

Berryhill Public Schools

“School of Champions”

2021-2022

**“Return to Learn School Plan”
Plan for Safe Return to In-Person Instruction**

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.

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”*
- *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:

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***
- ***Ad-hoc Interactions/gatherings- Non-essential/informal meet-ups and visiting should be avoided***

PUBLIC HEALTH PROTOCOLS

GUIDELINES FOR EXPOSURE

These are recommendations based on CDC guidelines. These 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.

Who needs to quarantine?

People who have been in **close contact** with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months or **who are fully vaccinated**.

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been **fully vaccinated** against the disease and show no symptoms.

What counts as **close contact**?

- You were within 3 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take

Stay home and monitor your health

- Stay home for 10 days after your last contact with a person who has COVID-19 without testing or 7 days after receiving a negative test result (test must occur on day 5 or later).
- Watch for fever (100.4°F), cough, shortness of breath, or **other symptoms** of COVID-19

- *If possible, stay away from others, especially people who are at **higher risk** for getting very sick from COVID-19*

Who needs to isolate?

People who have COVID-19

- *People who have **symptoms of COVID-19** and are able to recover at home*
- *People who don't have symptoms but have tested positive for COVID-19*

Steps to take

Stay home except to get medical care

- *Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately*
- *Stay in a separate room from other household members, if possible*
- *Use a separate bathroom, if possible*
- *Avoid contact with other members of the household and pets*
- *Don't share personal household items, like cups, towels, and utensils*
- *Wear a mask when around other people, if you are able to*

You can be with others after

- *At least 10 days since symptoms first appeared and*
- *At least 24 hours with no fever without fever-reducing medication and*
- *Other symptoms of COVID-19 are improving*

***Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

If you had a severe illness from COVID-19 (you were admitted to a hospital and needed oxygen), your healthcare provider may recommend that you stay in isolation for longer than 10 days after your symptoms first appeared (possibly up to 20 days) and you may need to finish your period of isolation at home.

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 possibly affected by exposure will be notified.

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.*

GOOD HYGIENE PRACTICE PROMOTION

- *District-wide signage encourages 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

- *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.*

- *Progress of room cleaning will be designated by use of signage (classrooms, offices, restrooms, etc.)*
- *Disinfect areas with “fog machines”*
- *Each classroom will have disinfectant spray for the teacher to use as needed.*
- *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

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

TRANSPORTATION PROCEDURES

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

VACCINATION EFFORTS FOR THE SCHOOL COMMUNITY

In March and April 2021, The Tulsa Health Department in conjunction with Total Wellness reserved and provided two days for our Berryhill Public Schools staff and other educators to receive covid vaccinations. In addition, Osage, Cherokee, and Creek tribes offered vaccination for Native students and educators. We have ongoing collaboration and will continue working with the County Health Department and local tribes for COVID support.

Individuals 12 and older are now eligible for the vaccine. Those who are vaccinated no longer have to quarantine upon exposure unless symptoms develop. Students and staff will be allowed to miss school to take the vaccine and not be charged an absence.

TESTING

OSDH has developed a symptom assessment tool to help determine when someone should be kept home or sent home from school and/or tested for Covid-19.

A” Symptoms	“B” Symptoms
Fever > =100.4 F	Nasal Congestion/Stuffiness
Sore Throat	Runny Nose
Cough	Muscle/Body Aches
Difficulty Breathing	Fatigue
Diarrhea or Vomiting	Chills
New Loss of Taste or Smell	Nausea
	Loss of Appetite
	Elevated Temperature < 100.4 F
	New Onset of Severe Headache
Recommend testing when:	
Person has 1 “A” Symptom OR	Person has 3 “B” Symptoms

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

- ***Arrival: Students need to be in class by 8:00 am***
- ***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.***
- ***Congregation points, if needed, will be designated at each building with social distancing incorporated.***
- ***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 will have separate lunch periods.***
- ***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.***

CLASSROOM REORGANIZATION

- *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.*
- *Desks or tables will need to be facing the same direction.*
- *Tape markings to show social distancing while waiting in line.*
- *As best as possible, keep each child’s belongings separated to try and minimize the sharing of materials.*

TRANSPORTATION

- *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.*
- *The first rows behind the driver will remain empty if at all possible to social distance the driver.*
- *We encourage parents to transport their children to school if they feel uncomfortable with these procedures.*
- *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 a positive COVID-19 case.*
- *When possible, we will keep our windows open during our routes to increase air flow.*
- *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. We were fortunate to have received a grant to increase our counseling staff. Additional counselor time will be available at all sites.

PLANNING FOR SCHOOL RE-OPENING

As we begin preparation for the start of the 2021-22 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 districts 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 2021-22 school year. Returning to traditional school, as we have previously experienced it, seems to be closer to reality. However, we must continue mitigation efforts in order to expedite it's return. 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 2021-22 school year on August 18th. However, this is subject to change.

SPECIAL EDUCATION / IEP

In-School

Individual Education Plan (IEPs) will be reviewed for any specific needs that will need to be addressed as we move into the new learning formats and learning environments. Student IEPs will be adjusted to accommodate the best learning environments to meet their needs. Teachers will work through the various school programs to create rigorous lessons that will be challenging and rewarding for our learners. IEP teams will consider any other supplementary aids and/or services needed to meet the individual student's needs. Compensatory services and contingency plans will be considered for each student to meet their progress and learning success. Berryhill strives to ensure the health and safety of each child is considered when determining appropriate learning placements.

School Closure or Full Virtual Learning Option

Special Education personnel will work diligently to ensure that all areas of need are met for learning with special needs during any time of closure or if the parents choose to enroll their child in full-time virtual learning. IEP teams will meet to consider the individual needs of each child and write the IEP accordingly. This will include what learning program(s) work best for the individual student, how related services will be provided, as well as transportation, if applicable. Teachers will stay in contact with parents regarding any IEP changes and any educational modifications that need to be made to ensure FAPE.

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 precautions in place.

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

LEARNING MODELS

Traditional Learning Plan

All courses and classes taken at regularly assigned school site

- *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.*
- *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.*

CONTINGENCY PLANS

If the number of school community members affected by COVID-19 rises to the point that traditional learning is not possible, 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.

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.***

CURRICULUM

Berryhill Public Schools Distance Learning will provide an 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.

THE DISTANCE LEARNING PLAN WILL BE USED IF WE CLOSE SCHOOL FOR PANDEMIC RESTRICTIONS.

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 6th grade students will use Acellus and 7th - 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

ATTENDANCE

The district will track virtual attendance in multiple ways:

- *Student sign-in to Edgenuity/Acellus*
- *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: @BerryhillSchool1

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 10 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.)*