

# *Central Noble Community School Corporation*

## **Continuous Learning Plan**



Central Noble Schools recognizes that in-person instruction can best meet the academic and social-emotional needs of the students. As such we are taking the prudent steps to ensure a safe environment by considering the guidance of the CDC, the Indiana Department of Education, the Indiana Department of Health, and the Noble County Department of Health. This plan is tailored to the specific environment and capabilities of the district to meet student needs. The details of the plan are fluid and may be changed as our environment changes.

Revised 07/13/2021

## Considerations and Process

Central Noble Community School District strives to provide a safe and caring learning environment that supports student learning and works to adapt to the individual needs of our students and families. As we look to continue in-person instruction for the 2021-2022 school year, the district will continue to seek guidance from the Indiana Department of Education, the Indiana Department of Health and Human Services, the Noble County Department of Health, and other local health professionals.

Central Noble will continue to follow the state and local mandates for safety and risk mitigation. It is the intent of the district to continue in-person instruction. The challenges of virtual instruction at all levels have led to the district discontinuing the virtual option for students. While realizing that the mitigation of risks through increased sanitation, at-home self screening, staff and student training, and good hygiene does not completely eliminate the possibility of student or staff exposure, the district will make a concerted effort to maintain staff and student safety while addressing academic needs.

This plan has been created based on information provided by the Indiana State Department of Health and the Noble County Department of Health. Many recommendations have been implemented to address deficiencies and concerns. Due to the nature of the pandemic and its impact on communities, this document and plan is subject to change. Changes to the plan will be communicated to the Central Noble School Board.



## **Framework for Continued Instruction**

Central Noble School Corporation has successfully completed the 2020-2021 school year while offering both in-person and virtual options. There have been many challenges throughout the year. The most significant challenge is the number of students who have been quarantined due to close contact exposure within the school setting. The CN nursing staff has done an excellent job tracking contact tracing and communicating exposures to stakeholders. Throughout the process, Central Noble has seen minimal spread within the school environment. It is the intent of the district to discontinue contact tracing and quarantines as long as the community spread remains low. If there is a significant increase in spread, the district will resort back to the 2020-2021 safe reopening plan. At this time, the corporation will follow state and local mandates that impact the school setting.

Instruction within all buildings will be in-person. Virtual options may be used to address specific isolated situations that may result in long-term absences. The teaching staff will provide direct instruction within the school building. During closures, the teaching staff will provide instruction through various digital platforms.

## **Health Protocols**

It is essential that the school district, the parents, and the community work together to reduce or prevent the spread of COVID-19 within the school facilities. It is the belief of the district that direct instruction from the district's highly qualified staff provides the best educational opportunities for the students. It is important that parents and students communicate health concerns with the school staff to help mitigate risks within the school building. This will help the school buildings to remain open and allow students these opportunities.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it due to an exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to be isolated or quarantined (IC 16-41-9-1.6)..

### Symptoms Impacting Consideration for Exclusion from School

All students and employees will receive information and training to recognize the following COVID-19 related symptoms (Based on CDC guidance):

- A fever of 100°F or greater;
- Cough;
- Shortness of breath or difficulty breathing;



- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat;
- New loss of taste or smell; and
- Diarrhea.

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on the [CDC guidance](#) that is not otherwise explained.

### **Return to School After Exclusion**

Requirements for return to school, contact tracing and quarantines have not yet been determined. The policies will be created based on guidance and mandates from the CDC, ISDH, the IDOE, and the Noble County Health Department. Information will be released prior to the start of the school year.

### **Facial Covering Requirements**

For the 2021-2022 school year, the Central Noble Community Schools Board of Trustees will allow parents to make the decision on whether or not their child will wear a mask while in the school building. Masks will remain mandatory on the school bus as long as mandated by the CDC. The school corporation will continue to monitor school and community spread. If there become concerns about the spread in the school setting, the corporation may reevaluate and adjust this policy.

### **Clinic Space COVID-19 Related**

In each of the school buildings, Central Noble School will designate a space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering. The Nursing staff will regulate and monitor the staff and students that enter the clinic area.

Each building will maintain a record of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and students and nonstudents must wear masks while in the treatment area. Students who are ill will be walked out of the building to their parents.

Students and non-students are to be fever-free without the use of fever-reducing medications for 72 hours before returning to school.



Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider.

### **Clinic Space Non-COVID-19 Related**

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

### **Confirmed Case of COVID-19 on School Property**

When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately. Unless extenuating circumstances exist, the district/school will work with the Noble County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine the need for building closures, restrictions or policy changes.

If community cases begin to rise significantly, Central Noble Schools will consult with the Noble County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as Central Noble becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that the impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

### **Immunizations**

State mandated immunization requirements will remain unchanged. Building Nurses will continue to monitor and report the required immunizations. School Nurses can help coordinate with the local health department and area health systems, if needed.

### **Preventative Measures**

The priority for preventing the spread of disease in the school setting is to insist that sick students and non-students stay home. Additionally, students and non-students should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these non-students or students may



be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the most important mitigation strategies are social distancing, frequent handwashing, and sanitation of common space.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Central Noble will encourage students and non-students to wash their hands often. Specific times will be built into the school day for hand washing. In situations where soap and water are not readily available, Central Noble will provide and encourage the use of a hand sanitizer that contains at least 60 percent alcohol.

These key times should be done in a staggered class pattern to maintain maximum feasible distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Traditional drinking fountains have been converted to filling stations. Students will be given opportunities throughout the day to fill their personal drinking containers.

## **Student Expectations**

Central Noble students are expected to adhere to all existing student handbook policies and procedures. In the event of a significant outbreak that requires a closure, Central Noble Community Schools will expect students to continue the educational process through the support of teachers and staff via technology. CN will utilize virtual instruction during the closure. Virtual instruction may require students to correspond with staff and participate in the educational process in real time.

Virtual instruction is defined as the timely, active participation in the learning process via recorded video, technology, and video conferencing. Students will need to be available for virtual instruction during traditional school day hours. Instruction will be provided during scheduled class periods. Individual situations that may prevent a student from attending virtual learning sessions will be addressed on a case by case basis by building administration.

## **Student Attendance**

Attendance will be monitored and tracked by building administration. If a student is absent due to COVID-19 related symptoms, the absence will be excused and marked as an “illness/medical absence.” Tardies, absences, and truencies will be reported according to district policy. Please refer to the student handbook for attendance policies. Extended absences



due to COVID-19 will be dealt with on a case by case basis. If there are questions about attendance or attendance policies, please contact the school administration.

## **Transportation**

Central Noble Community Schools realizes that the school bus and the transportation staff is the first and last point of school contact for nearly 80% of our students. It is important that the parents and the district work together to limit the amount of exposure at these critical times. To begin the school year, students and drivers will be required to properly wear a face covering while on the bus. Bus Drivers will have masks available for students who do not have one. This policy will remain in place until the federal mandate for public transportation is lifted.

## **Preparation and Cleaning**

In order to provide a safe transportation environment for the students, Central Noble will:

- Conduct regular safety inspections to ensure cleanliness and safety
- Utilize CDC recommended cleaning products for sterilization
- Disinfect buses regularly

## **Seating and Other Modifications**

In an attempt to help with limiting exposure for students and tracing contact, the following safety protocols will be implemented:

- Parents will complete a transportation form to notify the district of their intent to utilize corporation transportation to and or from school:
- Drivers will contact families to inform parents of their student(s) transportation arrangements;
- Students will be assigned one bus (AM), one bus (PM), one stop per route, and one seat;
- Seating arrangements will be made based on family groups;
- Students will not be able to change bus arrangements;
  - All seats within the bus will be assigned. Changes cannot be made to a different bus. Changes may only be made to car riders or walkers.
- Students will not be able to eat on the bus, unless it is medically necessary; and
- Students are required to stay in the assigned seat for the duration of the bus ride. Failure to comply may result in the loss of bus privileges.



## **Instructional Facilities**

Each of the school buildings will create a building specific plan that includes daily schedules, teacher assignments, entrance and exit locations and procedures, and any additional necessary revisions or changes to the student handbook.

## **Classroom Environment**

It is impossible to completely eliminate all the risks associated with COVID-19 within the school facilities. The following protocols will be implemented in an attempt to mitigate the risks associated with COVID-19. Whenever possible, Central Noble Schools will:

- Increase the space between student and teacher desks, tables, workstations, etc.;
- Arrange student desks so they are facing in the same direction;
- Assign student seating within the classroom;
- Encourage the cohorting of students within the classroom;
- Limit activities that combine classrooms;
- Stagger student transition times and passing periods;
- Limit shared resources between students and disinfect if sharing is unavoidable;
- Schedule restroom breaks to reduce overcrowding;
- Place hand sanitizer in all classrooms and in common high touch areas;
- Encourage the use of outdoor instructional space;
- Encourage the use of larger instructional spaces (auditorium, gym, cafeteria, etc.);
- Allow students and staff to choose to wear a mask while in the school building;
- Provide sanitation supplies to sanitize desks and common spaces as needed; and
- Require custodial and maintenance staff to sanitize classroom space periodically throughout the day.

## **Cafeterias, Common Spaces, Offices, and Hallways**

The building administration in each building will address necessary modifications to cafeterias, common areas, and hallways on a building by building basis. The common goal is to increase social distancing, maintain flow through common areas, and to reduce opportunities for large group congregation.

## **Cafeteria and Food Service**

Whenever possible, Central Noble will:

- Eliminate self-serve food options;
- Prepare pre-packaged meals or entrees;
- Serve medically fragile students separately from the general population;



- Reduce the seating capacity within the cafeteria;
- Limit food sharing;
- Encourage parents to pay for meals electronically to reduce cash transactions;
- Assign food service staff to specific areas and responsibilities;
- Encourage and provide opportunities for students to wash their hands;
- Provide hand sanitizer in common touch areas;
- Require food service staff to wear gloves, face coverings and hair nets while preparing and serving meals;
- Schedule additional lunch times to reduce students in the cafeteria;
- Promote social distancing in congested areas; and
- Allow students and non-students to wear masks or face shields while in the cafeteria space when social distancing is not possible.

### **Common Areas, Offices, and Hallways**

Whenever possible, Central Noble will:

- Use signage to designate directional flow in the hallways;
- Stagger passing periods;
- Schedule restroom breaks to reduce overcrowding;
- Rearrange furniture to increase social distancing;
- Designate recess locations and times;
- Limit the use of facilities by outside organizations;
- Limit capacities in common areas;
- Limit volunteers in the building;
- Install engineering controls such as sneeze guards where needed;
- Install informational signage to promote hygiene, sanitation, and social distancing;
- Allow students to go directly to the classroom to reduce congregation of groups;
- Sanitize common touch surfaces throughout the school day; and
- Allow students and non-students to wear masks or face shields when in common areas, offices, and hallways when social distancing is not possible.

### **Visitors and Volunteers**

Visitors to Central Noble Schools will not be permitted beyond the main office of each school. Volunteers will be limited to those who are providing substantial educational benefit to the students. The building administration will determine which volunteers are approved. A list of approved volunteers will be kept in each school office. Volunteers are encouraged to wear face masks or shields whenever social distancing is not an option.



---

## **Extra-curricular and Co-curricular Activities**

All students who meet the IHSA and corporation requirements for participation in extra-curricular and co-curricular activities will be allowed to participate. Athletes may be asked to meet varied requirements when participating in away athletic events. The refusal of the athlete or coach to comply with the host schools requirements may result in ineligibility for the event.

Athletes and coaches will wear masks while on the school bus to and from away events. This requirement will remain in effect until the federal mandate on public transportation is lifted. The school corporation will continue to monitor school and community spread. If additional requirements or restrictions need to be made, the school will adapt this plan to meet the needs of the district and community.

### **Return to Play After Exclusion:**

Athletes will be required to follow the IHSA return to play protocol to return from illness or injury. If you have questions about the return to play requirements, please contact the athletic director.

## **Special Education**

Central Noble Community Schools (CNCS) will continue to partner with the Northeast Indiana Special Education Cooperative to help provide special education services to our students. The corporation will continue to hold case conferences in a virtual or in-person environment. Case Conference committee decisions will be utilized to create individual learning plans to address student needs. At this time, there is no waiver of federal requirements for annual case conferences. The special education staff will work with families to meet these annual requirements.

CNCS will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community, including those with special health needs. Corporation plans are designed to complement other community mitigation strategies to protect high-risk populations, and the community's healthcare system, and minimize disruption to teaching and learning, while protecting students and staff from social stigma



and discrimination.

Central Noble, along with the Northeast Indiana Special Education Cooperative, will work to develop a strong communication plan with families to discuss the delivery method of instruction for students with disabilities. An appropriate platform for delivery of special education-related services will be identified. CN and the Special Education Cooperative will work to ensure that adequate staffing is available to meet the needs of all students with IEPs within the district.

## **Case Conferences**

### ***Annual Case Reviews***

At this time, there has been no waiver of the requirement to convene the case conference committee (CCC) annually to conduct the annual case review (ACR) consistent with the requirements of 511 IAC 7-42-5(a)(2). Central Noble will conduct the ACR within the one year timeline, regardless of school closure status.

### ***Case Conference Committee Meetings to Review and Revise the IEP***

As Central Noble plans to reopen buildings to provide in-person instruction, CCC meetings with parents should be scheduled to review the provision of services and the educational progress of each student. Discussion should determine whether or not there is a need to adjust the frequency or duration of services.

Educational needs can be measured by considering:

- Whether the student participated in continuous learning opportunities provided by the school and district during the COVID-19 school building closure;
- Parent observations of the student's learning during the continuous learning opportunities provided by the school or district;
- Teacher observations of the student's learning in the continuous learning opportunities provided by the school or district;
- Whether there were services identified in the student's IEP prior to the school closure that the school or district was unable to provide during the building closure due to restrictions on in-person services;
- Whether the student continued making progress toward meeting his/her IEP goals;
- Whether the student experienced any additional or new social-emotional health issues during building closure and re-entry;
- Whether the student experienced any regression during the period of school building closure.

### ***Future Services/Compensatory Services***

The United States Department of Education (USED) has advised, "[A]n IEP Team and, as appropriate to an individual student with a disability, the personnel responsible for ensuring Free and Public Education (FAPE) to a student for the purposes of Section 504, would be required to make an individualized determination



as to whether compensatory services are needed under applicable standards and requirements.” QA-1 *Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak* (USED March 12, 2020).

This does not mean schools must immediately offer compensatory services to all students with IEPs; rather, it requires the CCC to lead a discussion of the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC may consider the appropriateness of collecting data for an agreed-upon time following the student’s return to school and subsequently reconvening to discuss the need for future services at that time.

It is important school staff are documenting with specificity the special education and related services being provided to students with disabilities while monitoring and tracking individual student progress. This information will be necessary to inform the CCC in making a determination as to what future services or compensatory services are necessary to ensure the provision of a FAPE.

### ***Transition IEPs***

Transition assessments need to be updated annually, even during the COVID-19 pandemic. When updating transition assessments, teachers of record (TORs) may conduct assessments virtually or in person. Assessments may be administered prior to or during the CCC meeting. In all cases, assessment information needs to be documented within the Summary of Findings utilizing the SPIN method - Strengths, Preferences, Interests, and Needs.

Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

### ***CCC Meeting Method Options***

CCC meetings may be conducted in-person or through virtual means.

### ***EdPlan Connect***

In light of the COVID-19 pandemic, the Indiana IEP vendor, Public Consulting Group (PCG), has made EdPlan Connect available to IDOE to help facilitate IEP meetings. With EDPlan Connect, parents/guardians have a centralized, secure place to:

- Access student records online and in their native language;
- Sign documents electronically and save time;
- View historical documents in the student’s record; and
- Stay up to date with student progress.

## ***Evaluations***

Requirements for evaluations remain unchanged. Evaluations will be completed in person



by qualified personnel. Evaluation accommodations will be made for students who may be medically fragile or may not be able to complete in-person evaluation.

### **Medically Fragile Students**

Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students unable to attend school will need to be provided with educational services remotely. The determination of the services to be provided must be made by the CCC based upon the individual student's medical and educational needs. Special education and related services determined by the CCC could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology must be considered. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person (511 IAC 7-42-11).

### **Homebound Services**

Central Noble must provide special education and related services to a student with a disability who is absent for an extended period of time. QA-2 in *Questions and Answers on Providing Services to Children with Disabilities During a COVID-19 Outbreak* (USED March, 2020) states:

“It has long been the Department’s position that when a child with a disability is classified as needing homebound instruction because of a medical problem, as ordered by a physician, and is home for an extended period of time (generally more than 10 consecutive school days), an individualized education program (IEP) meeting is necessary to change the child’s placement and the contents of the child’s IEP, if warranted. Further, if the IEP goals will remain the same and only the time in special education will change, then the IEP Team may add an amendment to the IEP stating specifically the amount of time to be spent in special education. ***If a child with a disability is absent for an extended period of time because of a COVID-19 infection and the school remains open, then the IEP Team must determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities, to the extent available.*** In doing so, school personnel should follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services. The Department understands there may be exceptional circumstances that could affect how a particular service is provided.

If a child does not receive services after an extended period of time, a school must make an individualized determination whether and to what extent compensatory services may be needed, consistent with applicable requirements, including to make up for any skills that may have been lost.”

If Central Noble has been provided a statement from the student’s physician that the student



will be unable to attend school for 20 or more instructional days, Article 7 requires the school provide instruction to the student during the time the student is unable to attend school (511 IAC 7-42-12). For students with disabilities, (511 IAC 7-42-11) requires the CCC to determine the appropriate educational services to be provided.

### ***Use of Homebound due to Infection in Student's Family***

Once school buildings reopen, a student with a disability may be quarantined at home for an extended period of time due to a family member's infection. Central Noble will follow the same homebound protocol identified above to ensure the provision of FAPE. School personnel should likewise follow appropriate health guidelines to assess and reduce the risk of transmission in the provision of such homebound services.

### ***Use of Homebound Not Related to COVID-19***

As schools reopen, students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19 (511 IAC 7-42-11).

### ***Homebound Timelines***

Central Noble must ensure the CCC reconvenes at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to the LEA's Continuous Learning Plan) when a student is receiving services in a homebound setting. 511 IAC 7-42-5(a)(7). Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes. 511 IAC 7-42-11.

### ***Special Transportation***

If districts and schools are providing in-person services and a student requires transportation, then the IEP should reflect this service. Collaboration with transportation vendors to implement a bussing plan that meets social distancing recommendations is imperative (including pick-up, in-transit, and drop off).

## **Therapy**

FAPE requires taking into account the needs of individual students. Therefore, at a minimum, school re-entry planning for providing IEP-required therapies in accordance with the CDC community-level guidance for schools must address:

1. Student-specific medical and special transportation needs for transitioning back into school settings such as classrooms, playgrounds, and day programs for therapy services;
2. Unique operating conditions, including:



- Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions;
  - Class and therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids, and possible shifts to non-traditional class settings to improve ventilation;
  - Instruction about and observance of frequent handwashing and face covering recommendations;
  - Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings;
  - Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures.
3. Individual students' skills regression or lack of progress and communication with parents/families about IEP therapy service changes or additions to address regression.
  4. Anticipated backlogs in evaluations and possible need to prioritize new referrals before re-evaluations.
  5. Adequate staffing to meet all students' therapy needs, including:
    - Age and underlying medical conditions that may preclude qualified personnel from delivering services in the physical proximity of students and other staff;
    - Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies; and
    - Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.
  6. The district requirement to provide equitable services to parentally-placed students with disabilities attending reopened non-public school buildings within the district boundaries.

## **Educational Staff**

### Teachers, Instructional Assistants, Student Teachers, Substitute Teachers

#### Safety Procedures and Protocols

All Central Noble Teachers, Instructional Assistants, Student Teachers, Substitute Teachers will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of educational spaces and shared resources prior to new groups entering the classroom;
- Provide access to hand sanitizer;



- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

#### Professional Development

All Central Noble Teachers, Instructional Assistants, Student Teachers, and Substitute Teachers will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

### Special Education Teachers and Special Education Instructional Assistants

#### Safety Procedures and Protocols

All Special Education teachers and special education instructional assistants will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of educational spaces and shared resources prior to new groups entering the classroom;
- Provide access to hand sanitizer;
- wear appropriate personal protective equipment (including gloves and a mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. assisting students with daily functions such as toileting, dressing, grooming, eating, etc.)
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

#### Professional Development

All Central Noble special education teachers and special education instructional assistants will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.



Additionally, special education staff will be provided and required to complete additional professional development training as outlined by Dekalb Eastern Schools and the Northeast Indiana Special Education Cooperative.

## Administration, Guidance Staff, Technology Staff, and Office Personnel

### Safety Procedures and Protocols

All administration, guidance staff, technology staff, and office personnel will:

- Follow and promote social distancing whenever possible;
- Provide access to hand sanitizer;
- Sanitize common touched areas in assigned work space
- Sanitize meeting area surfaces following meetings;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

### Professional Development

All Central Noble administration, guidance staff, technology staff and office personnel will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

## Nursing Staff

### Safety Procedures and protocols

All Central Noble nursing staff will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of assigned spaces and and treatment areas between patients;
- Provide access to hand sanitizer;
- Wear appropriate personal protective equipment (including gloves and a mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. assisting students with daily functions such as toileting, dressing, grooming, eating, etc.)
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.



## Professional Development

All Central Noble nursing staff will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

## Guest Speakers and Instructional Volunteers

### Safety Procedures and protocols

- Consider virtual options prior to scheduling in-person service or presentation;
- Follow social distancing guidelines whenever possible
- Promote social distancing and healthy hygiene practices;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

## Professional Development

All Central Noble guest speakers and volunteers will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

## **Operational Staff**

## Custodial and Maintenance Personnel

### Safety Procedures and Protocols

All Central Noble custodial and maintenance personnel will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of assigned spaces;
- Clean commonly touched surfaces throughout the school day;
- Provide access to hand sanitizer;
- Wear appropriate personal protective equipment (including gloves and a mask) when addressing situations where bodily fluids are of a higher exchange rate;
- Promote healthy hygiene practices;



- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

#### Professional Development

All Central Noble nursing staff will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Additional training will be required for custodial and maintenance staff on the safe handling and storage of cleaning supplies and other chemicals.

#### Food Service Personnel (Chartwell's Employees)

##### Safety Procedures and Protocol

All Central Noble Food Service personnel will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of assigned areas;
- Wear appropriate personal protective equipment (including gloves and a mask) while preparing and serving meals;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

#### Professional Development

Chartwells, in cooperation with Central Noble Schools will provide professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: Federal School Lunch Program , GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Additional training will be provided by Chartwells on the safe preparation and handling of food, sanitation of food surfaces, and the appropriate use of food preparation tools and equipment.



## Transportation Personnel

### Safety Procedures and Protocols

Central Noble Transportation personnel will:

- Properly wear a face mask or shield while students are on the school bus;
- Follow and promote social distancing whenever possible;
- Sterilize seats and high touch areas daily;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.
- Create seating charts for each route;

### Professional Development

All Central Noble transportation personnel will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

In addition, all transportation personnel will complete all necessary, ongoing professional development training regarding school bus and transportation services.

## School Resource Officer

### Safety Procedures and Protocol

- Follow and promote social distancing whenever possible;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

### Professional Development

All Central Noble school resource officers will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of



sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

In addition, all school resource officers will complete all necessary, ongoing training regarding school safety and law enforcement credentials and other requirements established by the Central Noble Police Department.

## Professional Development Training

Central Noble will provide professional development training to address the following topics related to COVID -19

- ❑ Central Noble Health Protocols listed above including;
  - ❑ How COVID-19 spreads
  - ❑ Signs and symptoms
  - ❑ Risk of exposure
  - ❑ Mitigation techniques
- ❑ Who to contact is a student or non-student exhibits symptoms of COVID-19;
- ❑ How to appropriately wear personal protective equipment;
- ❑ How to maintain and dispose of personal protective equipment;
- ❑ Hygiene expectations and general health practices;
- ❑ The appropriate methods, tools, and products for sterilizing surfaces and high touch areas;
- ❑ General occupational safety training including eye wash, AED, and basic first aid; and
- ❑ Universal precautions for handling bodily fluids.

## Mitigation Strategies

Central Noble Schools continues to work with the Noble County Health Department to help prevent the spread of COVID-19 among students, staff, and teachers. School officials will continue to communicate with public health nurse or the local health officer for consultation when needed.

Although evidence shows that most children infected with COVID-19 have mild symptoms, some children will develop serious illness, especially those children at risk because of underlying health issues. Central Noble encourages all families to discuss with the child's health care provider to determine whether continued remote learning is the appropriate plan until adequate immunization can occur. Also, teachers and staff who are 65 years and older or who have underlying health conditions should consult with a health care provider.

Central Noble Schools continues to prepare to respond to COVID-19 cases when they occur



in their facilities. A mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-19 in their school has been established as part of the district's health protocol..

Any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website [www.coronavirus.in.gov](http://www.coronavirus.in.gov) has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.

If an individual in one's home has COVID-19, please contact the school nurse for guidance on appropriate procedures and protocols.

You will note that in the event of a documented cluster of positive cases, short-term closure may be appropriate. Central Noble Schools and the Noble County Board of Health or the Indiana Department of Health will work collaboratively in an attempt to keep schools open and operating as much as possible. The Noble County Health Department or the Indiana State Department of Health can engage with district administration to recommend further testing, cleaning, etc.

Recommendations about prolonged closure will depend on the level of cohorting the school has been adhering to, the community level of disease and the current burden of infection impacting your hospital systems.



## Appendix A - Central Noble Transportation Plan

We at Central Noble are doing our best to get your student back into the buildings safely. We need your help in doing this!

Central Noble bussing will operate as normal while taking preventative safety measures.

If a parent who previously submitted a transportation request chooses not use CN Transportation, please contact the Transportation Department at:

Phone: 260-636-2175 and ask for Transportation or

Email Transportation Director David Worman: [wormand@centralnoble.k12.in.us](mailto:wormand@centralnoble.k12.in.us)

Email Transportation Asst. Jamie Howard: [howardj@centralnoble.k12.in.us](mailto:howardj@centralnoble.k12.in.us)

Note that parents can choose to opt into transportation at a later date by contacting the Transportation Department.

Please note when doing so, changes and access to bussing can take up to 48 hours/2 school days, so please plan accordingly.



## **FOR OUR DRIVERS**

- ❑ Drivers must wear a face covering, of their choice and comfort, during routes when students are present. Drivers will run routes prior to students on board to make any adjustments to what that face covering may be and to ensure it is not a distraction to their driving.
- ❑ Drivers will self-screen for symptoms before beginning a route and follow the same guidelines for returning to work as listed for students below.
- ❑ Drivers will now be required to document all cleaning/disinfecting and will be provided appropriate PPE to complete the tasks. This includes:
  - ❑ Daily Disinfecting after every AM and PM Route
  - ❑ Daily Disinfecting entails wiping down and/or spraying commercial grade disinfectant on most commonly touched surfaces
  - ❑ After each Field Trip and/or Extra-Curricular Route
  - ❑ Same process as daily disinfecting
  - ❑ A weekly deep clean in addition to daily disinfecting
  - ❑ Weekly Deep Clean entails wiping down all seat surfaces, handrails, washing interiors windows and sweeping/mopping floors.
  - ❑ The seat immediately behind the driver will remain vacant if at all possible
  - ❑ Seating Charts will now be made by family groups, not grade level, to aide in contact tracing
  - ❑ Drivers will receive training on COVID specific topics, such as how it spreads, symptom recognition and risk of exposure.
  - ❑ Sub drivers will drive the main route buses not a sub bus.
  - ❑ Sub buses will only be used in emergency situations such as a break-down, if a passenger tests positive for COVID-19 or if a passenger has symptoms of COVID-19.
  - ❑ In COVID-19 positive or symptomatic cases, a sub bus will be utilized to allow for 24 hours to pass before cleaning/disinfecting the vehicle.
  - ❑ If not feasible to wait 24 hours, staff will wait as long as possible before cleaning/sanitizing the vehicle
  - ❑ In the case of a non-COVID-19 related use, the same disinfecting procedures will be followed after a use.
  - ❑ Coaches will follow the same cleaning guidelines as above for mini bus use; weekly deep cleans will be performed by the maintenance staff
  - ❑ Athletic event leave times will be altered to allow for after PM route disinfecting



## FOR OUR PARENTS, FAMILIES & STUDENTS

- ❑ Parents/Guardians should self-screen students for symptoms every morning.
- ❑ Stay home if you are sick. Do NOT come to school if you have a fever of 100.4 or greater or any of the following symptoms: cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
- ❑ If you have had a fever of 100.4 or greater, do not return to school until you have been without the fever for at least 72 hours/3 full days WITHOUT the use of fever reducing medication
- ❑ If you exhibited COVID symptoms but were not tested, do not return to school until at least 72 hours after the symptoms have subsided.
- ❑ Should a student get a fever or begin to exhibit any of the symptoms above during the school day and are seen by a nurse, the student will not be allowed to ride the bus home. Parents/Guardians must make other arrangements for the student to be transported home.
- ❑ Since socially distancing is not possible on the school bus, students must properly wear a mask for the duration of all routes. This mandate may be adapted as state and federal mandates change.
- ❑ Students are encouraged to carry their own hand sanitizer for use on the bus. Hand sanitizer WILL be available at the building entrances for use
- ❑ Students are allowed 2 stop options only—1 AM option and 1 PM option.  
Example: Student is picked up at home every morning but goes to a babysitter/daycare every afternoon.
- ❑ Families with split custody arrangements may choose these 2 stop options only. Other arrangements will need to be made on the parents/guardian's behalf.
- ❑ No one-time route changes will be allowed. If a parent/guardian is having an emergency they must make their own arrangements or talk with a Building Administrator
- ❑ If a permanent change to a route needs made a formal transportation request must still be submitted. Remember that these changes take at least 48 hours/2 school days to take effect so plan accordingly
- ❑ No alternate delay stops will be allowed. Other arrangements will need to be made on the parents/guardian behalf.
- ❑ Students will NOT be allowed to bring friends home with them on the bus.
- ❑ Bus line up will still be on the East side of the Albion Campus. Buses will continue to pull in off of SR 8 and loop through the HS parking lot.
- ❑ Senior High students as well as students who drive, and those who ride with them, will enter Door 14.
- ❑ Junior High students enter at Door 18 (Auditorium)
- ❑ Central Noble Elementary students enter at Door AE6.
- ❑ Students who ride the shuttle to CN Primary will be in the Elementary Gym and will board as normal from Door AE6.
- ❑ JSBS Student pick-up and drop-off will be at Door 1.
- ❑ A map detailing this will be posted to the Buses page of the CN website



## Appendix B- Central Noble Primary Education Plan

### Central Noble Primary Safe Re-entry Plan for Traditional Instruction

#### **Hours of Operation**

- Doors will be open for student access at 7:45.
- School begins at 8:15 and concludes at 3:00

#### **Arrival -**

- Car Rider/Walkers- Enter through Door 2 - and report to the gym
- Bus Riders - Enter through door 1. Buses will be released one bus at a time

#### **Facility Usage**

- Restrooms - restroom usage times will be staggered to reduce the number of students in an area at a specific time
- Common areas- building schedules will be created to regulate flow and reduce cross traffic
- Bottle Filling Stations - students are asked to provide personal water bottles. Students will have opportunities throughout the day to have access to fresh water
- Hand sanitizer - sanitizing stations will be located at student entrances, within classrooms, within the cafeteria, and at other areas where handwashing is not possible
- Lockers - students will utilize lockers for the storage of personal items. Teachers will monitor locker access to provide opportunities for social distancing

#### **Classroom Structure and Instruction**

- Classrooms will be arranged with maximum space between students to promote social distancing
- Students will be cohorted to address specific student academic and social-emotional needs
- Instruction will include a minimum of 90 minutes of reading instruction and 60 minutes of math instruction
- Instructional schedules will be determined by the administration and classroom teachers
- Support staff will be assigned to provide supplemental instruction within the general education classroom
- Class sizes will be determined by the number of parents that select traditional instruction
- Staff will be encouraged to use outdoor instructional space as often as possible
- PE, Art, and Music will be offered on 9 week rotations
- Classroom teachers will reduce the amount of shared resources within the classroom
- Shared resources will be sterilized between use
- Special education services will be provided based on Case Conference Committee decisions
- Students and non-students may choose to wear face masks or face shields.



### **Breakfast and Lunch**

- Students wanting school breakfast will pick up the breakfast and eat it in the cafeteria
- Lunch schedules have been altered to reduce the number of students in the cafe and food service area at any one time
- Additional eating areas are being utilized to allow for reduced capacity

### **Recess**

- Recess schedules will be designed to limit the number of students in the recess area at one time
- Indoor and outdoor facilities will be utilized for recess
- Playground equipment will be sterilized throughout the day
- Areas may be designated if multiple classes are using the recess area at the same time

### **Dismissal**

- Students will be dismissed by class to encourage social distancing
- Parent pickup will be at door 2 beginning at 3:00
- Walkers will be dismissed through door 1 at 3:00
- Buses will pick up at door 1 at approximately 2:45
- Shuttles will depart in time to arrive at the Elementary by 3:00



# Central Noble Elementary Safe Re-entry Plan for Traditional Instruction

## **Hours of Operation**

- Doors will be open for student access at 7:45.
- School begins at 8:15 and concludes at 3:10

## **Arrival**

- Car Rider/Walkers- Enter through Door AE1
- Bus Riders - Enter through door AE6 . Buses will be released one bus at a time

## **Facility Usage**

- Restrooms - restroom usage times will be staggered to reduce the number of students in an area at a specific time
- Common areas- building schedules will be created to regulate flow and reduce cross traffic
- Bottle Filling Stations - students are asked to provide personal water bottles. Students will have opportunities throughout the day to have access to fresh water
- Hand sanitizer - sanitizing stations will be located at student entrances, within classrooms, within the cafeteria, and at other areas where handwashing is not possible
- Classroom Closets - Classroom closets will be utilized to store personal belongings

## **Classroom Structure and Instruction**

- Classrooms will be arranged with maximum space between students to promote social distancing
- Students will be cohorted within classrooms to address specific student academic and social-emotional needs
- Instruction will include a minimum of 90 minutes of reading instruction and 60 minutes of math instruction
- Instructional schedules will be determined by the administration and classroom teachers
- Support staff will be assigned to provide supplemental instruction within the general education classroom
- Class sizes will be determined by the number of parents that select traditional instruction
- Staff will be encouraged to use outdoor instructional space as often as possible
- PE, Art, and music will be offered on 9 week rotations
- Classroom teachers will reduce the amount of shared resources within the classroom
- Shared resources will be sterilized between use
- Special education services will be provided based on Case Conference Committee decisions
- Students and non-students may choose to wear face masks or face shields.



### **Breakfast and Lunch**

- Students wanting school breakfast will pick up the breakfast and eat in the cafeteria
- Lunch schedules have been altered to reduce the number of students in the cafe and food service area at any one time
- Additional eating areas are being utilized to allow for reduced capacity

### **Recess**

- Recess schedules will be designed to limit the number of students in the recess area at one time
- Indoor and outdoor facilities will be utilized for recess
- Playground equipment will be sterilized throughout the day
- Areas may be designated if multiple classes are using the recess area at the same time

### **Dismissal**

- Students will be dismissed by class to encourage social distancing
- Parent pickup will be at door AE1 beginning at 3:10
- Walkers will be dismissed through door AE1 at 3:10
- Buses will pick up on the East Side of the building beginning at 3:10



## Central Noble Junior-Senior High Safe Re-entry Plan for Traditional Instruction

### **Hours of Operation**

- Doors will be open for student access at 7:45.
- School begins at 8:25 and concludes at 3:17

### **Arrival** - Students will enter the building and go to the gym or cafe

- Car Rider/Walkers- Enter through Door 1
- Junior High Bus Riders - Enter through door 18
- High School Bus Riders and HS Drivers- Enter through door 14
- Buses will be released one bus at a time
- IMPACT and Work-based Learning students enter through Door 1

### **Facility Usage**

- Restrooms - restroom usage times will be staggered to reduce the number of students in an area at a specific time
- Common areas- building schedules will be created to regulate flow and reduce cross traffic
- Passing Periods will be shortened to reduce the congregation of students
- Passing periods will be staggered to reduce the number of people in the building at one time
- Bottle Filling Stations - students are asked to provide personal water bottles. Students will have opportunities throughout the day to have access to fresh water
- Hand sanitizer - sanitizing stations will be located at student entrances, within classrooms, within the cafeteria, and at other areas where handwashing is not possible
- Lockers - students will be allowed to utilize lockers.
- Locker room capacities will be monitored and regulated
- Athletes can place athletic gear in athletic lockers prior to the instructional day

### **Classroom Structure and Instruction**

- Classrooms will be arranged with maximum space between students to promote social distancing
- Students may be cohorted within classrooms to address specific student academic and social-emotional needs
- Instructional schedules will be determined by the administration and classroom teachers
- Support staff will be assigned to provide supplemental instruction within the general education classroom



- Staff will be encouraged to use outdoor instructional space as often as possible
- Classroom teachers will reduce the amount of shared resources within the classroom
- Shared resources will be sterilized between use
- Special education services will be provided based on Case Conference Committee decisions
- Students and non-students may choose to wear face masks or face shields.

### **Breakfast and Lunch**

- Students wanting school breakfast will pick up the breakfast and eat in the cafe or in the Cougar U classroom
- Lunch schedules have been altered to reduce the number of students in the cafe and food service area at any one time
- Additional eating areas are being utilized to allow for reduced capacity

### **Recreation Time**

- Recreation schedules will be designed to limit the number of students in the recreation area at one time
- Indoor and outdoor facilities will be utilized for recreation
- Recreation equipment will be sterilized throughout the day

### **Dismissal**

- Students will be dismissed by grade level to encourage social distancing
- Parent pickup will be at door 1 beginning at 3:17
- Walkers will be dismissed through door 1 at 3:17
- Buses will pick up on the east side of the building at 3:17

