before and after use when avoidance is not possible. To see more detailed information about our daily classroom sanitization procedures and new classroom rules, please click the following link for additional classroom guidelines.
- Upon the return of library books, each book will be disinfected prior to recirculation.
- Clear guidelines will be established for students to follow when entering and exiting all classrooms.

Click on the following links to access additional classroom guidelines for art, instrumental music, vocal music, theater/debate/public speaking, P.E., and FACS.
Breakfast and Lunch Procedures

How will children be protected during mealtimes?

All Food and Nutrition staff are thoroughly trained in food safety. Additionally, all Food and Nutrition managers hold Serve Safe Manager’s cards. The health department routinely audits school kitchens and awards district buildings with top ratings for cleanliness. Using the public health guidelines, NKC Schools will phase in meal service operations at this time.

Phase 1
Based on guidance from the CDC and Missouri School Boards’ Association (MSBA), most students will eat breakfast and lunch in the classroom. This allows us to limit large gatherings in situations in which physical distancing and the wearing of a mask is difficult. Additional safety measures include:

- Desks will be disinfected between student usage.
- Students will wash or sanitize their hands prior to eating (to reduce the possibility of ingesting the virus after touching food contact surfaces such as tongs, merchandisers, handles, etc.). Self-service is not allowed during this time.
- All students will be offered a meal in the classroom.
- Breakfast and lunch will be pre-packaged or individually wrapped; Pre-ordering is not necessary.
- There will be one option for breakfast or lunch during Phase 1. Snacks are not available in this phase.
- Meal substitutions and seating accommodations will be made for students with food allergies/intolerances, based on medical forms on file.
- Meals may be sent from home. Some ingredients may be restricted to minimize the risk for students with severe food allergies. Teacher will notify you if this is the case.
- In addition to normal sanitizing procedures, the kitchen will be disinfected at the beginning and end of all food preparation shifts.

Phase 2
Based on guidance from the CDC and MSBA, all food served or offered to students will be pre-packaged.

- Students will wash or sanitize their hands before entering the serving area (to reduce the possibility of spreading the virus to others through contact surfaces such as tongs, merchandisers, handles, etc.).
- Students will choose between pre-packaged or individually wrapped meal components. There will be limited entrée, side, and milk choices at this time. There will be additional snacks available to purchase.
- Students will scan their ID card at the cash register, using a touchless badge scanner. In efforts to limit contact, cashiers are unable to take cash or checks at the register. See pg. 11 for information about payments.
- Students will wash or sanitize their hands prior to eating (to reduce the possibility of ingesting the virus after touching food contact surfaces such as tongs, merchandisers, handles, etc.).
- Meal substitutions and seating accommodations will be made for students with food allergies/intolerances, based on medical forms on file.
- Cafeteria tables will be disinfected between each student usage.
- In addition to normal sanitizing procedures, the kitchen and serving area will be disinfected at the beginning and end of food preparation and meal service.
Breakfast and Lunch Procedures, cont.

How will students be charged for their meals?

Students will be charged for their meal based on their free, reduced, or full pay status; the same as in previous school years. As in previous years, a new free or reduced-price meals application must be filled out each year after July 1. Families can apply here: https://bit.ly/3dou1Eh.

Meals must be paid for ahead of time. This can be done online through My Payments Plus here: https://bit.ly/3eFqZeZ or by sending cash or check to be turned in to teachers or placed in the (new) payment box on the kitchen wall.

More information on school meals can be found on the district’s Food and Nutrition webpage: https://bit.ly/3eEWi9G.
Social, Emotional and Health Safety

How will the social/emotional health of children be addressed when classroom instruction resumes?

Support staff (Counselors and School Community Resource Specialists) will work to do the following:
• Create professional development for building staff regarding typical childhood reactions to stress and trauma.
• Collaborate with teachers on classroom activities to address student mental health upon return to school.
• Collaborate with community agencies on best practices.
• Provide classroom lessons on school expectations and structure around health safety and physical distancing practices to help students re-adjust to a full school schedule.

What kinds of PPE (personal protective equipment) will be available in the school?

• All staff and students will be provided an effective cloth mask that is the appropriate size. All are required to wear it at appropriate times throughout the school day.
• PPE (gloves, mask, gowns) will be provided for health room staff and employees who work in very close proximity to students with special needs.
• Face shields will be provided to nurses for use when conducting procedures on students.
• Touch-free thermometers are available for school use (digital thermometers at each building with additional thermometers ordered).
• Sanitizers/cleanser, hand soap, and tissues are provided throughout all buildings.
• Surgical grade masks are available for:
  • Health room staff
  • Any employee working with a medically fragile child
  • Any person exhibiting symptoms

What happens if a student or staff member tests positive for COVID-19 or was in close contact with someone that has?

As you can imagine, the fall and winter will present some challenges as COVID-19 symptoms may be similar to other cold and flu symptoms. Therefore, the school nurse will determine if the symptoms meet the criteria for a possible case of COVID-19. In the case that the school nurse determines the symptoms may be COVID-19 related or if a student or staff tests positive:
• School nurse will determine if symptoms meet the criteria for a concern of COVID-19.
• Student or staff will be separated from other students.
• Parent will be contacted immediately to pick child up from school.
• Siblings or others living in the same household as that child or staff member and attending NKC Schools will also be screened.
• Information about testing locations will be provided to the family.
• We will communicate with the individuals and families and may ask them not to return to all campuses until 24 hours have passed without symptoms and 10 days have passed since symptoms first appeared or until cleared by a doctor. Families will be communicated with to ensure adherence to this expectation.
• All staff and students in close contact with the individual will be identified (spending 15 minutes or longer within a less than 6-foot radius). Close contacts will be asked to not to return to campus for 14 days. If at that point the individual(s) have not shown any signs nor symptoms of COVID-19, they may return to campus.
• Staff members who test positive for COVID-19 will be asked to not return until 24 hours have passed without fever and 10 days have passed since symptoms first appeared or until cleared by a doctor.

Click here to access the Nurse and Health Services Reentry Plans

Click here to access the Student Support Roles Reentry Plans for Counselors and SCRS
If a child takes medication and is required to give it to the nurse, how will medicine be brought to the school?

Parents will need to get documentation completed by their physician. When they have medicine and the consent form, they should arrange a time to meet with the school nurse. Parents will need to wear a mask when meeting with school staff.

How will parents pick students up early from school, in the instance the school nurse called, and a child is ill and needs to go home.

Parents need to call when arriving at school and let the office know that they need their child to be checked out early. If necessary, a staff member can escort a child to a parent’s car and ask that the parent sign him/her out for the day.

The school day has already started, and a child is late. Should the parent walk him/her into the office?

It is acceptable for parents to walk children into the office and check him or her in. Parents need to wear a mask upon entrance in the building and maintain physical distancing protocols. However, if a parent does not feel comfortable walking their child into the building, they should call the office and a staff member will escort the child from the car into the office.

Can parents observe in their child’s classroom?

As we work to limit the number of adults in school during this pandemic, we will not be allowing parents/guardians to observe in classrooms at this time. We look forward to returning to previous observation protocols in the near future.

Can parents attend school parties or have lunch with their child?

Unfortunately, to limit the number of adults in the building/classroom, we will temporarily discontinue allowing parent volunteers at school parties. Also, since meals will be served in classrooms with limited space, we will also temporarily discontinue parents eating lunch with their children during the school day. Meals will be served in classrooms with limited space. We look forward to returning to our normal procedures once we are through this pandemic.

In the instance of IEP/504/parent meetings, can parents come to the building to attend?

In scenario one (five days of in-person learning), IEP meetings will be held on campus unless parents request another format (by phone or virtually). IEP team members who travel between buildings can participate virtually if the parent is in agreement. In scenario two (two days in-person learning), three (one day in-person learning) or four (all days e-Learning), IEP meetings will be held virtually unless parents are unable to participate online due to lack of technology. In these cases, district screening protocols and physical distancing measures will be followed. In scenario two, three or four, the preference is to conduct virtual meetings whenever possible.

Will we still be able to hold monthly PTA meetings?

Yes, however we strongly encourage virtual meetings for the time being. If an in-person meeting is conducted on school property, we ask that PTA meetings limit the number of adults gathering and require that masks be worn with physical distancing guidelines followed.

Will field trips or have guest speakers be allowed?

Teachers will work to provide rich experiences through virtual field trips and online guest speakers.
What will the Senior Tax Exchange Program (STEP) look like for the 2020-2021 school year?

Our Senior Tax Exchange Program (STEP) participants are an integral part of the school community. STEP participants receive compensation toward their real estate taxes for their service in our schools. STEP participants work in schools as tutors, office support and library assistance.

Due to guidance from the Clay County Health Department, current STEP participants will be unable to enter our schools to fulfill their service hours. The Partners in Education Building Facilitator will work with the STEP participant to find responsibilities that could be done off site so the STEP participant can continue to support the school while working on their service hours.

Examples of this could include but are not limited to supporting the needs of teachers, front office staff, school nurse, or other tasks the school deems appropriate as long as the participant is not working with confidential information off-site. Virtual visits could also be another option if determined by the district legal counsel to be an appropriate and safe connection for students. STEP participants who complete their service hours off-site will be responsible for tracking their days and times, submitting those service hours on a weekly basis to Kathleen.Jeschke@nkcschools.org via email or by calling 321-5018.

At this time, we will not be actively seeking additional STEP participants.

What will the YouthFriend program look like for the 2020-2021 school year?

The ongoing commitment of YouthFriend volunteers has been astounding during this time of uncertainty. NKC Schools understands the value and importance of face-to-face connections that support district students. YouthFriend volunteers offer a wide array of opportunities including supporting Before/After School Activities, serving as a breakfast or lunch buddy, supporting Library Media Centers and working as a classroom helper or a tutor to district students.

Due to guidance from the Clay County Health Department, current YouthFriend volunteers will be unable to enter our schools. The Partners in Education Building Facilitator will work with the YouthFriend to find responsibilities that could be done off site so the volunteer can continue to support school and student needs. Examples of this could include but are not limited to supporting the needs of teachers, front office staff, school nurse, or other ways the school deems appropriate as long as the volunteer is not working with confidential information off-site.

Virtual visits could also be another option if determined by the district legal counsel to be an appropriate and safe connection for district students. YouthFriends who complete their volunteer hours off-site will be responsible for tracking the days and times volunteered, submitting those service hours to Kathleen.Jeschke@nkcschools.org via email or by calling 321-5018. While we are not currently enrolling new YouthFriends, we look forward to continuing the enrollment process soon.
What will the Business Partnership program look like for the 2020-2021 school year?

The Business Partnership program in NKC Schools provides a means for the district and schools to acknowledge business and community organizations for their involvement with the intent to further students’ educational opportunities and celebrate student successes. The purpose of this program is to continually show our appreciation for positive relationships with community businesses and organizations. Our business partners provide incentives for student successes, prizes for school contests, coupons for discount merchandise, food and more. They also serve as role models and provide real world context for much of the learning that is underway throughout the district.

Partners in Education Building Facilitators will continue to maintain current partnerships, develop new partnerships and connections for their school and departments, determining what best meets the needs of individual schools and departments.

Due to guidance from the Clay County Health Department, business partners will be unable to enter our school buildings. Partnership ceremonies for newly established business partners can take place in the front of our buildings or alternate locations as desired.
Community Volunteers Practices & Procedures:
STEP, YouthFriends, Business Partners, Chaperones for Over-Night Out of Town Trips & Volunteer Coaches, cont.

How will chaperones and volunteer coaches be impacted?

Chaperones needed for over-night, out of town trips will be determined by the district.

Volunteers who coach youth volleyball and basketball for Community Education in partnership with Gladstone Parks and Recreation will be permitted re-entry into our schools for the purpose of coaching children participating in these activities in the evening and/or on weekends.

Safety procedures put in place by the district, CDC and local health department should be followed by Chaperones and Volunteer Coaches at all times. These would include handwashing/sanitizing upon entering the building, the use of a mask, physical distancing guidelines, etc.
Governance and Human Resources

What is the protocol for when an employee returns to work for the first time?


However, the district will implement various screening protocols to protect employees and students. Prior to returning to work, staff will be provided with a set of screening questions to detect potential symptoms. Staff will be asked to review the screening questions throughout the COVID-19 pandemic. Any employee who has two of the following symptoms: fever, chills, rigors, myalgia, headache, sore throat, new loss of smell or taste, OR at least one of the following symptoms: cough, shortness of breath, or difficulty breathing OR severe respiratory illness with at least one of the following: clinical or radiographic evidence of pneumonia or acute respiratory distress syndrome (ARDS) and will report this to the designated supervisor and be asked to stay home.

While the EEOC permits taking employee temperatures, that will not be part of the initial screening. However, the district reserves the right to take an employee’s temperature if needed to help identify COVID-19 symptoms.

Any employee screening will be implemented on a nondiscriminatory basis, and all information obtained will be treated as confidential medical information.

What is the protocol for an employee who experiences COVID-19 symptoms while at work and/or tests positive for COVID-19?

The district will provide employees with a list of potential COVID-19 symptoms. Any district employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their direct supervisor as soon as possible. The employee will be asked to assist with contact tracing. While the district may notify others of a confirmed case of COVID-19 in the workplace, no names will be released. If an employee who has two of the following symptoms: fever, chills, rigors, myalgia, headache, sore throat, new loss of smell or taste, OR at least one of the following symptoms: cough, shortness of breath, or difficulty breathing OR severe respiratory illness with at least one of the following: clinical or radiographic evidence of pneumonia or acute respiratory distress syndrome (ARDS) or has tested positive, he or she will be directed to stay home until able to return. The district will consider whether, under the circumstances, work can be done remotely. This will not be possible in all situations.

Employees will be expected to use leave as they typically would for an illness that results in missed work. If an employee does not have any Board-approved leave available, he or she should contact a supervisor or Human Resources. It is very important that ill or symptomatic employees stay home, so the district will be flexible in granting leave for this purpose.

What should an employee do if exposed to a person with COVID-19?

According to the CDC, an employee may have been exposed if they are in “close contact” with someone who is infected, which means being within less than 6 feet of a person with COVID-19 for 15 minutes or more. An exposed employee, with no symptoms, should remain at home and practice physical distancing for 14 days.
Governance and Human Resources

When may an employee return to work after experiencing COVID-19 symptoms and/or testing positive for COVID-19?

Employees should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider and the state or local health department.

Employees who are suspected of having or confirmed to have COVID-19 can stop self-isolation and return to work when they have met one of the following criteria:

<table>
<thead>
<tr>
<th>Return to Work Considerations</th>
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<tbody>
<tr>
<td>In conjunction with a healthcare provider it was determined the employee will NOT have a test to determine if they are still contagious...</td>
<td>In conjunction with a healthcare provider it is determined the employee will BE tested to determine if they are still contagious...</td>
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The employee may return to work when these three conditions have been met:
• They have not had a fever for at least 24 hours and have not used fever-reducing medication during that time.
• Coughs and other symptoms have improved.
• Ten days have passed since they first experienced symptoms.

Will masks be required?

Employees will be required to wear cloth masks when physical distancing of 6 feet or more cannot be guaranteed or is not feasible. Employees are strongly encouraged to wear masks in public, when entering and exiting the building and when using common areas such as bathrooms, kitchens, hallways and lobby areas. Employees will use coverings in accordance with CDC guidelines. The district will provide employees with a cloth mask, but employees may use their own. All school buildings will maintain a small inventory of disposable masks and gloves as a backup.

Click the following links for additional information on essential visitors, reasonable accommodations and traveling staff, and MANDT.


Communication Protocol

NKC Schools will continue to prioritize the health and safety of students and staff by following all contact tracing protocols recommended by the Clay County Public Health Center. The district has developed a plan to communicate with individuals that may be affected while maintaining the privacy of our students and their families. The goal is always to share what we can, when we can while maintaining compliance with Health Insurance Portability and Accountability Act (HIPAA) and/or Family Educational Rights and Privacy Act (FERPA) guidelines.

In the case of a positive COVID-19 test result, an employee should notify his/her immediate supervisor. Families of students should notify the school principal.

The following questions will be asked:

• **WHEN** were you tested? (date)

• **WHY** did you seek testing? (symptomatic, informed of possible exposure and had concern, close contact or family member ill/positive, etc.)

• If “in contact” with a known positive COVID-19 person, the next question is: **WHO** is that person *(name)* and **WHEN** were you last with that person?

The supervisor/principal will provide this information to Shannon Tilsworth, RN, Health Services Coordinator (816.321.6290).

The supervisor should also contact Melody Wood in Human Resources to determine appropriate leave (816.321.6508)

The Health Services Coordinator will:

• **Confirm** the positive test result.

• **Refer** the employee or family to their health provider and the Clay County Public Health Center.

• Begin **contact tracing**.

Anyone affected by the positive COVID-19 test result will receive a letter notifying them of a potential exposure. It is important to note that individuals have a right to medical privacy and NKC Schools will adhere to a standard that balances the need for transparency with respecting all privacy rights.
Public Use of Buildings

Will visitors be allowed in schools during the school day?
In addition to the safety and security measures performed daily at each of our buildings, every effort will be made to limit unnecessary exposure to students and staff during school hours. The following protocols will be in place in each of the schools:

• Only employees and approved volunteers required for student instruction or services will be allowed in the building during school hours. This includes all essential staff, parents/guardians (when necessary), and district personnel.

• Visitors will be limited to the administrative offices only during school hours. Maximum occupancy numbers will be posted in the administrative offices. School personnel will enforce maximum occupancy.

• Visitors will be required to follow the physical distancing and PPE recommendations from the CDC and CCPHC at the time of their visit.

• All meetings and visits from non-essential staff (vendors, local businesses, etc.) will take place outside of the school day when possible. When not possible, these individuals will have access by appointment only and will follow social distancing and PPE recommendations.

• There will not be any public use of school facilities during school hours.

• Parents/guardians should contact the school prior to visiting if they do not have a scheduled appointment.

Will visitors or non-school personnel be allowed in the schools after school hours?
To support the work of our custodial staff and their efforts to disinfect the building to minimize the risk for the students and staff, we will have the following guidelines for school access after the school day and during the weekends:

• We will still allow facility rentals on a case by case basis.

• All non-school groups must request building access through Community Education or local school administration prior to scheduling a meeting, practice or event. Facility managers and local school administration must approve all after-school events.

• It is likely that additional fees will be required of non-school groups to provide the necessary staff to clean and disinfect those areas in addition to the regular work of our custodial staff.

• All areas used by the public will be disinfected following use.

• All non-school groups will have to adhere to the physical distancing and gathering recommendations at the time of the event.

• We will post reminders at entryways not to enter the school if experiencing signs of illness.
Building Operations, Activities, and Facility Rentals

What protocols will be in place if a member of the public who used the building informs us that someone in their group has contracted COVID-19?

The area will be closed off and will not be available until cleaned and disinfected. Custodial staff will use Electrostatic machines to conduct a deep clean and disinfect the space from COVID-19 or flu-like germs.

Will the district allow spectators to attend games, competitions and/or performances?

NKC Schools will review recommendations from national, state, and local health organizations while prioritizing the safety of students, staff and families. It is likely that limited numbers of spectators will be allowed to attend games, competitions and performances. It is also possible that some sports and activities will be able to compete and perform while others will not. Restrictions concerning these events will be determined by state and national organizations. School officials will communicate that information as it becomes available.

Additional requirements may be in place during competitions or performances:

• Essential personnel only will be allowed near students during games and competitions. Those individuals will maintain physical distance when possible.

• Players on the sideline may be required to physically distance when not in the game.

• Multiple events may be necessary in order to ensure proper physical distancing while performing (band, choir, orchestra, theater).

• Staff, students and spectators will only have access to the necessary areas of the building. Access to other areas of the building will be restricted. Commonly touched surfaces like water fountains and restroom areas will be cleaned before, during and after the event.

• Reminders will be posted at entryways to not enter the school if experiencing signs of illness.

• Live-streaming services will be offered for events when possible.

How will staff use of the building look differently?

To support the work of our custodial staff and their efforts to disinfect the building to minimize the risk for the students and staff, we will have the following guidelines in place for school access after the school day and during the weekends.

• We ask that staff leave their classrooms at a reasonable time each day. Before staff members leave, they should clean their desk area of papers, clean whiteboards, stack chairs and clear floor area. This will allow custodial staff the time to properly disinfect the area.

• Staff should not come back on campus until the next day if feasible.

• Staff should contact the facility manager if access to the school is needed after school hours or on the weekends.

• Coaches and sponsors need to communicate with facility managers to determine the best spaces for meetings and practices after school and on the weekends.

• Coaches, sponsors and students will be limited to only the necessary spaces required to conduct meetings or practices.

Click the following links for additional information on Playgrounds, Parent Perspective FAQs, FNS Re-Entry Plan, North Kansas City Schools Facility Usage Fee Schedule, High Touch Surfaces Presentation, Application for Use of Facilities, Purchasing and Stores Inventory Supply Items, Summer 2020 Athletics and Activities Final Plan, Cleaning and Disinfecting Protocols, and Athletics and Activities Recommendations
What steps will be taken to minimize the risk for children on the bus?

Throughout the pandemic, drivers and aides will wear masks and gloves. Students will also be required to wear a mask. Buses will be cleaned and disinfected at regular intervals. Touch surfaces on the bus such as handrails and seats will be disinfected after every route.

To limit student-to-student contact, students will enter the bus and fill seats from back to front. At school or stops, students will off-load from front to back. Families will sit together.

Drivers and aides will remind students of safe riding practices. Signage will also be on the bus to remind students about safe practices with regard to the pandemic.

What can be done to minimize the risk for children on the bus?

Every student should wash their hands before getting to the bus stop in the morning and afternoon. Children should have a mask, not touching other students, or sharing toys or common items like cell phones. Students will sit one to a seat, when possible, but no more than two to a seat, when required.

How will Transportation staff establish protocols to disinfect?

All personnel will be trained in sanitizing and disinfecting protocols. Facilities will be disinfected multiple times throughout the day. This includes buses, as well as the CO and Staley facilities. Click here to see a video of our disinfecting procedures. Drivers and aides will be responsible for the buses and office staff for the buildings.
North Kansas City Schools would like to acknowledge the following staff members for their time and contribution for this return to school plan.

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|---|---|
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