

# CLOVERLEAF LOCAL SCHOOLS



**COVID-19 Restart Guide**

**2020-2021 school year**

**(Edited August 27, 2020)**

We thank the many people who participated in the 53-member Cloverleaf Schools ReStart Task Force. We also thank the Cloverleaf staff and administration who have contributed during private conversations, brainstorming sessions, and administrative Zoom meetings.

The information shared below is subject to change based on up-to-date information provided by the Ohio Department of Education, Ohio Department of Health, and/or the Medina County Health Department.



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# Plan Components

|   |   |
|---|---|
| <b>OPERATIONS</b> <ul style="list-style-type: none"><li>● Health and Safety</li><li>● Technology</li><li>● Maintenance/Custodial and Sanitizing</li><li>● Transportations</li><li>● Food Services</li></ul> | <b>INSTRUCTIONAL DELIVERY</b> <ul style="list-style-type: none"><li>● Curriculum</li><li>● Online Learning</li><li>● Face-to-Face</li></ul> |
| <b>STAKEHOLDERS</b> <ul style="list-style-type: none"><li>● 53-Member Restart Task Force</li><li>● BOE</li><li>● Employees</li><li>● Learning Community</li></ul>   | <b>RESOURCES</b> <ul style="list-style-type: none"><li>● Budget</li><li>● Time</li><li>● People</li><li>● Facilities</li></ul>              |



# Operations

- **Health & Safety-** Cloverleaf Local Schools will coordinate directly with the Medina County Health Department to determine a course of action for when a confirmed case has entered our district/school(s). Protocols are being developed by the Ohio Department of Health regarding specific steps our district will take in the event of confirmed COVID cases within our school community. We will teach healthy hygiene, social distancing, intensify cleaning and disinfection, and require sick staff/students to stay home.
- **Technology-** Cloverleaf Local Schools has implemented one-to-one devices for grades K-12 to promote safety. We will deliver a learning platform necessary to meet the needs of all learners.
- **Maintenance/Custodial & Sanitizing-** Cloverleaf Local Schools will implement cleaning and disinfecting common areas multiple times daily focusing on frequently touched surfaces. Maintenance/Custodial staff will follow an EPA approved list and manufacturer's instructions for all cleaning and disinfection products.
- **Transportation-** Cloverleaf Local Schools will transport students to school and also encourage parents to transport children if desired to reduce the number of students riding buses. Students are required to wear masks and have assigned seats on school transportation. No more than 2 students will be assigned to a seat.
- **Food Services-** Cloverleaf Local Schools will make available breakfast and lunch to all students.

# Instructional Delivery

## PREMISE

The Centers for Disease Control and Prevention and Ohio Department of Health indicate that COVID-19 will be present at the start of the 2020-2021 academic year. Also, as has been the experience over the past several months, conditions can change rapidly. District and school planning will need to contemplate various contingencies. As a result, Cloverleaf will operate under the following assumptions:

- Cloverleaf Local Schools planning must be flexible and responsive to ensure the health and safety of all students and adults.
- Cloverleaf will need to have the capacity to operate in various models at different times and, sometimes, with minimal advance notice.
- When schools are operating with students in the building, they will need to adhere to health and safety guidelines set forth by the Ohio Department of Health and the Medina County Health Department. Guidelines may change as circumstances change.
- The traditional school experience as it was known prior to the onset of the pandemic will be different, as will many of the day-to-day practices of schools.

***Our plan is based on the premise that the best educational environment for our students is one in which they are here in school, on campus 100% of the time. Our survey clearly indicated that is the desire of our Cloverleaf parents. In the midst of the current pandemic, that means we will have to significantly alter our physical school environment to keep our students and staff safe while providing the best possible educational environment within the confines of social distance.***





## **INSTRUCTIONAL DELIVERY MODELS**

### **1- Students On Campus for Face-to-Face Instruction**

Our students' safety is paramount. For students planning to attend school on campus, we have attempted to create a schedule and school environment that is safe for our students. When selecting face-to-face instruction, it is important for families and students to consider that the school day is going to look different from what students have been accustomed. Those differences are described later in this document.

Should the COVID situation require schools to close after the school year has started, those students who were attending school in person would switch to remote instruction. In that case, those students will continue to receive instruction from their classroom teacher(s) remotely. How that is structured will be communicated to students and families by teachers.

### **2- Cloverleaf Online Learning Academy**

We understand that some parents may not feel comfortable sending their child(ren) to school during this pandemic. For those families, we are offering a 100% online option. The online option is a self-contained online learning curriculum that is aligned with state standards. Although the curriculum will not be taught by our Cloverleaf teachers, students will be assigned a teacher facilitator to create learning schedules and timeframes, answer questions, provide guidance, and assist students with keeping them on pace with their coursework. The younger your child is, the more parental involvement will be required for your child to be successful in the 100 percent online options.

For a more complete explanation, please click the following links:

[\*\*FAQs for Online Option\*\*](#)

[\*\*Colts Online Learning Academy Grades 6-12 Website.\*\*](#)

[\*\*Colts Online Learning Academy Grades K-5 Website\*\*](#)

[\*\*Colts Online Learning Academy Software Grades 6-12\*\*](#)

[\*\*Colts Online Learning Academy Software Grades K-5\*\*](#)



### **3-Transition to Remote Instruction**

We understand there are circumstances that could occur causing the need to transition from in-person to remote instruction. One example of such a transition was the Governor's mandate to close all schools to in-person instruction in March, 2020. Aside from a Governor order or a separate recommendation from the Medina County Health Department to close, Cloverleaf is establishing the following objective local criteria to transition to remote instruction.

**County Indicator-** If Medina County is level 3 (Red) and "high incidence" (high incidence defined as 100 new cases per 100k county population over a 2-week period), Cloverleaf will transition within a reasonable time to remote instruction. If Medina County is reduced from level 3 (Red) to level 2 (Orange), the district will transition back to in-person instruction within a reasonable time-frame.

**Cloverleaf Indicator-** If any individual District school has a sustained illness rate of 8% of the in-person student population for three (3) consecutive school days (Wednesdays will NOT be used for the high school calculation; therefore, Tuesdays and Thursdays shall be considered "consecutive days"), the school shall be closed for a period of at least two (2) calendar weeks. Known absences for non-illness will not be counted in the 8% threshold (i.e., college visits).

**Other Indicators-** If Cloverleaf receives a recommendation by the Medina County Department of Health or the Ohio Department of Health to close its schools to in-person learning during COVID, the district shall comply with the recommendation. If, in consultation with the Medina County Health Department, it is determined that one or more of the District's school buildings cannot remain open for reasons not explicitly stated in this document, the superintendent will make such a decision to transition one or more school buildings to remote instruction in a reasonable amount of time with appropriate prior communication to parents.





# Grading/Homework

## Cloverleaf Elementary School

Teachers at Cloverleaf Elementary School will evaluate and report student learning in accordance with board policy. CES teachers will design learning that aligns with Ohio's Learning Standards and locally developed curriculum maps. Students are expected to move forward in the curriculum at an appropriate pace determined by the teacher. At grades PK-2, grades will continue to be standards based with the same expectations as in-class. The grades will be based on Formative and Summative Assessments (Practice, homework, quizzes, classwork, etc..).

Due to our efforts to follow social distancing guidelines, it will not be possible for students to be with their teachers in a traditional classroom setting the entire school day. Students will be in a classroom and their teachers will come to them. While they are not with their teachers, students will be monitored by a staff member and will be expected to log into Google Classroom and complete learning activities as assigned. The students will have support to navigate the assignments. Students and teachers may engage in small group instruction and participate in one to one assessments and interventions. (It is important to note that periodic movement throughout the school day, including recess, is part of our plan.)

Students opting to attend the Cloverleaf Online Learning Academy will be assessed and assigned grades according to their demonstration of maintaining a prescribed learning pace in their online courses and performance as demonstrated on multiple assessments. Final grade reporting will be in accordance with board policy.



## Cloverleaf Middle School

Teachers at Cloverleaf Middle School will evaluate and report student learning in accordance with board policy (traditional A,B,C,D,F scale). CMS teachers will design learning that aligns with Ohio's Learning Standards and locally developed curriculum maps. Students are expected to move forward in the curriculum at an appropriate pace determined by the teacher. At Cloverleaf Middle School, grades are weighted as such: 80% Summative Assessment (Demonstration of Learning), 20% Formative Assessment (Practice, homework, classwork, etc..).

Due to our efforts to follow social distancing guidelines, it will not be possible for students to be with their teachers in a traditional classroom setting the entire school day (To minimize transitions, traditional class changes will not occur). Students will be in a classroom and their teacher will come to them. While they are not with their teacher, students will be monitored by a staff member and will be expected to log into Google Classroom and complete learning activities as assigned. Students will have support to navigate the assignments. Students and teachers may engage in small group instruction and participate in one to one assessments and interventions. (It is important to note that periodic movement throughout the school day is part of our plan.)

Students opting to attend the Cloverleaf Online Learning Academy will be assessed and assigned grades according to their demonstration of maintaining a prescribed learning pace in their online courses and performance as demonstrated on multiple assessments. Final grade reporting will be in accordance with board policy (traditional A,B,C,D,F scale). Middle school students who are taking classes for high school credit will receive their final transcribed grade in accordance with board policy (traditional A,B,C,D,F scale).

## Cloverleaf High School

Teachers at Cloverleaf High School will evaluate and report student learning in accordance with board policy. CHS teachers will design learning that aligns with Ohio's Learning Standards and locally developed curriculum maps. Students are expected to move forward in the curriculum at an appropriate pace determined by the teacher. At Cloverleaf High School, grades are weighted as such: 80% Summative Assessment (demonstration of learning), 20% Formative Assessment (practice, homework, classwork, etc.).



Due to our efforts to follow social distancing guidelines, it will not be possible for students to be with their teachers in a traditional classroom setting every school day. On days that students do not attend the traditional classroom, they are expected to log into Google Classroom and complete learning activities as assigned. When students are not with their assigned teachers, they will be provided a supervised learning space. All students are required to check in with their teachers for virtual periods that are scheduled for every Wednesday (see CHS schedule for more details). Although students are not required to be in the high school building during their virtual day, they are welcomed to do their work in the school in a supervised, socially-distanced work environment.

Students opting to attend the Cloverleaf Online Learning Academy will be assessed and assigned grades according to their demonstration of maintaining a prescribed learning pace in their online courses and performance as demonstrated on multiple assessments. Final transcribed grade reporting will be in accordance with board policy.



# Health and Safety



## OVERVIEW

### School

Cloverleaf Local Schools will provide face-to-face instruction on campus following the CDC, state, and local guidelines.

1. Student and staff groupings are as static as possible and/or transitions are minimized
2. Restriction of nonessential visitors, volunteers and activities
3. All learning spaces have student seating socially distanced at 6 feet.
4. Seating charts/assigned seating in all classrooms
5. Transition schedules will be created to minimize the number of students and staff in common spaces
6. Students will have belongings separated and will not share supplies
7. Intensified cleaning/sanitizing procedures will be implemented daily
8. Promote healthy hygiene and social distancing practices
9. Accessible health and safety supplies, including PPE.

### Visitors

Cloverleaf will limit visitors/volunteers in buildings to the greatest extent possible. Any visitor that does need to enter the building will be required to sign off that they do not have symptoms including a temperature of 100F or above.



## School Picture Day

Each school will work collaboratively with the photography companies to comply with health and safety guidelines. The new procedures may cause delays in receiving pictures for families. Group pictures will not be taken.

## Meet & Greet/Orientation

Traditional open houses and orientations will not occur this year. Each building is working on plans to provide a similar experience through virtual platforms. More details are to come from each building. The traditional Freshman First Day and 6th Grade Colt Kickoff (6th grade only day) are cancelled for this school year.

## Face Masks

All students and staff are required to wear face masks in accordance with orders of the Ohio Department of Health ([Director's Order Requiring the Use of Facial Coverings in Child Education Settings](#)).

According to the Ohio Department of Health, a “facial covering (mask) is any material that covers an individual’s nose, mouth, and chin.” As of August 15, 2020, the Ohio Department of Health is following the CDC’s guidance and “prohibiting the schoolwide use of face shields as a substitute for facial coverings/masks ... It is understood that some circumstances, such as the need for lip reading, require an alternative to masks.”

## IEP/ETR/504 Meetings

When possible, IEP/ETR/504 meetings will be held virtually for parents and staff.

## Events/Assemblies/Field Trips

All extra events will not be held at this time. Guidance from the Ohio Department of Education, Ohio Department of Health, Medina County Health Department, and Ohio High School Athletic Association will be utilized to make future decisions as to any large events.



## Sports/Extracurricular Activities

Cloverleaf believes in the value of sports and other extracurricular activities that give students an outlet to connect with each other and contribute to their physical, social, and emotional well-being. As such, we at Cloverleaf are dedicated to allowing our students to participate to the fullest safe extent while honoring the input of the Governor's office, the Ohio High School Athletic Association (OHSAA), and the Medina County Health Department. We will follow the OHSAA participation timelines understanding that many other Ohio school districts are not. As such, it is likely that published athletic schedules will be changed often and with little advance notice.

## School Informational Postings

All schools and offices will display signage promoting infection control strategies (i.e. cough/sneeze etiquette, proper handwashing, appropriate use of face masks, physical distancing, importance of staying home when sick, etc.).

## Clean and Sanitize

We will frequently clean surfaces, paying particular attention to high-touch areas (stair handrails, door handles, counters, desks, tables, chairs, lavatories, computers, books, etc.). Cleaning and sanitation will take place regularly during the school day and sanitizing will take place before students arrive the following school day.

## Additional Health and Safety Measures

Cloverleaf Local Schools has considered and implemented several health and safety measures for the 2020-2021 school year. These measures include:

- Masks for all staff members
- Students are expected to bring their own masks. Masks will be available for those who forget.
- Hand sanitizer available in classrooms and all common spaces and entries
- Reusable water bottles provided for all students
- Separate clinic protocols established for symptomatic students
- Additional cleaning supplies, cleaning personnel, and procedures
- Signs and directional arrows to remind students/staff of new procedures
- Assigned seats and logs of student movement for contact tracing.



## General Expectations

| Student and Parent/Caregiver   | Staff   |
|--|---|
| <p><b>Parents/Caregivers</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 over 100°F or other symptoms of illness must stay home.</li><li>● Ensure caregivers are available to pick up children who fall ill at school.</li><li>● Provide a mask for your student to wear as required.</li><li>● Ensure your children wash their hands often with soap and water for at least 20 seconds.</li><li>● Provide children with a backpack large enough to carry all materials as lockers may not be assigned. 6-12 students will be able to keep materials in their classrooms or carry them throughout the day,</li></ul> <p><b>Students</b></p> <ul style="list-style-type: none"><li>● Wash your hands often with soap and water for at least 20 seconds.</li><li>● Use hand sanitizer often.</li><li>● Wear cloth face masks.</li><li>● Carry a backpack large enough to carry all materials as lockers may not be assigned. 6-12 students will be able to keep materials in their classrooms.</li><li>● Cover coughs and sneezes (with the sleeve or elbow, not the hand).</li><li>● Do not touch any other person.</li></ul> | <p><b>All Employees</b></p> <ul style="list-style-type: none"><li>● Wear a cloth mask.</li><li>● Conduct a wellness check including temperature prior to coming to work. Employees with temperatures over 100°F or other symptoms of illness must stay home.</li><li>● Wash your hands often with soap and water for at least 20 seconds.</li><li>● Use hand sanitizer often.</li><li>● Cover coughs and sneezes (with the sleeve or elbow, not the hand).</li><li>● Do not touch any other person except in the case of an emergency in which student safety is at risk.</li></ul> <p><b>Teachers/Assistants</b></p> <ul style="list-style-type: none"><li>● Ensure classroom setup of desks provides physical distancing for students.</li><li>● Ensure students maintain physical distance whenever possible.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li></ul> <p><b>Custodians</b></p> <ul style="list-style-type: none"><li>● Make sure teachers are provided with all supplies needed, such as daily sanitizers.</li><li>● Disinfect classrooms daily.</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>● Ensure procedures are in place to maximize social distancing whenever possible.</li><li>● Ensure supplies are readily available for staff.</li></ul> |



# Teachers/Staff

## Student Learning

It is important to note that expected health practices will require new learned behaviors. Teachers will emphasize these practices during classes to establish the proper routines and implement age-appropriate learning about COVID-19 control strategies for students. This will be an on-going effort to reinforce the importance of handwashing, physical distancing, use of face masks, cough/sneeze etiquette, and the importance of staying home when sick or displaying symptoms.

## Employee Training

Staff members will receive training on all school protocols for safety. Adequate education will be provided (by the school nurse) for all school personnel to know and recognize the most likely symptoms of COVID-19. District substitutes will also be trained on all COVID safety measures.

## Face Masks

All students and staff/service providers are required to wear face masks.





# Classroom Safety Protocols

## District Wide

### **Social Distancing**

The foundation of our plan is 6 feet of social distance in the classroom environment. To accommodate social distance, we will be using traditional spaces in non-traditional ways. For example, cafeterias and gymnasiums may now be used as traditional classrooms. We will also be renting mobile classrooms to ensure social distance at our middle school (our smallest building) during instruction.

Cloverleaf will require all students and staff to wear face masks as directed by Governor DeWine.

## Cloverleaf Elementary

Students will largely remain in one classroom and staff will rotate to them (Specials and team teachers), unless the student's IEP requires the student to transition between settings (special education environment, therapy setting, general education classroom, etc.).

### **Student Space**

All classrooms will have students seated at individual work areas. If a student or teacher would move to work with one another, the space would immediately be sanitized to ensure the safety of all students and teachers. Any individual or small group work with the teacher will be done with a clear physical barrier to ensure extra protection for teacher and student in a small space. Any pull-out instruction can only accommodate the maximum for each room to ensure social distancing for students. Areas will be wiped after instruction.

### **Classroom Snacks**

Students may bring snacks to school for their own consumption during appropriate breaks, as designated by teachers and staff. However, students may not bring in snacks (such as birthday treats) to share with other students.



## **Student Supplies**

All students will utilize their own school supplies and keep them in their own pencil pouch, box, or cubby. Traditional school supplies will be provided by the district the same as recent years.

## **Classroom Libraries**

Classroom libraries will be maintained by classroom teachers only. Students shall receive books from teachers at their appropriate reading levels. When students turn books in, all books will sit for three days, or be sanitized, prior to being reshelved.

## **Cloverleaf Middle**

- The school day will remain 7:30-2:36, Monday – Friday for all students
- Student class sizes will be significantly smaller (8-15 students in most cases).
- Students will remain in the same room for the majority of their day for their English language arts, social studies, math, and science classes. Teachers may move among the classrooms to deliver instruction or at times teachers may provide virtual lessons and follow up with in person visits to work with students.
- Essentials classes are still being offered (art, technology, PE/health, band, choir, foreign language) with some limitations to ensure the health and safety of students and staff.
- Bathrooms will be sanitized hourly.
- All touch points will be sanitized multiple times per day (door handles, light switches, railings, etc.).
- Breakfast and lunch will still be available to students, however, students will be eating in their classrooms rather than the traditional cafeteria. Students will have the ability to pack a lunch.
- Students who are receiving IEP, 504, or Gifted services will be placed and served accordingly.
- We have worked to develop a new design for our nursing station to meet the recommendations of the Medina County Health Department. Our school nurse is also working with the Health Department to adjust procedures for students who visit the nurse's clinic for reasons of illness.



## High School

Community supplies will be eliminated with the exception of labs and art classes that will be sanitizing materials that are used. Digital copies of textbooks/novels will be used when possible. Because high school students change classes and will be seated in more than one desk each day, high school teachers will train students in the following cleaning routine: Upon arrival to each class, students will be provided sanitizing wipes and expected to wipe down their desks.

# Arrival and Dismissal/ Transportation

## Cloverleaf Elementary Arrival

Building doors will open at 8:45 a.m. Students will walk to their classrooms upon arrival. Staff will be in the hallways to enforce social distancing protocols to assist students in maintaining distance. In order to have less congestion with bus dismissal, buses will be dismissed a few at a time and students entering from buses will enter the colored hallway of their designated classroom.

## Cloverleaf Elementary Dismissal

Student dismissal will begin at 3:30 for parent pick up and 3:40 for buses. This will allow for a staggered dismissal where students will still maintain social distancing in the hallways. Students will be dismissed from their classrooms and staff will supervise hallways to maintain social distancing. Bus riders will be dismissed as buses arrive. Student dismissal procedures may change as they are put in place to make building dismissal more safe and efficient.

## Transportation

Busing will be made available to staff members on buses (self-provided seats (no more than 2 students per



students. Masks will be required for students and or district-issued). All students will have assigned seat). Buses will be sanitized after use. Bus drivers will comply with safety protocols and wear masks at all times. Hand sanitizer will be available on buses for drivers and students as needed.



## Career Center Students

Career Center students will be transported on all Career Center days regardless of Cloverleaf High School being in session, except calamity days (snow days).

## Cloverleaf Middle School Arrival

Arrival:

- Building doors will not open until 7:20 AM
- Students will enter designated doors based on their grade level
- Students will not be able to congregate in the lunchroom in the morning
- Lockers will not be in use
- Students will walk into the building and report straight to their “Home Base” room with their belongings

Students who are dropped off by parents will be required to wait outside until doors unlock (there will be no early entry). While waiting, social distancing sign reminders will be posted. Upon entry, Middle School students will immediately report to their Home Base.

## Cloverleaf High School Arrival

Students will be required to wait outside entrances until doors unlock (there will be no early entry). While waiting, social distancing sign reminders will be posted. Upon entry, High School students will immediately report to their first class. High School students wanting breakfast will report to the commons to pick up breakfast prior to going to class.

## Cloverleaf Middle and High School Dismissal

Dismissal will be staggered for all students to maintain social distancing in the hallways. Students who will be picked up by parents will be dismissed once the buses have departed.



# Breakfast and Lunch

## Cafeteria Standards

Regular cleaning and sanitizing protocols will be followed. Social distancing lines/marks will be on the floor for students to observe when going through serving lines. All food items will be placed in disposable containers by school personnel. At this time, limited food choices will be offered in the cafeteria.

## Cloverleaf Elementary Breakfast

Breakfast will continue to be available to students between 8:45 am and 9:30 am. Breakfast will be delivered to the classrooms for the students when they arrive. Only cold breakfast will be offered. Breakfast counts will be taken by the teachers the day before for an accurate count. Teachers will mark down who received breakfast and report that to the cafeteria.

## Cloverleaf Elementary Lunch

Lunches in elementary school will be eaten in classrooms to maintain social distancing, as the cafeteria cannot maintain social distance guidelines as set forth by the state. The students in grades K-2 will have their lunches delivered to their classrooms. Each student in the morning will declare which lunch choice they will buy. The students packing will be able to purchase milk as well and it will be delivered to the classroom. Students in grades 3-5 who did not pack a lunch or need milk will go to the cafeteria to buy their lunches and return to their rooms to eat. There will be a schedule to follow the social distancing guidelines through the food lines. There will be no snacks offered during this time.

## Cloverleaf Middle School Breakfast and Lunch

Breakfast and Lunch will still be available to all students, however students will be eating in their classrooms rather than the traditional cafeteria. Students who did not pack a lunch or need milk will go to the cafeteria to buy their lunches and return to their rooms to eat. There will be a schedule to follow the social distancing guidelines through the food lines. There will be no snacks offered during this time.



## Cloverleaf High School Breakfast

Breakfast is available to all students. High School students should report to a grab and go station to grab breakfast prior to their first period class.

## Cloverleaf High School

Due to the need to use the cafeteria for instructional spaces (and to prevent student gatherings), students will purchase lunch and then either return to the classroom to consume it or, weather permitting, be allowed to eat outdoors in the back lawn area. Students who bring lunch from home should plan to bring a drink or water bottle.



# Recess

## Cloverleaf Elementary

Students at the elementary level require movement and learning breaks to enhance their development. We recognize the importance of this at Cloverleaf Elementary School and will continue to provide recess to students with additional safety protocols and guidelines. Students are required to wear masks during outside recess.

## Outside Recess

When students are able to have outside recess, a schedule will be developed and teachers will sign up for time slots. To maintain social distancing, groups of students will be in designated areas (pods) around the building for recess. Students will not be allowed to play on equipment. However, they will be able to play and/or exercise on the blacktop, sidewalks, walking and nature paths and grass. Students will have limited access to balls, jump ropes, etc., which will be sanitized between uses. Recess monitors will remind students of social distancing protocols during the recess time. Students will be socially distanced in lines when entering and exiting the building, as well as when lining up on the playground. Markings will be made on the playground to enforce social distancing. Students will sanitize their hands upon re-entering the building.

## Inside recess

When there is indoor recess, students will remain in their designated area and will be supervised by staff members. Students will have a designated space to move, read, or play an individual game. When inclement weather prohibits outside recess, students will remain in their designated area for recess. Students may be allowed to play together, as long as they are wearing masks and socially distanced. Students will sanitize their hands at the end of indoor recess.





## Cloverleaf Middle School

Due to physical restrictions of the middle school building a typical recess will not be implemented. Staff will provide various breaks in the day for students. There may be times, weather permitting, when groups of students may go for a brief walk outside of the building. This would require masks and only small groups at one time.



# Restrooms/ Fountains

## Water Fountains

Water fountains will be converted to fill stations only. The actual drinking fountains will be unavailable to use. We encourage parents to provide a water bottle for their students. We will have water bottles available for those who do not have one.

## Cloverleaf Elementary

The Kindergarten “in class” restrooms will be utilized for all Kindergarten restroom breaks. Students will be expected to use hand sanitizer prior to the restroom break and wash their hands after using the restroom. In grades K-5, there will be scheduled whole class restroom breaks. Teachers will send 1-4 students at a time into the restrooms. Students outside the restroom will be lined up socially distanced. Restrooms will be sanitized regularly by school personnel (handles, toilet seats, faucets, soap dispenser, paper towel dispensers). Maximum of four students per restroom and social distancing at the hand wash stations. Additional marks on the floor will identify where students can stand to maintain social distancing norms.

## Cloverleaf Middle and High School

Restrooms will be sanitized regularly by school personnel (handles, toilet seats, faucets, soap dispenser, paper towel dispensers). To prevent congregating in small spaces, restrooms will not be available to students between classes. Students are to report to the classroom to check in and then use the restroom. Restroom logs will be maintained to ensure contact tracing if necessary. Restrooms will have occupancy limits distinctive to each facility. Some of the facilities (toilets, urinals, sinks) may be blocked to maintain social distancing.



# Transitions

## Cloverleaf Elementary

Transition schedules will be created to minimize the number of students and staff in common spaces including hallways, cafeteria, etc. These schedules will include lunch schedules, arrival and dismissal procedures, teacher lunch times, and recess schedules. Hallway floors will be marked with one way arrows. Social distancing marks will be provided on floors to ensure standards are met.

## Cloverleaf Middle School

### **Lockers**

To make social distancing in the hallways possible, students will not be using lockers until further notice. Students may carry bookbags. Since all students will have a computer device, teachers will work to use digital materials whenever possible to minimize the need to carry numerous class materials.

Students should note signs posted around the building regarding the administration's authority to search bookbags if they have reasonable suspicion the student may have broken a school rule or law.

### **Hallways and Stairwells**

Transition schedules and walking patterns will be established for each building to allow for social distancing in the hallways. Staff members will be present in hallways to discourage clustering at lockers and restrooms. Until further notice, stairwells in the main corridor will be one way. This means, one stairwell is to be used to go upstairs, and the other stairwell to go down.



## Cloverleaf High School

### **Lockers**

To make social distancing in the hallways possible, students will not be using lockers until further notice. Students may carry bookbags. Since all students will have a computer device, teachers will work to use digital materials whenever possible to minimize the need to carry numerous class materials.

Students should note signs posted around the building regarding the administration's authority to search bookbags if they have reasonable suspicion the student may have broken a school rule or law.

### **Hallways and Stairwells**

Transition schedules and walking patterns will be established for each building to allow for social distancing in the hallways. Staff members will be present in hallways to discourage clustering at lockers and restrooms. Student logs will be maintained to allow for contact tracing.

Until further notice, stairwells in the main corridor will be one way. This means, one stairwell is to be used to go upstairs, and the other stairwell to go down.

# Special Subjects/ Electives

## Cloverleaf Elementary

### **Art Procedures**

1. The art teacher will travel to classrooms for art class. Students will remain at their own desks.
2. Students will use their own supplies and not share items.

### **Music Procedures**

1. The music teacher will travel to classrooms for music class.
2. Health guidelines will be followed as it relates to singing or sharing/using instruments.

### **Physical Education Procedures**

1. PE class will be held in the classroom, or outside if possible.
2. Special care will be taken to ensure social distancing and minimal equipment use during class. Masks are not required during activities that require physical exertion. If the activity in Physical Education class does not require physical exertion, the students will be required to wear masks.
3. All equipment used will be sanitized before next student use.



### **Library Procedures**

1. Library will be held in the student classroom.
2. Library time will be spent with the librarian reading, completing literacy activities and sharing books with the students.



### **Technology**

1. Computer lab will be held in the classroom.
2. Students in grades K-5 have 1:1 Chromebooks. This eliminates sharing. Students would be assigned a cart and Chromebook number and would be responsible for that same Chromebook all year. These students would be responsible for sanitizing them after daily use.

## **Cloverleaf Middle School**

### **Art Procedures**

1. Students will use their own supplies and not share items.

### **Music Procedures**

1. Health guidelines will be followed as they relate to singing or sharing/using instruments.

### **Physical Education Procedures**

1. PE class will be held in the gym, open classroom, or outside, if possible.
2. Special care will be taken to ensure social distancing and minimal equipment use during class. Masks are not required during activities that require physical exertion. If the activity in Physical Education class does not require physical exertion, the students will be required to wear masks.
3. All equipment used will be sanitized before next student use.

### **Library Procedures**

1. Students will not check out library books.

### **Technology**

1. Students have 1:1 Chromebooks to eliminate sharing. These students would be responsible for sanitizing them after daily use.



## Cloverleaf High School

### **Art Procedures**

1. Students will use their own supplies and not share items.

### **Music Procedures**

1. Health guidelines will be followed as they relate to singing or sharing/using instruments.

### **Physical Education Procedures**

1. PE class will be held in the gym, open classroom, or outside, if possible.
2. Special care will be taken to ensure social distancing and minimal equipment use during class. Masks are not required during activities that require physical exertion. If the activity in Physical Education class does not require physical exertion, the students will be required to wear masks.
3. All equipment used will be sanitized before next student use.

### **Library Procedures**

1. Students will not check out library books.

### **Technology**

1. Students have 1:1 Chromebooks. This eliminates sharing. These students would be responsible for sanitizing them after daily use.



# Latchkey

## Latchkey

Before and after school programs housed at Cloverleaf Elementary School will continue. This program will follow the same rules for restrooms and social distancing as used in the building:

- a. Only two students in the restroom at a time. Restroom logs will be maintained.
- b. Prepackaged snacks will be allowed.
- c. Students will be socially distanced at tables for play and/or snack.
- d. Visitors will not be allowed into the building. The only exception will be the pick up area where parents can sign out and pick up their children. Parents/Guardians must wear masks.
- e. Student materials (book bags/coats) will have specific locations and will not touch one another.
- f. Regular hand washing and sanitizing for students and staff.
- g. Mask wear will be identical to the expectations of the regular school day.





# Clinic/ Health Procedures

Given the continued presence of COVID-19, health and safety precautions must be paramount. Guidelines from the Ohio Department of Health for schools to open are available [here](#). While the death rate from COVID-19 is extremely low among children, they are capable of transmitting the disease even if they show no symptoms. While the guidelines prescribed for reopening serve to protect children, they are equally significant for protecting adults in schools, at their homes and in communities.

## Daily Health Assessments

Cloverleaf Personnel are required to self report their own temperature before reporting to school. Staff and students are required to stay home if their temperature is above 100°F or if experiencing other symptoms such as cough, difficulty breathing, upper respiratory symptoms, sore throat, loss of taste or smell, chills, or headache.

Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever. While waiting to go home, ill persons should continue to wear a face mask and be placed in a separate isolation area overseen by school personnel who are also wearing a mask.

## Personal Protective Equipment (PPE)

School nurses or personnel who care for sick persons will utilize appropriate PPE. CDC guidance for suspected or confirmed COVID, includes respirator/N95 mask or face masks if respirator is not available, eye covering, gloves, gown. Health Department training on when to use PPE, what PPE is necessary, how to properly don, use, and don off PPE, how to dispose of, disinfect, and maintain PPE, limitations of PPE.

## Hand Sanitizer

Hand sanitizer (60-95% alcohol based) and sanitizing products are available for personnel and students, especially in high traffic areas, including at each school entrance and in every classroom.



## Sick Student at Home and/or School

The School RNs will follow the Ohio Department of Health guidelines. These can be found in the student handbook and/or Cloverleaf's Nurse Webpage:

- a. Symptoms Requiring Absence from School
- b. When a student can return to school

Due to COVID-19, any student that has an undiagnosed fever will need to be out of school until fever free for 24-hours without the use of fever-reducing medication. School RNs do not diagnose COVID-19, but they are required to report symptomatic students to the local health department.



## Suspected vs. Confirmed COVID-19

**All COVID-19 cases will be communicated from the Medina County Health Department to the Cloverleaf Local Schools. This is the only way the school district will confirm a positive diagnosis.**

### Procedure for Suspected or Confirmed COVID-19

You can be with others after:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved **AND**
- A medical provider's note stating you can return to school.

Families and staff must notify the school if they have been exposed to COVID-19 and are quarantined, or if a family member has been diagnosed with or presumed to have COVID-19 and/or is being isolated. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days. Personnel or students who travel out of state or to a location with known community spread must self-quarantine at home for 14 days. Attendance guidelines will be flexible as it relates to positive COVID exposure and quarantine requirements. Please understand the school nurse will contact you when you have called your child off due to any COVID-19 symptoms.

### Health Department Notification

If the family has not already notified the local Health Department, the school nurse will update the local Health Department. During a Public Health Emergency, the “Health or Safety Exception” to FERPA regulations applies. Notification that individuals are absent due to COVID-19 may be made, but personally identifiable information will not be disclosed to other parents, unless it is advised as appropriate by health or law enforcement officials in order to take appropriate precautions or other actions to ensure the health or safety of others. Personally identifiable information may be disclosed to the Health Department and Emergency personnel.



## Returning to School Following Quarantine

Personnel and students with confirmed or presumed COVID-19 must meet these conditions prior to returning to school:

- a. The parent will speak to the school nurse via phone **prior to the student's** re-entry into school to ensure that appropriate state/local treatment guidelines have been met.
- b. Documentation from a medical provider or the **MEDINA COUNTY HEALTH DEPARTMENT** will be required for student's re-entry to school.