

# EATON MIDDLE SCHOOL FALL 2020 REOPENING PLANS

*In conjunction with the Eaton District Plan*

Last updated: August 21, 2020



## OPTION 1

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY  
WITH SAFETY PROTOCOLS  
(INCLUDING REMOTE LEARNING IF THE DISTRICT IS REQUIRED TO CLOSE)

## OPTION 2

STUDENTS AT HOME DAILY  
REMOTE LEARNING WITH ECS TEACHER

Items in Red = Updated 8/21/2020

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# Eaton Community Schools

## Fall 2020 Reopening Plan

### Introduction

Eaton Community Schools Administrative Team met throughout the summer monitoring guidance and participating in discussions with the Preble County Health Department (PCHD), Ohio Department of Health, the Governor's Office, and collaborating with other school districts, as well as the Preble County Return to School Coalition. Eaton Community Schools also reached out to parents and staff for feedback and information. This plan is subject to be revised as health circumstances change in the state of Ohio, in Preble County and in the Eaton Community.

Feedback from parents and staff, as well as health authorities, was used to determine the best plan for our students and staff returning to school. At this time, Eaton Community Schools plans to reopen for our students on August 25, 2020. Eaton Community Schools also plans to offer parents a remote learning option if they determine that in-person instruction is not safe for their child(ren) and/or family.

### **Face Coverings \*Please see Ohio Department of Health (ODH) definition of face covering below.**

We understand the variety of thoughts regarding face coverings. The Eaton Community Schools plan reflects the guidance of the Preble County Health Department, Ohio Department of Health Orders and the recommendations stated in the Ohio Health Department COVID-19 Health and Prevention Guidance.

Eaton Community Schools is requiring that face coverings be worn by all students, staff, and visitors to our building in all common areas. If students and staff are unable to socially distance, a face covering must be worn. Face coverings will be required on buses, while entering and exiting the school building, while picking up food in the cafeteria line, in the hallways, restrooms, and other common areas. Face coverings **will** be required in the classroom when social distancing **of six feet or more** is not possible. We will be providing 1-2 reusable cloth face coverings for all students and staff. We will also be providing disposable face coverings for students and staff who forget to bring their own face covering to school or on the bus.

Eaton Community Schools believes our students need to be in school to maximize their learning and their physical and mental health. **Eaton Community Schools may not be able to continue in-person education if we have a spread of the virus.** This face covering plan and other components throughout this plan reflect the measures Eaton Community Schools believes will optimize our chances of continuing in-person education throughout the entire 2020-2021 school year. We will all need to work together, while understanding all of us are experiencing a different school year.

**It was announced on August 4, 2020, that the Ohio Department of Health issued an order requiring that K-12 children wear face coverings while at school. The new mandate comes after the Ohio Children's Hospital Association and American Academy of Pediatrics Ohio Chapter issued a joint letter today recommending widespread use of masks in schools with the following exceptions:**

1. Children under the age of 2 years old.
2. Any child unable to remove the face covering without assistance.
3. A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering (e.g. severe anxiety or a tactile aversion).
4. A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask.
5. A child with a facial deformity that causes airway obstruction.

\*The Ohio Department of Health (ODH) Interim Director, Lance D. Himes issued a DIRECTOR's ORDER on August 13 regarding The Use of Facial Coverings in Child Education Settings. On August 15, Governor DeWine and Director Himes clarified that the August 13 Director's Order disallowed Face Shields as a face covering in place of a cloth mask. The requirement to wear a mask does not apply with the following exemptions:

- a. The individual has a medical condition including respiratory conditions that restricts breathing, mental health conditions, or a disability that contraindicates the wearing of a facial covering; or
- b. The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary;
- c. The individual is actively participating in outdoor recess and/or physical activity where students are able to maintain a distance of six feet or more or athletic practice, scrimmage, or competition that is permitted under a separate Department Health Order;
- d. The individual is seated and actively consuming food or beverage;
- e. Where students and staff can maintain distancing of at least six feet and removal of the facial covering is necessary for instructional purposes, including instruction in foreign language, English Language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument;
- f. Students are able to maintain a distance of six feet or more and a mask break is deemed necessary by the educator supervising the educational setting;
- g. The individual is alone in an enclosed space, such as an office; or
- h. When an established sincerely held religious requirement exists that does not permit a facial covering.

## **Social Distancing**

Eaton Community Schools will be following recommendations for social distancing. Therefore, we will be teaching, re-teaching, encouraging and promoting appropriate social distancing throughout our buildings and grounds. This will include signage, floor markings, adjusted traffic flow, and adequate spacing in large gathering spaces like cafeterias. We will continue to monitor and adjust our protocols as necessary throughout the year.

## **Daily Cleaning/Disinfecting**

Students will be provided multiple opportunities to practice handwashing throughout the day. We are securing all supplies needed for daily cleaning and disinfecting. Daily cleaning, which includes disinfecting all high touch surfaces, will be performed by our custodial staff.

In addition, desks, chairs, doors, and other high touch surfaces in classrooms will be cleaned between each class period or as appropriate based on building needs. Students and staff will work together to ensure our classroom surfaces remain clean throughout the day. Hand sanitizer will be available in all classrooms and various locations throughout the district.

## **Home Health Checks**

As we go through the school year, all staff and students are required to check symptoms daily before leaving home for school. Any staff, student or visitor experiencing two or more COVID-19 symptoms, should stay home for their safety and the safety of others. The following are the known symptoms of COVID-19, according to the Centers for Disease Control & Prevention.

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

## EATON MIDDLE SCHOOL FALL 2020 REOPENING

### OPTION 1 – STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

## Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures at or above 100°F must stay home. Please ensure students wash and sanitize hands prior to leaving home.</li><li>• Provide a face covering for your student to wear when needed. <b>If your child cannot wear a face covering due to doctor’s orders, a note must be provided their doctor.</b></li><li>• <b>Please call the school by 8:30 if your child will be absent that day.</b></li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Wash and sanitize hands prior to leaving home.</li><li>• Wearing a face covering is required when entering, exiting, or moving around the room.</li><li>• <b>Face covering is required at all times whether sitting at your desk, working directly with staff and/or students, or walking around in the classroom. It is understood that all of us are adjusting to face coverings and every so often need to remove the face covering to reset to simply “catch a breath”. Having the face covering down off their mouth/nose for brief respites (30 seconds or so) is going to be necessary. If we have students keep the face coverings on as a rule when inside of 6 feet, we will have a much better chance of maintaining safety and staying in school.</b></li><li>• Maintain maximum physical distance from peers whenever possible.</li><li>• Assist with cleaning work areas when necessary and age appropriate, example: obtain a paper towel when entering the room to wipe any residual cleaner.</li><li>• Wash and/or sanitize hands upon classroom arrival.</li></ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Wear a face covering when working one-on-one with students or when circulating around the room and proper physical distancing cannot be maintained.</li><li>• Ensure students maintain physical distance whenever possible.</li><li>• Assign seats.</li><li>• Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.</li><li>• Use supplies provided to spray desks, chairs, and any common materials as needed.</li><li>• Provide prompts and reminders, reteach and reinforce expectations, communicate with parents/caregivers, and communicate with building administrator(s) when previous attempts are not successful.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Wear a face covering when in classrooms.</li><li>• Make sure teachers are provided with all supplies needed daily including cleaning supplies and paper towels.</li><li>• Disinfect classrooms thoroughly after school.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Wear a face covering when in classrooms.</li><li>• Ensure classrooms and common areas are cleaned regularly.</li><li>• Ensure supplies are readily available for custodians and teaching staff.</li><li>• Assist and support teachers with reinforcement of student expectations regarding safe practices.</li><li>• Assist and support teachers, when necessary, in communication with parents/caregivers.</li></ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p>

# Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Provide a face covering for your student to wear when in hallways, at lockers, and in common areas.</li> <li>• Provide your student with a water bottle daily as water fountains will not be available for use.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a face covering is required when in hallways or at lockers and in common areas.</li> <li>• Report immediately to your classroom or cafeteria for breakfast, upon arrival to school.</li> <li>• Carry a water bottle as water fountains will not be available for use.</li> <li>• Follow all signage in the hallways and common area that includes: <b>School-Wide Expectations to Be Responsible, Be Respectful, and Be Proud.</b></li> <li>• <b>Locker use will be before school, during period 4 (lunch), and at dismissal at the end of the day.</b></li> <li>• <b>The Academic Wing/“Square” of the building will maintain “one-way traffic”. Students are to follow the arrows which will be visible throughout the Academic Wing. Other parts of building such as the cafeteria and middle school gym will be two-way traffic. Two-way traffic requires walking on the right side of the hallway.</b></li> </ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering when in hallways and common areas.</li> <li>• Supervise hallways and common areas to ensure students are reporting immediately to class/assigned area.</li> <li>• Provide prompts and reminders, reteach and reinforce expectations, communicate with parents/caregivers, and communicate with building administrator(s) when previous attempts are not successful.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering when in hallways and common areas.</li> <li>• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering when in hallways and common areas.</li> <li>• Ensure proper signage is installed in hallways and common areas.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Assist and support teachers with reinforcement of student expectations regarding safe practices.</li> <li>• Assist and support teachers, when necessary, in communication with parents/caregivers.</li> <li>• Develop and implement locker use schedules for buildings where lockers are issued to students.</li> <li>• Develop and monitor classroom dismissal time to maximize physical distancing and student safety.</li> </ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p>



# Drop-off, Pick Up and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures at or above 100°F must stay home.</li> <li>• Limit visits to school as much as possible. Follow building specific visitation guidelines.</li> <li>• Until further notice, there will be no visits during lunchtime or in classrooms.</li> <li>• If it is necessary to come to the building, please call ahead if at all possible.</li> <li>• Conduct your personal health screening prior to coming to a school building and do not come if you are running a fever at or above 100°F or showing other symptoms of COVID-19.</li> <li>• Follow posted guidelines and read all signage whenever entering the building.</li> <li>• Wearing a face covering is required when entering the building.</li> <li>• <b>Students are not to be dropped off before 7:10am</b></li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a face covering is required when entering, exiting, or moving around the building.</li> <li>• <b>The building opens at 7:10am. Students report directly to their lockers (unless receiving breakfast, then the expectation is report to your locker and comply with the following) to drop off items and gather what you will need until the lunch period. This includes getting your assigned chrome book and report directly to your first period class.</b></li> <li>• <b>Dismissal will occur as follows:</b> <ul style="list-style-type: none"> <li>○ <b>6<sup>th</sup> Grade Bus Riders – 2:00 p.m.</b></li> <li>○ <b>7<sup>th</sup> Grade Bus Riders – 2:05 p.m.</b></li> <li>○ <b>8<sup>th</sup> Grade Bus Riders – 2:08 p.m.</b></li> <li>○ <b>Walkers &amp; Car Riders – 2:15 p.m.</b></li> </ul> </li> <li>• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li> </ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering during student arrival and dismissal.</li> <li>• Provide prompts and reminders, reteach and reinforce expectations, communicate with parents/caregivers, and communicate with building administrator(s) when previous attempts are not successful.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering during student arrival and dismissal.</li> <li>• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> <li>• Ensure designated doors are propped open at arrival and dismissal, as needed/weather permits.</li> <li>• Ensure designated doors are closed after arrival and dismissal.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering during student arrival and dismissal.</li> <li>• Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.</li> <li>• Ensure proper signage is visible at entrances and exits.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Assist and support teachers with reinforcement of student expectations regarding safe practices.</li> <li>• Assist and support teachers, when necessary, in communication with parents/caregivers.</li> <li>• Ensure designated doors are propped open at arrival and dismissal, as needed/weather permits.</li> <li>• Ensure designated doors are closed after arrival and dismissal.</li> <li>• Develop and monitor arrival and dismissal times in order to maximize physical distancing and student safety.</li> </ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p>

# Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="121 337 331 362"><b><u>Parents/Caregivers</u></b></p> <ul data-bbox="157 386 1024 609" style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures at or above 100°F must stay home.</li><li>• Provide a face covering for your student to wear on the bus, at the bus stop, and while at school when needed.</li><li>• Follow the procedures for walkers and riders as determined by each building.</li></ul> <p data-bbox="121 649 220 673"><b><u>Students</u></b></p> <ul data-bbox="157 682 1024 933" style="list-style-type: none"><li>• Wash and sanitize hands prior to leaving home.</li><li>• Wearing a face covering is required while riding the bus and at the bus stop.</li><li>• Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.</li><li>• Go directly to assigned seat and remain seated, facing forward while riding the bus.</li><li>• Follow the procedures for exiting the bus as directed by the driver and/or aide.</li></ul> <p data-bbox="111 979 913 1036"><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p data-bbox="1060 337 1144 362"><b><u>Drivers</u></b></p> <ul data-bbox="1102 373 1984 597" style="list-style-type: none"><li>• Wear a face covering while students are on the bus.</li><li>• Precautionary measures will be taken when determining seating on the bus.</li><li>• Provide reminders to students of bus expectations- 2 per seat, wearing masks, seated facing forward.</li><li>• Provide prompts and reminders, reteach and reinforce expectations, communicate with transportation supervisor and/or building administrator.</li><li>• Ensure the bus is disinfected following outlined safety protocols.</li></ul> <p data-bbox="1060 638 1396 662"><b><u>School/District Administration</u></b></p> <ul data-bbox="1102 670 1963 828" style="list-style-type: none"><li>• Monitor drop off and dismissal to ensure students do not congregate in groups.</li><li>• Assist and support drivers with reinforcement of student expectations regarding safe practices. Assist drivers, when necessary in communication with parents/caregivers.</li></ul> <p data-bbox="1060 898 1438 922"><b>No additional items by EMS to this section.</b></p>

# Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• When it is necessary for parents to meet with teachers and/or building administrators, it will be necessary to determine the best venue, i.e. In person, via phone, or using a virtual platform.</li> <li>• In person meetings should follow appropriate physical distancing protocols and it is recommended masks be worn when entering, exiting, and moving around the building.</li> <li>• Conduct your personal health screening prior to coming to a school building and do not come if you are running a fever at or above 100°F or showing other symptoms.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a face covering is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.</li> <li>• Participate in meetings as requested by parents/caregivers or school staff.</li> <li>• Follow physical distancing protocols.</li> </ul> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering during meetings and conferences.</li> <li>• When it is necessary for teachers to meet with parent/caregivers and/or building administrators, it will be necessary to determine the best venue, i.e. In person, via phone, or using a virtual platform.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering during meetings and conferences.</li> <li>• Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering during meetings and conferences.</li> <li>• Provide parents/caregivers with options for in-person, phone, or video conferencing.</li> <li>• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.</li> <li>• Ensure physical space used for meetings allows for distancing guidelines.</li> </ul> <p><b><u>Building differences as noted</u></b></p> <p><b>East Elementary</b></p> <ul style="list-style-type: none"> <li>• Due to the limited space in the conference room, the preference is to hold virtual meetings to ensure safety of all involved.</li> </ul> <p><b>No additional items by EMS to this section.</b></p>

# Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• It will be necessary to ensure contact information is up to date in the event the nurse needs to contact home.</li> <li>• Make every effort to ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms of COVID-19.</li> <li>• Follow the <b><u>Return to School Procedure Document</u></b> provided when your child is sent home if ill.</li> <li>• <b>If picking up your child when sick, please call and ask for the health aide (937.456.2286) and the health aide will bring your child out to a designated location.</b></li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Use designated entrances and exits to the office/Clinic.</li> <li>• Following physical distancing protocols as much as possible when in office/Clinic.</li> <li>• Wearing a face covering is required when in or moving around the office/Clinic.</li> <li>• Follow isolation guidelines for the specific buildings.</li> </ul> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Nurse</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering when working individually with students.</li> <li>• Ensure the workspace is kept clean and disinfected.</li> <li>• Ensure physical distancing protocols are followed whenever possible.</li> <li>• Isolate students who are showing symptoms to a separate area away from other students already in the clinic.</li> <li>• Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.</li> <li>• Ensure doors to the clinic are open when not in use to ensure maximum air flow to the area.</li> <li>• Notify the building administrator when a student is sent home ill with COVID-19 symptoms.</li> <li>• If a student is sent home from school a <b><u>Return to School Procedure Document</u></b> will be provided to the parent/caregiver.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering when in the clinic.</li> <li>• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> <li>• Disinfect the isolation area after students who utilize the area have left the building.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Work diligently with the Nurse/Clinic Nurse to determine safety protocols/procedures in the clinic.</li> <li>• Ensure proper signage is installed.</li> <li>• Ensure regular cleaning and disinfecting takes place in the office/clinic area.</li> <li>• Ensure seating areas are properly physically distanced.</li> <li>• Ensure there is a student isolation area and that it is properly supervised.</li> </ul> <p><b>No additional items by EMS to this section.</b></p>

# Restrooms/Locker Rooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Provide a face covering for your student to wear when in restrooms and/or locker rooms.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a face covering is required when in restrooms and/or locker rooms.</li> <li>• Follow all signage in the hallways, common areas, restrooms, and locker rooms.</li> <li>• <b>Comply with Restroom Expectations... (Be Responsible, Be Respectful, and Be Proud)</b></li> <li>• Wash and sanitize hands prior to leaving the restroom.</li> </ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Assist in supervision of restrooms between classes to ensure limited numbers of students are in restroom at the same time.</li> <li>• Provide prompts and reminders, reteach and reinforce expectations, communicate with parents/caregivers, and communicate with building administrator(s) when previous attempts are not successful.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering when in the restroom or locker room.</li> <li>• Disinfect common areas based on a schedule provided by school administration.</li> <li>• This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in hallways, common areas and restrooms.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Assist and support teachers with reinforcement of student expectations regarding safe practices.</li> <li>• Assist and support teachers, when necessary, in communication with parents/caregivers.</li> <li>• Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.</li> <li>• Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.</li> </ul> <p>No additional items by EMS to this section.</p>

# Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Provide a face covering for your student to wear when not eating.</li> <li>• Limit visits to school as much as possible including visits to drop off forgotten items.</li> <li>• Until further notice, parents/caregivers will not be permitted to eat lunch with their child during lunchtime.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a face covering is required when in line or moving around the cafeteria.</li> <li>• Wash and/or sanitize hands prior to eating lunch</li> <li>• Sit in assigned seat prior to getting into the serving line.</li> <li>• If bringing a packed lunch, report immediately to your assigned seat.</li> <li>• <b>Comply with Cafeteria Expectations... (Be Responsible, Be Respectful, and Be Proud)</b></li> <li>• Follow physical distancing guidelines as much as possible when in line and in the serving areas.</li> <li>• Wash and/or sanitize hands prior to leaving the lunchroom.</li> </ul> <p>In addition to the expectations included in the district reopening plan, EMS will follow the additional expectations listed in purple above.</p> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering while in the lunchroom</li> <li>• Supervise designated eating areas to ensure students are properly physically distanced.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>• Monitor and issue passes for bathroom use during lunch time.</li> <li>• Follow protocols and procedures related to dismissal from the lunchroom in order to ensure physical distancing at the end of lunch.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering while in the lunchroom</li> <li>• Disinfect all table tops and seats before and after each lunch.</li> </ul> <p><b><u>Cafeteria Staff</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering while preparing and serving food.</li> <li>• Clean and disinfect serving areas and tables between lunches.</li> <li>• Protocols and procedures for the distribution of lunches will be determined at the building level</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Wear a face covering while in the lunchroom.</li> <li>• Ensure proper signage is installed in designated eating areas.</li> <li>• Ensure enough seating is provided for proper physical distancing and be practiced.</li> <li>• Add additional seating areas as needed/appropriate.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Assist and support teachers with reinforcement of student expectations regarding safe practices.</li> <li>• Assist and support teachers, when necessary, in communication with parents/caregivers.</li> <li>• Develop and monitor arrival and dismissal times in order to maximize physical distance and student safety.</li> </ul> <p>No additional items by EMS to this section.</p>

# Offices

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct your personal health screening prior to coming to a school building and do not come if you are running a fever at or above 100°F or showing other symptoms.</li><li>• Wearing a face covering is required when entering, exiting, and moving around the office/building.</li><li>• In-person office visits should follow appropriate physical distancing protocols.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Use designated entrances and exits to the office.</li><li>• Following physical distancing protocols as much as possible when in office.</li><li>• Wearing a mask is required while in or moving around the office.</li></ul> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Wearing a face covering is required when moving around the office area.</li><li>• Follow physical distancing protocols.</li></ul> <p><b><u>Office Staff</u></b></p> <ul style="list-style-type: none"><li>• Wearing a face covering is required when in the office area.</li><li>• Monitor and limit the number of people in the office at any one time.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Wear a face covering when in the office area.</li><li>• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Assist the office staff in monitoring and limiting the number of people in the office at any one time.</li><li>• Ensure proper signage is installed in the office and leading into the office.</li><li>• Ensure regular cleaning and disinfecting takes place in the office area.</li><li>• Ensure seating areas are properly, physically distanced.</li></ul> <p><b>No additional items by EMS to this section.</b></p>

## Remote Learning Option

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Monitor student progress on coursework.</li> <li>• Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>• Communicate questions and concerns immediately to staff.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.</li> <li>• Communicate questions and concerns immediately to teachers.</li> <li>• Participate in virtual sessions with teachers as scheduled.</li> <li>• Watch lessons provided by teachers and complete assignments according to timelines.</li> </ul> <p><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Create lessons that are engaging for students using a variety of strategies.</li> <li>• Regularly communicate with remote learners.</li> <li>• Appropriately communicate with parents/caregivers of remote learners, especially if there are concerns.</li> <li>• Frequently communicate with administrators regarding remote learners.</li> <li>• Provide access to the building administrator to your Google Classroom.</li> <li>• Use Google Classroom as the platform for all assignments, links to resources, etc.</li> <li>• Grade work in a timely manner and provide feedback to students on assignments.</li> </ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"> <li>• The district will provide a Chromebook for each student to use at home; students will not be asked to share devices.</li> <li>• The district will provide Hotspots for families who need a device to connect to the Internet.</li> <li>• Provide help desk assistance to families when technology issues occur.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure each student has a device at home.</li> <li>• Frequently communicate with teachers on student progress of remote learners. As appropriate, access teachers’ Google Classrooms.</li> <li>• Collaborate with teachers to determine grading, accountability and protocols and procedures for remote learners.</li> </ul> <p><b>No additional items by EMS to this section.</b></p>



**ECS FALL 2020 REOPENING  
RESOURCES**

**Local Resources**

**Preble County Health Department**

[Preble County COVID-19 Case Report](#)

**Preble County Mental Health & Recovery Board**

[Mental Wellness](#)

**State & National Resources**

**American Academy of Pediatrics**

[COVID-19 Planning Considerations: Guidance for School Re-entry](#)

**Ohio Department of Education**

[Reset and Restart – Education Planning for Ohio Schools and Districts](#)

**Ohio Department of Health**

[Coronavirus](#)

[Public Health Orders](#)

**Ohio Governor's Office**

[COVID-19 Update: School Guidelines, Public Health Advisory System](#)

[News Releases](#)