

Berryhill Public Schools

“School of Champions”

2020-2021

“Return to School Plan”

This is intended as a guidance document, but it is NOT intended to replace the guidance given by the different federal, state, and local entities.

“Return to School Plan” – Introduction Letter

Berryhill patrons, parents, staff and students,

I would like to thank all of you for your support and patience through this unprecedented time. We have created this plan to aid in navigating the reopening of our school where employees, students and families feel safe and to help mitigate the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from including but not limited to the following: U.S. Centers for Disease Control and Prevention (CDC), Oklahoma Department of Health, Tulsa County Health Department, Governor Stitt’s Executive Orders (including the Ours plan), and the Oklahoma State Department of Education. Regular updates will be made to this plan on information provided by these various federal, state and local agencies.

While it is our hope and goal to create and maintain the safest environment possible, to say that there won’t be risks would be dishonest. For example, there is absolutely no way to maintain 100% “social distancing” in a school setting such as hallways, buses, and classrooms. However, we are going to do everything we can to implement and social distance when we can, hopefully minimizing the times we cannot.

This plan is not meant to be the “end all” for this pandemic and our response to it. It will change as we get more data and information. We share in the frustration that occurs when everything is not crystal clear. We realize that there are so many levels of anxiety, worry, concerns and unknowns. Our wish is to be a stabilizing influence on your child and to provide them the complete education that we want for all of our children. I truly believe in our staff, our community, our parents and our kids. Thank you for helping us get through this.

Respectfully,

**Mike Campbell
Superintendent of Schools**

GLOSSARY

1. School Operation

2. Academics

3. Communications

SCHOOL OPERATIONS

School operations is a broad category. As a result of the myriad operational adjustments necessitated by COVID-19, and in keeping with the most up-to-date information on spread of the virus, school operations for our district will be dissected by the following categories:

- 1. Public Health Protocols**
 - A. Screenings**
 - B. Social Distancing**
 - C. Exposure Guidelines**

- 2. Environmental Factors and Mitigation Strategies**
 - A. Use of PPE**
 - B. Good hygiene practice promotions**
 - C. School Cleaning Procedures**

- 3. School Day**
 - A. Adjustments to “traditional” day**
 - B. Classroom reorganization**
 - C. Student Transportation**
 - D. Mental Health Resources**

SCREENINGS

STAFF:

- Each employee will complete the “Employee Self-Screening” form upon arrival at his/her place of employment.
- Temperature checks may be administered at arrival. This will be determined by the current guidance available.
- At any time during the day, if a staff member has a fever, they will be required to go home immediately.

STUDENTS:

- Unless guidance changes, we will not be doing temperature checks on our students. However, as would happen in the past, we will check student’s temperature if they show signs of possible fever.
- If a fever is detected at any time during the day, the student will be isolated until arrangements are made to pick them up.
- Students will be administered the “Student Self-Screening” form prior to arriving at school. **This document does not need to be returned to school!**
- **Please do not send your child to school if they have a temperature or are symptomatic of any contagious illness.** It is extremely important that our families partner with us in monitoring the health of our students and families.

VISITORS:

- All visitors will be required to complete the “Essential Visitor Screening” form and have temperature taken before entry into the building. They will also be required to wear a mask for the duration of their visit.
- All visits must be scheduled and pre-approved by building administration.

EMPLOYEE SELF-SCREENING FORM

The following self-screening protocol must be distributed to all employees for voluntary, home self-screening.

The district is concerned for your safety and the safety of your co-workers, students and families. We are monitoring the development of Coronavirus. In the interest of ensuring a safe and healthy learning environment, we recommend that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

- 1. Do you have a temperature of 100 degrees or more?**
- 2. Have you experienced any of the following symptoms today?**
 - Cough (unrelated to seasonal allergies or asthma)**
 - Shortness of breath (unrelated to seasonal allergies or asthma)**
 - Loss of taste and/or smell**
 - GI symptoms (vomit, nausea, or diarrhea)**
 - Chills**
 - Headache**
 - Muscle pain**
 - Sore throat**
 - Fatigue**
 - Congestion or runny nose (unrelated to seasonal allergies)**
- 3. Are you or any member of your household currently under investigation for COVID-19, or have you or any member of your household tested positive for COVID-19 in the past 14 days?**
- 4. Have you or any of your household traveled internationally in the past 14 days?**

If you answered YES, please contact your supervisor prior to coming to work so that a determination can be made whether you should remain offsite from the school following the last potential exposure to the COVID-19. You may be required to submit evidence of exposure to an infected person. Should you be required to remain offsite, you should keep in contact with your building administrator or supervisor and receive clearance from them before returning to the premises. You may also be required to have written clearance from a doctor.

If the answer to all the above questions is **NO**: please adhere to local guidance regarding your work schedule and any special precautions to be taken.

STUDENT SELF-SCREENING FORM

Note: By sending your child to school, you are representing to the school district that the answer to each of these questions is “NO”.

In an effort to prevent possible exposure of staff and students to COVID-19, you are requested to review the following questions each morning and **PRIOR** to your child riding a school bus or entering school.

1. Does your child have a fever of 100 degrees or more?
2. Is your child experiencing (a) a new loss of taste or smell, (b) nausea or vomiting, or (c) diarrhea?
3. Is your child experiencing two or more of the following symptoms of COVID-19?
 - Chills
 - Cough
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore Throat
 - Congestion or runny nose
4. Is your child experiencing any of the **EMERGENCY WARNING SYMPTOMS** of COVID-19?
 - Shortness of breath or difficulty breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
5. Has your child had, or do you think your child has COVID-19?
6. Has your child tested positive for COVID-19?
7. Has your child been around a person with COVID-19?

If the answer to any of these questions is “YES”, **YOUR CHILD SHOULD REMAIN AT HOME** and you should contact the attendance clerk at your child’s school. Students remaining home as a result of COVID-19 concerns will not be penalized regarding absences. Assignments, tests, or other school work can be made up by arrangement with teachers.

If your child is showing any of the **EMERGENCY WARNING SIGNS** listed in Question 4, seek emergency medical care immediately.

If your answer to Question 5, 6, or 7 is “YES,” please contact your physician and the Tulsa County Health Department at 918-582-9355 for specific guidance on the criteria to be met before your child returns to school.

ESSENTIAL VISITOR SCREENING FORM

NOTE: Mask must be worn the entire duration of visit.

To ensure the safety of students and staff, we would like you to complete the following questionnaire on the days that you visit our school to determine your state of health.

1. Name _____
2. Phone Number _____
3. In what capacity are you needed at school?
_ Substitute
_ Mentor
_ Volunteer
_ OKDHS
_ Counselor
_ Other (please explain) _____
4. What site are you visiting? _____
5. Without the use of appropriate Personal Protective Equipment (PPE), have you been directly exposed to someone under investigation for, or with a confirmed case of COVID-19 (Coronavirus) in the past 14 days?
_ Yes
_ No
6. What is your temperature today?
7. Have you experienced any of the following symptoms today? (Select all that apply)
_ Fever (100 degrees or greater)
_ Cough (unrelated to seasonal allergies or asthma)
_ Loss of taste and smell
_ GI symptoms (vomit, nausea or diarrhea)
_ Chills
_ Headache
_ Muscle pain
_ Sore throat
_ Fatigue
_ Congestion or runny nose (unrelated to seasonal allergies)
_ None
8. Are you currently under investigation for COVID-19 (Coronavirus), or have you tested positive for COVID-19 in the past 14 days?
_ Yes
_ No
9. Have you or a member of your household travelled internationally by air in the past 14 days?
_ Yes
_ No
10. Have you or a member of your household travelled by sea (domestic or international) within the past 14 days?
_ Yes
_ No

Signature: _____ Date: _____

PUBLIC HEALTH PROTOCOLS

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Berryhill Public School employees, students, parents and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others when it is possible.

In practice this means:

- **Staying at least 3-6 feet from others as a normal practice**
- **Eliminating contact with others, such as handshakes or embracing co-workers, visitors or friends**
- **Avoiding touching surfaces touched by others to the extent feasible**
- **Avoiding anyone that appears to be sick, or is coughing or sneezing**
- **Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office, hallways, cafeterias, common areas, etc., in order to maintain the social distancing requirement of 3-6 feet.**
- **Ad-hoc Interactions/gatherings- Non-essential/informal meet-ups and visiting should be avoided**

PUBLIC HEALTH PROTOCOLS

EXPOSURE GUIDELINES

GUIDELINES FOR EXPOSURE

These guidelines are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

LEVELS OF CONTACT

First level contact: If you have been diagnosed with a LAB-CONFIRMED case of COVID-19 (first level contact) and have been told to isolate (usually for 14 days), please notify the appropriate school personnel immediately. Stay home and quarantine, have at least 3 full calendar days of not experiencing symptoms, or until you have been released to come back by a licensed MD or DO.

Second level contact: If you have been in close contact (within 3 feet) with a LAB-CONFIRMED case of COVID-19 (second level contact) for an extended period of time (at least 15 minutes or more at one time) notify appropriate school personnel, stay home and quarantine for 14 days. If you experience symptoms and/or become a first level contact follow guidelines of a first level contact.

Third level contact: If you have been in contact with a person who has been in contact with someone with a LAB-CONFIRMED case of COVID-19 (third level contact), self-monitor with daily temperature checks and contact your primary care provider. You may report to work/school. However, if in this scenario you develop symptoms, stay home and contact your health care provider and appropriate personnel.

In the event of a positive COVID-19 confirmation of a student or staff member at a school site, administration or school nurse will make contact with state and county health officials for guidance on appropriate actions. This may include contact tracing to determine if more than one school site has been affected. Decisions on school closure will be made on a case-by-case basis in an expedited manner. Parents with students at identified school sites will be notified as soon as possible. At this time, any student or staff that tests positive must quarantine for 14 calendar days. Any school-aged siblings of the positive student must also quarantine for 14 days unless they are released by their doctor. If the district

experiences an absentee rate of 35% or greater after this type of situation, the entire district may pivot to our Distance Learning Model for 14 calendar days.

ENVIRONMENTAL AND MITIGATION FACTORS

USE OF FACE COVERINGS/MASKS

Current research confirms the benefits of face coverings in limiting the potential transmission of COVID-19, particularly in situations where people are in close contact for extended periods of time. These guidelines will vary based on the age of students and the feasibility of physical distancing.

1. **Staff** – All employees of the district will be required to wear face coverings/masks while on campus.
2. **Students** – Berryhill Public Schools will require all 4th through 12th grade students to wear a mask or face covering while on buses, in school buildings and on school grounds. Students in pre-k through 3rd grade are encouraged but not mandated to wear masks or face coverings. (Pre-k through 3rd grade students are in self-contained classrooms throughout the school day making it much easier to contact trace). **Students are expected to provide their own mask/face covering.**

Each morning our team tracks the data related to COVID-19. Over the last 2 weeks, our concerns have increased as we have not seen the change in data we hoped to see as we move forward to the start of the school year. After we received guidelines from the Health Department, CDC, and Oklahoma State Department of Education, we knew we had to make decisions so that students and staff could be safe in our buildings.

3. **Note:** Exceptions for medical reasons will be evaluated on a case-by-case basis and medical documentation from a licensed MD or DO must be provided. If an exception is granted, the district reserves the right to alter a student's schedule if it affects a classroom that cannot consistently maintain social distancing or if the instructor is immunocompromised.
4. **Essential Visitors** – “Essential Visitors” will be required to wear a mask during the duration of their visit.

GOOD HYGIENE PRACTICE PROMOTION

- **District-wide signage encouraging hand-washing, coughing/sneezing etiquette, keeping hands away from face, etc.**
- **Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.**
- **Avoid touching your eyes, nose and mouth.**
- **Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.**

SCHOOL CLEANING PRACTICES

- a. **District cleaning/disinfecting procedures will be maintained.**
- **Cleaning refers to the removal of germs, dirt and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.**
- **Disinfecting refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.**
- b. **Progress of room cleaning will be designated by use of signage (classrooms, offices, restrooms, etc.)**
- c. **Disinfect areas with “fog machines” at least once a week**
- d. **Each classroom will have disinfectant spray for teacher to use as needed.**
- e. **Upon notification of a positive COVID-19 case in a building, a classroom and/or school will be closed and cleaned according to current guidance. The goal would be to clean and disinfect identified school sites as quickly and thoroughly as possible in order to reopen school and resume in-person learning.**

CLASSROOM PROCEDURES

- a. **Wipe down “heavy use” areas throughout the school day. Examples of these areas would be doorknobs, desktops, light switches, counter tops, keyboards, etc.**
- b. **Tie up trash bag and place outside of room when it is full at the end of the day.**
- c. **Wipe down shared devices after each use.**
- d. **Spray desktops/table tops at the end of each school day.**

TRANSPORTATION PROCEDURES

- a. **Wipe down “heavy use” areas after each use.**

- b. Disinfect seating and walkways by using either a “fog machine” or sprayer after each route.
- c. Transportation employees will use the “Transportation Cleaning” form weekly to certify daily cleaning procedures are completed.
- d. All activity bus drivers will be required to follow these procedures as well.

TRANSPORTATION CLEANING FORM

Week of _____ to _____

Driver: _____

Bus #: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Sanitize Aisle	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__
Sanitize Stairs	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__
Sanitize Railing	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__
Sanitize Seats	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__	AM__ PM__

Notes _____

Sanitation logs will be turned in to the Transportation Director after completing last route of the week. All surfaces must be cleaned and sanitized with a disinfectant solution.

Signature: _____

Date: _____

SCHOOL DAY

ADJUSTMENTS TO TRADITIONAL DAY

- a. Arrival: Students need to be in class by 8:00 am**
- b. Our Breakfast Program will offer a “Grab and Go” option and the traditional option for this school year. Site principals will communicate which option your child will use.**
- c. Congregation point, if needed, will be designated at each building with social distancing incorporated.**
- d. When our students begin to arrive at school, they will be directed to their classroom or designated space. Parents and/or visitors will not be permitted to walk students inside the buildings to classrooms. All parents will be asked to remain in cars while students are being dropped off or picked up. Students will be escorted to cars at the end of the day.**

LUNCH

Lunch will be brought to the pre-k students at the Early Childhood Center. Pre-k students will communicate boxed lunch orders first thing in the morning. A designated person will pick up the lunches at the south elementary cafeteria and take them back to the Early Childhood Center.

All other elementary students will eat at the south elementary cafeteria. Students will sit 2 students per table all on the same side. Students will have assigned seats. Each grade will alternate sides of the table to allow cleaning before the next grade level arrives.

The middle school and high school lunch will follow the same schedule as last year. We will open the gymnasium up for the students to observe social distancing.

Additional breaks for hygiene purposes and outside exposure will be encouraged and planned.

Any deliveries (food, supplies, etc.) will need to be delivered to the foyer of the building where the office staff will then have it delivered to the student.

No school-wide assemblies, field trips, classroom parties with outside visitors, or multi-grade gatherings until further notice.

CLASSROOM REORGANIZATION

- a. To ensure maximum distance in a classroom, classrooms will need to be as spacious as possible. This may require a temporary movement of some items and furniture that would be considered “non-essential” for daily learning. Any furniture that has cloth coverings need to be stored or put away until further notice.**
- b. Desks or tables will need to be facing the same direction.**
- c. Tape markings to show social distancing while waiting in line.**
- d. As best as possible, keep each child’s belongings separated to try and minimize the sharing of materials.**

TRANSPORTATION

- a. Students will wear a mask while being transported. Exceptions for medical reasons will be evaluated on a case-by-case basis and medical documentation from an MD or DO must be provided. If an exception is granted, the district reserves the right to assign a specific seat to the child. Refusal to wear a face covering may result in the suspension of transportation privileges.**
- b. Students will be asked to limit unnecessary touching of surfaces on the bus and will be prohibited from changing seats or standing at all times once they are seated on the bus.**
- c. The first rows behind the driver will remain empty if at all possible to social distance the driver.**
- d. We encourage parents to transport their children to school if they feel uncomfortable with these procedures.**
- e. We will attempt to distance our students on the buses when it is possible. We will also require assigned seating on our buses each day. By keeping a log of all bus riders and their seat location, this will prove helpful in any contact tracing that may be required in the event of positive COVID-19 case.**
- f. When possible, we will keep our windows open during our routes to increase air flow.**
- g. Masks will be required for bus riders.**
- h. If, at some time during the school year, there is a shortage of bus drivers due to COVID-19, the district may need to reduce the number of bus routes that we normally run.**

MENTAL HEALTH RESOURCES

All traditional counseling resources will be available to students. This would include our current school counseling staff as well as some of our outside agencies that we partner with.

PLANNING FOR SCHOOL RE-OPENING

As we begin preparation for the start of the 2020-2021 school year, we must make some important decisions and consider a variety of scenarios. In order to make those important decisions about what school will look like and how our students will experience learning, we have collaborated with other school district in Tulsa County as well as school districts across the state, attended virtual meetings with our professional organizations, State Superintendent Joy Hofmeister, legal counsel, staff members and parents. We have been guided by a core set of principles that reflect our highest priorities; the health and safety of our students and staff, the need to continue to address and close the gap in learning that occurred as a result of our interrupted school year, the social and emotional needs of our students and staff, equitable access and opportunity for all of our students, and the need to be flexible during these uncertain times.

ACADEMICS

Berryhill Public Schools, like other school districts around the world, must consider different learning options for students for the 2020-2021 school year. Returning to traditional school, as we have previously experienced it, seems unlikely due to the restrictions required to provide a safe environment during the COVID-19 pandemic. The goal of Berryhill Public Schools is to continue learning excellence while keeping the safety of all families a priority. Learning may look very different but the standard of education remains the same.

We are preparing to return to school in a traditional format of in-person learning for the 2020-2021 school year on Thursday, August 20. However, this is subject to change.

EXTRA-CURRICULAR ACTIVITIES

Berryhill Public Schools is currently following the recommendations and guidelines set forth by the Oklahoma Secondary Schools Activities Association.

Currently, our programs are in progress and operating with pre-cautions in place.

Recommendations and guidelines are subject for change and we will provide updates as we receive information.

LEARNING MODELS

- **Traditional Learning Plan**
- **Distance Learning Plan**
- **Berryhill Virtual Academy (full time virtual)**

LEARNING MODELS

Traditional Learning Plan

- **Traditional learning is primarily focused on face-to-face in-person instruction**
- **The traditional format will evolve by incorporating digital learning models that will allow for rapid transition to Distance Learning if needed.**
- **Teachers and students will prepare for Distance Learning in the traditional setting.**

For example: In the event of pandemic restrictions resulting in school closure, students would transition to Distance Learning for one or more days.

School is currently scheduled to begin on Thursday, August 20. This is subject to change.

All courses and classes taken at regularly assigned school site

Berryhill Public Schools will be utilizing Google Classroom for teachers to host instructional content. This will allow students 24/7

access to assignments and activities. Teachers will be able to combine online and face-to-face or in-person learning.

LEARNING MODELS

CONTINGENCY PLANS

If the number of positive cases of COVID-19 rise to the point that the state limits the number of people allowed in a building or space, the district is preparing for distance learning at-home instruction for those students choosing the Traditional Learning Plan. These students would move seamlessly to the Distance Learning Plan.

- **On those days where students are not reporting to the building, learning will continue to take place at home and attendance will continue to be counted.**

LEARNING MODELS

Distance Learning Plan

- **Distance Learning refers to a digital classroom learning environment that takes place over the internet or by “paper and pencil” packets rather than in a physical classroom.**
- **We will use Google Classroom to distribute lessons and assignments.**
- **Paper packets will be provided for families that have connectivity issues.**
- **Arrangement for paper packets should be made with the principal and teacher at the grade level site.**

**THIS MODEL WILL BE USED IF WE
CLOSE SCHOOL FOR PANDEMIC
RESTRICTIONS.**

LEARNING MODELS

Distance Learning Plan

Curriculum

Unlike the 2019-2020 Distance Learning program which focused on essential skills, Berryhill Public Schools Distance Learning will provide a much more in-depth and comprehensive curriculum comparable to content taught in the traditional school environment.

Students can expect to dedicate approximately four hours per day to instruction that would include some digital and interactive components.

Learning Platforms

Some of the platforms include: Google Classroom, Exact Path, Zoom and istation.

LEARNING MODELS

Full Time Virtual (Berryhill Virtual Academy)

- **The Berryhill Virtual Academy refers to a digital classroom learning environment that takes place over the internet rather than in a physical classroom. It is implemented 100% through software, in addition to workbooks (elementary only)**
- **This will be offered to students that are unable to attend school in a traditional setting.**
- **A student who enrolls in the Berryhill Virtual Academy won't be able to return to in-person traditional learning until the next semester.**
- **Kindergarten through 12th grade students will use Edgenuity Courseware as the software platform. Students must complete an application for the Berryhill Virtual Academy. You can contact your school principal for information.**

ACCOUNTABILITY WITH BERRYHILL VIRTUAL ACADEMY LEARNING

ATTENDANCE

The district will track virtual attendance in multiple ways:

- **Student sign-in to Edgenuity**
- **Sending/receiving emails**
- **Viewing who is in attendance during a live video session or online chat**
- **Uploads of images or videos documenting student learning**
- **Documented attendance where live instruction has occurred with a teacher**
- **Completion of assignments**
- **Documented access to an ongoing lesson**

- Documented telephone conversations

COMMUNICATION

The district will communicate with parents and students through the school website, DOJO and the school facebook page.

We will be posting information on the school website as well as the school facebook page. Please watch for those updates and added information.

Facebook Link: <https://www.facebook.com/BerryhillPublicSchools>

Twitter: @BerryhillSchool

Website Link: berryhillschools.org

HOW CAN I HELP THE SCHOOL AS A PARENT OR PATRON?

- **Donations of hand sanitizer, disinfectant wipes, masks, no-touch thermometers, and additional school supplies would be helpful at each site.**
- **Taking your child's temperature on a daily basis prior to them leaving the house every morning.**
- **Keeping students home if they exhibit any symptoms of any illness.**
- **Keeping students quarantined for 14 days if they have had any exposure to someone who has tested positive for COVID-19.**
- **Preparing your home and child with supplies and devices for remote learning if possible and feasible.**
- **Letting your child's teacher or school know if you need assistance with devices or meals.**
- **Having masks or other appropriate face coverings available for students to have at school if needed.**
- **Have your child practice wearing a mask and find one that is easiest to wear and fits proper.**
- **Openly communicating any concerns directly with your child's teacher or school site.**
- **Working and cooperating with the school on visitor protocols.**
- **Parents should make sure to provide current contact information when completing enrollment forms and keep the site secretary informed of any contact information changes throughout the year (email, phone number, address, etc.)**