

# EATON HIGH SCHOOL FALL 2020 REOPENING 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 the 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 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 HIGH 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. If your child cannot wear a face covering due to doctor’s orders, a note must be provided their doctor.</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>• Face covering is required at all times whether sitting at your desk or working directly with staff and/or students. It is understood that all of us are adjusting to face coverings and every so often need to remove the cover to reset or simply “catch a breath.” Having the face covering down off their mouth/nose for brief respites (30 seconds or less) is going to be necessary. If we have students keep the face coverings on as a rule when inside 6 feet, we will have a much better chance of maintaining safety and staying in school.</li><li>• Maintain maximum physical distance from peers whenever possible.</li><li>• Assist with cleaning work areas 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><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>

# 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 areas.</li> <li>• Academic wing of the high school will maintain one-way traffic. Students are to follow signage that will be visual throughout the academic wing. Other parts of the building, such as the hallway to the cafeteria, will be two-way traffic. Two-way traffic requires walking on the ride side of the hallway.</li> <li>• Stairwell by the main lobby will be assigned for going upstairs and the two stairwells on East side of the academic wing will be used for going downstairs.</li> <li>• There will be an empty locker between each assigned locker.</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 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>

# 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></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>• Report directly to your assigned classroom/area upon arrival to school to pick up your ChromeBook for the day.</li><li>• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li><li>• Students being dropped off will enter the building from the west doors off of Camden Road. At the end of the day these students will be dismissed to this area at 2:10 p.m.</li><li>• Student drivers will remain in their vehicle until 7:20 a.m., at which point they will enter the building through the student parking lot doors. At the end of the day these students will be dismissed at 2:15 p.m. This will include student athletes remaining on campus.</li><li>• Bus riders will be dismissed by the drivers to enter through the south side/bus parking lot doors. At the end of the day these students will be dismissed to the busses, staggered, between 2:05 p.m. and 2:08 p.m.</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 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>

# 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 974" 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><li>• For arrival and dismissal times, see Drop-off, Pick Up and Visitors</li></ul> <p data-bbox="109 1015 913 1071"><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 600" 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 641 1396 665"><b><u>School/District Administration</u></b></p> <ul data-bbox="1102 673 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>

# 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>

# Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="121 337 331 362"><b><u>Parents/Caregivers</u></b></p> <ul data-bbox="159 370 1031 691" 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>• If picking up your child when sick, please call and ask for the health aide (937-456-1141) and the health aide will bring your child to a designated location.</li></ul> <p data-bbox="121 732 218 756"><b><u>Students</u></b></p> <ul data-bbox="159 764 936 959" 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 high school.</li></ul> <p data-bbox="111 995 911 1052"><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p data-bbox="1062 337 1129 362"><b><u>Nurse</u></b></p> <ul data-bbox="1108 370 1990 797" 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 data-bbox="1062 837 1184 862"><b><u>Custodians</u></b></p> <ul data-bbox="1108 870 1969 1057" 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 data-bbox="1062 1097 1230 1122"><b><u>Administration</u></b></p> <ul data-bbox="1108 1130 1976 1325" 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>

# Restrooms/Locker Rooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="121 337 331 362"><b><u>Parents/Caregivers</u></b></p> <ul data-bbox="170 370 1024 427" 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 data-bbox="121 467 220 492"><b><u>Students</u></b></p> <ul data-bbox="170 500 993 735" 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>• Follow all high school protocols as it relates to student restroom and/or locker room use.</li><li>• Wash and sanitize hands prior to leaving the restroom.</li></ul> <p data-bbox="111 808 909 865"><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p data-bbox="1060 337 1285 362"><b><u>Teachers/Assistants</u></b></p> <ul data-bbox="1108 370 1921 532" 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 data-bbox="1060 573 1186 597"><b><u>Custodians</u></b></p> <ul data-bbox="1108 605 1974 760" 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 data-bbox="1060 792 1228 816"><b><u>Administration</u></b></p> <ul data-bbox="1108 824 1984 1141" 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>

# Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="121 305 331 329"><b><u>Parents/Caregivers</u></b></p> <ul data-bbox="157 342 997 505" 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 data-bbox="121 545 220 570"><b><u>Students</u></b></p> <ul data-bbox="157 583 1029 889" 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>• Follow protocols and procedures for restroom use during lunch periods.</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 data-bbox="111 930 911 987"><b>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</b></p>	<p data-bbox="1060 305 1285 329"><b><u>Teachers/Assistants</u></b></p> <ul data-bbox="1108 342 1984 597" 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 data-bbox="1060 638 1184 662"><b><u>Custodians</u></b></p> <ul data-bbox="1108 675 1816 732" 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 data-bbox="1060 773 1222 797"><b><u>Cafeteria Staff</u></b></p> <ul data-bbox="1108 810 1974 932" 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 data-bbox="1060 972 1230 997"><b><u>Administration</u></b></p> <ul data-bbox="1108 1010 1932 1326" 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 to 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>• Develop and monitor arrival and dismissal times in order to maximize physical distance and student safety.</li></ul>

# 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>

## 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 synchronous virtual sessions with teachers as scheduled.</li> <li>• Watch lessons provided by teachers and complete assignments according to timelines.</li> </ul>	<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>

**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](#)