

Mooreville Schools
Return to In-Person Instruction Plan



Our priority for the start of the 2022-23 school year is returning our students to high-quality learning in a safe environment.

All guidelines in this document are in effect until further notice. These guidelines may be updated should recommendations from federal, state or local authorities provide new information and guidance.

Mooresville Schools Return to In-Person Instruction Plan

Practicing Prevention



- All families will be required to complete school registration prior to the start of the year, including information regarding COVID-19 guidelines and protocols.
- Prior to arrival at school, all staff members and all parents are responsible to check for signs of COVID-19, including fever and cough. Anyone displaying symptoms should remain at home and contact the school to explain their absence.
- Students and staff will:
 - Have the option of using refillable water bottles.
 - Have the option to wear face masks. Masks are encouraged by the CDC for anyone who is unvaccinated. All face coverings must meet student dress codes.
 - Be encouraged to bring personal-sized hand sanitizer for use as needed.
- All students will be advised to thoroughly wash hands prior to and after lunch and throughout the school day.
- Custodial staff will clean/disinfect frequently touched surfaces daily
 - Disinfectants provided to teachers for cleaning as needed.
 - Daily cleaning to include: clean & disinfect all high-touch surfaces; sweep/mop before exiting room
- Hand sanitizer and cleaning supplies will be available in each classroom.
- Shared used items will be cleaned frequently and students encouraged to use hand sanitizer as needed.

Transporting Students







- Additional information in regard to Transportation can be found on the “Transportation” supplement at the end of this document.
- Prior to the start of school, all families must designate if their child will be a bus rider.
- Students may only ride their designated bus.
- All bus riders will have assigned seats.
- Bus drivers will be trained to watch for signs of COVID-19. Any child displaying symptoms will be left with their caregiver or delivered directly to the school nurse upon arrival at the school building.
- Arrival Procedures (times vary by building) - Upon entering the building, students are to report directly to designated areas or their classrooms (varies by building). On the way to class, students may stop at a restroom and/or a cafeteria breakfast location (cafeteria or grab & go cart).
- Dismissal Procedures – Dismissals will be staggered to lessen the number of individuals in any place at any one time.

Supporting Teaching and Learning



- Students must stay in their chosen Instruction Plan for a semester with exception of extenuating circumstances as approved by principal.
- All families (online or in-class) should contact the school any morning the student will be absent from learning. Families of in-class learners should disclose if their student exhibits any symptoms of COVID-19.
- Classroom protocols:
 - Hand sanitizer will be available.
 - Any shared items will be cleaned often and students encouraged to use hand sanitizer between uses of shared items.
 - Cleaning supplies will be available in each room.
- Parents will be able to access Skyward and Canvas Parent Observer to monitor student academic progress.

Mooresville Schools Return to In-Person Instruction Plan

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| <p style="text-align: center;">Entering School Buildings</p>  | <ul style="list-style-type: none"> • Students will arrive in designated entryways following directional signage or staff instruction. • Staff members will monitor students as they arrive. Any child exhibiting COVID-19 symptoms will be sent to the school nurse designated COVID-19 area. • See “Transporting Students” section for building arrival procedures. • Students participating in an afterschool club, team or before & after school care will be dismissed to go directly to their after school location. Attendance for after school groups must be taken daily. All groups must remain in their designated space and utilize only one designated restroom for nighttime cleaning purposes. Group leaders and students must follow all school protocols. • Any outside group requesting the use of school facilities must follow school protocols. |
| <p style="text-align: center;">Class Transitions</p>  | <ul style="list-style-type: none"> • Students will be advised to not congregate and to continue moving to their next class during passing periods. • Students will follow directional signage or staff instruction while transitioning to their next class. • To provide for social distancing in hallways: <ul style="list-style-type: none"> ○ To reduce congestion, some hallways or stairwells may be designated as one-way. ○ In two-way traffic areas, everyone should stay to the right side while walking. • Disinfectants will be provided to teachers for cleaning between classes or other transition times. |
| <p style="text-align: center;">Food Services</p>  | <ul style="list-style-type: none"> • Food service payments should be made prior to the start of school or online instead of in the lunch line. • All students will be advised to thoroughly wash hands or use hand sanitizer prior to and after lunch. • Cafeteria lines: <ul style="list-style-type: none"> ○ Food options will be the same in all lines. ○ Self-serve items will not be available. • Cafeteria seating: <ul style="list-style-type: none"> ○ Unattached chairs cannot be moved to another table. ○ Students must stay at their lunch table until dismissal. • Tables, seats, and high-touch surfaces will be cleaned between lunch periods. • Serving surfaces will be cleaned using approved germicidal detergent between each serving group |
| <p style="text-align: center;">Group Gatherings & Athletics</p>  | <ul style="list-style-type: none"> • Student pick-up will be at a designated location and students must wait at that location. • MHS & PHMS will follow IHSAA and ISSMA guidelines in conjunction with school board policies for events and practices. • Students participating in an afterschool club, team or before & after school care will be dismissed to go directly to their after school location. Attendance for after school groups must be taken daily for contact tracing. All groups must remain in their designated space and utilize only one designated restroom for nighttime cleaning purposes. Group leaders and students must follow all school protocols. • Any outside group requesting the use of school facilities must follow school protocols. • All state-mandated safety drills (fire, tornado, lockdown, etc.) will be completed with safety modifications outlined by the Indiana Department of Education. • Further measures will be considered on a case-by-case basis. |

Mooresville Schools Return to In-Person Instruction Plan

Health Consideration, Vaccinations, and Protecting Vulnerable Populations



- All staff members will complete COVID-19 training prior to the start of school.
- All families will be required to complete school registration prior to the start of the year, including information regarding COVID-19 guidelines and protocols.
- Families whose students have Individualized Education Plans, 504 designations, or health plans who believe adjustments to those plans may be needed for COVID-19 should contact their child's school prior to the start of school.
- For students with Individual Educational Plans, case conferences may be held virtually.
- School Health Clinic:
 - Masks may be required in the clinic. Students and staff must follow the instruction of the Student Health Services staff regarding mask wearing.
 - There will be a separate designated area for any students who exhibit symptoms of COVID-19.
 - The clinic will be cleaned and disinfected frequently.
- The school will adhere to FERPA and HIPPA requirements.
- The school district will work with the IDOH and MCHD to provide vaccination clinics that are accessible to the Mooresville Schools community.

When Someone Displays Symptoms or Becomes Sick



- Advise sick staff members and students not to return until they have met IDOH criteria to discontinue home isolation.
- Should a student or staff member test positive for COVID-19, the school will follow IDOH protocols.

Mooresville Schools Return to In-Person Instruction Plan

Facilities/Maintenance Protocols

| Low/No Spread | Minimal/Moderate Spread |
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| <p>Preparedness:</p> <ul style="list-style-type: none"> • All staff members will take part in COVID-19 training. • All staff members will have training on cleaning and disinfecting processes. Training will include proactive and reactive measures. • All staff members will be provided with personal protective equipment. • Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> ○ Provide hand sanitizer for students and staff ○ Disinfectants provided to teachers for cleaning between classes or other transitions ○ Daily cleaning to include: clean & disinfect all high-touch surfaces; use of disinfectant sprayers; sweep/mop before exiting room. <p>Throughout the Day:</p> <ul style="list-style-type: none"> • Teachers provided with personal protective equipment and district-approved cleaning supplies. • Throughout the day, teachers will continue to wipe down and disinfect all high-contact surfaces. • Teachers remind student to use hand sanitizer multiple times during day. • Teachers inform custodians if refills of cleaning supplies or sanitizer are needed. • Maintenance staff will monitor ventilation in all buildings for continued circulation of external air. <p>Daily Cleaning (after end of school each day)</p> <ul style="list-style-type: none"> • Maintenance staff will wear disposable gloves. • Staff will clean and disinfect all high-touch surfaces (water fountains, desks, chairs, sinks, bathrooms, countertops, doors & door handles, air vents, teacher desks & chairs, trash cans, light switches, pencil sharpeners, white boards, mop floors, etc.). • Staff will sweep and mop floors and then exit room. <p>Monthly Deep Cleaning Plan:</p> <ul style="list-style-type: none"> • <u>Disinfect</u> all high-touch surfaces • Clean all overhead surfaces, including ceilings • Dust, wipe, sweep, and mop all surfaces • Change filters | <p>Continue Previous Measures. Also:</p> <p>If a case of COVID-19 is confirmed, enact Monthly Deep Cleaning Plan in areas identified as recently occupied by COVID-19 patient:</p> <ul style="list-style-type: none"> • <u>Disinfect</u> all high-touch surfaces • Dust, wipe, sweep, and mop all surfaces <p>Support other staff in cleaning/disinfecting:</p> <ul style="list-style-type: none"> • Any school bus recently occupied by patient • Any common areas recently occupied by the patient (cafeteria, library, etc.) <p>Continue to follow any updated guidance from the CDC, IDOH, and other officials on updated COVID-19 precautions and cleaning procedures.</p> |

Mooresville Schools Return to In-Person Instruction Plan

Transportation

| Low/No Spread | Minimal/Moderate Spread |
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| <p>Preparedness:</p> <ul style="list-style-type: none"> • All staff members will take part in COVID-19 training, including how to assess students who may exhibit symptoms of COVID-19. • All staff members will have training on cleaning and disinfecting processes. Training will include proactive and reactive measures. • All staff members will be provided with personal protective equipment. • Review number of students riding bus and balance routes for the lowest numbers of students per bus. • Drivers will use established protocol for student pick/drop up at each building to lighten traffic: staggered entry and release (by grade, class, or bus). <p>Throughout the Day:</p> <ul style="list-style-type: none"> • Students will sit two per seat as often as possible. • Students must sit in their assigned seats at all times while on the bus. • Food and/or drinks are to be in students' backpacks while on the bus. • Students who appear sick will be sent to the nurse as soon as they arrive at the school. <p>Periodic Cleaning</p> <ul style="list-style-type: none"> • Floors will be cleaned at least once a week. | <p>Continue Previous Measures. Also:</p> <p>If a case of COVID-19 is confirmed, enact Monthly Deep Cleaning Plan in areas identified as recently occupied by COVID-19 patient:</p> <ul style="list-style-type: none"> • <u>Disinfect</u> all high-touch surfaces • Dust, wipe, sweep, and mop all surfaces <p>Continue to follow any updated guidance from the CDC, IDOH, and other officials on updated COVID-19 precautions and cleaning procedures.</p> |






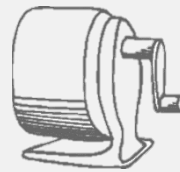
Mooresville Schools Return to In-Person Instruction Plan

Food Services

| Low/No Spread | Minimal/Moderate Spread |
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| <p>Preparedness and District-wide Practices</p> <ul style="list-style-type: none"> • As of this time, the CDC, FDA, and IDOH are not aware of any reports of human illnesses that suggest COVID-19 can be transmitted by food or food packaging. However, it is always important to follow good hygiene, food safety, and sanitation practices when handling food. • All food service staff are trained in COVID-19, food safety and sanitation practices. • All cafeteria managers are certified in safe food handling management. • Food safety, sanitation, and Hazard Analysis and Critical Control Point (HACCP) principles audit of operations performed by third party verification every 6 weeks of operation. • Daily detailed cleaning will be performed. We will clean frequently touched food contact surfaces using EPA approved sanitizing solution and change it at least every four hours. Clean nonfood contact services using EPA approved germicidal detergent. • Prior to any meal service, all students should utilize hand washing or sanitizing to ensure safe eating practices. • Eliminate any self-service items where students will repeatedly touch same surface, such as condiments requiring tongs. • Hand Sanitizer stations placed throughout the cafeteria and serving areas. • Sanitize with germicidal detergent serving lines, tables, and chairs as frequently as possible and at minimum between serving groups. <p>PHMS/MHS General Practices</p> <ul style="list-style-type: none"> • Reduce the number of choices and spread all menu items across several service lines so popular items don't cause long lines. <ul style="list-style-type: none"> ○ Breakfast <ul style="list-style-type: none"> ▪ Students may get their breakfast and take it to their first class or eat in the cafeteria before the bell rings. ▪ Implement breakfast serving kiosks located close to various entrances in addition to a cafeteria serving line to spread students out during arrival. Separate serving areas for MHS students being dropped off as well as drivers, MHS bus riders, PHMS bus riders, and PHMS students being dropped off. ○ Lunch (one lunch period for 7th grade, one for 8th grade, and three for MHS, with 5 minutes between groups for cleaning) <ul style="list-style-type: none"> ▪ Spread out tables and chairs. Schools will determine students' seating arrangements into consistent small groupings. ▪ Spread out menu items on all serving lines. <p>Elementary General Practices</p> <ul style="list-style-type: none"> ○ Breakfast <ul style="list-style-type: none"> ▪ Breakfast eaten in classroom. ▪ Students arrive, pick-up breakfast, and take to class. ○ Lunch <ul style="list-style-type: none"> ▪ Spread out seating and serve in cafeteria and adjoining areas available. Each school will handle this individually. | <p>Continue Previous Measures. Also:</p> <p>If a case of COVID-19 is confirmed, the cafeteria area where the COVID-19 patient sits will be deep cleaned, including:</p> <ul style="list-style-type: none"> • <u>Disinfect</u> immediate seating and table area • Clean all nearby surfaces • Dust, wipe, sweep, and mop all nearby surfaces <p>Continue to follow any updated guidance from the FDA, EPA, CDC, IDOH, and other officials on updated COVID-19 precautions and cleaning procedures.</p> |

Mooresville Schools Return to In-Person Instruction Plan

Definitions & Information

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| <p>Face Coverings</p>  | <p>In situations when social distancing cannot occur, wearing a mask is recommended for unvaccinated students and staff. Information is available to staff, students, and families on proper use, removal, and washing of cloth face coverings. Policies regarding face coverings take into account the needs of students and staff with documented medical issues that make the wearing of a face covering inadvisable.</p> <p>> CDC Guidance</p> | <p>Hand Sanitizer</p>  | <p>Hand sanitizers containing at least 60% alcohol will be available. Students and staff may bring their own personal-use bottle as well. Use of hand soap is encouraged for all, and especially used for younger children or children with special needs who may be unable to safely use hand sanitizer.</p> <p>> CDC Guidance</p> | <p>Disinfect</p>  | <p>We will utilize EPA-registered disinfectants to kill germs on surfaces. Ensure safe and correct application of disinfectants and keep out of reach of children.</p> <p>> CDC Guidance</p> |
| <p>Food Safety Standards</p>  | <ul style="list-style-type: none"> • All food service staff are trained in food safety and sanitation practices. • All cafeteria managers are certified in safe food handling management. • Detailed food safety plan implemented in every school building. • Food safety, sanitation, and Hazard Analysis and Critical Control Point (HACCP) principles audit of operations performed by third party verification every 6 weeks of operation. • Daily detailed cleaning will be performed. Frequently touched food contact surfaces will be cleaned using EPA approved sanitizing solution and change it at least every four hours. Clean nonfood contact services using EPA approved germicidal detergent. | <p>Deep Cleaning Procedures</p>  | <p><u>Deep cleaning procedures include:</u></p> <ul style="list-style-type: none"> • Disinfect all high-touch surfaces • Dust, wipe, sweep, and mop all surfaces • Change filters (monthly) | <p>High-Touch Surfaces</p>  | <p>Cleaning and preventive measures for high-touch surfaces include but are not limited to: water bottle filling stations, desks, chairs, sinks, bathrooms, countertops, doors & door handles, air vents, teacher desks & chairs, trash cans, light switches, pencil sharpeners, white boards, mop floors, etc.</p> |