



Manhattan-Ogden USD 383

Pandemic Response Plan

District Plan for Safe Return to In-Person Instruction
and Continuity of Services

2021/2022

Draft
August 11, 2021

2021/2022 School Year

Dear USD 383 Families, Staff and Community,

Manhattan-Ogden USD 383 continues to believe that students benefit most from in-person instruction, and we remain committed to keeping our schools open and safe. As we begin the 2021-2022 school year in the midst of a global pandemic, our goal of remaining open safely serves as the driving force behind this "District Plan for Safe Return to In-Person Instruction and Continuity of Services."

The work accomplished thus far has positioned USD 383 well for what lies ahead. We will remain in regular communication with the Riley County Health Department and local physicians – capable of making rapid adjustments if it is deemed necessary.

Thank you for your support of our commitment to safe and supportive in-person instruction five days per week. We look forward to celebrating many successes together during the coming year.

With gratitude and determination,

Marvin Wade, Superintendent

Manhattan-Ogden USD 383

Unified School District 383 Board of Education

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- USD 383 is committed to in-person learning - 5 days a week for the 2021/2022 school year.
 - Students benefit from in-person learning and safely returning to in-person instruction for the 2021/2022 school year is a priority.
 - All USD 383 students and staff will be required to wear a mask when indoors on USD 383 property at least through **September 24, 2021, regardless of vaccination status.**
 - Masks do not need to be worn when outside, while eating, or during designated mask breaks.
 - Masks must cover mouth and nose at all times.
 - Staff will work on a case-by-case basis with individuals unable to wear a mask (see mask exception form).
 - In September, USD 383 will re-evaluate the mask requirement for all students and staff. We will look at local statistics and discuss with the MHK Medical Task Force and Riley County Health Department.
 - Social distancing will be practiced as much as possible. Social distancing of 3 feet cannot be guaranteed at all times when students are in school.
 - Anyone eligible to get vaccinated is strongly encouraged to do so.
 - USD 383 reserves the right to revert back to the 2020/2021 Building Foundations for a Strong Reopening COVID-19 response plan if necessary.
 - Contents of this plan are subject to change.
 - USD 383 will continue to use guidance from the Riley County Health Department, Kansas Department of Health and Environment, MHK Medical Task Force, and the Centers for Disease Control.

Section 1: Health Information

Manhattan-Ogden USD 383 has developed the following protocols in conjunction with the Riley County Health Department and the MHK Medical Task Force. We have used guidance from the Kansas Department of Health and Environment (KDHE) and the Centers for Disease Control (CDC).

- Please notify the school if your child has an illness. Please call the school directly. Do not contact your child's teacher. You will be asked what symptoms of illness your child is experiencing. USD 383 tracks and reports illness symptoms to the Riley County Health Department to help prevent the spread and outbreak of illness/disease. We do not share personal student information, only symptoms.
- Parents must keep their child home if the child is not feeling well.
- It is highly recommended that if your child has a temperature above 100 degrees and any other symptoms of illness that you keep them home.
- Fevers: students and adults may return to school when fever free for 24 hours WITHOUT the use of medication to lower the temperature.
- We ask that you provide a doctor's note if your child is ill and absent for more than **five** days.
- We ask that you provide updated records of immunizations and health conditions of your child to the school nurse.
- Students and staff must wash hands or use hand sanitizer upon entering and exiting the nurse's office.
- To limit student and staff exposure to illness, nurses will educate and train school staff on how to handle minor health issues in the classroom PRIOR to sending a student to the nurse's office, as well as guidelines for sending students that need nursing care.
- We ask that your child be picked up WITHIN one hour of notification that they are being sent home due to an illness. Please make sure that all contact information is correct in Infinite Campus and have various contacts available for the nurse.
- Nursing care that has risk of droplet spread will be done in an isolation area, and the nurse will wear proper protective equipment.

COVID-19 Specific Health Information

Symptoms of COVID-19

- Fever (100.4 or higher)
- Chills
- Muscle or body aches
- Headache
- Fatigue
- Sore Throat
- Lower respiratory illness (cough, shortness of breath, difficulty breathing)
- Diarrhea
- Loss of taste or smell
- Runny nose
- Congestion
- Nausea/vomiting

Procedures for a Confirmed Positive Case

- A person is considered to have COVID-19 if they have received a positive test. A case is considered infectious two days prior to the onset of symptoms through, at least, 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as two days prior to the date the test sample was collected through a minimum of 10 days from the date the test sample was collected. These individuals must remain in isolation until they have met the criteria to be released from isolation as established by KDHE or RCHD.
- When there is a confirmed positive case of COVID-19 in a school, the school and/or nurse will notify the USD 383 Communications Director and the RCHD to report and assist in the contact tracing process. The contact tracing process will guide the decisions of exclusions and building closures. The exclusions could affect one student, a cohort, classroom, or a building. Contact tracing and investigations in collaboration with RCHD could lead to building closure(s). The collaboration process with the local health department assesses factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen. While the school building is closed, all school activities will be canceled or rescheduled, regardless of whether the activity was to take place in the building or another location, including athletics/activities. Families/students and employees will be encouraged to stay at home until more information is provided by the school or the health department.
- The school will work with the local health department to assess for close contacts within students and staff.
- Identities of all positive cases will not be named in any communications to the school community at large.
- RCHD and/or school nurses will contact families/students and employees if they are a person of concern related to a positively identified case and encourage cooperation with the school and the local health department to trace contacts.
- Given the nature of the pandemic, the school district will potentially make additional medical inquiries of staff and students than we otherwise would. If a family tells the school that a student (their child) is ill, the school will ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- The district/school will notify the school community if there is a confirmed positive COVID-19 case in school. This notification will be done through the Infinite Campus email messenger.
- If a student is ill at school and leaves the building, siblings do NOT need to leave the school until we receive further clinical guidance.

Fully Vaccinated Students and Adults

To be considered fully vaccinated, a person has to receive both doses of the COVID-19 vaccine in a 2-dose series (Moderna, Pfizer) or receive one dose in a single-dose vaccine (Johnson & Johnson) AND wait two weeks after the final dose. The day of the 2nd or only dose is considered day 0. On day 14, a person is considered fully vaccinated. **Guidance provided by the Riley County Health Department and Kansas Department of Health and Environment.**

Quarantine

- Anyone who is fully vaccinated, who has received both doses of the COVID vaccine in a 2-dose series, or received one dose in a single-dose vaccine, will be exempt from quarantine unless they test positive for COVID or are symptomatic. (They must provide a copy of their vaccination record, or be verified through WebIZ).
- If a person is in between doses or in the two week waiting period after the final dose and exposed to COVID-19, they should continue to follow current guidance regarding exposure to someone with suspected or confirmed COVID-19.

Masking and Social Distancing

- All USD 383 students and staff are required to wear a mask, at least through September 24, 2021, regardless of vaccination status.
- Please continue to practice social distancing as much as possible regardless of vaccination status.

Close Contact

- If a fully vaccinated person is considered a close contact of someone who has tested positive or is showing symptoms, there is no need to quarantine unless showing symptoms. If symptoms do arise, current guidance needs to be followed.
- If a person is within 3 feet for longer than 10 minutes, **regardless if they are wearing a mask or not, they will be considered a close contact.**
- If a person is within 6 feet for longer than 10 minutes and **NOT wearing a mask, they will be considered a close contact.**
- If a person is within 6 feet for longer than 10 minutes and **wearing a mask, they will NOT be considered a close contact.**

Refusal to Follow Expectations for Health Protocols

- To protect students and staff, health protocols have been developed and are expected to be followed. If a parent or student refuses to comply with district health expectations, schools will follow student discipline protocols up to and including suspension if necessary.

Unvaccinated/Not Fully Vaccinated Students and Adults

A person is considered to be unvaccinated if they have not received any of the doses of either the two-dose or one-dose vaccines. A person is considered not fully vaccinated if they are in between doses of a two-dose vaccine and/or in the two week waiting period after the final or only dose of either the two-dose or one-dose vaccine. **Guidance provided by the Riley County Health Department and Kansas Department of Health and Environment.**

Quarantine

- Students and adults who are not fully vaccinated must quarantine and may return to school after 10 calendar days have passed AND symptoms have not developed.
- Households contacts that are unvaccinated must quarantine for 20 days from the positive test date.

Masking and Social Distancing

- All USD 383 students and staff are required to wear a mask, at least through September 24, 2021, regardless of vaccination status.
- Please continue to practice social distancing as much as possible regardless of vaccination status.

Close Contact

- If a person is unvaccinated or not fully vaccinated is considered a close contact of someone who has tested positive or is showing symptoms, the unvaccinated person or not fully vaccinated person must quarantine.
- If a person is within 3 feet for longer than 10 minutes, **regardless if they are wearing a mask or not, they will be considered a close contact.**
- If a person is within 6 feet for longer than 10 minutes and **NOT wearing a mask, they will be considered a close contact.**
- If a person is within 6 feet for longer than 10 minutes and **wearing a mask, they will NOT be considered a close contact.**

Refusal to Follow Expectations for Health Protocols

- To protect students and staff, health protocols have been developed and are expected to be followed. If a parent or student refuses to comply with district health expectations, schools will follow student discipline protocols up to and including suspension if necessary.

Returning to School after Exclusion

- Once a student or adult is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or RCHD.
 - Untested: Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following conditions are met:
 - 10 calendar days have passed since the onset of symptoms AND
 - Fever free for 24 hours without the use of fever-reducing medicine.
 - Improvement of other symptoms.
 - Tested and Awaiting Results: Persons who are suspected of having COVID-19 and are awaiting test results should be isolated at home until test results are received. Upon notification of test results, the staff member or student should contact their supervisor or the school nurse (students).
 - Positive Test Results
 - Symptomatic individuals may return when the following conditions are met:
 - 10 calendar days have passed since the onset of symptoms AND
 - Fever free for 24 hours without the use of fever-reducing medicine.
 - Asymptomatic individuals may return when the following conditions are met:
 - 10 calendar days have passed since the onset of symptoms AND
 - Symptoms have not developed.
 - If symptoms developed during the 10 day period of isolation, then the above criteria for symptomatic individuals should be followed and adhere to a timeline of 10 days from the first day of onset of symptoms.
 - Known Exposure: People who are identified as close contacts and are not fully vaccinated or who have traveled from a location on the KDHE Travel-Related Quarantine List must be quarantined for 10 days and will not be allowed to enter the school environment. A negative test result within the 10 day quarantine does not allow the individual to return earlier than the 10 day out requirement.
 - No known exposure: Students or staff who have not been identified as a close contact to a COVID-19 case and have not traveled from a location on the KDHE list may return to school/work.
 - Other Students and Employees in the Household: If a student or staff member is excluded from school because of a positive COVID-19 test result, other students or employees who are not fully vaccinated living within the same household are considered a close contact and will be excluded mandatorily for a 10 day quarantine period which begins after the date of their last known exposure to the case. If the household contact continues to live in the same household as the case while in isolation, the 10 day quarantine period for household contacts is to begin once the case is released from isolation as identified by public health.
 - Travel-Related Quarantine: If an unvaccinated student or employee has recently traveled from a location on the KDHE Travel-Related Quarantine List the student or employee is subject to a mandatory 10 day quarantine starting from the day following their return to Kansas.

COVID-19 Vaccination

- Everyone ages 12 and up are strongly encouraged to get vaccinated.
- If a vaccine for children younger than 12 becomes available, USD 383 strongly encourages children to be vaccinated.
- There are several ways to look for vaccination providers in the United States.
 - Visit [Vaccines.gov](https://www.vaccines.gov) to find vaccination providers. In some states, information may be limited while more U.S. vaccination providers and pharmacies are being added.
 - Text a ZIP code to 438829 or call 1-800-232-0233 to find vaccine locations in the United States.
 - Contact the Riley County Health Department at 785-565-6560 to schedule an appointment.
 - Check local pharmacy websites to see if vaccination appointments are available. Find out which pharmacies are participating in the Federal Retail Pharmacy Program.

COVID-19 Testing

- USD 383 will continue to partner with the Riley County Health Department for FREE Covid testing – call 785-323-6400.
- Riley County Health Department offers rapid and saliva-based testing.
- Saliva-based testing is available every Wednesday from 11 am to 1 pm in the Family Child Resource Center parking lot. (2101 Claflin Rd, Manhattan, KS 66502)
- Rapid testing is available for symptomatic individuals. Please call the screening line to make an appointment.
- USD 383 school nurses have a limited supply of free COVID-19 test kits.

Section 2: Teaching and Learning

Instructional Expectations

- A hybrid learning option (like we had last school year) is not an option for any Kansas school district this year.
- A remote learning option (like we had last school year) will not be available for any Kansas student this school year.
- Kansas House Bill 2134 that was passed by the Kansas Legislature this year states that no school district, beginning in school year 2022, shall provide or offer more than 40 hours of remote learning to any student enrolled in the school district.
- When a student is out of school for a quarantine, their teacher may:
 - Provide paper copies of assignments (picked up in the office, sent home with sibling, etc.)
 - Upload assignments to the Learning Management System (Canvas)
- Parents/Guardians must keep the school informed of COVID positive results and/or quarantines. Please call your child's school. Do not contact your child's teacher(s).
- Absences due to COVID-19 quarantine/isolation will be considered an excused absence as long as the parent/guardian keeps the school informed.

Multi-Tiered System of Support (MTSS)

- Educators will work proactively to support students' learning needs based on screening data gathered from Formative Assessment System for Teachers (FAST).
 - Universal screening assessments from FAST are administered to all students three times per year to identify which students are potentially in need of educational supports and enhancements.
 - Progress monitoring from FAST and other assessments are given to students receiving intervention support. Some are administered weekly or every other week. This data provides a reliable and valid measure of students' growth in a particular skill area.
 - ALL students can learn and achieve when appropriate resources and supports are accessible from any setting.
 - Strong administrative and educator commitment to student growth ensures clarity around math, literacy and social/emotional protocols, lessons, and use of time and resources.
 - Educators, families and students share the common goal of improving instruction, outcomes and building capacity for our students.
- Scientific, research-based core instructional models and intervention programs are the foundation of student success.
 - Our materials, approaches, and strategies are proven to have a high probability of success when implemented and followed with fidelity.
- MTSS gives various levels of support: Beyond the core curriculum, educators match students' instruction and support to the level and intensity of their need. The levels of support provided to students are based on increasing level of student needs, which is organized through a tiered framework:
 - Tier 1 is whole class core instruction for all students.
 - Tier 2 is whole class core instruction + additional targeted instruction (sometimes in a small group setting).
 - Tier 3 is whole class core instruction + additional targeted instruction + intensive intervention (sometimes in a one-on-one setting).
- USD 383 protocols and data meetings are used to make decisions to support students on a continuum of needs.
- The uniqueness of every student is respected, with recognition that each individual is influenced by the academic, social-emotional, economic, cultural, and other factors within their lives.

Social-Emotional Learning

- USD 383 integrates social and emotional growth with character development and civic engagement so that students will learn, practice and model essential personal life habits that contribute to academic, social-emotional and post-secondary success. It is learning to be caring and civil, to make healthy decisions, to problem solve effectively, to value excellence, to be respectful and responsible, to be good citizens and to be empathetic and ethical individuals. Our district will continue to support students as identified through social and emotional screenings. All children will receive regular instruction within their class.
- If a student needs additional supports beyond what can be offered in a whole class setting or large group virtual meeting, the student may meet with an alternative support staff such as a school social worker, school psychologist, or counselor.
- For on-site services, students may meet with assigned staff in a learning space. Staff will be expected to encourage social distancing and set up their environments to minimize risk to all involved.
- Parents will receive notification of additional supports being recommended for their child.
- If a parent or guardian has concerns about the social/emotional well-being of their student, please reach out to the building principal or school social worker for additional information on available supports.

Special Education

- For the 2021-2022 school year, education teams will fully implement Individual Education Plans for students. If the instructional delivery model changes, teams will communicate with families to discuss special education services. Amendments to IEPs might be required. If the district is mandated to change in response to health concerns, service changes are considered temporary and services that are written in the original IEP will resume once normal operations return. Special education teams will provide a Prior Written Notice and Amendment when there is a change in service. No additional notices will be provided when school resumes as normal.
- Programs that deliver more intensive supports (hand-over-hand instruction, medical interventions, etc.) will continue to follow additional health and safety precautions. This will include frequent cleaning of surfaces, handwashing/sanitizing procedures for students and staff, and collaboration with district custodial teams for increased focus on sanitation procedures.
- Our district will continue to focus on the safety, health, and welfare of students and staff; providing FAPE (Free Appropriate Public Education) to students as best we can; documenting all efforts to demonstrate a good faith effort; all while approaching families with compassion and collaboration.

Section 3: Maintaining Healthy Operations

Routine cleaning is the everyday cleaning practices that businesses and communities normally use to maintain a healthy environment. Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, should be cleaned with soap and water or another detergent at least daily when facilities are in use. More frequent cleaning and disinfection may be required based on level of use.

All USD 383 families, students, and guests will practice behaviors that reduce the spread of the virus within the learning environment or throughout the district and building grounds and facilities. These practices include:

- Students and staff will be expected to have their temperature checked prior to coming to school by a parent/guardian or caretaker.
- Personal daily health assessment prior to entering the school environment.
- Frequent handwashing. Hand sanitation may occur with soap and water or use of personal or school-provided hand sanitizer at provided stations.
- Social distancing will be practiced as much as possible.
 - Social distancing of 3 feet cannot be guaranteed at all times when students are in school.
- Physical contact such as high-fives, shaking hands, or hugging should be avoided.
- USD 383 will be increasing the amount of outside air ventilation introduced to its facilities, schedule more frequent air exchanges and turnovers, and change air filters with greater frequency.

Athletics and Activities

- Manhattan-Ogden USD 383 staff and students will follow guidelines from the Kansas State High School Activities Association (KSHSAA), Kansas Department of Health and Environment (KDHE), and the Centers for Disease Control and Prevention (CDC).
 - Follow all safety and prevention protocols practiced in school.
 - Anyone involved in a school activity should screen daily for COVID-19 signs and symptoms.
 - Coaches/sponsors are required to do a temperature check of every student prior to departure of the bus for an away game.
 - Engage in individual work to maintain as much social distancing as possible.
 - Limit the length of time athletes are face-to-face as much as possible.
 - Maintain at least 3 feet of distancing when not engaged in activities.
 - Consider smaller group practices or stagger the number of students present at one time.
 - Avoid/limit shared equipment/gear.
 - Locker rooms should not be overcrowded. Consider smaller groups or staggered use.
 - An open line of communication will be maintained between school administration, coaches, sponsors, and medical personnel which includes but is not limited to athletic trainers, school nurses, and doctors.
 - Schools competing against one another will need to be willing to share information regarding potential positive cases and exposures.
 - There will be no travel to states that are listed on the KDHE Travel & Exposure Related Isolation/Quarantine website.
 - Social distancing should be maintained when possible during travel.
 - Athletes should sit in assigned seats on buses to assist with contact tracing if needed.
 - See Athletic/Activities COVID-19 Guidelines in appendix.

Cafeteria/Snacks

- No outside guests will be allowed in the cafeteria.
- Students may bring in their own lunch. School meals are free for all students for the 2021/2022 school year.
 - If a student forgets their lunch, a parent/guardian may bring the lunch to the office.
- Reference school handbook for more information about food being brought in for student lunches.
- Outside food (birthday treats, snacks for class, etc.) must be store bought, prepackaged, and individually wrapped.

Child Nutrition

- The Child Nutrition program will build upon the already high standards of food safety and sanitation in the kitchens and cafeteria, utilizing industry best practices and enhanced cleaning protocols. Continuation and adaptation of meal service in some form will remain a priority with adjustments made to support the health and wellbeing of our students as well as any local health orders. When possible, students will proceed to the cafeteria to get meals. Students will be reminded to wash their hands prior to entering the cafeteria/commons. Hand sanitizer stations will also be available near the cafeteria/commons for hand sanitizing before and after lunch. Students will be expected to practice social distancing while in line as much as feasible.
- Administrators will work with child nutrition staff to increase the number of lunch periods to minimize the number of students in the cafeteria at any time. Additionally, creative seating will be utilized to the extent possible. The design of each school cafeteria or commons will dictate the opportunities for seating modifications. Students will be reminded they may not share food during lunch. When weather and supervision permit, eating outdoors will be encouraged.
- Point of sale will look different at the various school levels and will be contactless when possible. Exchange of cash money between students and staff at any level at the point of sale will not be permitted during mealtime. Online payments are encouraged.
- School meals are free for all in-person learners for the 2021/2022 school year.

Classroom Layouts

- Staff will maintain seating charts for use in contact tracing.
- When physical environment permits, students will sit facing the same direction.
- Staff will utilize outdoor spaces for instructional purposes when possible.
- Plexiglass dividers are available for use.

Custodial Procedures

- The district is following guidelines from the CDC and RCHD to define best practices for cleaning. The main disinfectant used is ReJuvNal. It is an EPA listed disinfectant effective against COVID-19. Sanitation efforts will also include the use of an electrostatic spray using a combination of Clorox 360 and PurTabs disinfectants. Both PurTabs and Clorox 360 disinfectants are listed as effective against COVID-19 by the EPA.
- With the COVID-19 epidemic, we will have enhanced protocol to include hourly sanitization of frequently touched surfaces throughout our buildings and after-hours sanitization of all areas of the building using the ReJuvNal product. Electrostatic spraying will also be used in the event of a positive case of COVID-19 within a building. We will also be checking and refilling hand sanitization stations throughout the building as necessary.
- To limit the potential for irritation of students and staff, most enhanced cleaning efforts will take place when there are no occupants in the spaces, primarily after school. Enhanced cleaning of common areas will occur at the end of each day when the buildings are primarily empty.
- Building staff will also have access to cleaning supplies. Contact building custodian to access these materials as needed.
- No homemade cleaning products will be allowed in buildings.

Hand Sanitizer

- Hand sanitizer stations will be available in various locations throughout schools/buildings for frequent use by students and staff. These locations include near offices, cafeterias, gymnasiums, playground doors, and entryways. The placement of hand sanitizer in these areas is based on high traffic/use areas. In addition, sanitizing stations will be available in each classroom. Frequent handwashing with soap and water will be encouraged. Students and staff are encouraged to utilize their own personal hand sanitizer brought from home. If a student is unable to use hand sanitizer, they will be encouraged to wash their hands as necessary.

Playgrounds/Recess

- Students and staff do not need to wear masks outdoors.
- Students and staff should wash or sanitize hands before and after recess.
- Students may use playground equipment.

Social Distancing

- Social distancing will be encouraged. This could include, in addition to the recommendation of 3 feet of separation when possible, limiting movement throughout an area of the school building or reducing the size of cohort groups. In addition, there could be greater restrictions associated with group work, athletics, activities, staff, and/or student interactions.
- Social distancing of 3 ft cannot be guaranteed at all times when students are in school.

Technology

- Educators will prepare to incorporate activities that help familiarize students with the technology devices and programs they will utilize. iPads provided to students will also be used in the classroom, to support the curriculum. Teachers will consider meaningful integration of technology tools during daily instruction to facilitate learning and provide students with opportunities to become familiar with the features of online programs and technology devices.
- Students will be taught how to maintain their devices, provided guidelines for basic device function, internet safety, as well as problem-solving techniques that can be utilized if the student has technology difficulties.
- Educators will evaluate the use of technologies and lessons learned during hybrid and remote learning to provide a plan for tablet use during the 2021-22 school year. Please contact the Information Technology support helpline at 785-587-2077 if there are questions on the devices or connectivity to the internet.

Travel

- Employees and families are expected to follow KDHE travel and exposure guidelines.

Transportation

- By Federal mandate (Executive Order No. 13998 – Promoting COVID-19 Safety in Domestic and International Travel), all passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems. A driver does not need to wear a mask if they are the only person on the bus.
 - The order states that transportation operators must use their best efforts to ensure everyone on board is wearing a face mask, which includes boarding only those wearing a mask, instructing passengers that not wearing a mask is in violation of federal law, disembarking any persons not wearing a mask, and providing persons with prominent and adequate notice to facilitate awareness of the order.
 - The mask mandate also does not apply to anyone under the age of two, a person with a disability who cannot wear a mask or cannot safely wear a mask because of the disability as defined by the Americans with Disabilities Act, and a person for whom wearing a mask would create risk to workplace health, safety or job duty as determined by the relevant workplace safety guidelines or federal regulations.
- Students and staff will be expected to have their temperature checked prior to getting on a bus by a parent/guardian or caretaker.
- Students should conduct a personal health assessment prior to riding each day.
- School buses will be sanitized by drivers between 1st and 2nd morning and afternoon routes and at the end of the day. Each bus will be cleaned weekly with an electrostatic sprayer. Social distancing will only occur on buses and vans as possible. Most student transportation routes will not allow for social distancing. There will be a maximum of two students per seat. Seating charts will be utilized for all students and there will be assigned seats for all riders. Siblings who ride the bus together will be seated next to each other. Students will load the bus from back to the front. Students will exit the bus from the front to the back. Students must be registered for transportation and guest riders will not be permitted until further notice. Windows will be open on buses (when temperatures allow) to increase air circulation.
- Students will sanitize hands before entering the bus. Hand sanitizer will be provided.
- The district will work individually with highly medically fragile students to determine plans for the most appropriate transportation.
- Bus and van drivers will conduct a personal health assessment before reporting to work and transporting students each day. Students, drivers, and monitors will be expected to wear a mask.
- Bus modifications of any kind are not allowed by state law. This includes installing Plexiglass partitions between the driver and students and between individual student seats.
- Drivers will maintain an accurate seating chart for contact tracing.

Visitor Access to Buildings

- USD 383 values and appreciates parent participation. Our priority in planning is keeping our environments for students and staff as safe as possible. This will require us to limit who is allowed in our buildings.

Section 4: Human Resources

- All USD 383 positions are “in-person” positions. No one should be working remotely (except for Manhattan Virtual Academy employees).
- Any staff member who may have concerns about their work conditions because of their health should contact the Human Resources Offices and access the ADA form.
- Families First Coronavirus Response Act (FFCRA)
 - FFCRA benefits expired on December 31, 2020. USD 383 continued some of these benefits through the end of the 2020-2021 school year.
 - This year, employees dealing with COVID positives/quarantines will have to use their own sick leave.
 - Employees are responsible for notifying their supervisor of illness and/or quarantines.
 - People who are fully vaccinated will not need to quarantine unless they test positive for COVID or are symptomatic.
 - Staff should be prepared to show proof of vaccination.
- Masks
 - All USD 383 students and staff are required to wear a mask, regardless of vaccination status, at least through September 24, 2021.
 - Masks are not required for outdoor activities.
- Social Distancing
 - Please continue to practice social distancing as much as possible.
 - Seating charts will still need to be kept and updated regularly for classrooms and buses.

Fall COVID guidelines for athletics/activities

General Guidelines for athletics/activities

- ANYONE feeling sick should stay home and contact their healthcare provider. Participating while symptomatic could potentially jeopardize the entire activities program in their school and other schools for an extended period of time.
- Maintain social distance of 6'feet as best able
- Cover your mouth and nose when coughing or sneezing with a tissue or cough/sneeze into your elbow
- Student/athletes will be required to bring their own water bottles to practice and games.
- Frequent hand washing for 20 seconds with soap and water or using hand sanitizer with minimum of 60% alcohol.
- Keep hands away from your face/mouth/eyes
- Participants are encouraged to shower, change, and launder their game uniform as soon as possible after an activity.
- Any person reporting or exhibiting COVID-19 signs or symptoms without other obvious explanations should not be allowed to take part in any school activity and should be immediately sent home and instructed to contact their healthcare provider.
- When traveling, temperature checks will occur prior to departure of the bus to any away game.
- Traveling to and from a game, students will be required to wear a mask at all times on the bus.
- Buses will not stop at restaurants after the conclusion of any game. This will help us minimize exposure. The parent group if preparing snacks are encouraged to put snacks in individual zip lock bags for each student/athlete and coach.
- All competitions/scheduling is subject to change during season due to state and /or county health guidelines/concerns.

Outdoor athletics/activities:

- Follow the general guidelines listed above

Indoor athletics/activities:

- Follow the general guidelines listed above
- Wear a mask at all times while inside. This includes all individuals whether vaccinated or not from student/athletes, coaches, administration, game workers, media and spectators.

End of Game considerations:

- In lieu of handshakes, please develop and utilize an appropriate sign of respect and sportsmanship that does not include handshakes or other physical contact; suggestions include head nod, chest thump, salute, etc.

Concessions:

- Only bottle drinks and pre-packaged items
- Hand sanitizer will be available on the counter for use
- Counters will be cleaned often by staff with disinfectant solution
- Spectators are expected to use social distancing while waiting in line

Media:

- Will be expected to wear a mask and demonstrate 6' social distancing at all times with players/coaching staff, as well as, essential workers in the press box and field of play

Crowd size/limits consideration:

- Spectators are expected to observe and continue to follow basic guidelines to not only keep yourself safe but others around you at all games sponsored by Manhattan High.
 - Hand sanitizer at the stadium will be available for your use
 - Maintain social distancing where applicable
 - Masks will be required at all indoor games/activities
 - Only essential personnel will be allowed on the playing field/court during or after games
 - Spectators are to sit in pods with family members only or small pods that they have arrived at the ballgame during indoor games/activities
 - **We will make adjustments at any time during the season determined by Riley County Health Department guidelines**

Manhattan High administration appreciates your help in keeping a safe environment for all of those that may attend and participate in these events.

Mike Marsh
AD-Manhattan High



**Face Mask Exemption Form
Manhattan-Ogden USD 383
2021-2022 school year**

This form **MUST** be signed by a healthcare provider (MD, DO, PA, APRN) **AND** parent (if the individual is a student) and received by the school office before the start of the school year.

NAME of STUDENT: _____

GRADE/SCHOOL: _____

NAME of EMPLOYEE: _____

SCHOOL/DEPARTMENT/BUILDING: _____

My patient, _____, should be exempted from wearing a face mask at school/work.

Reason for exemption: _____

Printed Name of Physician/Provider: _____

Signature of Physician/Provider: _____

Date: _____

To be signed by parent/guardian **IF** the patient is a student. I hereby authorize Manhattan-Ogden USD 383 to exchange information regarding this request with the above name physician.

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Links

Riley County Health Department (RCHD) - <https://www.rileycountyks.gov/286/Health-Department>

Kansas Department of Health and Environment (KDHE) - <https://www.kdheks.gov/>

Kansas State Department of Education (KSDE) - <https://www.ksde.org/>

Centers of Disease Control and Prevention (CDC) - <https://www.cdc.gov/>