

**School Operating Plan  
2020-2021 School Year**

**Adopted by the Washington County Board of Education 11.3.20**

- I. **Full Reopen**. All students and staff members will be present.
  - a. Before school
    - i. Parents will be provided with a general letter of guidance and daily screening document developed by Washington County School's Coordinated School Health Department utilizing information from both the Center for Disease Control and the Tennessee Department of Health.
    - ii. It is required that cloth masks will be worn inside any school building unless an individual has a medical exemption.
    - iii. Students and staff will be expected to self screen each morning using a process outlined on a document provided by the Coordinated School Health Department.
  - b. Transportation
    - i. All bus routes will be in use.
    - ii. Social distancing on buses will not be possible with all students
    - iii. All buses will be sanitized daily
    - iv. All riders and drivers will be required to wear a mask or face shield for those medically unable to wear a mask.
    - v. Bus unloading will be staggered so as to cut back on crowding.
  - c. Instruction
    - i. The state-adopted start of the year Checkpoint assessments will be utilized in grades 3-8 and in high school math and ELA courses that require end of course tests. The data gleaned from these assessments will drive instruction going forward.
    - ii. An online formative assessment and associated TCAP Item Bank platform will be utilized throughout the academic year.
    - iii. Mock interim assessments that mirror current TCAP summative assessments will be utilized at the end of both semesters.

- iv. Online and Distance Learning options will be made available to students. Schools will work with individual families to make arrangements.
  - v. Students participating in full-time online learning but failing their classes will be required by the school's administration to return to in-person attendance unless they are medically unable to do so per CARES Act guidelines.
- d. Common areas
- i. A screening protocol will be in place for all visitors entering the school buildings.
  - ii. Areas such as administrative offices, clinics, libraries, cafeterias, etc will be organized in such a way as to minimize the number of people present at any given time.
  - iii. Restrooms will be monitored to minimize the number of people present at any given time.
  - iv. Building administrators will implement one-way traffic patterns in hallways where practical
  - v. Large scale assemblies are discouraged and should be discontinued. "Large scale" shall be defined by the Governor's Executive Order in effect at the time.
  - vi. Congregating of staff in lounge areas or other shared spaces will be discouraged.
- e. Classrooms
- i. Interior doors will be propped open during times students are moving to reduce touching.
  - ii. Classrooms will be provided with hand sanitizer and disinfectant wipes. Common surfaces such as desks will be cleaned prior to students entering the classroom and as students exchange classrooms.
  - iii. Students will not share text materials or technology unless the objects are sanitized between uses.
  - iv. Social distancing will not be possible with all students and all teachers present at school.

- v. The use of carpeted areas, upholstered common furniture and similar items will be minimized.
- vi. Teachers will arrange desks to maximize separation and face all students in the same direction.
- vii. Seating charts will be developed and utilized in all classrooms and other spaces where student activities are held. Seating records will be made available to CSH in the event contact tracing is warranted.
- f. Nutrition Services
  - i. Meal service will be organized in such a way that students do not touch community serving utensils.
  - ii. Servers will be required to wear masks and gloves.
  - iii. Outdoor seating will be utilized when weather permits.
  - iv. All persons shall be afforded the opportunity to wash their hands before and after every meal.
- g. Travel
  - i. Student field trips and staff development travel will be reduced to the absolute minimum necessary.
- h. Personal Protective Equipment (PPE)
  - i. Cloth masks will be required for all staff members while on school grounds during school hours and when social distancing is not possible, with the exception of those whose medical issues prevent them from wearing a mask. Instructional staff will be allowed to wear a clear face shield in place of a mask when instructional duties dictate doing so.
  - ii. Cloth masks will be required for all students other than those exempted for medical reasons while on school grounds during school operating hours.
  - iii. Provisions for regular hand washing will be implemented.
  - iv. Provisions will be made to provide appropriate PPE to students involved in speech, singing, and other, similar activities.
- i. General Sanitation

- i. The protocol typically in use during flu season will be in effect at all times.
  - ii. In the event of a probable case among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
- j. Communication
  - i. WCDE email addresses will be issued to all students grades K-12 for the 2020-2021 school year. Primary communication with students will be via email.
  - ii. Communication with parents will be via group text and the WCDE website (system), school-adopted digital application and website (school), and classroom adopted digital applications (teacher).
  - iii. Parents will be notified if their child is identified as a close contact to a confirmed COVID-19 case as identified by the Tennessee Department of Health. Parents will be provided with guidance on their next steps.
- k. Extra-curricular activities
  - i. Athletic practices and competitive events sanctioned by TSSAA/TMSAA and approved by the Washington County Board of Education will continue according to established guidelines.
  - ii. Student group activities will be approved provided no groups in excess of 50 individuals are together and provided that all social distancing protocols can be applied.
  - iii. Students who choose to attend school in a virtual format will be allowed to participate in extracurricular activities.
- l. Special Populations
  - i. Medically at-risk students will be given the option of distance and online learning opportunities on a full-time basis.
  - ii. Children will be screened prior to boarding a Special Education bus according to a protocol designed by the Coordinated School Health Department.

- iii. The Office of the Director will develop an attendance protocol for students in Comprehensive Development Classes that follows individual IEP Team agreements.

- II. **Staggered Schedule.** A percentage of the student body and all faculty/staff members will be present. This plan will be used when social distancing, to the extent possible, is indicated as a means of lowering community spread of COVID-19. Given the typical school enrollments and the size of our buildings, a 50% attendance arrangement will be implemented.
- a. Before school
    - i. Parents will be provided with a general letter of guidance and daily screening document developed by Washington County School's Coordinated School Health Department utilizing information from both the Center for Disease Control and the Tennessee Health Department.
    - ii. It is expected that cloth masks will be worn by all persons entering any school building with the exception of those with medical exemptions.
    - iii. Students and staff will be expected to self screen each morning using a process outlined on a document provided by the Coordinated School Health Department.
  - b. Transportation
    - i. All bus routes will be in use.
    - ii. All riders and drivers will be required to wear a mask or face shield for those medically unable to wear a mask.
    - iii. Social distancing on buses will be enforced to the extent possible.
    - iv. All buses will be sanitized daily
    - v. Bus unloading will be staggered so as to cut back on crowding.
  - c. Instruction
    - i. The state-adopted start of the year Checkpoint assessments will be utilized in grades 3-8 and in high school math and ELA courses that require end of course tests. The data gleaned from these assessments will drive instruction going forward.
    - ii. An online formative assessment and associated TCAP Item Bank platform will be utilized throughout the academic year.

- iii. Mock interim assessments that mirror current TCAP summative assessments will be utilized at the end of both semesters.
  - iv. Teachers will have students in class on Mondays, Tuesdays, Thursdays and Fridays. Wednesdays will be set aside for online/distance learning for all students as well as planning and preparation, class work assessment, and PLC meetings. A deep cleaning of buildings will be undertaken on Wednesdays.
  - v. Students will be physically present two days per week, actively engaged in learning and held accountable for their learning five days per week.
  - vi. It will be necessary for students to use technology at home to stay engaged. Washington County Schools will issue chromebooks and other technology to those students that need such equipment.
  - vii. Full-time Online and Distance Learning options will be made available to students. Schools will work with individual families to make arrangements.
  - viii. Students participating in full-time online learning but failing their classes will be required by the school's administration to return to in-person attendance unless they are medically unable to do so per CARES Act guidelines.
  - ix. Students designated at-risk by each school's administration may be required to physically attend school in excess of two days per week for remedial purposes.
- d. Common areas
- i. A screening protocol will be in place for all visitors entering the school buildings.
  - ii. Areas such as administrative offices, clinics, libraries, cafeterias, etc will be organized in such a way as to minimize the number of people present at any given time.
  - iii. Restrooms will be monitored to minimize the number of people present at any given time.

- iv. Building administrators will implement one-way traffic patterns in hallways where practical
  - v. Congregating of staff in lounge areas or other shared spaces will be discouraged.
- e. Classrooms
- i. Interior doors will be propped open during times students are moving to reduce touching.
  - ii. Classrooms will be provided with hand sanitizer and disinfectant wipes. Common surfaces such as desks will be cleaned prior to students entering and as students exchange classrooms.
  - iii. Students will not share text materials or technology unless the objects are sanitized between uses.
  - iv. Social distancing will be observed when possible.
  - v. The use of carpeted areas, upholstered common furniture and similar items will be minimized.
  - vi. Teachers will arrange desks to maximize separation and face all students in the same direction.
  - vii. Seating charts will be developed and utilized in all classrooms and other spaces where student activities are held. Seating charts will be made available to CSH in the event contact tracing is warranted.
  - viii. Changing areas such as locker rooms will not be utilized.
  - ix. Playground equipment will not be utilized.
- f. Nutrition Services
- i. Meal service will be organized in such a way that students do not touch community serving utensils.
  - ii. Seating will be structured in such a way as to ensure social distancing when possible.
  - iii. Outdoor seating will be utilized when weather permits.
  - iv. All persons shall be afforded the opportunity to wash their hands before and after every meal.



- v. Provision will be made for students that are not physically in class on any given day to pick up meals at school via a 'drive through' arrangement.
- g. Travel
  - i. Student field trips and staff development travel will be reduced to the absolute minimum necessary.
- h. Personal Protective Equipment (PPE)
  - i. Cloth masks will be required for all staff members while on school grounds during school hours and when social distancing is not possible, with the exception of those whose medical issues prevent them from wearing a mask. Instructional staff will be allowed to wear a clear face shield in place of a mask when instructional duties dictate doing so.
  - ii. Cloth masks will be required for all students other than those exempted for medical reasons while on school grounds during school hours.
  - iii. Provisions for regular hand washing will be implemented.
  - iv. Provisions will be made to provide appropriate PPE to students involved in speech, singing, and other, similar activities.
- i. General Sanitation
  - i. The protocol typically used during flu season will be in effect at all times.
  - ii. In the event of a probable case among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
- j. Communication
  - i. WCDE email addresses will be issued to all students grades K-12 for the 2020-2021 school year. Primary communication with students will be via email.
  - ii. Communication with parents will be via group text and the WCDE website (system), school-adopted digital application and website (school), and classroom adopted digital applications (teacher).

- iii. Parents will be notified if their child is identified as a close contact to a confirmed COVID-19 case as identified by the Tennessee Department of Health. Parents will be provided with guidance on their next steps.
- k. Extra-curricular activities
  - i. Athletic practices and competitive events sanctioned by TSSAA/TMSAA and approved by the Washington County Board of Education will continue according to established guidelines.
  - ii. Student group activities will not be approved.
  - iii. Students who choose to attend school in a virtual format will be allowed to participate in extra-curricular activities.
- l. Special Populations
  - i. Medically at-risk special population students will be given the option of distance and online learning opportunities on a full-time basis.
  - ii. The Office of the Director will develop an attendance protocol for students in Comprehensive Development Classes that follows individual IEP Team agreements.
- m. Assessments
  - i. The Office of the Director of Schools shall develop an attendance protocol for the assessments shown on the Washington County Assessment Calendar.

III. **Virtual Open.** Students will engage in their learning via distance and online activities designed by the instructional staff. Professional staff will be present in the buildings during regular school hours and required to observe social distancing protocols. Other staff members will be present at the discretion and under the direction of applicable building principals and supervisors. All faculty and staff should self screen prior to entering any school building. This plan will be put into effect provided there is a substantial spread of COVID-19 and/or there is an order sent down from state government.

a. Instruction

- i. The state-adopted start of the year Checkpoint assessments will be utilized in grades 3-8 and in high school math and ELA courses that require end of course tests. The data gleaned from these assessments will drive instruction going forward.
- ii. An online formative assessment and associated TCAP Item Bank platform will be utilized throughout the academic year.
- iii. Mock interim assessments that mirror current TCAP summative assessments will be utilized at the end of both semesters.
- iv. Teachers will be in their classrooms and have availability to their instructional technology during regular class time and at any other time they so desire.
- v. All persons in the building must strictly adhere to social distancing guidelines.
- vi. Students will be actively engaged five days per week and will be held accountable for their learning.
- vii. Teachers will be available electronically to students during the regular school day via multiple, digital means.
- viii. Students in grades 8-12 will have the Canvas online learning system available to them. Students in grades K-7 will have the Google Classroom online learning system available to them.
- ix. It will be necessary for students to use technology at home to stay engaged. Washington County Schools will issue

chromebooks and other technology to those students that need such equipment.

- x. Students designated at-risk by each school's administration may be required to physically attend school for remedial purposes.
- xi. CTE Students pursuing industry certification may be physically present in CTE labs in small groups per a safety protocol developed by the Office of the Director of Schools.

b. Nutrition Services

- i. Subject to applicable statutes, meals will be made available to all children whether they are on the free/reduced meal program or required to pay full price.

c. Travel

- i. Student travel will be limited.
- ii. Staff travel will be limited to only essential travel.

d. Personal Protective Equipment (PPE)

- i. Cloth masks will be required for all staff members and required for all students while on school grounds during school hours when social distancing is not possible with the exception of those whose medical issues prevent them from wearing a mask.
- ii. Provisions for regular hand washing will be implemented.

e. Communication

- i. WCDE email addresses will be issued to all students grades K-12 for the 2020-2021 school year. Primary communication with students will be via email.
- ii. Communication with parents will be via group text and the WCDE website (system), school-adopted digital application and website (school), and classroom adopted digital applications (teacher).

f. Extra-curricular activities

- i. Extra-curricular activities will be limited to those activities in which COVID-19 prevention protocols can be observed.

- ii. Athletic practices and competitive events sanctioned by TSSAA/TMSAA and approved by the Washington County Board of Education will continue according to established guidelines.
- g. Assessments
  - i. The Office of the Director of Schools shall develop an attendance protocol for the assessments shown on the Washington County Assessment Calendar.
- h. Special Populations
  - i. The Office of the Director will develop an attendance protocol for students in Comprehensive Development Classes that follows individual IEP Team agreements.

IV. **Dealing with infected persons**

- a. The School Nurse will evaluate each individual using clinical evidence and proceed according to guidelines established and distributed by the Tennessee Department of Health and Tennessee Department of Education.

V. **Mitigating Factors:** there are four factors other than number of new cases that must be considered to fully determine community risk, to wit;

- a. Disease epidemiology: Level of community transmission, number and type of outbreaks, impact of the outbreaks on delivery of healthcare or other critical infrastructure or services, and epidemiology in surrounding jurisdictions.
- b. Community characteristics: size of community and population density, level of community engagement/support, size and characteristics of vulnerable populations, access to healthcare, transportation, planned large events, and relationship of community to other communities.
- c. Local Healthcare capacity: healthcare workforce, number of healthcare facilities, testing capacity, hospital intensive care unit capacity, and availability of personal protective equipment.
- d. Public Health capacity: public health workforce and available of resources to implement strategies, and available support from other state/local government agencies and partner organizations.