

1 _____ **School District**

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3 **COVID-19 Emergency Measures**

1905

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5 Student, Staff, and Community Health and Safety

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7 The School District has adopted the protocols outlined in this policy during the term of the
8 declared public health emergency to ensure the safe and healthy delivery of education services
9 provided to students on school property in accordance with Policy 1906, and a safe workplace
10 when staff are present on school property in accordance with Policy 1909, and the safety, health
11 and well-being of parents and community members. The supervising teacher, principal,
12 superintendent or designated personnel are authorized to implement the protocols in coordination
13 with state and local health officials.

14
15 Symptoms of Illness

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17 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
18 of illness must not come to school or work. Students who have a fever or are exhibiting other
19 signs of illness must be isolated in a designated area until such time as parents or caregiver may
20 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
21 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in
22 accordance with state and/or local health standards as applicable. Students may engage in
23 alternative delivery of education services during the period of illness or be permitted to make up
24 work in accordance with District Policy 1906. Staff members will be provided access to leave in
25 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of
26 Understanding.

27
28 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise
29 demonstrating symptoms of illness must not be present at the school for any reason including but
30 not limited events or gatherings or to drop off or pick up students excepted as provided by this
31 policy. To avoid exposing others to illness, parents or caregivers who are ill must make
32 arrangements with others to transport students to school or events, if at all practicable. If not
33 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop
34 off and must arrange with District staff to supervise students in accordance with physical
35 distancing guidelines in this Policy.

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37
38 Physical Distancing (Boards must select option 1 or option 2)

39
40 Option 1

41 Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and
42 their colleagues and peers throughout the school day inside any school building, on school
43 provided transportation, and on school property before and after school. Staff members will
44 arrange classrooms and restructure courses, transportation services, and food service to meet this
45 standard.

1 Recess will continue as scheduled in accordance with physical distancing guidance without the
2 use of playground equipment. Any other use of school playgrounds is strictly prohibited.

3
4 Drop off and pick up of students will be completed in a manner that limits direct contact between
5 parents and staff members and adheres to social distancing expectations around the exterior of
6 the school building while on school property.

7
8 Option 2

9 To the extent possible, elementary school courses will be delivered to the same group of students
10 each day, and the same teachers will remain with the same group in the same separate and
11 designated room each day. If physical distancing is not possible during meal service and courses
12 delivered in a separate area such as the library, gymnasium, and music room, the service or
13 course will be delivered in the designated classroom for each group of students. Recess and use
14 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate
15 student groupings. Transportation services will be provided in accordance with cleaning and
16 disinfection procedures outlined in this policy.

17
18 Secondary school courses will be delivered using a restructured bell system to minimize student
19 interaction in common areas. Upon arriving in a classroom, secondary school students will be
20 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean
21 their learning area or desk. Meal service for secondary students will be provided through a grab
22 and go lunch that will be eaten in designated areas.

23
24 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be
25 staggered in designated intervals by grade level through a schedule set by the supervising teacher
26 or building administrator.

27
28 Drop off and pick up of students will be completed in a manner that limits direct contact between
29 parents and staff members and adhere to social distancing recommendations in the exterior of the
30 building.

31
32 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance
33 between themselves and others. This distancing requirement does not apply to individuals who
34 are a part of the visitor's regular household isolation group when the group is authorized to
35 present at the school facility.

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38 Face Coverings as Personal Protective Equipment (Boards must select option 1 or option 2)

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40 Option 1- Required Face Coverings

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42 This provision is required due to the COVID-19 state of emergency declared by the Board of
43 Trustees or other local, state or federal agency, official, or legislative body. This policy is
44 adopted, implemented, and enforced in accordance with the supervisory authority vested with the
45 Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution and

1 related statues and regulations. The Board of Trustees authorizes the Superintendent to develop
2 and implement procedures to enforce this policy.

3
4 The School District requires all staff, volunteers, visitors, and school-aged students to wear
5 a face covering, mask, or face shield while present in any school building, regardless of
6 vaccination status. The School District also requires all staff, volunteers, visitors, and school-
7 aged students to wear a face covering, face covering, mask, or face shield while present at any
8 outdoor school activity with fifty (50) or more people where physical distancing is not possible
9 or is not observed. Face covering, face covering, mask, or face shield means disposable or
10 reusable covering that cover the nose and mouth. The School District will provide masks to
11 students, volunteers, and staff, if needed. If a student or staff member wears a reusable mask, the
12 School District expects that the masks be will washed on a regular basis to ensure maximum
13 protection.

14
15 Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face
16 shield under this provision when:

- 17 1. consuming food or drink;
- 18 2. engaged in strenuous physical activity;
- 19 3. communicating with someone who is hearing impaired;
- 20 4. identifying themselves;
- 21 5. receiving medical attention; or
- 22 6. precluded from safely using a face covering, mask, or face shield due to a medical or
23 developmental condition. The superintendent, building principal, or their designee shall
24 request documentation from a care provider when considering an exception to this
25 provision for medical or developmental reasons. The School District will comply with all
26 applicable disability and discrimination laws when implementing this provision.

27
28 When students and members of the public are not present, staff may remove their face covering,
29 mask, or face shield if they are at their individual workstation and six feet of distance is strictly
30 maintained between individuals. If students are working in small groups, the students must be
31 wearing face covering, mask, or face shield

32
33 All points of entry to any school building or facility open to the public shall have a clearly visible
34 sign posted stating the face covering, mask, or face shield requirement.

35
36 Allegations of harassment of any person wearing or not wearing a face covering, mask, or face
37 shield requirement will be promptly investigated in accordance with District policy. Failure or
38 refusal to wear a face covering, mask, or face shield by a staff member or student not subject to
39 an exception noted above may result in redirection or discipline in accordance with District
40 policy and codes of conduct, as applicable.

41 42 Option 2 – Optional Face Coverings

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44 Staff, students, and visitors may wear a face covering, mask, or face shield while present in any
45 school building. The School District does not require the use of masks and will not provide
46 masks except in cases required by this policy or at the discretion of the administration.

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2 Allegations of harassment of any person wearing or not wearing a face covering, mask or face
3 shield shall be promptly investigated in accordance with District policy. A student, staff member,
4 or visitor who, after an investigation, is found to have engaged in behavior that violates District
5 policy is subject to redirection or discipline.
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8 Cleaning and Disinfecting

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10 School district personnel will routinely both clean by removing germs, dirt and impurities and
11 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and
12 on school property that are frequently touched. This process shall include cleaning
13 objects/surfaces not ordinarily cleaned daily.
14

15 Personnel will clean with the cleaners typically used and will use all cleaning products according
16 to the directions on the label. Personnel will disinfect with common EPA-registered household
17 disinfectants. A list of products that are EPA-approved for use against the virus that causes
18 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the
19 manufacturer's instructions for all cleaning and disinfection products.
20

21 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary
22 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped
23 down before use. Supervising teacher or administrators are required to ensure adequate supplies
24 to support cleaning and disinfection practices.
25

26 Student Arrival

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29 Hand hygiene stations will be available at the entrance of any school building, so that children
30 can clean their hands before they enter. If a sink with soap and water is not available, the School
31 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of
32 elementary students' reach and student use will be supervised by staff.
33

34 A District employee will greet children outside the school as they arrive to ensure orderly
35 compliance with the provisions of this policy.
36

37 Temperature Screening

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40 Designated School District staff are authorized to test the temperature of students with an
41 approved non-contact or touchless temperature reader. Students who have a fever or are
42 exhibiting other signs of illness must be isolated in a designated area until such time as parents or
43 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be
44 thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety
45 measures in accordance with state and/or local health standards as applicable.
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1 When administering a temperature check on a possibly ill student, designated staff members will
2 utilize available physical barriers and personal protective equipment to eliminate or minimize
3 exposures due to close contact to a child who has symptoms during screening.

4
5 Healthy Hand Hygiene Behavior
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7 All students, staff, and others present in the any school building will engage in hand hygiene at
8 the following times, which include but are not limited to:

- 9 • Arrival to the facility and after breaks
- 10 • Before and after preparing, eating, or handling food or drinks
- 11 • Before and after administering medication or screening temperature
- 12 • After coming in contact with bodily fluid
- 13 • After recess
- 14 • After handling garbage
- 15 • After assisting students with handwashing
- 16 • After use of the restroom

17
18 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20
19 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol
20 can be used if soap and water are not readily available.

21
22 Staff members will supervise children when they use hand sanitizer and soap to prevent
23 ingestion. Staff members will place grade level appropriate posters describing handwashing
24 steps near sinks.

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27 Vulnerable Individuals
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29 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
30 adoption as those age 65 or older or those with serious underlying health conditions, including
31 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
32 system is compromised such as by chemotherapy for cancer and other conditions requiring such
33 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
34 they should telework during the period of declared public health emergency.

35
36 Employees who have documented high risk designation from a medical provider are entitled to
37 reasonable accommodation within the meaning of that term in accordance with the Americans
38 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations
39 may include but are not limited to teleworking in accordance with a work plan developed in
40 coordination with and authorized by the supervising teacher, administrator or other designated
41 supervisor. Such employees may also be eligible for available leave in accordance with the
42 applicable policy or master agreement provision.

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45 Food Preparation and Meal Service
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- 2 Cross Reference: Policy 1901 – School District Policy and Procedures
- 3 Policy 1903 – School District Events and Meetings
- 4 Policy 1903F – School Events Notice
- 5 Policy 1906 - Student Services and Instructional Delivery
- 6 Policy 1907 – Transportation Services
- 7 Policy 1006FE – Transfer of Funds for Safety Purposes
- 8 Policy 3410 – Student examination and screenings
- 9 Policy 3226 – Bullying and Harassment
- 10 Policy 3417 – Communicable Diseases
- 11 Policy 3431 – Emergency Treatment
- 12 Policy 5015 – Bullying and Harassment
- 13 Policy 1911 - Personnel Use of Leave
- 14 Policy 1910 – Human Resources and Personnel
- 15 Policy 4120 - Public Relations
- 16 Policy 5002 – Accommodating Individuals with Disabilities
- 17 Policy 5130 – Staff Health
- 18 Policy 5230 - Prevention of Disease Transmission
- 19 Policy 6110 – Superintendent Authority
- 20 Policy 6122 - Delegation of Authority
- 21 Policy History:
- 22 Adopted on:
- 23 Reviewed on:
- 24 Revised on:
- 25 Terminated on: