

Reopening Plan

TIOSPAYE TOPA SCHOOL 2020-2021



Updated September 14, 2020

**2020-2021 School Year Reopening Plan
Tiospaye Topa School**

Tiospaye Topa School will continually update guidelines from national and tribal health officials.

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Introduction

Tiospaye Topa School Guiding Principles for Reopening Schools

The Tiospaye Topa School Reopening Plan relies upon the below guidelines to implement its 2020-2021 School Year Operating Plan:

- TTS will provide instruction in the fall and throughout the 2020-21 school year.
- COVID-19 will continue to spread, with or without a vaccine, through the next school year.
- The school can take practical steps to mitigate spread of the virus while continuing to focus on student learning.
- TTS will make decisions based on scientific information at the time, current status of virus spread in and around the school community, and in the best interest of staff, students, and families.
- This document does not constitute a legally binding policy of the TTS.

Decision-making should be based on what we know to be true about COVID-19, knowing that our understanding of the virus will continue to evolve:

- The rate of infection and the mortality rate of COVID-19 is higher than that of influenza.
- There are no known reliable therapeutics or vaccines for COVID-19.
- These two factors combine to necessitate mitigation strategies beyond what a school would put in place for seasonal influenza.
- Asymptomatic individuals are infectious, though not to the same degree as those displaying symptoms.
- Children are carriers and are susceptible to the virus. Yet there are different levels of susceptibility throughout the population.
- Measures such as social distancing and wearing masks in confined spaces help reduce transmission.
- It is not known:
 - If you have had COVID-19, whether and when you could get it again.
 - Whether seasonality affects COVID-19.
 - How much higher the infection rate of COVID-19 is than influenza.

TTS Principles for the 2020-2021 School year:

- TTS will continue to be a safe environment for students, focusing on both social-emotional and physical health. TTS decisions will be rooted in what is best for students.
- TTS will take reasonable steps within the context of COVID-19 spread in the community to protect the school community. National guidelines, while helpful to provide a context, are only a guide. The TTS School Board and the CRST Education Department expects school leaders to make informed judgments to limit the spread but still provide for continuity of learning.
- Every student will have the opportunity to engage in a full year of learning, irrespective of the spread of COVID-19 in a community.
- School leaders will work transparently with their TTS school board, CRST Education Department, staff, and community to communicate decisions and the underlying assumptions guiding those decisions.
- School leaders will need to make difficult decisions to ensure the health – both mental and physical – of their entire school community.

This document is built upon the guidance and recommendations of public health officials; it is aligned to the South Dakota Department of Education *Starting Well 2020* guidance published on June 10, 2020, and recommendations from the South Dakota Department of Health. It is designed to prioritize the health and safety of students and staff as school buildings are reopened and delivering instruction for the 2020-21 school year begins. TTS operates pursuant to the Tribal laws of the CRST. TTS is not subject to the legal requirements for State School Districts established by the SD DOE, and nothing herein intended to consent to the jurisdiction of the State of South Dakota regarding operation of the TTS. TTS is required to comply with the Tribal laws including laws enacted in relation to the COVID-19 national emergency declared by the Tribe.

Reopening Plans and Schedules

Tribal Schools funded under the Tribally Controlled Schools Act (TCSA) are required to have plans in place to ensure continuity of educational services should the tribal COVID-19 metrics change significantly, requiring additional restrictions to control the spread of the disease. These plans will be the foundation for a successful and agile academic school year.

Depending on circumstances in our community at the time, we need to be prepared to implement each of the following, depending on the situation: a Back to Normal plan; a Distance Learning plan; and a dual platform/blended plan consisting of both back to normal and distance learning. As impacts of the COVID-19 pandemic evolve, Tribal Officials, Tribal Health, BIE, SD DOH, and SD DOE will continue to provide updated guidance and recommendations to TTS on navigating the academic, social, and emotional effects on students and employees. We need to be able to transition back and forth, and, as conditions can change overnight, we need to be able to transition quickly.

Assumption of Risk

The Tiospaye Topa School acknowledges that there is no way to guarantee a totally safe environment from an infectious disease, but implementing best practices and following deliberate procedures has proven to significantly reduce the risk and the spread of the coronavirus infection.

Student Learning: Instructional Plans

ELEMENTARY AND HIGH SCHOOL INSTRUCTIONAL PLAN

All Staff requirements – All staff will be required to report to the school daily from 7:30 a.m. - 4:00 p.m. This will be the requirement regardless of the plan we are currently operating under.

PHASE A: BACK TO NORMAL: Return to in-person learning for all students with modifications to programs and spaces as required to ensure social distancing, enhanced cleaning practices, improved personal hygiene practices, family health screenings, and a variety of other changes to address recommended health and safety standards. All students will begin the year on campus in a traditional setting. In-person classes are held and canceled intermittently with a

transition to Distance Learning at any time when necessary. Getting all students back to school on a regular basis is the top priority under Phase A.

- Students will be assigned access to Google Classroom. The school will take all measures necessary to provide internet access to all students. If internet access is structurally impossible, TTS will work with the individual student and their family to develop an alternative plan for access to Google Classroom. All learning apps, links, and curriculum materials will be made available for all students.
- Online instruction utilizing this platform will begin with students immediately so they are capable of logging into Google Classroom and accessing the learning tools and programs they will need should school transition to distance learning format. This online instruction will occur in all educational settings.
- Activities within the school day may be limited (e.g. during recess, lunch in the cafeteria, elective courses, arrival, and dismissal).
- Direct instruction on CDC guidelines, such as hand hygiene and respiratory etiquette will be provided and modeled by all staff.

PHASE B: DUAL PLATFORM/BLENDED LEARNING: *This phase will be implemented if it has been determined by the CRST or the CRST Education Office that a health emergency exists in our community.* A dual approach includes some students learning in the traditional setting and others in distance learning setting throughout the year. This scenario has students alternating between in-person and working remotely every other day, which significantly reduces the number of students in each building. Students will come to school every other day, and one day each week will be reserved for additional assistance. Distance learning in this scenario will be primarily delivered asynchronously (students work independently on remote lessons in preparation for the next in-person day)

* Students will be divided by community.

- On non-classroom days, students will still be required to complete assignments through distance learning on Google Classroom in preparation for the next school day.
- Quality completion of work assigned will be required for final grades and course credit.

PHASE C: FULL TIME DISTANCE LEARNING: *This phase will be implemented if directed by the CRST.* We have enhanced our distance learning format from the spring of 2020. All students could begin the year distance learning, depending on the circumstances, and then resume in-person classes later in the school year as circumstances warrant, or schools could begin in a traditional setting, but need to transition to full time distance learning for all students.

- All staff will be required to work at the school from 7:30 a.m. - 4:00 p.m. Staff will be screened daily as they check in to work.
- While CRST is at levels 1 through 3, Tiospaye Topa School may bring up to 10 (ten) non-employee individuals (students, guardians, etc.) into the school building while providing transportation during this phase.
- (An attached waiver must be signed before any individual enters the school or enters any school transportation. This Phase C waiver is attached in the student enrollment application) If CRST is at levels 4 or 5, this option is not available.
Staff will be allowed to bring school aged children, whom they claim legal guardianship of, into the building during any scheduled working day. These children must be in visible

sight of the legal guardian at all times and remain in the working area of the legal guardian the entire time these child(ren) are in the building. Administration must be made aware of whom each school aged child of staff members that enters the building on a daily basis. **These particular school aged children do not count against the 10(ten) before mentioned non-employee individuals seeking educational services.**

- Instruction will be provided on-line through Google Classroom.
- A home distance learning schedule will be provided for students and teachers to follow.
- Student attendance will be monitored by time/date students log in to Google Classroom.
- Using this model, teachers will make direct contact with students on a weekly basis minimum to provide instruction, feedback, monitor progress, and provide re-teaching as necessary. Staff will be in the building to provide technical assistance to teachers in need. Multiple phone lines will be available for students/parents to call in need of educational assistance.
- Quality completion of work assigned will be required for final grades and course credit.

PHASE D: LEARNING PACKETS: *This plan will be implemented if all of the previous plans are not readily available, such as internet connectivity.* Learning packets will be made available by each teacher and delivered to each student with a timeframe for completion. Communication between students and teachers will be available and consistent on a weekly basis (minimum) to ensure questions are being answered. Teachers will be required to contact all students on a weekly basis (minimum). All students will receive a Google email address and this will be the recommended form of communication between student/parent and teacher, in addition to a weekly telephone call.

SPECIAL EDUCATION INSTRUCTIONAL PLAN

PHASE A: BACK TO NORMAL

- Special Education teachers/paraprofessionals will support student and family access to Google Classroom. All learning apps, links and curriculum materials will be made available for all students.
- Online instruction utilizing this platform will begin with students immediately so they are capable of logging into Google Classroom and accessing the learning tools and programs they will need should school transition to a dual/blended or distance learning delivery format. This online instruction will occur in both the resource room and general education settings.
 - IEPs and 504 Plans will be modified as necessary to comply with IDEA requirements during the COVID-19 pandemic.

Related Services (SLP, SLPA, OT, PT, Counseling, and BCS)

- Groups of students must contain students from the same classroom only.
 - Time between sessions will be allowed to sanitize work surfaces, chairs, and learning materials and therapists will pick up and return students to classrooms.
 - PPE equipment as assigned will be provided and worn during student sessions.

PHASE B: DUAL PLATFORM/BLENDED LEARNING

- On days when special education students are not in the classroom, special education teachers/paraprofessionals will meet virtually with students to address IEP goals (direct specialized instruction).

- Special Education teachers will send school supplies home with students to support blended and/or distance learning (multiplication charts, formula charts, graph paper, calculators, pencils, etc.).
 - When students are not in the classroom, they will have access to the general education curriculum, as well as equitable access to their general education teachers for instruction and follow up support/re-teaching.
 - Special Education teachers/paraprofessionals will assist general education teachers when modifying instructional materials for students who require accommodations and/or modifications should a blended or virtual learning delivery system be implemented under Phase B or C.
 - IEPs and 504 Plans will be modified as necessary to comply with IDEA requirements during the COVID-19 pandemic.
- Special and general education staff will accommodate the option for virtual IEP meetings. Examples include, but are not limited to the following: all attendees attend virtually, school staff meet in large conference room which allows for social distancing with parents and outside agencies join remotely, or Special Education Director and one parent meet in conference room and all other attendees participate remotely.

Related Services (SLP, SLPA, OT, PT, Counseling and BCS)

- If unable to meet in person, service providers will set up virtual sessions to meet with students.

PHASE C: DISTANCE LEARNING

- Special Education staff, related service providers and general education teachers will continue to provide services, accommodations, and modifications as required by each IEP. IEPs and 504 Plans will be modified as necessary to comply with IDEA requirements during the COVID-19 pandemic.
 - While CRST is at levels 1 through 3, Tiospaye Topa School may bring up to 10 (ten) non-employee individuals (students, guardians, etc.) into the school building while providing transportation during this phase.
 - (An attached waiver must be signed before any individual enters the school or enters any school transportation. This Phase C waiver is attached in the student enrollment application) If CRST is at levels 4 or 5, this option is not available. Staff will be allowed to bring school aged children, whom they claim legal guardianship of, into the building during any scheduled working day when no child care is available. These children must be in visible sight of the legal guardian at all times and remain in the working area of the legal guardian the entire time these child(ren) are in the building. Administration must be made aware of whom each school aged child of staff members that enters the building on a daily basis. **These particular school aged children do not count against the 10(ten) before mentioned non-employee individuals seeking educational services.**
- During distance learning, members of the IEP team will:
 - Ensure compliance with IDEA

- Provide access, accommodations, and services virtually/remotely
- Focus on equity for our most vulnerable students
- Maintain connections between school staff, students, and families through regular contact by telephone, email, or videoconference as required under each IEP.
- TTS personnel will provide a sense of structure, routine, and predictability in a time of change for students and families
- TTS personnel will display an attitude of caring and compassion for everyone

PHASE D: INSTRUCTIONAL PACKETS *This plan will be implemented if all of the previous plans are not readily available such as internet connectivity.* Learning packets will be made available by each teacher and delivered to each student with a timeframe for completion. Communication between students and teachers will be available and consistent to ensure questions are being answered. Teachers will be required to contact all students on a regular basis. All IDEA guidelines will be met through the learning packets. IEPs and 504 Plans will be modified as necessary to comply with IDEA requirements during the COVID-19 pandemic. Each student will be provided a Google email address and this will be recommended for communication between student/parent and teacher in addition to weekly telephone calls.

- **IEP TEAM MEETINGS**

In circumstances where an IEP team meeting may need to be convened during a school temporary closure due to exposure, or under Phase B, C, or D, or when IEP teams are not able to meet in person due to health and safety considerations. IEP team meetings will be conducted through conference call or virtually.

EXTRACURRICULAR ACTIVITIES

To support the whole child and develop a student's passions and interests, the Tiospaye Topa School will maintain extracurricular activities to the greatest extent possible. During Phase C or D, no extracurricular activities that require contact in violation of the restrictions set forth in that Phase of this plan, or in violation of CRST laws or CRST Education Department requirements will be permitted. TTS will use its best efforts to provide modified extracurricular activities that meet the requirements of this Reopening Plan, CRST Laws including public health orders, and CRST Education Department requirements.

STUDENT AND STAFF HEALTH AND SAFETY

This health and safety section is extensive but not exhaustive. Tribal and BIE requirements established by law and policy and public health orders must be complied with by TTS. TTS administrators may also consult national, state, and local guidance for the most up-to-date recommendations.

SOCIAL DISTANCING AND MINIMIZING EXPOSURE

- Face masks or coverings are mandated for all staff and students on school grounds or while participating in any School sponsored activity. Students and staff will be provided proper PPE supplies including masks. Staff may utilize their own masks, provided they meet recommended TTS PPE requirements based upon CDC guidance. Students will be required to wear a school issued face covering or mask.

- TTS will limit mixing between cohort groups as much as possible (e.g., during recess, lunch in the cafeteria, arrival, and dismissal, etc.)
- Activities that involve bringing together large groups of people or activities that do not allow for social distancing of at least six (6) feet between individuals, including assemblies, in-person field trips, large groups using playground equipment simultaneously, etc. will be suspended. During all Phases, small group meetings of less than six (6) persons are permitted for employees so long as social distancing of six feet in between individuals is maintained. In addition, when necessary for essential school functioning's, such as staff training, TTS Principal may require., in his/her sole discretion, meetings of more than six (6) persons in person so long as social distancing of no less than six (6) feet between personnel is maintained at all times during all Phases.
- TTS will incorporate virtual events such as field trips, parent/family meetings, assemblies, and performances when possible.
- During Phase A, B, and C opportunities for sustained exposure (15 minutes or more) will be minimized by ensuring sufficient social distancing with at least 6 feet apart between people.
- Six foot spacing will be marked on floors and through signage to remind students and staff to always stay 6 feet apart in lines and at other times when they may congregate.
- Non-essential visitors and activities involving external groups or organizations will be by appointment only and will be limited to essential school purposes as determined by the School Principal.
- During Phase A, Staff will monitor arrival and dismissal to prevent congregating, to ensure the social distancing and mask requirements are maintained, and ensure students go straight to their classrooms and other designated areas.
- During Phase A, Students entering the building:
 - 9-12 NE door entering 7:30 a.m.-7:45 a.m., exiting 3:42 p.m.-3:50 p.m.
 - 5-8 Main door entering 7:30 a.m.-7:45a.m., exiting 3:35 p.m.-3:50 p.m.
 - K-4 SE door entering 7:30 a.m.-7:45 a.m. exiting 3:35 p.m.-3:50 p.m.
 - Any students entering the building outside the timeframes must use the main entrance.
 - All staff will be mandated to use main entrance doors.
- During all Phases of this plan, the use of any self-service food or beverage distribution in the cafeteria or at an event outside the typical school day will be discontinued. Food will be individually wrapped and served directly to students.
- During Phase A, School breakfast and lunch will be delivered by staff to each classroom during designated lunch times.

CLEANING AND HYGIENE

- Hand sanitizer (with at least 60% alcohol) will be provided at building entrances, in the cafeteria, and in every classroom for safe use by staff and students
- Adequate supplies will be available to support healthy hygiene behaviors (e.g., soap, hand sanitizer for safe use by staff and older children, paper towels, and tissues).
- TTS will systematically and frequently check and refill hand sanitizers
- TTS personnel will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older children

- TTS Personnel will reinforce handwashing during key times such as: before, during and after preparing food; before eating food; after using the restroom; after blowing your nose, coughing or sneezing; after touching objects with bare hands which have been handled by other individuals
- Staff and students will be encouraged to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds
- Teachers and Paraprofessionals will incorporate frequent handwashing and sanitation breaks into classroom activity.
- TTS personnel will allow time between activities for proper cleaning and disinfection of high-touch surfaces.
- TTS will establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas
- Sharing of personal items and supplies such as writing utensils is not allowed
- Each student will be provided a backpack and all school/personal belongings must be kept in backpack throughout the school day. No lockers or student cubbies will be used
- The use of classroom materials will be limited to small groups (6 or less) and disinfected between use and adequate supplies will be provided to assign for individual student use. This will be closely monitored by the classroom teacher
- Disposable food service items such as plates and utensils will be used for student use in the cafeteria
- Shared use of soft or other items that cannot be easily cleaned and disinfected (e.g., stuffed toys, clay) will be avoided.
- All school water fountains will be off limits. Students will be given water bottles and touchless water dispensers will be made available.

MONITORING FOR SYMPTOMS

Tiospaye Topa staff will temperature check and screen every student at the entrance prior to allowing access to the building. Parents/guardians will verify that their children are symptom free each day, or the child must stay home to protect the health of the community. Absences due to illness or symptoms will be excused. Symptoms that require a student to stay home include: Temperature above 99.0, coughing, sore throat, vomiting, diarrhea, nausea, loss of sense of smell or taste, shortness of breath. Staff and students are required to and will be encouraged to self-monitor for the symptoms listed above. If a student or staff member develops symptoms while at school, he/she must notify a school staff member immediately.

- Enforce that staff and students must stay home if:
 - They have tested positive for or are experiencing COVID-19 symptoms listed above, until they meet criteria for return. (Tribal Health criteria)
 - They have recently had close contact with a person with COVID-19, until they meet criteria for return. (Tribal Health criteria)
 - They are notified by the CRST of contact or exposure requiring self-quarantine.

- Parent/guardian will be provided a symptom screening checklist for their child to be completed daily for each student prior to arrival at school in addition to in-person screening.

HANDLING OF SUSPECTED, PRESUMPTIVE, OR CONFIRMED POSITIVE COVID-19 CASES

I - ISOLATE INDIVIDUAL – ISOLATION ROOM WILL BE DESIGNATED IN SCHOOL

C - CALL PARENT/GUARDIAN – 3 ATTEMPTS MUST BE MADE

E - EXIT STUDENT/STAFF FROM BUILDING – STAFF WILL ESCORT STUDENT FROM ISOLATION ROOM. IF PARENT/GUARDIAN IS NOT AVAILABLE, CRST COMMAND CENTER OR PPE CERTIFIED TRIBAL STAFF WILL ESCORT STUDENT TO CRST EMERGENCY ROOM.

- Signage will be posted at the main entrance requesting that people who have COVID-19 SYMPTOMS not enter.
- Staff, students, and their families will be educated about the signs and symptoms of COVID-19, when they should stay home, and when they can return to school.
- A dedicated isolation area will be available for symptomatic individuals.
- Symptomatic individuals will be immediately isolated to the designated area at the school and sent home to isolate and seek medical care.
- Ensure symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult must wear a cloth face covering or a surgical mask.
- Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility.
- Cloth face coverings should not be placed on:
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance
 - Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs
- The School nurse or delegated school staff providing patient care will be required to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE.
- Cleaning and disinfecting procedures will be implemented following CDC guidelines.
- The following process will be followed for allowing a student or staff member to return to school:
 - If a person who has had known exposure to COVID-19 and has not had a positive COVID-19 test, they must have a negative COVID-19 test result to return to school once there is no fever without the use of fever-reducing medications, and they have been symptom free for 24 hours.
 - If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms, they will not be at school and are required to stay at home until they (or a family member if younger child) can answer YES to the following three questions:

- Has it been at least 14 days since the child first had symptoms?
 - Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
 - Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?
 - Have you obtained a negative COVID-19 test result?
- If a person who has had close contact (defined below) with a person diagnosed with COVID-19 was in the school setting in the fourteen (14) days prior to exposure to a COVID-19 positive person, school administrators will coordinate with local health officials to notify staff and families while maintaining confidentiality in accordance with FERPA, and all other state and federal laws. Employees are required to report to the Principal any known exposure to COVID-19; when a household member has been diagnosed with COVID-19 or has a close contact (defined below) with a person who has tested positive for COVID-19; or when the employee has tested positive for COVID-19. The employee is required to sign a release of information authorization form permitting TTS to contact the CRST Incident Command Track and Trace program to provide information necessary to effectively track and trace potential exposures.
- If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 14 days have passed since the date of their first positive COVID-19 diagnostic test. They must have two negative test results within 24 hours before returning to school.
- If a student/employee has been diagnosed with COVID-19 and has symptoms, they must remain out of school until 14 days have passed since the date of their first positive COVID-19 test. They must have two negative test results within 24 hours before returning to school, and must have no fever, or cough before returning to school.
- If a student/employee has been determined to have been in close contact (defined as exposure longer than 15 minutes 14 days prior to the date the person tested positive for COVID-19 up to the date the person tested negative for COVID-19) with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure and obtain a negative COVID-19 test result, unless they test positive. If a person tests positive for COVID-19 in the self-quarantine period of 14 days, the criteria for persons who have tested positive for COVID-19 apply.
- Distance learning opportunities will be provided for students who are quarantined and unable to be at school due to illness or exposure.

OPERATIONS: CLASSROOM SAFETY

- Seating/desks will be arranged to allow for physical distancing of no less than six (6) feet between desks.
- Each classroom will have assigned seating to help track and contain virus spread if a student/staff tests positive for COVID-19.
- Desks will face the same direction (rather than facing each other), or students will sit only on one side of tables, spaced apart no less than six (6) feet.

- Physical guides, such as tape on floors or sidewalks and signs on walls, will be visible to ensure that staff and children remain at least 6 feet apart in lines and at other times (i.e., guides for creating “one way routes” in hallways).
- Each child's belongings will be separated from others'.
- Bell schedule will be modified to ensure social distancing in between classes.
- Water fountains will be off limits.
- Students will be issued water bottles with touchless dispensers
- Students will not be allowed to share water bottles.
- Recess may be alternated to minimize the number of students on the playground, and adhere to social distancing guidelines.
- Equipment will be disinfected between classes.

OPERATIONS: SIGNAGE

- Code RED posted, signifies positive COVID-19 in the building and will be closed for mandatory deep cleaning. Administration will notify staff and students when it is safe to return as recommended by Tribal Health. Staff will be required to work remotely from home from the hours 7:30 a.m. to 4:00 p.m. while being available to students. All staff meetings will be virtual.
- Code GREEN posted, signifies staff will come to work and practice CDC guidelines. Take additional measures to self-monitor while in your work space.
- Signage will be posted at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Signage will be posted at the main entrances and in key areas throughout school buildings and facilities to remind students and staff to wash hands and stay 6 feet apart whenever possible.

OPERATIONS: CLEANING, DISINFECTING, AND SANITIZING

- A schedule will be established to perform ongoing and routine environmental cleaning and disinfection of high-touch areas with EPA approved disinfectant.
- Cleaning process will be monitored with an accountability system to ensure the cleaning/disinfecting schedule is being followed.
- Procedures will be developed to ensure safe and correct use and storage of cleaning and disinfecting products, including using products away from children, and allowing for adequate ventilation when staff use such products.
- Increase HVAC filter replacement from two to three times a year to every month will be in effect.
- Nonessential visitors and activities involving external groups or organizations will be limited.

OPERATIONS: USE OF SCHOOL BUILDINGS OR FACILITIES

- The use of facilities for non-education related activities (i.e. renting of facilities after hours and on the weekends) will be suspended in order to reduce the possible spread of COVID-19 and to allow opportunities for thorough cleaning of the facilities during the evening and weekends

- Virtual tools and platforms will be utilized wherever possible to conduct essential business and to keep in-person reporting to a minimum.
- Visitors are required to call the front office before entering the school and by essential appointment only as determined by the Principal or his/her designee.

FOOD SERVICE

Nutritious meals at school are not simply conveniences, they are critical safety nets to support physical, mental, social, and emotional health and well-being for students. All students will have access to school meals and adequate time to consume them. Meal options will be provided to best meet the nutritional needs of students in an environment that promotes social distancing and personal hygiene practices, as a means of supporting optimal academic success.

- Overall Safety Procedures
 - Employees will continue social distancing measures (at least six (6) feet apart) with food preparation regardless of serving method
 - Staff will be required to wear masks or shields when serving food to students
 - Adequate time will be allowed for students to wash and sanitize hands before and after meals
 - Disposable trays, plates, and utensils will be used
 - No self-service or sharing of food or other items will be permitted
 - Cleaning/disinfecting of tables/chairs or other contact surfaces before, during (as needed) and after meal services will be in effect.
 - All breakfast and lunch will be provided in classrooms and delivered by staff until further notice, or upon recommendation from Tribal Health and DOH.
- Meal Service Options
 - Various meal service options may be used to promote social distancing, including food carts, grab-and-go meals, etc. to provide meals to as many students as possible.
 - All previously self-serve items will be purchased prepackaged or individually wrapped/packaged by food service staff.
 - Boxed/bagged meals may be provided as alternatives, as needed, for unique situations and as needed or required by an IEP or 504 Plan.
 - Meal service options will be continuously monitored to determine where modifications may be needed to support student/staff acceptance, student/staff well-being and promote meal participation.
- Meal Service During School Closure
 - Meal service will be provided if school is closed due to COVID-19 related circumstances, unless there is an exposure at TTS that prevents meal preparation. TTS will make all efforts to notify students and families in the event meal service is suspended.

SCHOOL TRANSPORTATION

Driver Requirements

- Bus drivers will be required to complete a pre-work screening which includes health questionnaire, temperature, and wash/sanitize hands.
- Bus drivers will be required to wear face coverings throughout the duration of the route.
- If a driver becomes sick during the day, he will not return to drive students.

Passenger Procedures

- Parent/guardians are encouraged to provide private transportation at their own cost when possible to reduce the number of passengers and allow for maximum social distancing.
- Parent/guardian will be provided with a symptom screening checklist for their child to be completed prior to boarding the bus in addition to in-person screening.
- Passengers will apply hand sanitizer upon entry on the bus.
- Maximum physical distancing will be used including not seating persons from different households in the same bus seat. Bus drivers will use assigned seating for passengers.
- Face masks or coverings will be required throughout the duration of the trip.
- Seating will be assigned by household and the students will be seated from back to front.
- Bus will be unloaded from the front to back.
- Passengers that become sick during the day will not be allowed to return home on school transportation.

Post-Trip Planning

- Bus driver will clean and sanitize railings, seats (front/back/seat/top), sidewalls, and windows after each route.

HUMAN RESOURCES: EMPLOYEE LEAVE

The Tiospaye Topa School Policy Manual governs the use of employee leave. In some specific cases, TTS has adopted the standards set forth in the Federal Families First Coronavirus Response Act (FFCRA) for its personnel under the School's Emergency Administrative Leave Policy.

Emergency Administrative Leave and Remote Work Authorization

TTS has adopted an Emergency Administrative Leave Policy that provides the Principal with authority and discretion to grant paid Emergency Administrative Leave, or alternatively, remote work from home authorization when necessary to protect personnel or student health. The TTS Emergency Administrative Leave Policy authorizes paid leave or remote work from home authority incorporating the situations covered by the Families First Coronavirus Response ACT (FFCRA). These provisions will apply from March 1, 2020 through December 31st 2020 unless Emergency Administrative Leave can preserve an employee's accrued leave balance.

FMLA- While FMLA is not a form of paid leave; the Tiospaye Topa School has the right to designate an employee's absence due to a COVID-19-related absence as an FMLA-qualifying event.

