COVID-19 INFORMATION FOR PARENTS/GUARDIANS

2020-21
PARENT/GUARDIAN HANDBOOK
SIOUX FALLS SCHOOL DISTRICT

Revised 10.22
Welcome to the 2020-21 school year!

While each year is special in its own way, it is safe to say THIS will be one of the most memorable since none of us have ever returned to school during a pandemic!

In addition to the normal back-to-school tasks, our team has been working to develop plans that incorporate health and safety guidance from the CDC and state and local health departments. In addition, we have shared our plan and received feedback from the top tier of local, pediatric infectious disease doctors of both Avera and Sanford.

While this document represents the intentions of the District as we start the 2020-21 school year, practices and protocols may change if the virus requires us to do so.

Because decisions will be made quickly to protect the health and safety of students and staff, it is critical that parents provide accurate and updated contact information, including phone numbers, address, emergency contact information, etc. Parents/Guardians must contact the school office anytime information changes.

Students who are identified to have COVID-19 symptoms must be picked up immediately after receiving a phone call from the school. Sick children will not be sent home on school buses. Therefore, it is very important that we can reach parents/guardians in a timely manner.

Throughout the year, we will be communicating with parents/guardians on a regular basis to provide updates and encouragement. While COVID-19 has proven to be an inconvenience to learning, the virus is a constant reminder of the grit and perseverance needed as we work together to overcome any obstacles in our path. I look forward to partnering together to provide the highest-quality education possible in this challenging time!

Dr. Jane Stavem, Superintendent

Revised 10.22
SFSD AND COVID-19

The Sioux Falls School District is committed to the health and safety of the nearly 25,000 students our staff of 3,400 is privileged to serve. We live and breathe our mission “to educate and prepare each student to succeed in a changing world.”

Our world has, indeed, changed with the caution required as the result of the coronavirus, also known as COVID-19. While research indicates there is a greater risk for adults than for children, public schools can only exist with highly-trained professionals leading instruction. The District firmly believes there is no substitute for in-person learning. However, if we are to continue our vital role in the social, civic, and economic foundation of this community, the District also believes it must act responsibly and plan for all potential scenarios. Education is key to success.

TIMELINE - 2020

24 January - Health Services sent first COVID-19 email to School Nurses (SDDOH info on virus history, signs & symptoms).
24 February - Health Services reached out the City to inquire about a work group for COVID-19.
26 February - SFSD sent our first COVID-19 communication to all staff and families.
6 March - Health Services Coordinator and Risk Manger attended COVID-19 planning meeting coordinated by the City of SF.
March 10 - The first case of COVID-19 was identified in South Dakota.
March 12 - After working w/ local health officials and with SDDOH guidance, SFSD announced schools would remain open with restrictions.
March 13 - SD Governor Kristi Noem announced school closures across the State.
March 24 - Remote learning began. First case among staff was determined to be a teacher.
20 May – 2019-2020 school year ended without staff/student return.
18 June – Survey released to gauge parent interest in Return to Learn Plan (R2L).
13 July – Overview of R2L Plan presented to the School Board.
17 July – Staff survey released to seek understanding on hiring needs, face coverings, and preferred communication.
20 July – Second parent survey released to determine changing attitudes.

All surveys of staff and parents provided useful information to inform the District’s planning. It is important to note that responses received in June represent a wide-range of feelings and beliefs. The following responses were taken verbatim from the survey as evidence of the difficult work required of public schools.

COVID SURVEY RESPONSE SAMPLES
*Used to represent the wide-range of feelings of parents.

- I don’t think schools should open until the virus gone. A child’s wellbeing and actual life are far more important than education right now!!!
- LET OUR KIDS BE IN SCHOOL! STOP BEING AFRAID!
- I am very concerned because we have so many kids at school. I have a high-risk child and I am terrified if she were to catch it.
- NO REMOTE LEARNING!!! I will NOT homeschool ever, ever again!!!
- Our family loved remote learning and my kids received some great 1:1 learning. I am 100% supportive of remote learning and just want the safest option for all students.

SFSD MODELS OF INSTRUCTION

SFSD reviewed numerous instructional models over the summer. District leaders extensively vetted each one in search of the most academically “sound” practices that are scalable to nearly 25,000 students in 35 schools. While overall plans are those adopted by SFSD, each school and its principal/staff have the ability to make necessary modifications to meet the needs of individual students and staff.

Because COVID-19 may not impact all schools in the same manner or at the same time, it is possible that some schools will use different instruction models than others, making communication key to reducing confusion. The District may have to quickly change educational delivery
methods if COVID-19 creates greater public health concerns. For example, while some schools are “in session,” others may be required to use remote delivery. **ALL families are encouraged to have a plan for childcare and at-home learning if it becomes necessary.**

The District developed this chart to help staff, parents, students, and the greater community understand how education will be delivered each day at each school.

- **Green** - Traditional Delivery - All instruction is delivered in-person in the classroom
- **Gold** - Modified On-Campus Delivery - Students attend school in-person 1 or 2 days a week & continue learning at home when not in school
- **Dark Orange** - Remote Learning - All instruction is off-campus for health & safety

The **Sioux Falls School District Virtual Academy** is an option for those families whose students wish to commit to complete online delivery of education. Families can choose to commit for one semester or the full year. Details and the application for the Sioux Falls School District Virtual Academy are found at: sf.k12.sd.us/covid.
## HOW DO MODELS CHANGE?

The Sioux Falls School District is closely monitoring information from each of its schools, the City of Sioux Falls, the South Dakota Department of Health, along with CDC Guidelines. District leadership will weigh all factors, including, but not limited to: any potential and future risk to students/staff health and safety, academic well-being, social/emotional well-being, etc. before making decisions to change delivery models.

If at all possible, the District will announce changes in delivery models with advanced notice to assist families. **ALL FAMILIES ARE ENCOURAGED TO HAVE A PLAN FOR CHILDCARE AND AT-HOME LEARNING, IF IT BECOMES NECESSARY.**

### IMPORTANT FOR ALL PARENTS:

At the start of the 2020-21 school year, students and parents/guardians can make **one of two** choices:

Begin the school year in the classroom

OR

Enroll in Sioux Falls School District Virtual Academy.

<table>
<thead>
<tr>
<th>Status</th>
<th>Green-Level 1</th>
<th>Green-Level 2</th>
<th>Yellow</th>
<th>Red</th>
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<tbody>
<tr>
<td></td>
<td>Zero or minimal number of isolated Confirmed Cases at Building Level</td>
<td>Confirmed Positive Cases(s) at Building Level</td>
<td>Confirmed Spread within a Class, Pod, or Building</td>
<td>Confirmed Significant Spread within Building</td>
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<tr>
<td>Schedule</td>
<td>Regular</td>
<td>Modified Classroom Schedule</td>
<td>Modified Building Schedule</td>
<td>Building Fully Remote</td>
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</table>
*Modified on-campus delivery and Remote delivery are only available for those who return to the classroom; and only when the District determines adjustments are needed due to public health concerns.

If the District switches to Modified on-campus or Remote Delivery, students and parents/guardians can expect the following requirements:

**EXPECTATIONS: MODIFIED & REMOTE**

**Early Childhood** – typical length of school day is 3.5 hours
- SeeSaw – Learning Management System
- 30 minutes of learning/per day
- Learning Manipulatives will be sent home to support families

**Elementary** – typical length of school day is 6.75 hours
- SeeSaw – Learning Management System
- Google Meet to Hold Meetings
- 30 minutes of learning/per day/per class

**Middle School** – typical length of school day is 6.75 hours
- Schoology - Learning Management System
- 30 min of work/per class/per day
- Work is due on Monday at 8am; missing assignments reported on Fridays
- Google Meet to Hold Meetings
- Screencastify to Record

**High School** – typical length of school day is 6.75 hours
- Google Classroom - Learning Management System
- 30 min of work/per class/per day
- Google Meet to Hold Meetings
- Weekly Assignments Posted Mon. @ 8am; common due date–Sun. @ 9pm
- Screencastify to Record

* Teachers will collaborate and prepare lessons on Fridays as well as making contacts with students virtually or by other means such as office hours.
The Sioux Falls School District Virtual Academy (SFSDVA) is an educational opportunity for K-12 students enrolled or eligible to enroll in the Sioux Falls School District. A school device is provided. Families must secure internet access. Families must:

- Complete the annual Sioux Falls School District online Sioux Falls School District online update/registration form, first.
- Complete the Virtual Academy Application, next, and submit it online or in person to the Instructional Planning Center, 201 E. 38th Street, by the deadline (August 7, 2020).

Upon receipt of your application:

- If your child has an Individualized Education Plan (IEP), 504 Equal Education Access Plan (EEAP), or Language Acquisition Plan (LAP) for English Learners (EL), a meeting will be scheduled to determine if the educational needs can be met in a virtual setting.
- Notification of acceptance or denial to the SFSDVA will be delivered by (TBD/on or about August 17th, 2020).

Instruction:

- Elementary instruction is provided in core content areas (Language Arts, Math, Science, and Social Studies).
- Middle School courses include Language Arts, Math, Science, Social Studies and one (1) Encore elective.
- High School courses meet all graduation requirements of the State of SD and the SFSD.
- SFSD certified staff will connect with students and families to respond to questions, provide feedback, assess learning, and offer reports of progress.
- Students are required to complete state summative assessments in the spring of 2021.
- 7-12 grade students may participate in extracurricular activities.
DAILY HOME & SCHOOL SCREENING

All students choosing in-school instruction (with the help of parents/guardians) and all staff are expected to complete the following self-evaluation daily before arriving at school. This infographic and checklist should serve as a daily tool to support a healthy school environment.

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**Student and Staff Daily Screening**

Parents and staff must complete a daily health check by answering yes or no to the following questions before going to school or work.

- Yes ___ No ___ Temperature 100.4 degrees Fahrenheit or higher
- Yes ___ No ___ Sore throat
- Yes ___ No ___ New uncontrolled cough that causes difficulty breathing
- Yes ___ No ___ Diarrhea, vomiting, or abdominal pain
- Yes ___ No ___ New onset of severe headache, especially with a fever
- Yes ___ No ___ Has the student or staff been identified as having COVID-19, and not been cleared by the SD Dept. of Health for return to work and school?
- Yes ___ No ___ Has the student or staff been identified as a close contact to a confirmed COVID-19 case (15 minutes or more within 6 feet or less) within the last 14 days?*

STOP

If you answer Yes to any of the above...

1. DO NOT go to school or work.

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2. Contact your healthcare provider.
3. Contact your school to inform them of symptoms. You may also contact the SD Department of Health with any COVID-19 questions 1-800-997-2880.
4. EXCLUDE until negative COVID test OR if untested, at least 10 days since symptom onset AND 24 hours without fever AND symptoms improved.

*Close contacts must be excluded for 14 days from last close contact with positive case. You cannot test out of the 14-day quarantine.

*Screen criteria is subject to change based on level of community transmission and CDC and SD DOH recommendations.
WHEN TO KEEP STUDENT(S) HOME

As a matter of public health, the Sioux Falls School District will work each positive case of COVID-19 to ensure sick students/staff are not in school. ALL families are encouraged to have a plan for childcare and at-home learning, if it becomes necessary.

- **Positive or Suspected Case (as outlined be the screen sheet)**- Exclude until test result is negative OR if untested, at least 10 days since symptom onset (and 24 hours without fever AND symptoms improved).
- **Close contacts**- Individuals identified as close contacts will quarantine for 14 days since last exposure OR may return to school and monitor for symptoms using the following guidelines:
- In a school setting where everyone is wearing face coverings, any asymptomatic student or staff member who had close contact may return and monitor for symptoms in lieu of quarantine at home.

Revised 10.22
• In a school setting where the initial positive case is not wearing face coverings, the initial positive case will isolate at home, and any student and staff member who had close contact will quarantine at home.

• In a school setting where the initial positive case is wearing a face covering, but others are not, the initial positive case will isolate at home. Those close contacts not wearing a face covering will quarantine at home; those close contacts wearing face coverings may return and monitor for symptoms in lieu of quarantine at home.

• In a school setting where no person was wearing a face covering, the initial positive case will isolate at home, and any student or staff member who had close contact with the initial positive case will quarantine at home.

• See infographic.
Parents will continue to receive notification of any close contact and may choose to have students return to school following the guidelines above or follow quarantine recommendations. Students who quarantine will have absences excused.

Staff members identified as close contacts may also choose to return to work following the guidelines above. Staff members choosing to follow recommendations to quarantine will have access to leave in accordance with their Collective Bargaining Agreement and any applicable MOU.

Close contacts occurring outside of the school will continue to follow Department of Health directives to quarantine.

If symptoms develop within the 14-day quarantine period, the student or staff member will be excluded and must isolate at home. Student should follow isolation instructions, including notifying their healthcare provider and school.

**CASE & CONTACT DEFINITION**

**CASE**

Symptomatic and asymptomatic persons who test positive for COVID-19

**CLOSE CONTACT**

The person that has had direct exposure to a person positive for COVID-19 during their infectious period (If symptomatic, 48 hours prior to symptom onset; if asymptomatic 48 hours prior to test date.)

- Has been within 6 feet, for at least 15 minutes of an infectious person
  - Exposure should all be evaluated individually as certain situations can alter distance and exposure time
▪ Lack of ventilation, possibility of expelling more virus (coughing, yelling, singing, breathing hard)
  ▪ OR was exposed to direct respiratory secretions of the infectious person
    ○ Sneezed or coughed on

**CONTACT OF CLOSE CONTACT**

A person that has had exposure to a close contact of a positive COVID-19 case

▪ There are **NO** exclusion recommendations or specific mask recommendations for an asymptomatic person.
COVID-19 PANDEMIC

CLOSE CONTACT MEANS:
- Spending prolonged periods in same room
- Direct physical contact - kissing, hugging
- Shared eating or drinking utensils
- Contact with respiratory secretions (cough, sneeze on you)

WHAT IF I HAVE SYMPTOMS? Call your healthcare provider.

Developed from an infographic by the City of Sioux Falls.

Revised 10.22
ISOLATION OR QUARANTINE

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a **CONTAGIOUS DISEASE**.

**ISOLATION** separates sick people with a contagious disease from people who are not sick.

**QUARANTINE** separates and restricts the movement of people who are exposed to a contagious disease to see if they become sick.

### ISOLATION

Isolation is for people who are **POSITIVE OR ALREADY SICK**.

- Isolation separates and restricts the movement of sick people so they can’t spread disease.

- Isolation in a home means separating yourself from others in the household.

- A sick person isolating at home should seek medical treatment if unable to manage symptoms.

- Isolation is usually voluntary, but in a public health emergency. Officials have the authority to isolate people who are sick.

- Stop isolation only if you’ve had no fever for at least 24 hours; AND have symptom improvement; AND at least 10 days have passed since your symptoms first appeared

### QUARANTINE

Quarantine is for people who are **NOT SICK**, are a close contact and may have been exposed.

- Quarantined people may or may not become sick.

- Quarantined people should stay at home or another location so they don’t unknowingly spread the disease.

- If you are quarantined and you become ill, you can seek medical treatment from a healthcare provider.

- Quarantine can be voluntary, but in a public health emergency, officials have the authority to quarantine people who have been exposed to an infectious disease.

Revised 10.22
LETTER: POSITIVE CASE AT SCHOOL

Dear Students and Staff,

The South Dakota Department of Health has informed us that a person at [school name here] has been diagnosed with COVID-19. We are alerting you to be watchful for symptoms suggestive of COVID-19 illness during the next 14 days. If you are identified as being a close contact to the COVID-19 case, the school and SD-DOH will contact you.

Symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea, Vomiting or Diarrhea

The COVID-19 virus is spread from person-to-person, mainly through respiratory droplets produced when an infected person coughs or sneezes. Spread is more likely to occur when people are in close contact with one another (within 6 feet for at least 15 minutes).

**If you develop symptoms of any contagious disease**, including COVID-19, do not go to school/work. If a healthcare provider is contacted, follow all directions on care and testing.

Precautions to avoid illness:

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer
- Cover your mouth and nose with a cloth face cover when around others
- Avoid close contact with people who are sick
- Refrain from touching your eyes, nose and mouth
- Cover your coughs and sneezes with a tissue
- Clean frequently touched surfaces and objects
- Individuals at higher risk for severe COVID-19 illness, such as older adults or people who have chronic medical conditions like heart, lung or kidney disease, should take actions to reduce your risk of exposure (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html)

For more information on COVID-19, South Dakota’s Information Line can be reach at (800) 997-2880 or visit https://covid.sd.gov/

Sincerely,

Responsible Party

Revised 10.22
Dear Parent or Guardian,

We have been informed that a person at [school/program/activity] has been diagnosed with COVID-19. Your child has been identified as a close contact of the individual who has COVID-19. This information has been provided to the S.D. Dept. of Health. The COVID-19 virus is spread from person-to-person, mainly through respiratory droplets produced when an infected person coughs or sneezes. Spread is more likely to occur when people are near each other (within 6 feet for at least 15 minutes). Your child’s exposure occurred when both people were wearing a mask. Therefore, SFSD recommends, but does not require, a 14-day quarantine. You may choose to have your child:

- Quarantine at home for 14 days. Your child’s attendance will be excused.

  OR

- Attend school and MUST monitor for symptoms daily and wear a mask during the 14-day quarantine.

Next Steps:

1. **Fill out the Intent to Return form** indicating whether you will keep your child home or send them to school during the 14-day timeframe.

2. **Be watchful for symptoms** suggestive of COVID-19 illness that may appear in your child during the next 14 days. If your child becomes symptomatic, they must isolate at home per SFSD illness exclusion protocol. You should also contact your health care provider and the school to inform them of symptoms. Symptoms of COVID-19 include:

   - Fever or chills
   - Cough
   - Shortness of breath
   - Difficulty breathing
   - Fatigue
   - Muscle or body aches
   - Headache
   - Loss of taste/smell
   - Sore throat
   - Congestion or runny nose
   - Nausea or vomiting
   - Diarrhea

3. **Take precautions to avoid illness**, including:

   - Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer
   - Cover your mouth and nose with a cloth face cover when around others
   - Avoid close contact with people who are sick
   - Refrain from touching your eyes, nose, and mouth
   - Cover your coughs and sneezes with a tissue
   - Clean frequently touched surfaces and objects
   - Individuals at higher risk for severe COVID-19 illness, such as older adults or people who have chronic medical conditions like heart, lung, or kidney disease, should take actions to reduce your risk of exposure ([https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html))

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If you take your child to a healthcare provider for COVID-19 evaluation, please bring this letter with you. For more information on COVID-19, South Dakota’s Information Line can be reached at (800) 997-2880 or visit https://covid.sd.gov.

Sincerely,
Responsible Party

LETTER: CLOSE CONTACT / NO MASKS

Dear Parent or Guardian,

We have been informed that a person at [school/program/activity] has been diagnosed with COVID-19. Your child has been identified as a close contact of the individual who has COVID-19. This information has been provided to the S.D. Dept. of Health. The COVID-19 virus is spread from person-to-person, mainly through respiratory droplets produced when an infected person coughs or sneezes. Spread is more likely to occur when people are near each other (within 6 feet for at least 15 minutes). Your child's exposure occurred when one or both people were not wearing a mask. Therefore, your child must quarantine.

Next Steps:

1. **Keep your child at home** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Quarantine periods are 14 days from the last contact with the person who has COVID-19. This is counted as an excused absence.
2. **Answer the call** the SD-DOH will contact you to provide recommendations and guidance specific to your child’s quarantine period and COVID-19.
3. **Be watchful for symptoms** suggestive of COVID-19 illness that may appear in your child during the next 14 days. You should also contact your health care provider and the school to inform them of symptoms. Symptoms of COVID-19 include:

   - Fever or chills
   - Cough
   - Shortness of breath
   - Difficulty breathing
   - Fatigue
   - Muscle or body aches
   - Headache
   - Loss of taste or smell
   - Sore throat
   - Congestion or runny nose
   - Nausea or vomiting
   - Diarrhea

4. **Take precautions to avoid illness**, including:
   a. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer
   b. Cover your mouth and nose with a cloth face cover when around others
   c. Avoid close contact with people who are sick
   d. Refrain from touching your eyes, nose, and mouth

Revised 10.22
e. Cover your coughs and sneezes with a tissue
f. Clean frequently touched surfaces and objects

Individuals at higher risk for severe COVID-19 illness, such as older adults or people who have chronic medical conditions like heart, lung, or kidney disease, should take actions to reduce your risk of exposure ([https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html))

If you take your child to a healthcare provider for COVID-19 evaluation, please bring this letter with you. For more information on COVID-19, South Dakota’s Information Line can be reached at (800) 997-2880 or visit [https://covid.sd.gov/](https://covid.sd.gov/).

Sincerely,

Responsible Party

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**IMPORTANT NOTE:**

**Not All Symptoms Will be a Covid-19 Illness**

<table>
<thead>
<tr>
<th>Symptoms of COVID-19</th>
<th>Strep Throat</th>
<th>Common Cold</th>
<th>Flu</th>
<th>Asthma</th>
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</table>
**NON-COVID-19 ILLNESS EXCLUSION**

If a student is diagnosed with an illness that is not COVID-19 (i.e. influenza, strep throat) the student will be excluded from school as outlined on the DoH “Temporary Exclusion from a School Setting” guidance.

**Temporary Exclusion from School Setting:**

http://doh.sd.gov/diseases/assets/SchoolExclusion.pdf

**ABILITY FOR SCHOOLS TO EXCLUDE SICK CHILDREN**

**13-28-7.3. EXCLUSION OF STUDENT FOR RISK OF INFECTIOUS DISEASE OR COMMUNICABLE PARASITE--READMISSION.**

A school board or school superintendent may, with the concurrence of the county health officer, exclude from school attendance a student who is determined to be a risk or nuisance to the health of other students or school employees due to the presence of infectious disease or communicable parasite. A student may be readmitted when the school board or school superintendent, with the concurrence of the county health officer, determines that the state of communicability or infectiousness no longer exists.

**RESOURCES**

**Department of Education**

- Toolkit on Starting Well webpage: doe.sd.gov/startingwell
- Coronavirus information for schools: doe.sd.gov/coronavirus

**Department of Health**


**Centers for Disease Control and Prevention**


**IF STUDENT BECOMES SICK AT SCHOOL**

The District has established protocols for students/staff who begin demonstrating COVID-19 symptoms while at school:

- Sick students/staff will be assigned to a pre-designated, but visibly monitored isolation space.
- Partitions/Curtains may be added to separate infected students/staff, if 6ft distancing cannot be achieved.
- School Nurse/Staff will use personal protective equipment (PPE) while caring for the sick.
- Symptomatic student/staff must wear masks while in the isolation area.
- If student/staff is sent to healthcare provider, emergency room, or contact 911 EMS – the school will notify of COVID symptoms in advance.
- **Sick students must be picked up as soon as possible. Sick students will not be sent home on the bus.**
- Custodians will clean the isolation area and remove the garbage, as needed.
- Health Services will work with SD Department of Health on contact tracing and notification of close contacts and other applicable student and staff groups.
FACE COVERINGS IN SCHOOLS

THE SIOUX FALLS SCHOOL DISTRICT EXPECTS STUDENTS & STAFF TO PROTECT OTHERS BY WEARING FACE COVERINGS

ACCORDING TO THE CDC, “...FACE COVERINGS ARE A CRITICAL PREVENTIVE MEASURE.”

FOR MORE INFORMATION ON FACE COVERINGS, PLEASE VISIT THE CDC WEBSITE: cdc.gov/coronavirus

There are many reasonable and respectable viewpoints on face coverings, and the District is following the latest research, physician advice, and recommendations from the Centers for Disease Control and Prevention (CDC) released Thursday, July 23, 2020, specific to face coverings in schools.

Wearing a face covering allows our schools to stay open, our staff and students to stay healthy and supports collective community efforts to reduce the incidence of the virus.

The District expects students and staff to wear a face covering while on school property. Teaching and learning about prevention strategies will occur throughout the school day as we continue to practice healthy habits to keep students and staff in our schools.

- **Staff members** - wear their own face coverings or will be supplied with face coverings, including clear shields and cloth masks.
  - Staff members in specific positions will be required to wear personal protective equipment (PPE) as directed by their supervisor.
  - Staff will serve as role models and advocates for students in the wearing of face coverings.

- **Students** – wear their own face coverings and should have two (2) face coverings available for their use.
  - Face coverings will be provided for any student who needs one.
  - Students will work with their teachers and principals to learn about when face coverings are to be worn at school.
  - Face coverings will be provided for any student who needs one.
  - Students will work with their teachers and principals to learn about when face coverings are to be worn at school.
• If a student is not wearing a face covering, staff will encourage the student to wear one.
• If a student is not wearing a face covering and does not have a face covering, staff will provide one for them.
• If a student does not wear a mask after being asked to do so, the principal will make a parent contact for verification.
• Please review the student dress code to determine if your student’s face covering is appropriate and aligns with school expectations. Bandanas will not be permitted.

**Face coverings are most effective when all people wear them in public settings.** This preventive measure becomes even more effective when hand washing and social distancing are practiced together. When face coverings are worn by all staff and students, we protect *ourselves* and we protect each other.

*We will* use face coverings daily while:
  o entering and exiting the school,
  o working in classrooms,
  o working in groups,
  o traveling on the bus, and
  o transitioning in the hallways.

*We will* take breaks from the use of face coverings when 6 ft. social distancing can be maintained.

*We will* recognize face coverings are not an option for all students/staff.

*We will* work together to create a safe and healthy learning environment that balances respect for ourselves and for others.

*We will* not require students to wear face coverings on the playground or during physical education (PE) class, as these are times the CDC recommends face coverings not be worn.

<table>
<thead>
<tr>
<th>Possible Student Scenario</th>
<th>Cloth face coverings expected</th>
<th>Cloth face coverings may be considered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are seated less than 6 feet apart while riding a bus/carpooling.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students are less than 6 feet apart while entering or exiting school (drop off/pick up).</td>
<td>[✓]</td>
<td></td>
</tr>
<tr>
<td>Students are seated <strong>at least</strong> 6 feet apart in the classroom.</td>
<td>[✓]</td>
<td></td>
</tr>
<tr>
<td>Students are seated <strong>less than</strong> 6 feet apart in the classroom, or are engaging in learning stations or circle time that require close contact.</td>
<td>[✓]</td>
<td></td>
</tr>
<tr>
<td>Students are less than 6 feet apart while transitioning between classes or to other activities during the school day.</td>
<td>[✓]</td>
<td></td>
</tr>
<tr>
<td>Students are at recess or in physical education class.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students are in band, choir, orchestra, or music class.</td>
<td>[✓]</td>
<td></td>
</tr>
</tbody>
</table>
Possible Student Scenario | Cloth face coverings expected | Cloth face coverings may be considered
--- | --- | ---
Students during mealtimes in a common area. | ✔️ | ✔️
Students participating in an assembly or event that requires close contact. | ✔️ |
Student is receiving one-on-one services or instruction. | ✔️ |

* CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

++This document will be updated as new guidance is released. The District reserves the right to adjust guidelines due to changing conditions.

FACE COVERINGS FOR ATHLETICS

Face coverings are expected by all (students, staff) participating in activities:
1. Upon entry and exit of practice/competition (indoor/outdoor), to include screening.
2. In locker rooms, restrooms, athletic training room.
3. During Travel to and from events
4. Worn when possible during practices (breaks, during coaches team talks, etc.)
5. If a student chooses to wear a mask on the sideline/bench during a competition, they may do so.
6. Refer to NFHS rule specifications if they are or are not prohibited during your sport specific guidance.
   a. Not expected on the competition arena, floor, court, field.
   b. If a student chooses to wear a mask during competition and it is permissible by the NFHS, they may do so.

These expectations will be clearly communicated to students/coaches.

FACE COVERINGS FOR STAFF

Staff are being supplied with face coverings and some positions will be required to wear personal protective equipment (PPE). Staff are encouraged to be lead advocates and role models in the wearing of face coverings when social distancing is not possible and when situations call for it.
Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment (PPE).

SFSD Health Services will work with supervisors to determine job duties/work that requires PPE based on CDC guidance.

All staff who use PPE will be trained in proper use.

### SFSD STAFF COVID-19 PPE GUIDANCE

<table>
<thead>
<tr>
<th>STAFF</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All Staff (other than what is outlined below).</td>
<td>Expected to wear cloth face coverings when cannot maintain 6 ft distance from others*</td>
</tr>
<tr>
<td>• All Staff for routine cleaning of frequently used surfaces.</td>
<td>Required to wear disposable gloves</td>
</tr>
<tr>
<td>• Public Facing Staff (i.e. receptionist/clerical) unless plexiglass partition is in place.</td>
<td>Required to wear cloth face covering*</td>
</tr>
<tr>
<td>• Staff who MUST go into homes • Staff who are working hands on (less than 6 ft) with a student continuously for 15 minutes or greater (i.e. B-3, therapists) **</td>
<td>Required face shield OR procedural face mask***. Use both when possible. (some work such as speech therapy may not be conducive to wearing a procedural face mask)</td>
</tr>
</tbody>
</table>

Staff (i.e. Nurses and Clerical) who:
- Care for COVID-19 symptomatic students and staff
- Perform asthmatic healthcare procedures (i.e. nebulizers)

| | Required procedural face mask + face shield, gloves, gown |
| • Custodial staff who clean areas where persons with COVID-19 or person suspected of COVID-19 have been | Required procedural face mask, gown, gloves |

*Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

**Health Services will work with Supervisors to determine job duties/work that requires PPE based on CDC guidance.

***Per the SD DOH procedural face masks can be used for two days.

- All staff who use PPE must be trained in proper use. Training videos and documents can be found on the district COVID-19 website [https://sites.google.com/a/k12.sd.us/sfsd-covid-19-staff-resources/home/face-coverings](https://sites.google.com/a/k12.sd.us/sfsd-covid-19-staff-resources/home/face-coverings). The School Nurse can assist with training and questions.
- Routine/non-COVID-19 PPE is not outlined on this document but should continue as normal.
• If you have any questions about PPE use, please contact Health Services.
• Staff who to request to use their own PPE, not outlined on this document, should consult with Health Services. Some PPE may be deemed not necessary according to CDC recommended use.
• Remember PPE is one safety measure in a hierarchy of safety measures.

**PRECAUTIONS IN SCHOOLS**

**Promoting Social Distancing**

• Student/Staff groupings will be as static as possible.
• Minimal mixing between groups is preferred.
• Nonessential visitors, volunteers, and activities involving other groups will be limited or completely restricted.
• Signage throughout the building and daily announcements will encourage healthy hygiene and social distancing.
• Help your child get a sense of what 6 ft. looks like between them and another person.

**Limit Sharing**

• Parents/Guardians are encouraged to label EVERYTHING with your child’s name.
• Students' belonging will be separated from others and in individually labeled in containers, cubbies, or areas. Items should be taken home each day and cleaned, if possible.
• Supplies should be assigned to a single student. Limited use of supplies and equipment by one group of children should be cleaned and disinfected, when possible, before another group uses the same items.
• Avoid sharing electronic devices, toys, books, and other games/learning aids.

**Promote Healthy Hygiene Practices**

• Students will learn and be encouraged to wash hands regularly, cover coughs and sneezes, etc.
• Handwashing times will be scheduled.
  Minimum: Upon arrival, during bathroom breaks, after recess, before and after eating, prior to leaving.
• Hand sanitizer containing 60% or greater alcohol, cleaning wipes, and approved disinfectants will be stationed in high-traffic areas for regular students/staff use.
• Tissues will available for students/staff.
• The use of face coverings is expected when social distancing is not possible.

**IN THE CLASSROOMS & HALLWAYS**

• Student desks will be spread apart to the extent possible and all desks will face the same direction, where possible.
• HVAC systems will run more often throughout the building to ensure increased air-exchanges in occupied areas.
Higher efficiency air filters will be used and changed more often throughout the school year.

Touchless water bottle fillers have been installed in all schools. Water bottles encouraged. Please label with student name.

Visitors will be limited, and in some cases restricted, for the first quarter with the possibility of extensions throughout the year, as needed.

Check-in procedures/protocols will be required for authorized support agencies.

Hand sanitation dispensers will be placed in high-traffic/community areas such as near main entries, lunchrooms and multipurpose rooms.

All classroom room doors should remain open during passing periods and should be opened/closed by teacher to minimize touch-points.

A controlled number of students may use restrooms at the same time.

**BARRIERS/DIVIDERS**

The District has installed clear plexiglass barriers in high-traffic areas where staff meet the public in direct conversation, such as in the office. While these layers create a separation of droplets, they do not impede the conversations and relationships that are important to student success and school operations.

Many schools and teachers are exploring creative solutions to allow students to continue with face-to-face interaction. They are building temporary barriers with clear plastic to sit on tables and reduce the transmission of droplets released through normal talking and occasional sneezes. These dividers allow for continued student success and support the academic, social, and emotional well-being that can only be delivered in a classroom.

Please talk to our principal if you want to know more about the plans at your child’s school.

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**SCHOOL BREAKFAST/LUNCH PLANS**

Child Nutrition Services will offer breakfast and lunch options for all students. The general rule is that the youngest students in each school will use the lunchroom to eat their meals. Older students may be assigned to take their meals from the lunch area and eat in their classroom.

In general:

- K-2 grades eat in lunchrooms as normal.
- 3-5 grades eat in the classroom, multipurpose room, or other alternate areas.
- Scanners will be used in place of keypads to record the sale of lunches, while reducing touch-points.
- No cash will be accepted in general lines, only in designated locations.
- Child Nutrition Staff will wear plastic gloves, face coverings, aprons, and hair restraints.
- All food items will be served – no self-serve.
- Prewrapped utensils will be used at all locations.
- Individual prepackaged condiments will be available.
• Items available at middle and high schools such as such as salads, sandwiches, fruits, and vegetables will be individually wrapped
• All lunch staff will complete Sanitation and Safety training and will use approved sanitizing solutions to clean tables between each group.

**BUSING / TRANSPORTATION**

Anytime groups gather, there is an inherent risk of COVID-19 transmission. Busing/Transportation is a complex service that may not meet social distancing guidelines. The District contracts with a busing company that simply does not have the number of buses in its fleet that would be necessary to achieve social distancing.

Whenever possible, students riding the bus will sit in assigned seats to aid in any contract tracing that may be required in the future due to a positive COVID case.

Other precautions include:

• Student riders are expected to wear face coverings.
• Drivers and bus aides are required to wear face coverings by their employer, School Bus Inc.
• Hand sanitizer will be available on the buses.
• Drivers/bus aides will use EPA approved disinfectants to wipe down seats and high-touch surfaces such as handrails between routes, whenever possible.
• Staff will create seating charts in case contact tracing is needed due to a positive case of COVID-19.
Rules for Elementary Riders

**Student Responsibilities:**
- Face coverings are expected.
- If the student does not have one, driver will offer one.
- If the student refuses, principal will communicate with parents/guardian.
- Hand sanitizer will be provided.
- Apply when getting on the bus.
- Sit in assigned seat.

**Driver/Bus Aide Responsibilities:**
- Face coverings are expected.
- Clean railings and high-touch surfaces, regularly.
- Buses will be disinfected at the end of each day and will dry overnight.
- Windows will be partially opened to increase airflow, when possible.

Going to School (AM) - buses are loaded from back to front as students are picked up.
Coming Home Elementary (PM) - buses are unloaded from front to back based on stops.
Coming Home Middle School (PM) - each MS will communicate expectations to students/families.

Designed by Vecteezy
DAILY SCHOOL CLEANING REGIMEN

- EPA approved cleaning products will be used for all cleaning.
- All staff will be responsible for routinely wiping down frequently touched surfaces in their work area.
- Student desks and teaching aides will be wiped down at least daily or more often by teachers and/or other staff.
- Cleaning wipes, spray bottles and paper towels will be provided for each classroom.
- Staff will use personal protective equipment (PPE) when cleaning areas where a positive case has been identified.
- Restroom floors, toilets, urinals, sinks and water dispensers will be disinfected daily.
- Common areas such as door hardware and other frequently touched surfaces will be disinfected on a consistent basis.

IMPORTANT MESSAGES FROM CDC

Social Distancing = Stay 6ft away from the next person

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Studies indicate people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.
Hand-Washing = Use soap and water to vigorously wash hands at least 20 seconds multiple times a day.

Handwashing can prevent:

- 1 in 3 cases of diarrhea
- 1 in 5 respiratory infections, such as a cold or the flu

Give frequent reminders:
Building handwashing skills takes time. At first, your child will need regular reminders of how and when to wash hands. It is especially important to remind children to wash their hands after using the bathroom, before eating, after touching pets, after playing outside, and after coughing, sneezing, or blowing their nose. But once handwashing becomes a habit and a regular part of your child’s day, they will practice it throughout their lives.

What if soap and water aren’t available?
Washing hands with soap and water is the best way to get rid of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer that has at least 60% alcohol.

Did you know?
Baby wipes may make your hands look clean, but they’re not designed to remove germs from your hands. CDC recommends washing hands with soap and water when possible.

Remember to make handwashing a healthy habit at home, school, and at play!
HAND SANITIZER & STUDENTS

- **Middle and High School** students may bring hand sanitizer for their own personal use.
  - Parents are reminded that there are many recalled hand sanitizers. The District is not able to “police” recalled hand sanitizers, so parents are encouraged to make sure they are only sending sanitizers not on the recall list.
- If parents want to send hand sanitizer with **Early Childhood and Elementary** students, the District encourages that it be provided to the school stockpile for use by all so adults can closely supervise the use of it.
  - Staff will monitor donations to the stockpile to eliminate brands that have been banned, however, parent review prior to sending sanitizer is appreciated: [https://www.fda.gov/drugs/drug-safety-and-availability/fda-updates-hand-sanitizers-consumers-should-not-use#products](https://www.fda.gov/drugs/drug-safety-and-availability/fda-updates-hand-sanitizers-consumers-should-not-use#products)
- Staff will observe Early Childhood and Elementary students using hand sanitizer.
- If students aren’t using it appropriately, staff will intervene and discuss the concern with a parent.

WHERE TO FIND SCHOOL INFORMATION

- **Website** – COVID-19 Resource Center

  - Visit the SFSD COVID-19 Resource Center
  - [Homepage](https://www.sfsd.org)

- **Let’s Talk!**
- **ParentLink** – District phone messages, email, app
- **Remind** – *NEW* Building/Teacher-specific two-way texting
- **Electronic School Newsletters**
- **Weekly Superintendent Message**
- **Return to Learn (R2L) Board Updates** – 2x/month
- **KLRN / Social Media** (Facebook & Twitter)
- **Ignite** – Mailed to All Postal Customers in August
- **Local Media**
- **HS Cafeteria Video Boards**
- **Intercom Announcements**
HOW CAN YOU HELP? WHAT IS NEEDED?

SFSD is accepting donations of cloth face coverings, water bottles, hand sanitizer, and cleaning wipes. The District has purchased an ample supply of these items, however, shipments MAY BE delayed.

We are asking friends of the public schools to help us with needed supplies through donations. If you can support these needs in any quantity, please contact Missy Braak at Missy.Braak@k12.sd.us or call her at 605.367.7902.

We are #ProudtoBeSFSD!

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