

Maconaquah School Corporation



COVID-19 Back to School Guidelines 2020-2021

Maconaquah School Corporation COVID-19 Back to School Guidelines

It is essential for Maconaquah School Corporation to work in unison with our staff, parents, students, and community to prevent the introduction and spread of COVID-19. Our goal in introducing these new rules and regulations is to create a safe and effective environment for students and staff while still providing a quality education program. All guidance within this document comes directly from the CDC, Indiana Department of Education (https://www.doe.in.gov/sites/default/files/news/june-5-class-document.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term), Indiana State Department of Health (<https://www.coronavirus.in.gov/files/Back%20to%20School%20FAQ%2006.26.pdf>) and Miami County Health Department. This is a fluid document, meaning it can be changed or altered at any time based on new guidance from the previously mentioned entities. For additional plans more specific to each building, please visit the following links: Pipe Creek Elementary School ([Parent IN-Class Handbook](#)), Maconaquah Elementary School ([Parent IN-Class Handbook](#)), Maconaquah Middle School ([Parent IN-Class Handbook](#)), Maconaquah High School ([Parent IN-Class Handbook](#)).

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Appendix A: Health Protocols

Symptomatic Individuals

All positive COVID-19 cases at Maconaquah School Corporation will be reported to the Miami County Health Department to determine next steps. There will be a constant line of communication between the corporation nurse and the county nurse/doctor to keep the community as up to date as possible.

Employees will be trained to recognize the following COVID-19-related symptoms:

- A fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9).

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit a combination of the symptoms of COVID-19 that is not otherwise explained.

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations listed below.

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if all of the following conditions are met:

- They have received a doctors note releasing them to return to school
- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
- Other symptoms have improved
- At least 14 calendar days have passed since your symptoms first appeared.

If someone in the same household as the student/staff member tests positive, that student/staff member must be quarantined for 14 days from the date the household member tested positive unless otherwise directed by the health department. They may return if all of the following conditions are met:

- They have received a doctors note releasing them to return to school
- They have not had a fever for at least 72 hours (that is three full days of no fever

without the use of medicine that reduces fevers)

- Other symptoms have improved
- At least 14 calendar days have passed since being exposed to the positive individual

Persons who experienced symptoms and have been tested for COVID-19 may return to school if all of the following conditions are met:

- They have received a doctors note releasing them to return to school
- The individual has not had a fever for 72 hours (without the use or fever reducing medicine)
- Other symptoms have improved
- At least 10 calendar days have passed since symptoms first appeared

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. All individuals (student, staff, or parent/guardian) are required to contact the corporation nurse (765-689-9131 ext. 1310 or [hatcherb@maconaquah.k12.in.us.](mailto:hatcherb@maconaquah.k12.in.us)) immediately if they or a family member has tested positive for COVID-19.

Tested Positive- Impact on School Operations

All individuals (student, staff, or parent/guardian) are required to contact the corporation nurse (765-689-9131 ext. 1310 or [hatcherb@maconaquah.k12.in.us.](mailto:hatcherb@maconaquah.k12.in.us)) immediately if they or a person in the same household has tested positive for COVID-19. When there is confirmation that a person infected with COVID-19 was on school property, Maconaquah's corporation nurse will contact the Miami County Health Department immediately. Unless extenuating circumstances exist, the school will work with the health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the Miami County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing by the health department. If a closure is determined necessary, the school will consult with the Miami County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs. As soon as the school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, cleaning will occur immediately. If not possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting.

Screening

Maconaquah School Corporation has released information to parents, students, and staff about the symptoms of COVID-19. All individuals are required to self-screen before coming to school.

Students and employees exhibiting a combination of symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff, students, and visitors than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student, employee, or visitor has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, that individual will be excluded from the school building and recommended to self-quarantine for 14 calendar days.

Clinical Space COVID -19 Symptomatic

Maconaquah High School, Maconaquah Middle School, Maconaquah Elementary School, and Pipe Creek Elementary School will each have a room or space separate from the nurse’s clinic where students and employees who are feeling ill will be evaluated for COVID-19 symptoms. Any individual proven to be symptomatic will be allowed to wait in this same area for pick up. All staff and students who enter this location will be required to wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required in this room. Students who are awaiting pick up due to Covid-19 symptoms will be walked out of the building to their parents. Students who are symptomatic WILL BE REQUIRED to be picked up from school. These students WILL NOT be allowed to ride the bus home.

Students with Daily Medication

Building nurses will no longer administer nebulizers or aerosol producing treatments unless medically advised to do so. If a parent must administer a medication for their student, the parent must wait in front of the school building and the student will be escorted to the vehicle for that medication to be administered. All medications will be administered in the primary nurses office. No medication will be administered in the COVID-19 room unless medically required.

Proper Hygiene

Handwashing and avoiding touching your face, eyes, nose, or mouth are important steps that must be taken to avoid becoming sick or spreading germs to others. Employees and students must wash their hands often, and if soap and water are not readily available, hand sanitizing stations will be distributed throughout each of our buildings as an alternative. There will be key times built into the school day when all persons will have the opportunity to wash their hands. Each building will have their own specific schedule, so please contact your building principal for questions regarding those times.

Students and staff should familiarize themselves with the following key times necessary for handwashing:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment
- Before and after recess

Students are required to wash their hands whenever directed by a staff member.

Use of Face Coverings

Social Distancing Guidelines state that a person should not be within 6 feet of another person (outside of the home) for more than 15 minutes. For this reason, face coverings may be required by both students and staff if social distancing guidelines cannot be followed. Students who ride the bus will be required to wear a face covering during the entire route. Outside face coverings will be allowed, but must be school appropriate. If a face covering is determined to be inappropriate, the individual will be provided a mask from the school. Reusable face coverings must be sanitized daily. Face coverings will be available for any individual that does not have one of their own. Refusal to abide by these rules will be considered insubordination or defiance of authority, and punishment will follow each school's handbook.

If a student provides a doctor's note deeming a face covering to be a health hazard for said student, an alternative to the face covering will be available in the form of a face shield which does not lay against the mouth and nose. If the doctor finds that this option also causes health concerns, the parent can bring in a doctor's note excusing them from wearing it as well.

It is important to reiterate to parents and students that the use of face coverings (when social distancing is not applicable) is most important in slowing the spread of COVID-19. Parents and grandparents as well as teaching staff, administrative staff, and personnel throughout the building are often in the vulnerable, at risk groups for age or underlying medical conditions. Students may have insignificant symptoms or even no obvious symptoms when they are infected with COVID-19, however, they can spread the infection more easily because oftentimes they are unaware that they are infected. By following state guidelines in regards to face

coverings and social distancing, we are doing our part to try to slow the spread of this virus while also protecting our students, staff, and families.

Access to Water

All water fountains will be closed in each school building until further notice. Students and staff are allowed to bring in their own water bottles. There should be absolutely NO sharing of water containers at any time. Water bottles will be available during lunch and breakfast for students who do not have access to their own.

Attendance Policy

Attendance bonuses and reward programs will be suspended to avoid encouraging employees and students to come to school when they are sick. Students who are out of school for an extended period of time due to COVID-19 (individuals who have tested positive, individuals who have been in direct contact with a person who has tested positive, or individuals who are symptomatic) will be required to utilize remote learning to meet attendance requirements. Remote learning guidelines can be adjusted based on the needs of each student.

Exchange of Resources to and From School

In an effort to reduce the amount of materials that are being transported between school and home each day, students at PC and ME will keep their backpacks at school unless Chromebooks are being sent home. Students can bring a lunchbox and/or a water bottle to and from school each day.

Students attending Maconaquah Middle School will be allowed to bring a backpack and/or lunch box. All materials inside the backpack will be limited to essential items only. Lockers will not be used. All required materials will be kept in the students backpack, and that backpack should remain on their person or under their individual desk/seat throughout the entire day.

Students attending Maconaquah High School will be allowed to bring a backpack and/or lunch box. All materials inside the backpack will be limited to essential items only. Lockers will not be used. All required materials will be kept in the students backpack, and that backpack should remain on their person or under their individual desk/seat throughout the entire day.

As a side note, school staff still have the legal obligation to search any student backpack on reasonable suspicion in accordance with school board policy.

Appendix B: Social Distancing in the School Environment

Social Distancing in the School Environment

In order to maintain social distancing to the best of our ability, our Corporation will put in to place the following practices:

- Families will be offered both in-person instruction and remote instruction based on each student's need and parents concerns.
- We will alternate recess to minimize the number of students on the playground, and allow time to disinfect equipment.
- Space between students will be increased as much as possible during in-person instruction.
- Classes will be moved outdoors whenever possible.
- Desks/tables will be rearranged to increase space between students.
- Desks/tables will face in the same direction.
- Students will be asked to remain seated in the classroom as much as possible, and seats will be assigned.
- There will be little to no extra activities that combine classes or grade levels.
- Whole staff gatherings/meetings will be minimized.
- We will minimize students traveling to different buildings to receive services.
- Visitors will be limited by necessity (to be determined by the school administrator) and must self screen prior to entering the building.
- Teachers will have access to extra materials for students who might need them in order to minimize sharing of high touch materials (pencils, art supplies, equipment, etc.) and items will be cleaned and disinfected between uses.

Additionally, we will implement measures to decrease students congregating in one location by doing the following:

- Students must be dropped off at specific times and locations determined by each individual building.
- Buses will release students as they arrive rather than all at once.
- Restroom breaks will be scheduled in certain buildings to avoid overcrowding.
- Rearrange and remove furniture to avoid clustering in common areas.
- Implement measures to decrease employees congregating in one location.
- Limit usage of the staff/teacher's lounge.
- Encourage virtual meetings when possible.
- Make alternate plans for whole staff gatherings.
- Rearrange workstations to encourage social distancing.
- Use assigned seating when possible.
- Use sign-in sheets for in-person meetings to document attendees.
- Keep accurate records of any persons other than students and staff entering the

building, their reason for entering, and the locations in the building to which they travel.

- Restrict vendor access to the school to times when students are not present.
- Visitors will not be allowed in any building unless prior authorization has been given by the building principal.

Breakfast and Lunch Procedures

Students at all levels will continue to have group lunches. Each building will attempt to follow social distancing guidelines if possible. Some buildings may utilize additional spaces outside of the cafeteria to allow students more room to space out. Additional steps that will be taken to help control the spread of germs will be as follows:

- Napkins and silverware will be provided and will be disposable.
- Food-sharing is discouraged.
- Cash transactions will be accepted, but are not encouraged.
- There will be no eating on the bus unless medically necessary.
- PPE will be provided to all food service staff.

Appendix C: Cleaning Guidance

Cleaning Guidance

- Janitorial staff will clean high touch hot spots such as door handles, light switches, faucets, elevator buttons, tables, desks, countertops, chairs, benches, and walls twice daily.
- Restroom cleaning, spot mopping, interior glass cleaning, and equipment cleaning will be done daily.
- Vacuuming and dusting will be done weekly.
- Outside of school operating hours, chemical cleaning sprays will be applied daily to allow more thorough cleaning of all surfaces.
- Windows will remain closed and air conditioning units will run throughout the day. Janitorial staff will change out air handler unit filters every 3 months in accordance with IAQ (Indiana Air Quality) guidelines in order to ensure adequate air filtration.

Maconaquah's Director of Buildings and Grounds have developed, and will continue to modify a quality control system on new tasks and frequencies. Head custodians have developed job/task cards for routine and enhanced cleaning procedures. All custodial staff will be trained on new procedures. Custodial staff schedules will be staggered, and additional help will be employed to allow for a more extensive cleaning regimen.

Sanitizing wipes will be used for desks and manipulatives in classrooms. Students will be allowed to use sanitizing wipes, but **MUST** wash their hands immediately after. Students are not allowed to use sanitizing wipes without first having teacher consent. If a parent does not want their student to use sanitizing wipes, they may opt out by contacting their student's homeroom teacher.

Appendix D: Special Education Overview

Case Conferences and Annual Case Reviews

Maconaquah School Corporation will continue to conduct annual case reviews within the one-year timeline, regardless of school closure status. As school reopens, case conference meetings with parents may be scheduled to review the provision of services and the educational progress of each student. These discussions will determine whether or not there is a need for an IEP revision.

Educational needs will be measured by considering:

- Whether the student participated in continuous learning opportunities provided by the school and district during the COVID-19 school building closure
- Parent observations of the student's learning during the continuous learning opportunities provided by the school
- Teacher observations of the student's learning in the continuous learning opportunities provided by the school
- Whether there were services identified in the student's IEP prior to the school closure that the school or district was unable to provide during the building closure due to restrictions on in-person services
- Whether the student continued making progress toward meeting his/her IEP goals
- Whether the student experienced any additional or new social-emotional health issues during building closure
- Whether the student experienced any regression during the period of school building closure

Future Services/Recovery Services

Maconaquah School Corporation will be required to make an individualized determination as to whether recovery services are needed under applicable standards and requirements for the time that school buildings were closed during the spring of 2020. This does not mean that the school must immediately offer recovery services to all students with IEPs; rather, it requires the case conference committee to lead a discussion on the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC (Case Conference Committee) may consider the appropriateness of collecting data for an agreed-upon time following the student's return to school and subsequently reconvening to discuss the need for future services at that time.

Transition IEPs

Transition assessments will continue to be updated annually. When updating transition assessments, teachers of record (TORs) may conduct assessments virtually or in person. Assessments may be administered prior to or during the meeting. In all cases, assessment information will be documented within the Summary of Findings utilizing the SPIN method -Strengths, Preferences, Interests, and Needs. Transition services will be created with both in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

Evaluations

Requirements for evaluations remain unchanged. Evaluations may be conducted virtually if the evaluator has been appropriately trained in conducting virtual assessments and has access to the digital assessments.

Medically Fragile Students

The determination of the services to be provided must be made by the CCC (Case Conference Committee) based upon the individual student's medical and educational needs. Special education and related services determined by the CCC for a student with a physician's statement could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology will be considered.

Homebound Services

Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel will follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19.

Homebound Timelines

The CCC will continue to reconvene at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to our Continuous Learning Plan) when a student is receiving services in a homebound setting. Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes.

Special Transportation

If a student is being provided in-person services and requires transportation, then the IEP will reflect this service. Administrator will collaborate with the school transportation director to implement a bussing plan that meets social distancing recommendations (including pick-up, in-transit, and drop off).

Physical/Occupational Therapy

By following the provision of IEP-required therapies in accordance with the CDC community-level guidance for schools, our corporation will implement the following:

- Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions
- Class and therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids
- Instruction about and observance of frequent handwashing and face covering recommendations
- Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings
- Contingency planning to continue services if COVID-19 transmission requires

intermittent or extended school building closures

- Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies
- Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.

Appendix E: Student Transportation

Transportation Preparation and Cleaning

Staff will inspect all buses and transport vehicles for cleanliness and safety before and after routes. Face coverings will be required for both students and staff riding the bus. Face coverings will be available on buses for students who do not have their own. Whenever possible, bus windows will remain partially rolled down, family members sit together, and students will have assigned seats on every bus. Affected buses can be used immediately after cleaning and disinfection. Additionally, the following protocols will be made starting August 3rd, 2020: Drivers will be assigned to a single bus and/or a specific route to establish consistency driver assignments for extracurricular activities, students will be assigned to a single bus and to a specific seat, students will be limited to one route unless otherwise decided by administrative staff.

Transportation Training

All drivers and maintenance/cleaning staff will be properly trained on the following:

- Correct information about COVID-19, how it spreads, symptoms, and risk of exposure.
- Who to contact if a student or the driver exhibits symptoms of COVID-19.
- The appropriate methods, tools, and products for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.
- The hygiene expectations of staff.
- Using gloves when handling and disposing of trash.
- Avoiding touching surfaces often touched by passengers.
- Universal precautions when handling bodily fluids.

Appendix F: Communications Guidance

Reporting Positive COVID-19 Cases

All teachers, administrators, staff and students (parents/guardians) are required to report any documented positive cases of COVID-19 in their school. All reports should be made to the building principal to share with the corporation nurse. The corporation nurse will give all reported positive COVID-19 case findings to the Miami County Health Department.

Appendix G: Maconaquah Remote Learning

Maconaquah Remote Learning

While the remote learning model cannot replace every experience we offer in the brick and mortar classroom, Maconaquah School Corporation feels this alternative option will help students who are not ready to return to face-to-face instruction keep pace with what is being taught in the classroom. Maconaquah School Corporation will offer a remote learning option for all interested students for the 2020-2021 school year. This option will be available during registration in July. Students who choose to enroll in the remote learning option will have the ability to attend the school year electronically. The student must have a reliable internet connection to participate in this program. All students are welcome to attend Maconaquah's remote learning model, including those who live outside of Maconaquah School District. There will be no additional rules or stipulations for out of district students who apply. Specific guidelines must be met in order to be classified as a remote learner.

- Students will be virtually placed in a classroom with other remote learners as well as in-class learners.
- The new remote learning option will provide more in-depth learning by teaching new standards through a curriculum that will mirror what skills and lessons are being taught in the physical classroom. Each teacher will post resources, direct instruction videos, assignments, and links at least weekly on their Google classroom. All material will align with Indiana State Standards and the Maconaquah curriculum maps. Additionally, remote students will be required to complete the same assessments in-class students are assigned to take.
- Each remote learning student will have at minimum a weekly live virtual session with his/her teacher. These sessions may be used for direct instruction, review of a skill the student is struggling with, and/or assessment of student progress or mastery. These sessions will be scheduled at teacher and parent discretion.
- Attendance is required and students must check in with their teacher each school day via email, phone, etc. in order to be counted as present each day. Attendance policy will be followed as outlined in each school's student/parent handbook.
- Teachers will also set "office hours" of additional time each week that will be available to remote learning parents if needed. Teachers are not expected to interact with remote students during in person class instructional time.
- As the school year progresses, students who are excluded from school due to COVID exposure or diagnosis will join this remote learning cohort.
- Students on the remote learning option will be expected to maintain open communication with their teachers, attend all meetings, participate and interact during these meetings with their teachers, and participate in all local and state assessments as outlined by their school.
- If a student enrolls in remote learning but after participating decides it might not be the best avenue for them, they are allowed to switch to in-class learning at any time during the 9 week period. Students will not be allowed to switch between remote learning and

in-class learning more than once per semester (this rule does not pertain to students who are utilizing remote learning because of illness or required time out of school).

- The following contract must be reviewed by any parent wishing to enroll their student in Remote Learning. Parents will be required to sign a form at enrollment agreeing to follow the rules of this contract ([Maconaquah Remote Learning Parent Contract](#)).
- Remote learning students in grades K-5 will need to check out a Google Chromebook to utilize for the school year. Those students choosing remote learning in grades 6-12 will need to check out a Windows Laptop. All necessary equipment must be checked out and picked up prior to the start of school, August 3. Please contact 765-689-9131 ext. 5999 to schedule your appointment.

Appendix H: Extracurricular and Co-curricular Re-Entry

Extra-Curricular and Co-Curricular Activities

- All State and local guidelines for group limitations will be followed
- Any student who prefers to wear a face covering for activities will be allowed, so long as doing so will not cause a health risk
- Face masks may be required in certain circumstances
- Athletes are required to wear face coverings only if opposing school requires it
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. are required to wear face coverings if social distancing is not applicable unless under rigorous activity or it poses a health risk.
- Consideration will be given to vulnerable individuals and it is encouraged for those individuals to seek medical guidance regarding his/her individual level of participation.
- An alternate command structure for coaching staff will be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSAA pre-participation physical, but should provide a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation. If answered yes to any of the seven questions on the questionnaire, student must get a new physical
- All students and staff will be required to self screen for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices. See Appendix A.
 - Any person with a combination of COVID-19-related symptoms will not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
 - Any person with a positive COVID-19 test must reference page 3, “When a confirmed case has entered a school, regardless of community transmission.”
 - Coaches must track COVID-19 impacted attendance and report to district/school administration.
 - Follow specific return to school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19. See Appendix A, reference *Return to School After Exclusion*.
- Individuals must wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer will be available to individuals as they transfer from place to place.
- Locker rooms and meeting rooms will operate at 50 percent capacity.

*If the restriction to 50 percent capacity at competitive events creates hardship and impacts the hygiene or safety of students, a 50 percent or greater capacity is allowed.

- The athletic directors will create scheduling adjustments to reduce the number of events, duration, and/or participants present.
- Workouts will be conducted in defined, smaller groups of students with the same students always together.
- Hospitality rooms for officials will no longer include shared food service and will allow space for social distancing. Individual waters and pre-packaged snacks may be made available.
- Cleaning schedules will be created and implemented for all facilities and equipment to mitigate any communicable diseases.
- Appropriate clothing/shoes must be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Contact will be limited to only contact necessary to compete as defined by IHSAA. Modified sportsmanship practices will be observed.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment must be cleaned prior to use and immediately following usage.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered or discarded.
- Students are expected to shower at school or at home and wash workout clothing immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- Spectators, media, and vendors can be present but must implement social distancing and follow established mass gathering guidelines. Face Coverings might be required if social distancing guidelines cannot be met.
- Concessions will be open, and all food handlers and cashiers will utilize appropriate PPE and only prepared, prepackaged food is available.
- Due to new language from the IHSAA, Maconaquah will now allow students who are enrolled in remote learning to participate in athletics. If a student is enrolled in remote learning, but decides to return to in-class learning, they will then be eligible to join a school sponsored sport. The student must complete the required number of practices before being eligible to participate in the sport.

Please refer to the following link for additional information: [Maconaquah Athletics Return to Play Protocol](#)

Appendix I: FAQ and Answers

Frequently Asked Questions and Answers

Q: Does Maconaquah have any outdoor learning plans? What kind of outdoor programs do you have?

A: Maconaquah's Farm to School program offers in-class and outdoor learning opportunities. Students enrolled in the course spend time in the cattle barns learning the ins and outs of taking care of the animals. Additionally, all teachers will be encouraged to utilize outdoor space for learning when possible.

Q: Does the State require students to wear a face covering? If not, why did Maconaquah add this requirement?

A: As of 7/06/2020 Indiana does not require face coverings on buses. The current CDC guidelines recommend that all students wear face coverings when social distancing guidelines cannot be met. The Indiana State Department of Health cited a 40-60% reduction in COVID-19 transmission when masks are used by all, which is why we are requiring them for certain portions of the day. This is especially important since some carriers of COVID-19 may not have any symptoms. Children, despite being generally less affected by COVID-19, expose school staff and adults at home who may be more at risk. Students who cannot or will not wear a face covering during the required times at school will need to utilize online learning at home.

Q: How can parents work with their students at home, to understand how and when to wear a mask? Is wearing a mask just as easy as coughing into your elbow?

A: Prior to July 15, Maconaquah will release back to school guidelines that will identify when students must wear a face covering. Additionally, the school will be releasing step by step instructions that will educate all students and parents on how to properly face cover. Wearing a face covering is much more protective than coughing or sneezing into your elbow or hand as it creates a barrier that helps contain the spread of germs. The following website is an excellent resource to review the purpose of face covering and how they can be used properly.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Q: How will the corporation accommodate students on buses who must wear a face covering, but might have health issues such as asthma?

A: The corporation will provide face guards for students who might have health issues that make wearing a face covering problematic. If a student has a health issue that prohibits them from wearing a face covering, they can provide the school with a doctor's note allowing them to utilize a face shield instead.

Q: There are many concerns about students wearing face coverings on buses without air conditioning in the hot weather. How will the school address this?

A: Buses that do not have air conditioning will have windows down to create fresh air flow. According to the CDC, breathing clean outdoor air can reduce the spread of coronaviruses.

“Changing the room air is a widely used measure for infection prevention and control,” says Stephen Morse, an infectious disease researcher and professor of epidemiology at Columbia University’s Mailman School of Public Health. “It replaces any virus-contaminated air with clean air. Opening windows is one of the easiest and cheapest ways to encourage this type of air turnover.”

Q: Can parents/guardians change their education choice mid-term? (remote versus on site)

A: If a student enrolls in remote learning but after participating decides it might not be the best avenue for them, they are allowed to switch to in-class learning at any time during the 9 week period. Students will not be allowed to switch between remote learning and in-class learning more than once per semester (this rule does not pertain to students who are utilizing remote learning because of illness or required time out of school). A student can change from in-person to remote learning for health concerns.

Q: Who can we talk to if our student is immune-compromised?

A: If your student is immune-compromised it is important for you to first discuss best practices with your family doctor. If the doctor says it is ok for your student to return to in-class learning, be sure to find out if there are any requirements or adjustments that need to be made. Please provide your building principal with any pertinent information provided by the doctor.

Q: How will choir and band change in order to adhere to CDC guidance?

A: In buildings that have access to bigger practice areas, band, choir, and music classes will utilize these larger areas to allow students to spread out and follow social distancing guidelines. Each building’s plan will vary slightly, so please view each building’s specific plan for more information.

Q: Will building windows be opened during the school day? If so, will that create safety concerns?

A: Windows will remain closed and air conditioning units will run throughout the day. Janitorial staff will change out air handler unit filters every 3 months in accordance with IAQ (Indiana Air Quality) guidelines in order to ensure adequate air filtration.

Q: How will absences be handled so that parents are not sending their student to school sick to prevent them from receiving too many absences?

A: Students who are out of school for an extended period of time due to COVID-19 (individuals who have tested positive, individuals who have been in direct contact with a person who has tested positive, or individuals who are symptomatic) will be required to utilize remote learning to meet attendance requirements. Virtual attendance will still be monitored. Remote learning guidelines can be adjusted based on the needs of each student. It is important that parents report to the school if their child will be absent in order for it to be counted as an excused absence.

Q: Can you please clarify the difference between eLearning and Remote Learning?

A: Traditional eLearning focused primarily on review and practice of skills. The new remote learning option will provide more in-depth learning by teaching new standards through a curriculum that will mirror what skills and lessons are being taught in the physical classroom. Each teacher will post resources, direct instruction videos, assignments, and links at least weekly on their Google classroom. All material will align with Indiana State Standards and the Maconaquah curriculum maps. Additionally, remote students will be required to complete the same assessments in-class students are assigned to take.

Each remote learning student will have at minimum a weekly live virtual session with his/her teacher. These sessions may be used for direct instruction, review of a skill the student is struggling with, and/or assessment of student progress or mastery. These sessions will be scheduled at teacher and parent discretion.

Attendance is required and students must check in with their teacher each school day via email, phone, etc., in order to be counted as present each day.

Q: Will students still have social interaction through school (i.e. play sports, go to games, have choir concerts, theater, band, dances, group projects)?

A: Athletics, band, choir, and theatre will still be a part of Maconaquah's academic and athletic plan. There will be some new rules, regulations, and requirements, all of which are spelled out in this document.

Q: Will the school be accepting doctors notes for face coverings?

A: If a student provides a doctor's note deeming a face covering to be a health hazard for said student, an alternative to the face covering will be available in the form of a face shield which does not lay against the mouth and nose. If the doctor finds that this option is also a health hazard, the parent can bring in a doctor's note excusing them from wearing it as well.

Q: The description in Appendix H (Extracurricular and Co-curricular re-entry) focuses more on the extracurricular sports aspect dealing with practices and such. Is there any more details about clubs or co-curricular activities such as FFA, NHS, etc. in regards to meetings, contests, and practices?

A: There are guidelines within Appendix H that are relevant to co-curricular activities such as FFA, NHS, etc. All State and local guidelines for group limitations will be followed. These are fluid, so it is important to keep up to date on state and local guidance on group limitation. Any student who prefers to wear a face covering for activities will be allowed, so long as doing so will not cause a health risk. All non-students, medical-related staff, directors, security staff, supervisors, etc. are required to wear face coverings if social distancing is not applicable. Self screening will remain a requirement. Spectators, media, and vendors can be present but must implement social distancing and follow established mass gathering guidelines. Face Coverings might be required if social distancing guidelines cannot be met. Concessions will be open, and all food handlers and cashiers will utilize appropriate PPE and only prepared, prepackaged food is available. Please review the specifics in Appendix H for further information.

Q: Can girls carry a purse with them?

A: Girls will be allowed to carry a purse with them, but it must remain on their person throughout the entire day.

Q: Where will students put after school athletic items if lockers are not being issued?

A: We are waiting on guidance that will allow gym locker rooms to open (the current date for that is prior to the start of school, but that could change per the Governor's weekly guidance). As soon as that guidance is given, students will be able to utilize gym lockers, however there will be a limited number allowed in the locker room area at one time.

If locker rooms are not allowed to be opened prior to the start of school, students will keep their sports gear with them throughout the day, or in their vehicles if they drive themselves to school. Parents can contact their building principal for alternative options.

Q: Where can students put winter jackets rather than carrying them on them all day?

A: It is important to remember that this guidance can change at any time, and we will be reevaluating things each nine weeks. We are in the heat of summer now, so issues such as storage for winter coats will be addressed closer to that 9 weeks.

Q: Will new students have the opportunity to see where their classes are prior to starting?

A: This question is building specific. Parents can contact the building principal to find out if there is any scheduled open house, or to schedule a private tour if necessary.

Q: If my child is in a class and that class has a positive case, how long is my child out of school and do they have to be tested prior to coming back?

A: Whether or not the entire class will need to quarantine will be up to the Miami County Health Department. If a student is directly exposed, we require that individual to follow the guidance in Appendix A: Health Protocols.

Q: What do we do when a student won't keep a mask on when they are on the bus because the bus is so hot?

A: A student must have a face covering on in order to board the school bus. Bus drivers will monitor student behavior as best as they can, but their main priority is to focus on the road and getting the students to their destination safely. We ask that parents work with their students prior to the start of school to help prepare your child for what is to be expected.

Q: How will classrooms be set up to promote social distancing?

A: All extra furniture will be removed in order to allow more space for separation. Desks and tables will be spaced both side to side and back to back. All students will face the same way. Seats will be assigned.

Q: Will there be new protocols for students that have non covid sickness (i.e. will they be able to return to school just as they had before, and will that student be required to utilize the remote learning option or will he/she be allowed to make up learning when they return to school?)

A: First and foremost, tell your school nurse prior to the start of the year if your child has chronic illness in order to try to prevent COVID-19 being questioned. It will be helpful for students who are out with sickness other than COVID-19 to provide their school nurse with a doctor's note stating their diagnosis. Students who are kept home from sickness other than COVID-19 will be allowed to make up school work upon their return to school.

Q: How will arrival and dismissal work for the 2020-21 school year?

A: Each building will have specific plans on how students will enter and leave the buildings. Please view your building handbook, or contact your building principal for those details.

Appendix J: Document Change Log

Document Change Log

Any changes made to this document will be noted below in order to allow easier identification for readers.

Date	Page Number	Original Language	Updated Language
7/22/20	14	It will be required that we wait 24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tested positive for COVID-19.	Section Removed.
7/22/20	19	Students enrolled in the remote learning option will be ineligible to compete in school sponsored sports.	Due to new language from the IHSAA, Maconaquah will now allow students who are enrolled in remote learning to participate in athletics.