

Copiah County School District

An Overview of Reopening Plans for the 2020-2021 School Year



Reopening Copiah County School District

SY 2020-2021



Introduction

Copiah County School District (CCSD) has been busy planning for what the return to school will look and feel like for our students, staff, and families. Ensuring the health and safety of our school community continues to be our top priority as we plan for the 2020-2021 school year. With this in mind, CCSD's Re-entry Committee has thoroughly reviewed the current guidance from state and national public health officials and identified practices that will support a safe reopening of our schools. Our work has been informed not only by guidance from federal, state and local experts, but is also by the many parents and community members that have engaged in this process through participating in the committee, sharing their thoughts during contact with school leaders, and surveys.

**Please know that we are committed to ensuring the health and safety of
all our students, faculty, and staff.**

As we continue to understand more about COVID-19, our plans may evolve, but we are committed to these guiding principles:

- Maintaining the health, wellness, and safety of the entire school community
- Committing to developing equitable and innovative re-opening approaches that meet the academic and social-emotional needs of all students
- Supporting staff to adapt and respond to the instructional needs of all students
- Sustaining open communication with the CCSD community

As we continue to combat issues that we face with the COVID-19 pandemic, the district is taking additional steps to support our students, teachers, schools, and community. The leadership of the Copiah County School District has outlined these six areas for planning for re-entry:

1. Academic Programming
2. Operations
3. Family and Community Support
4. Communication
5. Health and Safety
6. Technology/Learning Management Systems

Academic Calendar

We will begin the school year on August 17, 2020 for the 2020-2021 school year (See *Appendix A*). If we need to suspend classes due to health and safety conditions, teaching and learning will continue through distance learning. For the most current information, please refer to our COVID-19 webpage on the district website. We are looking forward to welcoming students and families on the first day of school.

Instructional Continuity

CCSD will ensure we are ready to transition smoothly between on-campus teaching and learning, at-home teaching and learning, or a combination of these two approaches, as our local COVID-19 conditions change. To keep students and staff safe while at school, social distancing measures will be put in place. This may include having fewer numbers of students on campus each day and requiring students and staff to wear a mask/face covering.

We are committed to ensuring all students receive the support and services they need. The primary objective of this Instructional Continuity section is to provide guidance and support for continued instruction across each of the scenarios we will face in the fall of 2020 and beyond, which include:

1. **Scenario #1: Hybrid Schedules** will be provided in K-12th grade (students attend in-person on assigned days and are working through distance learning on assigned days)
2. **Scenario #2: Distance Learning/Virtual Schedules** will be provided for K-12 students deemed by physicians as being “medically fragile”, students whose parents have other concerns, and for all students in the event that we are required to close to due an outbreak or some other executive order from local, state, or federal officials.

This section includes information on the roles of students, teachers, and families for distance learning, as well as the different options teachers have for content delivery. This section also includes the District’s expectations for the amount of time students participating in distance learning/virtual schedules will need to devote to schooling each day and throughout the week. We have also provided information on the resources that are available for students and teachers to use during this time.

We have included information about the District’s communications platforms of choice, Microsoft Teams, which is provided through the CCSD’s Microsoft Accounts and accessible through the Clever portal. This technology enables teachers and students to communicate securely. The district will use the AIMS account as a private mobile messaging platform to help teachers, parents, students, and administrators communicate with the entire school community. School communication platforms that parents may also have access to are Remind and Class DOJO which will assist with small group or individual communication.

The district will continue to offer teachers opportunities for professional development in alignment with needs at time, situations, and responses develop.

How will the 2020-2021 schedules look for students?

- **HYBRID MODEL FOR K-12TH GRADES**

- A/B Days
- Students attending in-person on alternating days in order to reduce class sizes
- Electives delivered through distance learning

- **FULL DISTANCE LEARNING/VIRTUAL**

Available for students in grades K-12th grade who are deemed as “medically fragile” with a physician’s order or whose parents have other concerns. Available to students in the event of a class/school closure due to an outbreak or in the event of a school closure stemming from a local, state, or federal executive order.

- Strict adherence to the traditional schedule would be followed by students
- Families must have a device and internet connectivity in the household that will students in the household to work online
- Students will “log into” their classroom, which will broadcast via Microsoft Teams. Attendance will be taken for each period, and students are required to be fully present and engaged at all times.
- Parents will transport students to the school for proctored assessments as scheduled by individual schools. These assessments will take place at least twice per month.
- Students who are selected for this option must complete a 9-week session prior to switching to a different pathway.
- Distance learning/virtual students will be held to the same expectations for work submission and grading guidelines as traditional students.
- Students will not have the option to participate in school-sponsored extra-curricular activities.

If at any point, the school or district deems that distance learning/virtual is not the most effective learning approach for a student, a conference will be held with the parent and school principal to determine a potential change of pathway. Please know that these models will be adjusted as we continue to receive guidance from federal, state, and local governing bodies and from our staff and parents.

How will instructional content be delivered?

Instruction will be provided in the following delivery methods.

1. **HYBRID INSTRUCTIONAL MODEL IN GRADES K-12TH** (Combines teacher-directed/in-person instruction with distance learning)
 - Implementation of the local Instructional Pacing Guides
 - In-person instruction at assigned times
 - Use of teacher-selected materials (e.g., digital links, print materials, district-adopted textbooks)
 - Instruction provided at assigned times in recorded or live sessions through digital platforms such as Microsoft Teams.
 - Instruction provided through district-licensed online content resources (e.g., i-Ready, I-Station, etc.)
 - Student communication via Remind, Class DOJO, and/or CCSD Student Email accounts
2. **Distance Learning/Virtual Instructional Model** (Student logs into classroom from home at same schedule as in-person students running a traditional schedule.)
 - Implementation of the local Instructional Pacing Guides
 - Distance Learning/Virtual instruction daily as students log into their live classrooms via Microsoft Teams
 - Use of teacher-selected materials (e.g., digital links, print materials, district-adopted textbooks)
 - Instruction provided through district-licensed online content resources (e.g., i-Ready, I-Station, etc.)
 - Student communication via Remind, Class DOJO, and/or CCSD Student Email accounts

How much time will students spend engaged in distance learning each day?

In order to best support distance learning for students, we have developed general recommendations for how long a student should spend with each content area and activity. The time on task recommendations are approximations. Each student's teacher(s) will provide precise times that Distance Learning/Virtual students will be expected to log into their classrooms.

What are the roles of all parties involved in supporting distance learning?

Students:

- Log into your classroom at the appointed times. Your teacher(s) will provide your schedule.
- Remain in the classroom, engaged and on-task at the same level of the students who are in-person in that classroom (your classmates)
- Identify a comfortable and quiet space to learn and study
- Submit all assignments by due dates established by your teacher(s)
- Report to campus for benchmark assessments three times per year and a minimum of twice monthly in order to take bi-weekly formative assessments

Teachers:

- Develop high quality distance learning lessons/assignments for students that address course standards/benchmarks while balancing online learning, volume of work assigned, and student/teacher interaction
- Use best practices and strategies for English Language Learners (ELL) and provide appropriate accommodations for Students with Disabilities and students with Section 504 plans, to the extent practical
- Observe established Daily Instructional Agenda hours during the regularly scheduled workday that include, but are not limited to, communicating with and providing feedback to students, facilitating online learning inside Microsoft Teams and other computer assisted software such as i-Ready, I-Station, etc.
- Provide instructional resources and materials through digital learning means such as i-Ready, I-Station, etc.
- Communicate regularly with parents regarding expectations and student progress; if students are not engaged in the lessons and assignments, teachers should contact parents and the school counselor

Families:

- Ensure access to a device and internet connectivity at home and that each student is able to access the content outlined in your child's daily schedule
- Monitor District communications for up-to-date information
- Ensure your child knows their usernames and passwords for instructional resources and encourage their participation in distance learning offerings
- Maintain communication with your child's teachers and school counselor(s)
- Engage your child in conversations regarding assignments
- Monitor time spent engaging in online and offline learning
- Support your child's emotional balance by providing time for physical activity and play

Health Protocols

COVID-19 is a disease caused by the virus SARS-CoV-2. The virus is thought to be spread easily from person to person, mainly through respiratory droplets. Identifiable symptoms include: cough, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. At present, there is no treatment or vaccine available. To mitigate spread in our school community, we will identify possible cases, isolate positive cases, and conduct contact tracing in collaboration with the Mississippi State Department of Health (MSDH).

The best way to prevent illness is to avoid being exposed to the virus. Here are some ways the virus is thought to be spread:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land on nearby surfaces or in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Our parameters and protocols are based upon recommended preventive measures issued from the public health community. Follow these guidelines to protect yourself and others:

- Stay at least six feet from other people
- Cover your mouth and nose with a cloth face cover when around others
- Avoid close contact with people who are sick, even inside your home
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit. Throw used tissues in the trash
- Clean and disinfect frequently touched surfaces daily
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19
- Take your temperature if symptoms develop

As we work to return to campus, the district is taking precautions to protect our entire community, including all vulnerable individuals. Each person is expected to commit fully to protecting our school community's collective health and well-being.

How do we determine when a student or staff member should be quarantined?

Students and employees will be asked to self-quarantine if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC guidance that is not otherwise explained:

- A fever of 100.4°F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

What types of screening will be implemented?

The CCSD has implemented screening protocols for anyone that enters the buildings, which may include asking questions about symptoms and examining people who appear healthy and asymptomatic. We will also communicate information to parents and employees about the symptoms of COVID-19 and require them to self-screen prior to coming to school. Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and, if they do come to school, they will be sent home immediately.

- **Temperature-Based Screening**

CCSD will require employees to take their own temperatures and report them to a supervisor before the start of school. The district is asking parents and students to be screened prior to coming to school each day also. If a student has a temp that is about 100°F, the student should not report to school and the school should be notified as to the student being absent and the reason for the absence. Student temperatures will be checked upon arrival to school/class.

- **Medical Inquiries**

Given the nature of the pandemic, CCSD will make additional medical inquiries of staff and students that we otherwise would have. If a parent tells the CCSD that a student is ill, we may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, we will inquire as to whether the employee is experiencing any COVID-19 symptoms. We may take the temperature of students, employees and visitors to district or school property on a random basis or in situations where there is reason to believe that the person may be ill. If a person is obviously ill, we will make additional inquiries and may ask that individual to self-quarantine.

What will happen when a student or employee returns to school after returning from self-quarantine?

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations that are listed below:

Tested. Students, teachers, or staff members who have experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:

- a) Fever-free for 48 hours without the use of medicine that reduces fevers;
- b) Other symptoms have improved; and
- c) They receive a release to return to school from their physician.

Tested with no symptoms. Students, faculty, or staff members who have not had symptoms but test positive for COVID-19 may return when they have gone seven (7) calendar days without symptoms and have been released by a health care provider.

What happens with siblings or other students in the household?

If a student or employee asked to self-quarantine due to COVID-19 symptoms or has had a positive COVID-19 test, individuals living in the same household will be questioned, and, if they exhibit symptoms, they will also be asked to self-quarantine. We may also ask an individual to self-quarantine if they are not exhibiting any symptoms to maintain the health and safety of our school community.

How will CCSD respond after a student, faculty, or staff member has been asked to self-quarantine?

As soon as the CCSD becomes aware that a student or employee may have COVID-19 or has been recommended to self-quarantine, the custodial staff will thoroughly disinfect all desks and workspaces that individual may have come into contact with. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and will restrict access to these areas so that others do not have contact. However, if these restrictions are not possible or school is in session, the cleaning will occur immediately.

How will students/staff be separated while in school if exhibiting symptoms?

Each school will designate a location (a Care Room) separate from the nurse's office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup. Only essential staff and students assigned to the room may enter. Each person who enters the room will sign in to create a record for potential contact tracing and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff will wear appropriate personal protective equipment (PPE). Students who are ill will be walked out of the building to their parents.

What will happen when there is a confirmed case of COVID-19 in the school building?

When there is a confirmation that a person infected with COVID-19 was in a school building, the CCSD will contact the local health department immediately. The CCSD will notify parents, students, and employees of close contacts to inform them of the confirmed case of COVID-19 and encourage cooperation with the CCSD and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.

Are face masks required?

The CCSD expects all employees, students, and visitors to wear masks or face coverings while on school campus to minimize the spread of COVID-19. The concept of masks and face coverings will be especially important in common areas as this practice limits exposure to respiratory particles or droplets. Exceptions to masks and face coverings should be discussed with administrators on an individual basis as they may inhibit certain individuals' ability to perform his or her job, a student's ability to participate in the educational process, or is disruptive to the educational environment.

Employee Responsibilities

All staff are expected to fully comply with policies, protocols, and guidelines.

Must Do

- On or just prior to the first day of work on campus, employees must attest, confidentially and securely, that they are not experiencing COVID-related symptoms. Employees will affirm understanding of the responsibility to self-monitor for any symptoms each day before reporting to work, and to adhere to current district's-established protocols and procedures based upon public health guidance (*See Appendix B*)
- Wear a mask or face covering at all times while in a shared workspace/room. Face masks/coverings are not required when people are outdoors unless they are seated within 6 feet of another person
- Observe occupancy limits and avoid crowding of breakrooms
- Stay abreast of district policies and communications regarding COVID-19 and public health recommendations
- Take reasonable steps to comply with guidelines on sanitation from the Centers for Disease Control and Prevention and the Mississippi Department of Health. This includes ensuring students frequently wash their hands, ensuring students frequently sanitize their hands, disinfecting classrooms frequently throughout the day while students are present, disinfect classrooms when students are dismissed at the end of the day, and to conduct and document temperature checks.

- If symptoms develop, stay home; if at work, notify the supervisor; once the supervisor is notified and grants permission, the employee should leave the workplace.
- Report any safety and health concerns to your supervisors and/or appropriate representatives on campus
- If you require some flexibility, speak with your supervisor to develop a plan that achieves work goals and meets your needs

Where Feasible

- Avoid using other employees' phones, desks, offices, or other work tools and equipment when possible

Supervisor's Responsibilities

Must Do

- Plan and execute a return of employees to prepare for the reopening of school. Also, plan for the hybrid and distance/virtual learning options
- Encourage employees to minimize their contact with visitors and other employees. Provide accommodations to enhance the protection of vulnerable employees. Examples include: providing additional or enhanced personal protective equipment (PPE); wearing face coverings/masks
- Review and discuss department-specific policies and protocols, including resources available/person to contact for any questions or concerns
- Communicate often, keeping in mind employee's well-being/state of mind and being flexible within reason
- Provide PPE, as called for by the work, to support increased environmental cleaning, and promote employee health care
- Instruct employees not to use other employees' workspaces or equipment
- Post and promote District provided prevention posters and literature
- Use provided resources (See *Appendix B*) should an employee or student disclose they either tested positive for COVID-19, resides with someone who tested positive, or has been in close contact with someone who tested positive for longer than 15 minutes

Where Feasible

- The beginning and end of the workday typically bring many people together at common entry/exit points of the buildings. Staggering arrival and departure times will reduce traffic in common areas to meet social distancing requirements to reduce the number of people in the workplace at the same time.
- Conduct meetings, whenever possible, electronically. Electronic meetings may be held even when working on campus. If meetings cannot be conducted virtually, individuals should wear face masks/coverings and follow current guidance from the Governor, which is:

- Group Gatherings (Social Distancing IS possible): Except as otherwise provided, public and private social gatherings and recreational activities shall be limited to groups of no more than 50 people in a single indoor space or groups of no more than 100 people in an outdoor space where individuals are able to maintain a minimum of 6 feet separation.
- Encourage single occupancy in work rooms

Parent Responsibilities

Practice and reinforce good prevention habits with your family

- All children are expected to wear face masks/face coverings, so parents should ensure students wear them to school.
- Wash the students' face masks/face coverings daily to further ensure cleanliness
- it is advised that parents take their children's temperature before leaving home. School staff will meet students at their cars/buses in order to conduct temperature checks.
- Avoid close contact with people who are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Keep your child at home if sick with any illness.

If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.

Be prepared if your child's school is temporarily dismissed

- Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare assignments.
- Read or watch local media sources that report school dismissals or stay in touch with your child's school.

Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.

Safety Protocols

CCSD continues to focus on the health and safety of our school community. We are designing health and safety protocols to minimize the exposure and spread of COVID-19 to students and staff, such as managing student and staff arrivals at school, maintaining social distancing, and increasing other healthy habits while in school buildings.

What health and safety measures will be implemented in our schools?

- Staff are trained on CDC guidance to reduce likelihood of COVID-19 transmission (Appendix B)
- Conduct temperature checks and health screenings upon arrival for each student and staff daily
- All students, staff, service providers, and visitors will be required to wear a mask/face covering at their own cost. The cover will need to fully cover the mouth and nose.
- Promote frequent 20-second hand washing practices among staff and students
- Hand sanitizer will be provided and frequently used in each classroom
- Disinfect commonly used surfaces and areas frequently
- Enhanced cleaning in all schools
- Arrange classrooms to ensure social distancing
- Strict social distancing in hallways and common areas
- Meals served in the classrooms or outside when weather permits- no large groups in a cafeteria setting
- Running buses at reduced capacity
- Identify isolation space for students who do not pass arrival screenings and/or become ill with COVID-19 related symptoms and must wait for parent pick up
- Require students and staff to stay home if they, or anyone in their household, have tested positive for COVID-19 and/or showing any symptoms

Physical Environment Safety Protocols

CCSD is working to ensure we maintain the health, wellness, and safety of the entire school community. Our operations team is working with campus and district leaders to make certain that compliance with social distancing recommendations, PPE, and campus safety are aligned, and we are prepared to respond to local, state, and federal orders. Each campus will:

- Provide each classroom with hand sanitizer and disinfectant cleaners
- Ensure all campuses have allotment of PPE and cleaning material on site
- Train all CCSD employees to follow health safety protocols
- Provide all campuses with no-touch thermometers
- Implement daily health screenings for all students upon arrival to campus

- Implement a system to signify students who have had their daily health screening
- Modify daily cleaning schedules to ensure each space is sanitized and disinfected multiple times a day
- Enhanced daily cleaning

Transportation Safety Protocols

CCSD's transportation scheduling team will collaborate with campuses to determine family transportation needs and coordinate bus routes based on route capacity and needed accommodations. Safety remains at the forefront of this effort. The current transportation safety protocols are outlined below:

- Transportation will be provided, but social distancing will be harder on buses. For this reason, we encourage parents to use private transportation if possible.
- Implement procedures for health check of employees
- Practice CCSD's Protocol/Precautions for COVID-19
- Bus drivers will wear a face mask/covering at all times while driving the bus.
- Face coverings will be mandatory when students enter during transport.
- Upon exiting the bus, student should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their face mask/covering.
- Hand sanitizer will be provided on the buses.
- Bus drivers will use disinfectant materials to wipe down handrails, bars, seats, and other frequently touched surfaces throughout the day.
- Keep windows open at all times or as much as possible

Child Nutrition Safety Protocols

In accordance with the Center for Disease (CDC) recommendations to ensure safety for students and staff, breakfast and lunch will be offered in the classroom at all CCSD schools for the 2020-2021 school year. Protocols for safe and sanitary meal service will be put in place at all schools. These protocols include:

- Require food service staff to have their temperature checked and go through a health screening each day
- Require food services staff to wear facial coverings and gloves during all food preparation and service
- Ensure teachers and staff assisting with meal distribution in the classroom wear facial coverings and gloves
- Students will be given a pre-packed breakfast upon arrival to school.
- Pre-packed lunches will be delivered to classrooms or picked up by students who are eating outside.

- Implement hand washing with soap and water for 20 seconds by students and staff before and after meal service (hand sanitizer may be used when soap and water is not available)
- Sanitize the food serving table prior to, during, and after each meal service
- Maintain 6 feet of distance between staff and students during meal service
- Do not allow sharing of desks/tables or food
- Do not allow saving of perishable food items for consumption at a later time

School Health Services Protocol

The CCSD has implemented screening protocols for anyone that enters the buildings, which may include asking questions about symptoms and examining people who appear healthy and asymptomatic. We will also communicate information to parents and employees about the symptoms of COVID-19 and require them to self-screen prior to coming to school. Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and, if they do come to school, they will be sent home immediately.

- **Temperature-Based Screening**

CCSD will require employees to take their own temperatures and report them to a supervisor before the start of school. The district is asking parents and students to be screened prior to coming to school each day also. If a student has a temp that is about 100°F, the student should not report to school and the school should be notified as to the student being absent and the reason for the absence. Student temperatures will be checked upon arrival to school/class.

- **Medical Inquiries**

Given the nature of the pandemic, CCSD will make additional medical inquiries of staff and students that we otherwise would have. If a parent tells the CCSD that a student is ill, we may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, we will inquire as to whether the employee is experiencing any COVID-19 symptoms. We may take the temperature of students, employees and visitors to district or school property on a random basis or in situations where there is reason to believe that the person may be ill. If a person is obviously ill, we will make additional inquiries and may ask that individual to self-quarantine.

- Employees must report positive tests to their supervisors.
- Parents must report positive tests to principals.
- The District Point of Contact will communicate with the MSDH and appropriate campus departments to ensure that proper safety precautions, including but not limited to, contact tracing, isolation procedures, and disinfecting of workspaces/departments can be conducted.
- The anonymity and confidentiality of persons with COVID-19 will be protected, and their identity will not be disclosed publicly.

[Athletics/Extracurricular Activities Protocol](#)

The planning for the fall has involved two phases. The initial focus involved the parameters and protocols required to support a return to campus for voluntary workouts for student-athletes and coaches competing in fall sports and Athletics Department staff.

Athletics planning has expanded to focus on events, based on guidance from the CDC, MSDH, state and local authorities, and other government agencies. Athletics is working hard to ensure our stadiums can accommodate student athletes, fans, and game personnel while adhering to the recommendations by experts. Final decisions regarding fall sports will be forthcoming and those decisions will be made in conjunction with the Mississippi High School Activity Association.

Students who enroll under the Distance Learning/Virtual option will not participate in extracurricular activities.

[Communication Protocol](#)

Throughout this process, hearing from multiple viewpoints has been a priority, and sustaining open communication with the CCSD community is one of our guiding principles. We have received valuable feedback from stakeholders through surveys, phone calls, and planning communities.

We will continue to encourage parents, teachers, students, and community members to share their concerns and ideas with us throughout this process. We recognize as we learn more about COVID-19 and our guidelines from local, state, and federal agencies change, so may the plans for the 2020-2021 school year.

Our designated Hotline will remain open to receive your questions and feedback. As the virus and guidelines change, we will adjust to keep our community safe. For the most updated information, please refer to our COVID-19 webpage.

We will continue to use the AIMS system as a means of communicating messages to parents as well as district/school websites.

Appendix A

COPIAH COUNTY SCHOOL DISTRICT 2020-2021 SCHOOL CALENDAR

| | |
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| August 10, 11, 12, 13, 14, 2020 | Teacher Workdays |
| August 17, 2020 | First Day for Students |
| August 3 – October 2, 2020 | Kindergarten Pre-Test/Universal Screener |
| September 7, 2020 | Labor Day Holiday |
| September 17, 2020 | Progress Reports (First 9 Weeks) |
| October 14, 15, 16, 2020 | 9 Week Tests |
| October 23, 2020 | Report Card Day |
| November 20, 2020 | Progress Reports (Second 9 Weeks) |
| November 23 - 27, 2020 | Thanksgiving Holidays |
| December 16, 17, 18, 2020 | 9 Week Tests |
| August | 11 student days & 16 teacher days |
| September | 21 student days & 21 teacher days |
| October | 22 student days & 22 teacher days |
| November | 16 student days & 16 teacher days |
| December | 14 student days & 14 teacher days |
| | 84 student days & 89 teacher days |
| December 21, 2020 – January 1, 2021 | Christmas Holidays |
| January 4, 2021 | School Resumes (2nd Semester) |
| January 18, 2021 | Martin Luther King, Jr. Holiday |
| February 11, 2021 | Progress Reports (Third 9 Weeks) |
| February 23, 2021 | ACT Statewide Assessment (11th Grade Only) |
| March 3, 4, 5, 2021 | 9 Week Tests |
| March 8 - 12, 2021 | Spring Break |
| March 15, 2021 | School Resumes |
| March 19, 2021 | Report Cards Go Out |
| TBD | CPAS2 Test (2 consecutive days) |
| March 8 – April 30, 2021 | Kindergarten Post-Test |
| March 9 – April 23, 2021 | 3rd Grade Map ELA - LBPA |
| March 29 – May 14, 2021 | EOY (MAP 3-8, Eng. II, Alg. I) |
| March 29 – May 14, 2021 | MS Science Test for Grades 5 & 8 (online) |
| March 29 – May 14, 2021 | SATP2, Bio. I, US History |
| April 15, 2021 | Progress Reports (Fourth 9 Weeks) |
| May 25, 26, 27, 2021 | 9 Week Tests |
| May 21, 2021 | Graduation |
| May 31, 2021 | Memorial Day |
| May 28, 2021 | Teacher Workdays |
| January | 19 student days & 19 teacher days |
| February | 20 student days & 20 teacher days |
| March | 18 student days & 18 teacher days |
| April | 22 student days & 22 teacher days |
| May | 19 student days & 20 teacher days |
| | 98 student days & 99 teacher days |

Board Approved: May 04, 2020

182 Student Days

188 Teacher Days

Appendix B

CCSD Response Training for COVID-19

CDC/OSHA Guidelines for Schools and Workplace

Module 1: Purpose/Goal

This is a response level training designed to provide clear and actionable guidance for safe operations through the prevention, early detection, and control of Coronavirus Disease 2019 (COVID-19) in our schools and other educational facilities. Maintaining safe school operations or reopening schools after a closure requires many considerations but, if done well, it can promote a safe working environment.

Learning Objectives: After attending, participants will be able to:

- Explain basic risk factors about COVID-19.
- Assess the risk of workplace exposure to COVID-19.
- Define key steps in worker protection and infection control.
- Identify methods to prevent and respond to COVID-19 exposure in the workplace.

Module 2: How COVID-19 Spreads

- There is currently no vaccine to prevent COVID-19.
- **The best way to prevent illness is to avoid being exposed to the virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (**within about 6 feet**).
 - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Module 3: Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported that range from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**.

People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat

- New loss of taste or smell
- Gastrointestinal symptoms like nausea, vomiting, or diarrhea

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Module 4: Before Returning to Workplace

- Every employee must self-check his/her temperature daily at home before reporting to work. If an employee's temperature is at or above 100 degrees, they should not report to work.
- If an employee is experiencing and/or exhibits symptoms of COVID-19, he/she is not to report to work and should contact his/her building level administrator and their medical provider for directions.
- If an employee does not report to work for multiple days based on the previous stated reasons, his/her building level administrator should request that he/she be tested for COVID-19.

Module 5: CDC Methods to Prevent COVID-19 in the Workplace

Avoid Close Contact

- Remember that some people without symptoms may be able to spread the virus.
- Stop handshaking – use other noncontact methods of greeting.
- Stay at least 6 feet (about 2 arms' length) from other people).
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).
- Time clocks will be used. Employees should sanitize before clocking in, after clocking out, and wipe down the station when finished.

Wash your Hands Often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Cover Your Mouth and Nose with a Mask or Cloth Cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- All CCSD employees are required to wear a [mask or face cover](#) when they report to work and are on the premises of the CCSD.
- A mask or face cover shall be worn by all individuals who enter a CCSD facility.

- Mask or face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The mask or cloth face cover is not a substitute for social distancing.

Cover Coughs and Sneezes

- **Remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

- **Clean and disinfect daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

For more Information

Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov>

Occupational Safety and Health Administration (OSHA): <http://www.osha.gov>

World Health Organization (WHO): <http://www.who.int/en/>

National Institute for Occupational Safety and Health (NIOSH): <http://www.cdc.gov/NIOSH/>

NIEHS Worker Training Program: <http://tools.niehs.nih.gov/wetp/index.cfm?id=2554>

The signature below indicates that the above COVID-19 procedure and guidance have been reviewed and provided to me in writing by my administrator and/or supervisor.

Printed Name

Employee Signature

Date

Dear Parent/Staff member,

You have reported to the school that you or your child have recently tested positive for COVID-19. Please see the following instructions:

- **You or your child may not return to the school setting until 14 days from the day your symptoms started. If you or your child had no symptoms, you may not return until 14 days from the date of the positive test.**
- **You or your child must also be fever-free for at least 24 hours (without fever reducing medication) with improvement of symptoms prior to returning to school.**
- **During this time your child may not participate in any extracurricular activities or sports.**
- **The individual who tested positive should stay away from all persons at home. He/she should not be in contact with anyone, including the other people in the home.**
- **A negative test will not be required prior to return to school as long as the above criteria are met.**
- **A note from your physician is not required for return to school.**

For additional information please see:

- **Centers for Disease Control and Prevention**
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- **Mississippi State Department of Health**
https://msdh.ms.gov/msdhsite/_static/14,0,420.html

Sincerely,

Rickey Clopton, Superintendent

Dear Parent,

A student (or teacher/coach) in your child's class has been diagnosed with COVID-19. The last time the infected person was in the school setting while they were contagious is _____.

- **The most common symptoms of COVID infection are cough, fever and shortness of breath; muscle aches, sore throat and fatigue are also common.**
- **Symptoms usually develop between 2 to 14 days after last exposure.**
- **Some infected people never develop symptoms.**

You should:

- **Monitor your child for symptoms and do temperature checks at least twice daily for 14 days after the last exposure to the infected person while they were contagious.**
- **Consult with your child's physician for evaluation and need for testing if your child develops symptoms.**

Some children in this classroom may be at higher risk due to close contact (within 6 feet of the infected person for 15 or more minutes). These children will receive a separate notification instructing them to quarantine and not return to school for 14 days after the last exposure.

As a reminder, always keep your child at home if they are ill for any reason.

For additional information please see:

- **Centers for Disease Control and Prevention**
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- **Mississippi State Department of Health**
https://msdh.ms.gov/msdhsite/_static/14,0,420.html

Sincerely,

Rickey Clopton, Superintendent

Dear Parent/Teacher/Staff,

You or your child have been identified as a close contact to a case of COVID-19 in the school setting. A close contact is defined as any individual within 6 feet of the infected person for at least 15 minutes or greater. Based on this close contact the following instructions are provided.

For 14 days following potential exposure, you or your child:

- **Will be excluded from the school setting for a minimum of 14 days after last exposure to the case of COVID-19.**
- **Should remain quarantined at home for 14 days after your or your child's last exposure to the case.**
- **Are instructed to get tested for COVID-19 following your exposure even if you do not have symptoms. MSDH maintains a list of testing sites on the website at https://msdh.ms.gov/msdhsite/_static/14,21912,420,874.html. (Please let your provider know that you have been exposed before you go in for testing.)**
- **Should monitor for symptoms and take your child's temperature twice a day for a minimum of 14 days from your last exposure.**
 - **If at any point your (child's) temperature is 100.4°F or more, feel like you are developing fever, or start having any of the symptoms (e.g. fever, cough, shortness of breath), contact your healthcare provider for evaluation and retesting if indicated.**
- **May return to school following the 14-day quarantine and school exclusion period if no symptoms develop. A repeat negative test is not required.**

For additional information please see:

- **Centers for Disease Control and Prevention**
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- **Mississippi State Department of Health**
https://msdh.ms.gov/msdhsite/_static/14,0,420.html

Sincerely,

Rickey Clopton, Superintendent