

**COVID-19 Active Response Plan
Cedar Cliff Local Schools
2020-2021 Academic School Year**

The following protocols will be put into place to address social distancing requirements and guidelines as released by the Ohio Department of Education and the Ohio Department of Public Health for the return of students to school for the 2020-2021 school year. These items are meant to serve as an appendix for the 2020-2021 student handbooks and shall be established protocol until the concerns from the pandemic have subsided and the Governor has declared schools may resume in normal operations.

The administration asks that all stakeholders keep in mind, the ultimate goal is to have students in attendance all day-every day and take whatever measures necessary to ensure that type of instruction takes place. Should that goal be impractical or impossible to achieve, the intermediate or “blended” plan is an “every-day / half-day” model. The intermittent model will be utilized before moving to a “total remote” model such as that experienced at the end of the 2019-2020 school year.

As a general rule, the Cedar Cliff Local School District will follow guidelines as established and set forth by Greene County Public Health (GCPH). Those guidelines shall be posted on the district website for community members, students, and faculty/staff to observe and be aware as we progress through the academic year. However, the Superintendent reserves the right to move the district on differing levels than the county should the number of cases in the Cedar Cliff community/school district warrant such a change. This will be done to move the district to a “more severe” category, but not “less severe” than the county.

Further, the district will align its plan to the alert/coding system defined by the Ohio Department of Health and Greene County Public Health. The progression of steps shall be as follows:

Yellow—All students will report every day with face-to-face instruction. Masks will be required for staff and **strongly recommended** for students (see further explanation below).

Orange—All students will still report each day (all day) for face-to-face instruction but masks/facial coverings will now be **required** for students (Grades 3-12) and all families should ensure appropriate facial coverings are available for student use.

Red--Pivot plan, Students will be divided up and the district will decrease building population by approximately 50%. During this time, there will be a morning and afternoon session for every child/family. Based on feedback and survey results, this was the overwhelming option for a building/district-wide reduction in the building capacity.

Purple--All remote learning, students will be completing coursework and academic work from home.

Masks: There has been a great deal of conversation regarding masks and the protection they offer against the spread of the Coronavirus. Masks **will be** required of students as indicated above at all times when the District is in “Orange” and “Red.” When the District is in “Yellow,” masks will be required of students only in instances as set forth below.

- *Protocol for the students will be as follows: Students will be strongly encouraged, but not required, to wear masks during the time in which they are receiving instruction during the school day. Exceptions to wearing a mask could be during periods of physical activity such as PE courses, periods of vocal/instrumental music, or athletic activities whereby use of a mask is either deemed unsafe or unrealistic for the activity to commence.*
 - *Additionally: Students may be **required** to wear masks in moments of *close proximity* if the documented cases of Coronavirus increase throughout the district, or the district is placed in a “watch” category by Greene County Public Health (GCPH). Examples of this include: (Class exchanges, loading the bus for transportation, waiting in line for lunch, etc.)*
 - *Further: Students may be required to wear masks (Grades 3-12) should the Ohio Department of Health or Greene County Public Health officials deem Greene County to be in a heightened state of the pandemic crisis (as articulated through the alert/color coding system).*

- *Protocol for staff members will be as follows: Staff members will be required, trained, and provided masks (or face shields if they can be utilized in an effective manner) to wear as a way to maintain safety during their work environment. Per state regulations, the following exceptions apply:*
 - Exceptions include when:
 - Facial coverings in the school setting are prohibited by law or regulation
 - Facial coverings are in violation of documented industry standards
 - Facial coverings are not advisable for health reasons
 - Facial coverings are in violation of the school’s documented safety policies
 - Facial coverings are not required when the staff works alone in an assigned work area
 - There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.


(Schools must provide written justification to local health officials, upon request, explaining why a staff member is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual’s nose, mouth, and chin.)

Transportation: Students and their families will be encouraged to provide their own transportation to school during the periods of a potential Coronavirus outbreak to better provide for social distancing availability. Even with that encouragement, the district realizes many families may not have other means to attend school other than district bussing. Social distancing on school busses presents a unique dilemma. Limiting student passengers to a ratio allowing social distancing guidelines is not feasible. As a result, and except when the District is in “Orange” or “Red” mode, the only time students will be **required** to wear a mask is indeed while being transported on the school bus. The close proximity requires steps be taken to mitigate concerns while the bus is enroute. Parents who do not wish for their child to wear a mask should arrange for their private and own transportation for the protection of other students and school personnel. Exceptions to this may be made due to medical or special education requirements.

Sickness Protocols: Students/Staff will be encouraged to stay home if sick or experiencing any COVID-like symptoms. Parents will be encouraged to communicate with school personnel should their child experience any symptoms related to the Coronavirus as well as communicate positive test results to the school district for the overall safety and health of all students/staff. Individuals having a fever above 100.4 degrees Fahrenheit at school will be removed from the building and may be referred to the local health department for testing. A negative COVID-19 test result will allow the individual to return to the building after they are fever free for 24 hours. An individual who is not tested or who has a positive test result will not be permitted back into the buildings until they are fever free for 24 hours without medication, their symptoms have improved, and at least 10 days have passed since their first symptom appeared. The District will consult with the local health department before permitting an individual to return to the buildings.

Health Monitoring: (Students) Ultimately, the first line of defense regarding health monitoring lies at the hands of parents/guardians. Parents **MUST** be vigilant in assessing for COVID symptoms and per Ohio Department of Health guidelines, keep children at home if they exhibit any of the following symptoms:

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



**Symptoms range
from mild to severe
and may appear
two to 14 days
after exposure to
the virus.**

In an effort to be further vigilant, all Cedar Cliff teachers have been provided a non-contact thermometer to do an initial screening each day with their student population. Each morning, a time has been established (7:40-8:00) for students to go to their first period teacher and get acclimated for the day. Part of this daily routine will be a temperature check by each teacher. Students who have a temperature over 100.4 degrees (as outlined by the Ohio Department of Public Health) will be sent to the nurse's office for a verification screening. Students whose temperatures are above that threshold will have their parents/guardians notified, will be separated from other students, and will be sent home until they can subsequently return with a temperature below the Health Department guidelines. Students and staff should be "fever free without medication" before returning to school.

Additionally: As students go through the school day, staff should monitor student behavior and physical appearance and may request students see the nurse for a health screening should they exhibit signs of Coronavirus exposure (see list of symptoms).

Health Monitoring: (Staff) The Cedar Cliff Local School District has procured temperature kiosk(s), whereby teachers will be able to check in each day and ensure they are not a health risk to other faculty members or students in the school setting. These facial recognition systems will be hands-free and in an area that provides for quick and easy access for regular screenings.

School Schedule: The school day/schedule has been slightly altered to address some of the problem areas and timeframes to meet social distancing guidelines. The school breakfast and school gathering time in the morning is one such instance of a social distancing problem area. The building will be closed to all students until 7:40 am—no students may enter the building before 7:40 am. Staff members will be required to arrive at 7:33 am for a temperature check and to allow for 7 minutes to get acclimated and ready for the school day. *Staff members should be in their classrooms and ready for students to arrive by 7:40 each day!*

Students who are not eating a school breakfast will immediately proceed to their locker (if necessary), utilize the restroom (if necessary), and then move to their first period class. Upon arrival, teachers will utilize the thermometers and begin temperature screenings for their first period classes.

First period of instruction will begin promptly at 7:55 am (for MS/HS) and 8:00 am (Elementary). As before, this represents the traditional “tardy” bell time by which students need to report.

The school day will now officially end at 3:00 pm—busses will begin lining up by 2:45. Elementary students will begin boarding the bus at 2:50 at the end of the school day, with MS and HS students dismissed by the bell at 3:00 pm. Teacher contractual day will end at 3:03—7.5 hours after the commencement of the day, per contract.

Between Classes/Hallway and Class Change: Students have traditionally been released from class and entered the hallway at the same time—creating a close quarter and non-social distanced setting. Additionally, the time allotment for this exchange has been three minutes. For the 2020-2021 school year, this class exchange timeframe has been extended to six minutes. When the period is over, a bell will ring signaling the exchange to take place. Students who have an even numbered locker will be dismissed from class and will have the customary three minutes to obtain their materials and get to the next class. Following that three minute exchange a second bell will ring—this second bell will signal the tardy bell for the even numbered locker students and the dismissal bell for the odd numbered locker students. The odd numbered locker students will leave class, obtain their materials for the next class period and move on to their scheduled course.

- *Students should be seated in classrooms on a side of the class—odd-numbered students on one side, even numbered students on the other. This will better allow the teacher to monitor who leaves class at the appropriate time and provide social distancing as students are entering the classroom while their peers are seated. The principals may provide more elaboration and explanation should this procedure be confusing in any way.*
- *Students will be strongly encouraged to wear masks in all common areas—especially in class changes whereby large groups of students are in tight quarters. As previously indicated, this*

may be a requirement in these areas should the district experience an increase of COVID cases throughout the school year.

- *Students in the Elementary school setting are not provided lockers—therefore, the Elementary principal and his staff will work to ensure class exchanges take place with limited interaction (to the best extent possible) for student health safety.*

Special Area Courses (PE and Music): The areas of Physical Education and Music Education provide the greatest creativity and structure to maintain social distancing guidelines. Having acknowledged that, the district understands the importance these courses hold in our students’ and their families’ value systems and have put into place a method for these courses to be held in spite of social distancing concerns.

- **Music:** Both instrumental and vocal music courses will be held in the MS gymnasium for the 2020-2021 school year OR until all social distancing guidelines/mandates have been lifted. The MS gym provides a larger setting with greater space for students and the stadium seating provides a “tiered” system that better resembles the riser setup in normal course classrooms.
 - During Marching Band season instrumental classes will be held outside, weather permitting, for the reduction in exposure to the virus. For social distancing and safety reasons, the Cedarville HS marching band will not be traveling to “away” varsity football contests for the 2020 football season.
 - Additionally—Students in grades 6-8 whose parents are fearful of COVID exposure may elect to have their son/daughter participate in a “Study Hall” setting instead of a mandated musical selection.
 - There may be class offerings of this program with lower student participation, whereby the district can place the teacher and the students in the regular setting and still maintain a social distancing practice (MS Choir for example). The administration will examine both the number of students in the class and the square footage of the classroom to make this distinction.
 - MS/HS Vocal Music Courses: The health department has warned music courses are a high profile concern for COVID spread. As a result, students in vocal music courses will not be singing and will be exploring the curriculum in differing means. The administration will work with the instructors to ensure academic content standards are addressed but not utilizing singing and vocal exercises.
 - Elem. Music Courses: Students in the Elementary music program will be engaged in instruction utilizing instruments as well as the study of reading music as opposed to the traditional singing approach. Mr. Gainer will work with the Music Department to develop the safest lessons and instruction so the students in the elementary still can participate in music and enjoy what the program has to offer.
- **Physical Education:** The PE courses list of activities will be carefully monitored and scrutinized, with activities that are not consistent with social distancing guidelines eliminated from the

curriculum for the 2020-2021 school year. Certain games/activities that may be covered and practiced (only) on an individual skill level include:

- Soccer, Basketball, Flag Football, Field Hockey—i.e. sports and activities categorized as contact sports and require students to be in close proximity.
 - Activities that are less likely to be social distancing prohibitive include: Wii-Fit, leisure activities such as ping-pong, corn hole, ladder ball and/or fitness activities such as running, calisthenics or exercise methods.
 - Additionally, PE courses will utilize a staggered or shift approach to changing, whereby half the male and female populations will enter the locker rooms to better provide social distancing opportunities.
- **Lunch Procedures (Students):** Lunch and Cafeteria usage is perhaps the most difficult activity for social distancing concerns. The tables in the cafeteria will be spaced to better provide social distancing requirements and “Plexiglas” inserts will be established to provide a barrier between students sitting across from each other during the lunch setting. Additionally, students will not be permitted to sit beside or immediately next to a peer during the lunch period. Extra tables and additional spaces have been established to maintain social distance and provide a healthier environment for students to eat their meals.
 - ***There will be NO lunch visitors as long as social distancing guidelines and COVID-19 protocols are in place. This includes all family members, as there will not be ample space for students and visitors during this time.***
 - **Lunch (Staff):** The staff lounge will ***not*** be utilized for the 2020-2021 school year. While staff members will be provided an opportunity to place their meals in the school refrigerator, staff members will be limited to eating in classrooms with a strict limit of four staff members to a room; however, all staff members will be required to follow social distance guidelines while visiting other staff members for eating purposes (10 feet apart—with no exceptions).
 - **Technology Devices:** Students will be issued a Chromebook in grades 8-12. Those students will be permitted to take the device from home to school each day and should ensure the device is adequately charged and ready for usage for each instructional day.
 - **In grades 2-7:** These students will be provided an opportunity to take a Chromebook from a charging station at the beginning of each school day. He/she will use that device for the day and return to the charging station before exiting the building each night. Teachers and faculty members will instruct the students on proper cleaning techniques to alleviate concerns over surface exposure. Students will be assigned a specific device and will be required to only use that particular piece of equipment as part of their instructional day.
 - **School Supplies:** Similarly, the concept of “community” supplies will be prohibited due to surface area concerns. Each student will need to bring their own supplies (pencils/pens, markers, etc.) and have those materials available for their personal use.
 - **Recess:** Students should be prepared for some recess activities to be curtailed or eliminated as part of their daily recess experience. Similarly, the school district will be examining the rules and guidance for playground/park usage and will follow the guidelines established by the Ohio Department of Health and the Ohio Department of Education. It is the expectation of the

administration that students still have recess and still be permitted to go outside for activities—provided there are no standards from ODH to prohibit such activities.

Parents may “opt out” of recess for their child and the district will come up with alternative means for exercise for students.

- **Assemblies/Field Trips:** In an effort to continue social distancing, there will be no field trips or school-wide assemblies during the 2020-2021 school year, unless the Greene County Public Health or the Ohio Department of Education guidelines change on such matters. This includes all programs/areas.
- **Deliveries to Students/Volunteers:** While in a normal setting these activities are permissible, during the period of Coronavirus monitoring no students/faculty members should receive deliveries to the school and volunteers (anyone not affiliated with the school in a professional capacity) may not be permitted on the school grounds.
- **Athletics:** At this point, it is premature to suggest any social distancing guidelines for athletics when permission to hold athletic events has not been granted by the Governor or the Ohio Department of Health or the Ohio High School Athletic Association. The Cedar Cliff Local School District will abide by all regulations and will wait until further guidance has been issued by those governing agencies before enacting protocol measures.
 - It is important to note, and parents should be prepared for, a limitation placed on the number of spectators at sporting events. Ultimately, limitations will be an OHSAA and Ohio Department of Health decision. Parents are reminded extra-curricular activities are for the students and their peers, so the primary focus shall be in holding events, spectator attendance is a secondary, albeit important, concern.
 - **Booster Groups/Concessions:** In the event spectators are permitted to attend events, the booster group officers shall work with the administration to best adhere to social distancing guidelines put in place by the Health Department. The district shall await further guidance on this particular issue.
- **Drama Productions/Concerts:** Presently, there are no spectators permitted at many types of inside events in the State of Ohio. Following that protocol, the district will examine the concept of “virtual” productions whereby the students perform their activities, those events are recorded, and then subsequently posted on the district website for public viewing. It is the goal for our students to continue experiencing all activities normally provided in a school year/setting. Should those limitations on public gatherings be lifted, the district has full intentions of providing the students and their advisors with the most authentic experience possible.
- **Policy Review:** The Superintendent and the administration have reviewed any policy that may incentivize or encourage students to participate or come to school when experiencing Coronavirus symptoms. For example, perfect attendance has been altered to reflect “Consistent” attendance as suggested by the ODE—this is better outlined in the Student Handbook, but rewards students who attend 90% of the school year (the threshold as required

by ODE for district reporting) and still provides the incentives historically earned for such attendance. Attendance is important for both learning and for future employability skills, so the administration believes an attendance reward system is prudent; however, it is also imperative the structure of any reward system not jeopardize student health.

- *Students who have met the requirements for attendance and may have previously been required to stay beyond state minimums may be excused from “extra” course selection—such as in College Credit Plus (CCP) student participation.*
- *This policy has been extended to the new school year which will allow students who fear the effects of the Coronavirus to, possibly, not be required to attend CHS if they currently have obtained all required coursework for HS graduation.*
- *Students who participate in athletics or extra-curricular activities will work with the administration to ensure all requirements for eligibility are maintained.*
- **Cleaning, Signage, and Communication:** The message of “not sending students to school when sick” will be utilized regularly, as well as signage that encourages handwashing and hand sanitizing—the best methods for reducing the spread of virus. Extra cleaning will take place—additional staff members may be employed specifically for cleaning and sanitizing high traffic areas such as restrooms and cafeteria tables/areas.
 - **Water Fountains:** The district will examine using cups and the bottle-filling areas of water fountains as opposed to the spray from the fountain, as students have a tendency to place their faces and mouth on that actual nozzle area. Additional units may need to be purchased and placed throughout the school setting for faculty/staff/student usage.
 - **RR Hand Dryers:** Hand dryers will be removed or shut off when possible and replaced with paper towels placed in restrooms, as they (paper towels) have been found to be more sanitary and assist in the spread of virus symptoms.
 - **RR facilities:** Per Health Department regulations, restroom facilities will be cleaned at a minimum of every two hours during the school day.
- **Classroom Instructional Protocols:** Staff, students, and Cedar Cliff families should be prepared for a shift to a virtual or remote learning environment should the district experience an outbreak as defined by the Ohio Department of Health. The district has made the decision to move to one platform to better assist students and their families with any sudden transition. Cedar Cliff staff will use Google platforms—i.e. Google Meet, Google Docs, Google Mail, Google Classroom, etc. Staff should be expected to use these methods and expect additional training on those areas during the 2020-2021 academic school year.

Peer-to-peer/Group work/Partner classroom work will be discouraged as students should remain as close to 6 feet of social distancing to the greatest extent possible. Additionally, manipulatives (in Math courses, for example) shall be utilized in a lesser extent unless ample cleaning and disinfecting of the material can take place before/after each student use.

- **Plans for addressing outbreak or quarantine occurrences:** It is important to note, there may be occasions when the school district will be forced to shut down face-to-face instruction for intermittent or brief occurrences during the school year. The following are examples of those moments and the proposed manner to continue instruction during those times:
 - **Pivot (Blended) Plan:** This plan shall be utilized when/if cases begin to rise and extra social distancing is required. This instructional plan will involve reducing the student population by 50% and proceeding to a “half-day / every-day” schedule. Students in the district will be assigned to either a morning or afternoon schedule—during this time, every student will go through their daily schedule, with shortened periods, and return home with an expectation to complete additional course work at home. During the initial survey issued to the Cedar Cliff community, this manner of student reduction was the overwhelming choice by parents, staff, and community members.
 - **Remote Plan:** This plan involves shutting down face-to-face instruction for a classroom, grade or one building level. This will usually involve an intermittent time (Such as a 14-day quarantine) for Health Department personnel to conduct a trace or analysis of the extent to an outbreak or occurrence. Staff members will use the Google platform, and students will log on remotely to watch the teacher teach the lesson. Students will follow their actual school schedule—logging on each period with a Cedar Cliff staff member, observing a lesson, and engaging in the curriculum. This approach could be used for a portion of a class, for 1-3 individual students, or for an entire classroom.
 - **It is important to note—this method could be used repeatedly depending on the nature of any COVID occurrence or outbreak, so staff should be flexible and ready to adapt to this at any moment and time!**
 - **Year Long Virtual Option:** Some family members have expressed an interest in a virtual or electronic option for the 2020-2021 school year. The district will offer—and, if there is a substantial interest (and such a model is not cost-prohibitive) the district will provide such an option. Parents and Guardians who elect this type of instruction must commit to the electronic option for the entire first semester—***once enrolled in electronic coursework, no students will be permitted to exit and attend Cedar Cliff Schools in person until the end of the first semester!***
 - **Government Shut Down Plan:** Should the district experience a Government shutdown of schools such as the one that took place at the end of the 2019-2020 school year AND that is in place for an extended period of time, the district will put the following instructional steps into place:
 - *Core Academic Courses will take precedence*—Students will receive instruction in the four core areas (Math, ELA, Social Studies, and Science) remotely and no others. This is done to focus on the core area instruction and better schedule a remote learning day for each child.
 - *At the HS level*—additional elective coursework MAY also be put into place for students to acquire the coursework for HS graduation, college acceptance, or

Diploma Seal honors (Ex. Spanish). College coursework will be the responsibility of the local university to monitor and implement policy, the district will attempt to work with students to the best of our ability to make any accommodations necessary.

While this plan may not be comprehensive in covering all variables or situations, it is intended to serve as a guide for initial review of situations which may arise.

This plan will be approved by the BOE and will involve feedback from stakeholders including teachers, student support organizations, parents, support staff, and the administration.

A handwritten signature in black ink, appearing to read "Chad Mason", with a stylized flourish extending to the right.

Chad Mason, Superintendent
Cedar Cliff Local School District