

## GREENSBURG COMMUNITY SCHOOLS PANDEMIC RESPONSE PROCEDURES

		General	Staff	Facility	ECA Activities	Public Use of Facilities
1	Ongoing Preparedness	<ul style="list-style-type: none"> <li>Focus on <u>3 C's (Cover, Clean &amp; Contain)</u></li> <li>Signage throughout the building regarding handwashing</li> <li>Using social distancing</li> <li>Avoiding large group activities</li> </ul>	<ul style="list-style-type: none"> <li>Develop remote work policies and preparedness</li> <li>Ongoing training concerning eLearning activities</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning procedures &amp; capabilities</li> <li>Getting supplies on hand and maintaining needed amounts <u>Strategic Scheduling of custodial personnel for cleaning rooms and common areas</u></li> </ul>	<ul style="list-style-type: none"> <li>Consider number of participants</li> <li>Consider if social distancing can occur</li> <li>Can fans be present?</li> <li>Will transportation be a concern?</li> <li>Are other teams scheduling competition?</li> <li>Do we want to reduce the number of contests?</li> <li>What is the public opinion on continuing with ECAs?</li> </ul>	<ul style="list-style-type: none"> <li>Consider program design</li> <li>How does technology play a role?</li> <li>How will outside use affect contamination?</li> <li>Do we charge every user because of cleaning costs?</li> <li>Who oversees the social distancing?</li> </ul>
2	Cases nationally, No government restrictions locally	<ul style="list-style-type: none"> <li>Increase focus on <u>3 C's: Cover, Clean, and Contain</u></li> <li>General education to prevent the spread.</li> <li>Increased communication to <u>staff</u> and <u>the public</u>.</li> <li><u>Signage</u> throughout the building regarding handwashing and social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Postpone <u>non-essential travel for meetings &amp; conferences</u></li> <li>Reduce face to face meetings</li> <li>Encourage staff who are sick to stay home</li> <li>Screen staff that are symptomatic</li> <li>Provide face coverings and disinfectant in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Increased <u>cleaning</u> frequency</li> <li>Increased signage</li> <li>Order additional cleaning supplies as needed</li> <li>Close large group areas to outside visitors</li> </ul>	<ul style="list-style-type: none"> <li>Operate programs as normal</li> <li>Focus on <u>3 C's</u> within programs</li> <li>Adjust program design to minimize human to human contact when possible</li> <li>Prohibit ill members from participation in programming (ill is defined as any person with a temperature of 100 or more) Check with other schools that we are competing against for potential concerns</li> </ul>	<ul style="list-style-type: none"> <li>Operate programs as normal</li> <li>Focus on <u>3 C's</u> within programs</li> <li>Adjust program design to minimize human to human contact when possible maintaining social distancing Prohibit ill members from participation in programming (ill is defined as any person with a temperature of 100 or more)</li> </ul>
3	Cases locally, state or national restrictions on group sizes	<ul style="list-style-type: none"> <li>Communication with <u>staff</u> and <u>members</u></li> <li>Require social distancing</li> <li>Minimize human contact when possible</li> <li>Increased <u>cleaning procedures</u> including regular misting of all facility areas with EPA registered broad spectrum disinfectant (Use electrostatic machine weekly in all buildings)</li> <li><u>Signage</u> throughout the building regarding handwashing and social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Limit participation in <u>conferences and in-person trainings</u></li> <li>Cancel or move to virtual meetings group sizes of 30+</li> <li>Encourage staff who are sick to stay home</li> <li>Keep staffing levels constant with some faculty being out sick</li> <li>No outside visitors in the classroom</li> <li>Visitors to the buildings will be required to use a mask</li> </ul>	<ul style="list-style-type: none"> <li>Cancellation of all events with an anticipated participation of 250 or more people.</li> <li>Outdoor playground open and monitored for <u>social distancing</u></li> <li>Open Gym hours may be limited and monitored for <u>social distancing</u>,</li> <li>Unaccompanied children will not be allowed in the building</li> <li>Encourage visitors (via signage) to implement best practices for <u>social distancing</u></li> </ul>	<ul style="list-style-type: none"> <li>Reduce program sizes for social distancing where possible</li> <li>Some program closures in areas where <u>social distancing</u> cannot be achieved may be necessary</li> <li>Youth programs for elementary students may be suspended</li> <li>Priority will be varsity athletic competition</li> <li>Spectators may not be allowed</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing must be possible in events using GCS facilities</li> <li>No exercise classes bringing in the public</li> <li>Participants must be provided face masks by the organization using the facilities</li> </ul>

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4	<p><b>Outbreak locally, state or national restrictions on group sizes</b></p>	<ul style="list-style-type: none"> <li>• Continual communication with staff and community members</li> <li>• Require social distancing</li> <li>• Minimize human contact when possible</li> <li>• Increased <u>cleaning procedures</u> including regular misting of all facility areas with electrostatic applied disinfectant</li> <li>• <u>Signage</u> throughout the building regarding handwashing and social distancing</li> <li>• Addition of hand sanitizer stations throughout the building if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel participation in <u>conferences and in-person trainings</u></li> <li>• Use virtual meetings as much as possible</li> <li>• Reduce staffing levels when medically compromised employees are at higher risk</li> <li>• <u>Personal Protective Equipment guidelines are to be followed by all employees</u></li> <li>• <u>All staff must take their temperature upon arrival at school and record it. A temperature of 100 or more will result in the employee being sent home.</u></li> <li>• <u>All staff must wear cloth face coverings at all times</u></li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of events with an anticipated participation of 50 or more people. Limit spectators</li> <li>• Pool remains open</li> <li>• Outdoor playground can be used while supervised for <u>social distancing</u> and sanitized before &amp; after use</li> <li>• Open Gym hours are limited and offered only when supervised for <u>social distancing</u>.</li> <li>• Unplug every other piece of cardio equipment in weight room</li> <li>• Place limits on free weight use to allow for social distancing</li> <li>• Place time limits on equipment and space (if needed).</li> <li>• Coaches will maintain appropriate <u>social distancing</u> and appointment times will be extended as needed for practices</li> <li>• Implement <u>Strategic Scheduling of the facility to maintain social distancing</u></li> <li>• <u>Facility rentals will be cancelled</u></li> </ul>	<ul style="list-style-type: none"> <li>• Practices for athletes will continue if <u>social distancing guidelines can be achieved</u> . Could be affected by Federal or State restrictions</li> <li>• Swim instruction with independent swimmers may run with instructor on deck and <u>social distancing</u> in place</li> <li>• All youth programs are suspended at the elementary level</li> <li>• No youth instructional camps</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing will be maintained in all areas of GCS facilities</li> <li>• Reduction of program sizes for <u>social distancing may be necessary</u></li> <li>• Some program closures in areas where <u>social distancing</u> cannot be achieved will be necessary</li> </ul> <p style="text-align: center;">Facility rental to outside organizations is cancelled</p>
5	<p><b>Outbreak locally, state or national order to close schools</b></p> <p style="text-align: center;"><b>Current (6/30)</b></p>	<ul style="list-style-type: none"> <li>• Continual communication with <u>staff</u> and the community</li> <li>• Communication through: WTRE radio Greensburg Daily News GCS websites GCS One Call system GCS social media – Twitter and Face Book</li> </ul> <p style="text-align: center;"><b>Current (6/30)</b></p>	<ul style="list-style-type: none"> <li>• Essential staff work in facilities while practicing <u>social distancing</u></li> <li>• Non-essential staff do not work (unless needed for specific areas, to be determined by the Superintendent)</li> <li>• <u>Personal Protective Equipment (PPE) guidelines must be followed</u></li> </ul> <p style="text-align: center;"><b>Current (6/30)</b></p>	<ul style="list-style-type: none"> <li>• Essential staff cleans and works on facility projects as appropriate</li> <li>• Facilities closed with the exception of locations used for food distribution</li> <li>• Building temperature lowered</li> <li>• 24/7 entrance disabled</li> <li>• Facility rentals will be cancelled</li> </ul> <p style="text-align: center;"><b>Current (6/30)</b></p>	<ul style="list-style-type: none"> <li>• All ECA activities are cancelled</li> <li>• All rental agreements are voided</li> <li>• All facilities and playing fields are closed to student /adult use</li> </ul> <p style="text-align: center;"><b>Current (6/30)</b></p>	<ul style="list-style-type: none"> <li>• All facilities are closed. This includes classrooms, auditoriums, cafeterias, the pool, outdoor playing fields, playgrounds, weight rooms, field house, and gyms.</li> </ul> <p style="text-align: center;"><b>Current (6/30)</b></p>

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6	<b>Stay at Home Order in place</b>	<ul style="list-style-type: none"> <li>• Continual communication with <u>staff</u> and the community</li> <li>• Communication through: WTRE radio Greensburg Daily News GCS websites GCS One Call system GCS social media – Twitter and Face Book</li> </ul>	<ul style="list-style-type: none"> <li>• Designated employee conducts a building walkthrough each day in each facility</li> <li>• Staff for food distribution (full time staff and food coordinator)</li> <li>• All other essential staff <u>work remotely</u></li> <li>• PT staff do not work (unless needed for specific areas, to be determined by the Superintendent)</li> <li>• <u>Personal Protective Equipment guidelines must be adhered to by all working personnel</u></li> </ul>	<ul style="list-style-type: none"> <li>• Facilities closed with the exception of areas needed for food distribution</li> <li>• Building temperature lowered</li> <li>• Facility rentals will be cancelled</li> <li>• 24/7 entrance disabled</li> <li>• No one should be allowed in the facilities</li> </ul>	<ul style="list-style-type: none"> <li>• All ECA activities are cancelled</li> <li>• All rental are voided</li> <li>• All facilities and playing fields are closed to student /adult use</li> </ul>	<p style="color: red;">All facilities are closed. This includes classrooms, auditoriums, cafeterias, the pool, outdoor playing fields, playgrounds, weight rooms, field house, and gyms.</p>

### Definitions:

**Sick:** Being ill means having any symptoms and a temperature of 100 degrees or more.

**Social Distancing** – Social distancing means avoiding gathering in groups and maintaining a 6ft distance between yourself and others.

- **Programs:** When implementing programming GCS will work to offer programming in a way that limits contact, reduces class sizes, so that appropriate spacing (6ft) can be allowed between program participants and/or coaches.
- **Weight Room:** Social distancing can be implemented via signage, coach monitoring, and changing access to equipment in order to achieve the goal of 6ft of space between members as well as limited interactions in close space. Examples – unplugging every other cardio or weight machine. Students interacting with each other will take extra precautions to maintain appropriate spacing (6ft).
- **Locker Rooms or Pool Area:** Social distancing can be difficult to enforce in these areas, but depending on the size of each space, signage and coach monitoring will allow us to communicate a recommended maximum number of people using the area at one time and encourage students/athletes to take precautions to minimize contact with others.
- **Outdoor Playgrounds and Gyms:** We will encourage students/athletes to space themselves apart from others in these areas trying to limit contact. Staff/coaches will monitor compliance with social distancing. Gym usage may be limited to a specific number of people on a court. Gym sports that can be played with social distancing measures in place may be allowed.

**Personal Protective Equipment** –The [Center for Disease Control \(CDC\) now recommends](#), but does not require, wearing cloth face coverings (made at home or disposable) in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

The CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

It is recommended to wear gloves. Employees interacting with the public will wear gloves.

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Please follow the CDC [instructions](#) on proper placement, disposal, and cleaning of cloth face coverings and removal and disposal of gloves.

All staff may be required to take their temperature upon arrival at the school and record it. A temperature of 100 or more will result in the employee being sent home.

In alignment with CDC guidance, cloth face coverings are required for all staff that cannot easily practice social distancing in their position, and/or have a family member at home who is experiencing symptoms consistent with COVID-19. Cloth face coverings are *required* for anyone who has been exposed to a confirmed case of COVID-19. Disposable masks and/or cloth face coverings will be made available for staff who choose to use them.

*No formal recommendation* for all staff wearing cloth face coverings (unless CDC guidance is different) however, disposable masks and/or cloth face coverings will be made available for any staff who choose to use them. Cloth face coverings will still be *required* for anyone who is conducting health screenings, in childcare settings, and for anyone that has been exposed to a person with a confirmed case of COVID-19.

**Greensburg Schools will have discussion concerning the Re-Entry Considerations below so that we have addressed most concerns that come from re-opening the buildings.**

### 2020-2021 School Year Re-Entry Considerations Review the Following

***+ means that the concern has been reviewed***

Consideration	Reviewed
<b>Facilities</b>	
June 30 (Buildings, Grounds, and Facilities Access)	
Maintenance Cleaning- Deep Initial, Ongoing	
<b>Transportation</b>	
Bus Cleaning- Deep Initial, Ongoing	
Bus Stop Student Distancing (Need to have discussion with students)	

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Limits on Number of Stops Per Family (Do we need to address how many students are at a pick up point?)	
Bus Seating (Student Distancing – How do we handle this?)	
<b>Personal Health and Self -Care</b>	
Screening at Building Entry (What do we do at access points? What precautions do we have in place?)	
Reporting and Handling of COVID Cases (How is this handled at the building level?)	
Medically Fragile Students (How do we deal with them? Do we recommend homebound instruction?)	
Medically Fragile Staff (How do we address them?)	
Handwashing/Sanitizer Usage Guidance (Frequency and how do we provide access?)	
PPE for Students and Staff (How are we going to handle this?)	
Safety Issues Related to PPE (Must communicate to staff)	
SEL - General vs. Mental Health (Must review continuously and communicate with parents)	
Nurse’s Clinic (Do we need different criteria from current for visiting?)	
PE - Student Showering (Are showers required currently?)	
Pool Usage	
IHSAA Medial Exam Guidance	
Workman’s Compensation (Ill Employees)	
<b>Groupings and Gatherings</b>	
Social Distancing Guidelines (Passing Periods, Office Space, Staff Lounge, etc.)	

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Class Size/Classroom Set-Up (Social Distancing)	
Large Gathering Spaces (Cafeterias, Auditoriums, Media Centers, Computer Labs, Art Rooms, Staff Meetings etc.)	
Student and/or Staff Orientation - Need to examine how we can do this without mass gathering.	
Student Registration (On-line registration for most. Think about procedure for in-person)	
Kindergarten Registration/Assessments (In progress)	
Special Education Student Services and Evaluations (Inc. Self-Contained)	
Pre-Kindergarten Services (in planning stage)	
Work-based Learning, Internships (Non-Virtual) (Are we going to have partners?)	
Fire/Tornado/Active Shooter Drills	
Visitor Entry (What precautions do we need to put in place?)	
Collegiate Interns	
Parent/Educator Meeting (eg: IEP, PT conference, discipline)	
Outside Organization/Community Usage of School Facilities (We will cancel all outside usage)	
<b>Scheduling Options</b>	
Mandate of a State-wide Opening Schedule (hybrid, virtual only)	
180 Day Requirement/ADM Counts	
School Shifts (Only if mandated)	
<b>Athletics, ECA, Co-Curriculars</b>	

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Athletic Contact	
Practices - Indoor/Outdoor	
Weight-Room Usage	
Equipment Servicing, Cleaning, and Management	
Showering	
School Events (awards programs, academic fairs, drama, competitions, dances, etc.)	
After School Programs (Clubs, Latch Key, etc.)	
<b>Misc. Operations</b>	
Contracted Services (Bussing, Technology, Maintenance etc.)	
Handling of School Records	
Bus Driver Training	
Certified and Non-Certified Staff Training (Including Substitute Teachers)	
Foreign Exchange, Shared Residency	
Residential Schools	
One:One Services (Extended Learning Services, Tutoring, etc.)	
One:One Homebound	
Deliveries (UPS, USPS, FedEx)	
Mitigation Plans for Recurrence <ul style="list-style-type: none"> <li>• Two-day closure after 10% absenteeism rate</li> </ul>	

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<ul style="list-style-type: none"><li>• Closure of common areas after 5% absenteeism rate</li><li>• Three-day weekends</li><li>• Attendance Tracking</li></ul>	
Financial Considerations (Increase Equipment and Staff)	

### Social Gatherings: Governor Holcomb's Requirements

All public and private gatherings using Greensburg School facilities ( social, governmental, philanthropic or otherwise), must adhere to the following guidelines (as per the Governor's Executive Order):

- a. In Stage 1, any gathering is limited to ten (10) or fewer people who must also engage in social distancing and other sanitation measures. (through May 4, 2020).
- b. In Stage 2, any gathering is limited to twenty-five (25) or fewer people who must also engage in social distancing and other sanitation measures. (through May 24, 2020).
- c. In Stage 3, any gathering is limited to two hundred fifty (250) or fewer people who must also engage in social distancing and other sanitation measurers. (through July 4, 2020).
- d. In Stage 4, all restrictions are cancelled. (after July 4, 2020).

Notes: