

Hello Douglas School District Families,

We hope that your summer is in full swing and that you are enjoying a nice break and time spent together. As we prepare to begin what we hope to be the very best school year we have ever had, we want to communicate significant information relative to how school will look this year.

We LOVE school! Children NEED school! Students thrive in safe, structured and nurturing environments. Currently, we are planning to open doors on August 31. Our hope is to keep school “in the building” through a shared commitment from students, teachers, families, and staff by preventing the spread of COVID-19.

The South Dakota Dept. of Education and South Dakota Dept. of Health, have developed guidance for the opening of school with all students having the opportunity to attend on a regular schedule. However, we realize as the state relaxes restrictions, the risk of infection and the corresponding need to follow health guidelines increases.

The following guidelines are intended to provide protection for our employees, students, and community.

**What we will do as school and district personnel:**

- Mitigate risk/spread by encouraging physical distancing, proper hand hygiene, sanitization, wearing masks, staggering class start and release times, hallway flow adjustments, adjusting lunch times and seating, recess modifications and spacing of students in common areas.
- Be aware of illness/symptoms in the student body and contact a student’s family immediately if a student exhibits symptoms.
- Monitor positive COVID-19 cases and its spread in Douglas School District and follow — as we would with any community health concern — the recommendation of health department officials regarding school closures, modified school schedules or in-school adjustments.
- Continue to refine our digital curriculum to meet the needs of distance learning as it arises.
- Modify our method of delivery, however necessary, to ensure the health and well-being of students and staff.

**What you can do:**

- Understand that these guidelines are determined by health, educational and civic professionals commissioned to care for your child, considering the physical environment, time spent in school, and the potential risk to the health of our students, staff and families.
- Keep your child home if they have a fever, cough, cold or flu symptoms, and have them return only when these symptoms have subsided.
- Create a family plan in case your child is sent home from school/bus due to high temperature or is required to be quarantined or isolated. Read more at: DOE
- Create a family plan in the event schools close for a 14-day quarantine due to a case (s) within the Douglas School District. Read more at: DOE
- Talk to your child about changes they may notice at school, reinforcing that these measures are in place to preserve their health, and the health of those around them.
- Send your child to school with a mask and encourage them to wear it.

- As always, please reinforce the importance of respecting the authority of teachers and staff to maintain order in the classroom, the hallway, and other campus areas.
- Prepare as much as possible to adapt to change. As evidenced this past spring, things evolve quickly, and schedule modifications and/or closures may be unavoidable.
- Recognize you can choose traditional face-to-face school or online options and, as always, we are happy to assist you with your child's educational needs.
- Know that you as a guardian and parent have the right to keep your child home at any time as you assess risk as it relates to your family.

Also, if you would like your child — for any reason — to not attend school in a traditional on-campus setting, the Douglas School District has the following options available to parents.

**OPTION A:**

- Traditional face-to-face instruction

**OPTION B:**

- DSD Virtual K-12 option-
  - Grades 9-12 provided through Odysseyware
  - Grades K-8 provided through Black Hills Online Learning Community
- Curriculum is provided based on state standards

**OPTION C:**

- Homeschool
  - Parent/Guardian will be responsible for curriculum materials

Overall, circumstances will likely vary from school to school and program to program, each with unique challenges and solutions. Specific school details will be communicated to you directly by the administration of the school your child attends.

Please read it thoroughly, and please know we are making every effort to provide the best educational experience possible. We ask for your support through this process.

Thank you,  
Douglas Board of Education  
Douglas Administration  
Douglas COVID Recovery Committee

# THRESHOLDS

| THRESHOLD 1<br>LOW/MILD SPREAD   | THRESHOLD 2<br>MODERATE SPREAD   | THRESHOLD 3<br>SUBSTANTIAL SPREAD  |
|--|--|--|
| <p>According to the South Dakota Department of Health the total number of cases of COVID-19, in Pennington County, have not increased by more than 50% from two weeks from the previous two weeks.</p> | <p>According to the South Dakota Department of Health the total number increased from the previous two weeks of COVID-19, in Pennington County, cases have increased between 50% and 100%.</p> | <p>According to the South Dakota Department of Health the total number of COVID-19 cases in Pennington county have increased exponentially meaning the total number of cases are doubling two weeks from the prior two weeks.</p> <p>Or we have a confirmed case of a staff member or a student.</p> |

# SCHOOL-BASED OPERATION STATUS

| THRESHOLD 1<br>LOW/MILD SPREAD   | THRESHOLD 2<br>MODERATE SPREAD   | THRESHOLD 3<br>SUBSTANTIAL SPREAD  |
|--|--|--|
| <p style="text-align: center;"><b>PHASE 1</b></p> <ul style="list-style-type: none"> <li>• Schools Open</li> </ul> | <p style="text-align: center;"><b>PHASE 2</b></p> <ul style="list-style-type: none"> <li>• Individual classrooms or departments may be closed</li> </ul> | <p style="text-align: center;"><b>PHASE 3</b></p> <ul style="list-style-type: none"> <li>• School Closure               <ul style="list-style-type: none"> <li>○ Classrooms</li> <li>○ Schools</li> <li>○ District</li> </ul> </li> <li>• 14 day quarantine               <ul style="list-style-type: none"> <li>○ After, return to phase 2</li> </ul> </li> </ul> |

# EDUCATIONAL DELIVERY

| PHASE 1<br>SCHOOL OPEN   | PHASE 2<br>SCHOOL OPEN   | PHASE 3<br>SCHOOL CLOSED  |
|--|--|---|
| <p><b>OPTION A:</b></p> <ul style="list-style-type: none"> <li>Traditional face-to-face instruction</li> </ul> <p><b>OPTION B:</b></p> <ul style="list-style-type: none"> <li>DSD Virtual K-12 option-               <ul style="list-style-type: none"> <li>Grades 9-12 provided through Odysseyware</li> <li>Grades K-8 provided through Black Hills Online Learning Community</li> </ul> </li> <li>Curriculum is provided based on state standards</li> </ul> <p><b>OPTION C:</b></p> <ul style="list-style-type: none"> <li>Homeschool               <ul style="list-style-type: none"> <li>Parent/Guardian will be responsible for curriculum materials</li> </ul> </li> </ul> | <p><b>OPTION A:</b></p> <ul style="list-style-type: none"> <li>Traditional face-to-face instruction</li> </ul> <p><b>OPTION B:</b></p> <ul style="list-style-type: none"> <li>DSD Virtual K-12 option-               <ul style="list-style-type: none"> <li>Grades 9-12 provided through Odysseyware</li> <li>Grades K-8 provided through Black Hills Online Learning Community</li> </ul> </li> <li>Curriculum is provided based on state standards</li> </ul> <p><b>OPTION C:</b></p> <ul style="list-style-type: none"> <li>Homeschool               <ul style="list-style-type: none"> <li>Parent/Guardian will be responsible for curriculum materials</li> </ul> </li> </ul> | <p><b>OPTION A:</b></p> <ul style="list-style-type: none"> <li>Students and teachers will move to distance learning</li> </ul> <p><b>OPTION B:</b></p> <ul style="list-style-type: none"> <li>Students will stay enrolled in DSD Virtual K-12 option</li> </ul> |

# INSTRUCTIONAL INFORMATION

| PHASE 1<br>SCHOOL OPEN  | PHASE 2<br>SCHOOL OPEN   | PHASE 3<br>SCHOOL CLOSED  |
|---|--|---|
| <ul style="list-style-type: none"> <li>All teachers/classes using Google Classroom</li> <li>Distribute 1:1 technology               <ul style="list-style-type: none"> <li>3-12 HP Streams</li> <li>K-2 Ipads</li> </ul> </li> <li>Secure Inventory, User Agreements/Insurance signatures etc. for equipment.</li> <li>Train students on schedules/responsibilities etc should Phase 2 or 3 be initiated.</li> <li>Initiate routine classroom cleaning procedures. (shared tools, materials, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>Inform parents/families of minimized contact measures by building.</li> <li>Increased isolation measures by building/classroom.</li> <li>Increase use of Distance Learning tools within classrooms</li> <li>Reduced/altered academic expectations to more closely mirror Phase 3 workload etc..</li> <li>Additional prep of students for 2 week closure plans. (expected schedule of homework, Zoom meetings etc.)</li> </ul> | <ul style="list-style-type: none"> <li>Inform parents/families of the move to closure</li> <li>Initiate distance learning using Google Classroom</li> </ul> |

# HEALTH PROTOCOLS

| <b>PHASE 1<br/>SCHOOL OPEN</b>  | <b>PHASE 2<br/>SCHOOL OPEN</b>  | <b>PHASE 3<br/>SCHOOL CLOSED</b>   |
|---|---|--|
| <p><b><u>STAFF</u></b></p> <ul style="list-style-type: none"> <li>• Face-coverings REQUIRED under the following conditions:               <ul style="list-style-type: none"> <li>○ 6-foot distancing cannot be maintained</li> <li>○ Close proximity is longer than 15 minutes</li> <li>○ Dealing with ill individuals</li> <li>○ Any other condition that may cause concern</li> </ul> </li> <li>• Health screening and temperature check completed at home               <ul style="list-style-type: none"> <li>○ Early notification to DSD to ensure proper coverage</li> </ul> </li> </ul> <p><b><u>STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>• Face-coverings REQUIRED under the following conditions:               <ul style="list-style-type: none"> <li>○ 6-foot distancing cannot be maintained</li> <li>○ Close proximity is longer than 15 minutes</li> <li>○ Dealing with ill individuals</li> <li>○ Any other condition that may cause concern</li> </ul> </li> <li>• Health screenings will be completed at home</li> <li>• Temperature checks conducted before entering bus or school</li> <li>• Temperatures greater than 100.3 will be sent home               <ul style="list-style-type: none"> <li>○ Bus- Students 6-12 will return home immediately</li> <li>○ Bus- Students K-5 will be taken to school and isolated for parent pick-up</li> <li>○ School- Students will be isolated for parent pick-up</li> </ul> </li> </ul> | <p><b><u>STAFF</u></b></p> <ul style="list-style-type: none"> <li>• Face-coverings REQUIRED under the following conditions:               <ul style="list-style-type: none"> <li>○ 6-foot distancing cannot be maintained</li> <li>○ Close proximity is longer than 15 minutes</li> <li>○ Dealing with ill individuals</li> <li>○ Any other condition that may cause concern</li> </ul> </li> <li>• Health screening and temperature check completed at home               <ul style="list-style-type: none"> <li>○ Early notification to DSD to ensure proper coverage</li> </ul> </li> </ul> <p><b><u>STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>• Face-coverings REQUIRED under the following conditions:               <ul style="list-style-type: none"> <li>○ 6-foot distancing cannot be maintained</li> <li>○ Close proximity is longer than 15 minutes</li> <li>○ Dealing with ill individuals</li> <li>○ Any other condition that may cause concern</li> </ul> </li> <li>• Health screenings will be completed at home</li> <li>• Temperature checks conducted before entering bus or school</li> <li>• Temperatures greater than 100.3 will be sent home               <ul style="list-style-type: none"> <li>○ Bus- Students 6-12 will return home immediately</li> <li>○ Bus- Students K-5 will be taken to school and isolated for parent pick-up</li> <li>○ School- Students will be isolated for parent pick-up</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Not applicable, schools closed</li> </ul> |

# PHYSICAL DISTANCING / GROUP SIZE

| PHASE 1<br>SCHOOL OPEN   | PHASE 2<br>SCHOOL OPEN   | PHASE 3<br>SCHOOL CLOSED   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Staff will reconfigure rooms to best fit 6-foot recommendations</li> <li>• Social distancing where possible</li> <li>• Controlled movement where possible (classes, hallways, common areas)</li> <li>• Limited mass gatherings, assemblies, field trips, etc.</li> <li>• COVID-19 hygiene education</li> <li>• Stagger recess, lunch, specials schedules               <ul style="list-style-type: none"> <li>◦ Structured recess to maintain distancing and minimal cleaning after</li> </ul> </li> <li>• Special Services (SPED, ESL, etc.) will continue as pull-out services</li> <li>• Group desks will be broken up or separated by partition</li> <li>• All desks face one way to limit exposure.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff will reconfigure rooms to best fit 6-foot recommendations</li> <li>• Social distancing where possible</li> <li>• Controlled movement where possible (classes, hallways, common areas)</li> <li>• Limited mass gatherings, assemblies, field trips, etc.</li> <li>• COVID-19 hygiene education</li> <li>• Stagger recess, lunch, specials schedules               <ul style="list-style-type: none"> <li>◦ Structured recess to maintain distancing and minimal cleaning after</li> </ul> </li> <li>• Special Services (SPED, ESL, etc.) will continue as pull-out services</li> <li>• Group desks will be broken up or separated by partition</li> <li>• All desks face one way to limit exposure.</li> </ul> | <ul style="list-style-type: none"> <li>• Not applicable, schools closed</li> </ul> |

# CLEANING PROTOCOL

| PHASE 1<br>SCHOOL OPEN   | PHASE 2<br>SCHOOL OPEN   | PHASE 3<br>SCHOOL CLOSED  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Increased cleaning of frequently touched surfaces</li> <li>• Nightly disinfecting of classrooms and common areas. Including electrostatic spray disinfecting</li> <li>• Increased installations of hand sanitizing stations at school entrances and common areas</li> <li>• Sanitation wipes provided in every classroom</li> </ul> | <ul style="list-style-type: none"> <li>• Increased cleaning of frequently touched surfaces</li> <li>• Nightly disinfecting of classrooms and common areas. Including electrostatic spray disinfecting</li> <li>• Increased installations of hand sanitizing stations at school entrances and common areas</li> <li>• Sanitation wipes provided in every classroom</li> </ul> | <ul style="list-style-type: none"> <li>• Schools will be thoroughly cleaned, disinfected, and shut down until further notice</li> </ul> |

# FOOD SERVICES

| PHASE 1<br>SCHOOL OPEN   | PHASE 2<br>SCHOOL OPEN  | PHASE 3<br>SCHOOL CLOSED   |
|--|---|--|
| <ul style="list-style-type: none"> <li>Staff REQUIRED to wear face-coverings during lunch service.</li> <li>Hot breakfast and lunch served in cafeteria</li> </ul> <p>Mitigation Steps:</p> <ul style="list-style-type: none"> <li>No self-serve options. Everything will be behind the counter, including milk, utensils, and condiments.</li> <li>Extend sneeze guards to counter level and adding to the height where necessary.</li> <li>Cashiers will be behind a plexi shield.</li> <li>Barcode readers will replace PIN pad entry system for students.</li> <li>Additional eating space to maintain social distance protocol</li> </ul> | <ul style="list-style-type: none"> <li>Staff REQUIRED to wear face-coverings during lunch service.</li> <li>Bag lunches delivered to classrooms</li> <li>Students confined to classroom</li> </ul> <p>Mitigation Steps:</p> <ul style="list-style-type: none"> <li>All mitigation in Phase 1</li> </ul> | <ul style="list-style-type: none"> <li>Breakfast/Lunch combo meals available for drive-up service at Douglas Middle School</li> <li>Bus delivery available on determined routes if approved</li> </ul> |

# ACCESS TO BUILDINGS

| PHASE 1<br>SCHOOL OPEN   | PHASE 2<br>SCHOOL OPEN   | PHASE 3<br>SCHOOL CLOSED   |
|--|--|--|
| <p><b>VISITORS</b><br/>No visitors past entry point.</p> <ul style="list-style-type: none"> <li>Visitors REQUIRED to wear face-covering if entering the building</li> <li>Limited visitor access (by appointment; official school business only)</li> <li>Late Arrival- Guardian will bring student no further than vestibule.</li> <li>Early Pick-up- Guardian will enter the vestibule and wait for student.</li> </ul> <p><b>FACILITY USE AGREEMENTS</b></p> <ul style="list-style-type: none"> <li>Suspended until further notice</li> </ul> | <p><b>VISITORS</b><br/>No visitors past entry point.</p> <ul style="list-style-type: none"> <li>Visitors REQUIRED to wear face-covering if entering the building</li> <li>Limited visitor access (by appointment; official school business only)</li> <li>Late Arrival- Guardian will bring student no further than vestibule.</li> <li>Early Pick-up- Guardian will enter the vestibule and wait for student.</li> </ul> <p><b>FACILITY USE AGREEMENTS</b></p> <ul style="list-style-type: none"> <li>Suspended until further notice</li> </ul> | <ul style="list-style-type: none"> <li>Not applicable, schools closed</li> </ul> |

# ACTIVITIES / FACILITY USE

| PHASE 1<br>SCHOOL OPEN   | PHASE 2<br>SCHOOL OPEN   | PHASE 3<br>SCHOOL CLOSED  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Activities in full session</li> <li>• Regular spectator attendance</li> </ul> <p>Mitigation Steps:</p> <ul style="list-style-type: none"> <li>• Pre-participation waiver signed by student and guardian</li> <li>• Pre-participation screening before AM practices/events and hand sanitizing by all participants during each water break</li> <li>• Equipment/surface/room sanitized after each practice or event</li> <li>• Face-coverings encouraged for all coaches and managers</li> <li>• Face-coverings REQUIRED on all bus rides</li> </ul> | <ul style="list-style-type: none"> <li>• Modified participation utilizing CDC/SDDOH/SDHSAA and local guidelines</li> <li>• NO spectator attendance, MS/HS events will be live-streamed</li> </ul> <p>Mitigation Steps:</p> <ul style="list-style-type: none"> <li>• All mitigation in Phase 1</li> </ul> | <ul style="list-style-type: none"> <li>• Activities suspended until further notice</li> </ul> |

# TRANSPORTATION

| PHASE 1<br>SCHOOL OPEN   | PHASE 2<br>SCHOOL OPEN   | PHASE 3<br>SCHOOL CLOSED   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Normal bus routes</li> <li>• Staff and Students REQUIRED to wear face coverings</li> </ul> <p>Mitigation Steps:</p> <ul style="list-style-type: none"> <li>• Temperature checks of students before boarding in the morning</li> <li>• District vehicles will be sanitized after each use</li> </ul> | <ul style="list-style-type: none"> <li>• ONLY students who live 5 miles or more from the bus barn will be bussed to reduce capacity on busses by 50%</li> </ul> <p>Mitigation Steps:</p> <ul style="list-style-type: none"> <li>• All mitigation in Phase 1</li> </ul> | <ul style="list-style-type: none"> <li>• No Student Transport</li> <li>• Deliver breakfasts/lunches if approved</li> </ul> |



# **DEPARTMENT OF EDUCATION & HEALTH GUIDANCE**

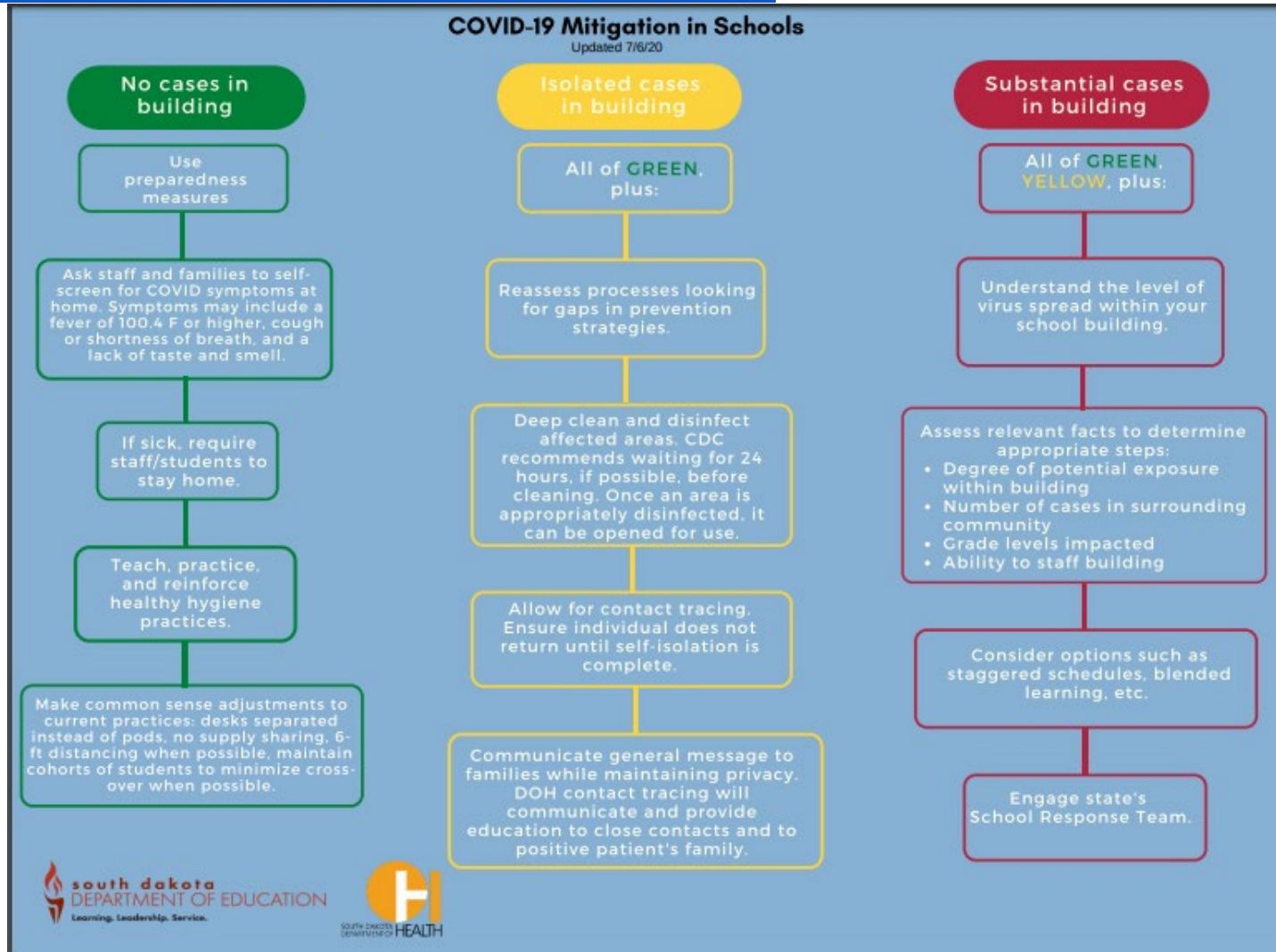
The Department of Education is partnering with the Department of Health and K-12 school leaders to provide guidance for reopening and daily operations in SY 2020-21, recognizing that schools will need to be flexible and adjust to changing conditions.

SD DOE expectations for schools:

- Schools will continue to be a safe environment for students, focusing on both social-emotional and physical health. Local decisions will be rooted in what is best for students.
- Schools will take reasonable steps within the context of COVID-19 spread in the community to protect the school community. National guidelines, while helpful to provide a context, are only a guide. SD DOE expects school leaders to make reasoned judgments to limit the spread but still provide for continuity of learning.
- Every student will have the opportunity to engage in a full year of learning, irrespective of the spread of COVID-19 in a community.
- School leaders will work transparently with their school boards, staff, and community to communicate decisions and the underlying assumptions guiding those decisions.
- School leaders will need to make difficult decisions to ensure the health – both mental and physical – of their entire school community.

**STARTING WELL DOCUMENTS**: All documents provided to schools by the SD Department of Education and SD Department of Health.

# COVID-19 MITIGATION IN SCHOOLS



# SCHOOL SCENARIOS

## COVID-19 School Scenarios

Planning for the school year under multiple conditions

Prepared by the South Dakota Department of Health - Revised July 7, 2020



### **Scenario One:** No active cases in your community, and no cases in your school building

The South Dakota Departments of Health and Education recommend that school takes place with appropriate preparedness measures (e.g., requiring students/staff who are sick to stay home; teaching and reinforcing healthy hygiene practices; cleaning and disinfection efforts).

### **Scenario Two:** Active cases in your community, but no cases in your school buildings

The South Dakota Departments of Health and Education recommend that school takes place with appropriate preparedness measures (e.g., requiring students/staff who are sick to stay home; teaching and reinforcing healthy hygiene practices; cleaning and disinfection efforts).

### **Scenario Three:** Student or staff member identified by Department of Health as close contact of a positive COVID-19 case outside of the school community

The South Dakota Departments of Health and Education recommend that school should continue with appropriate preparedness measures in place.

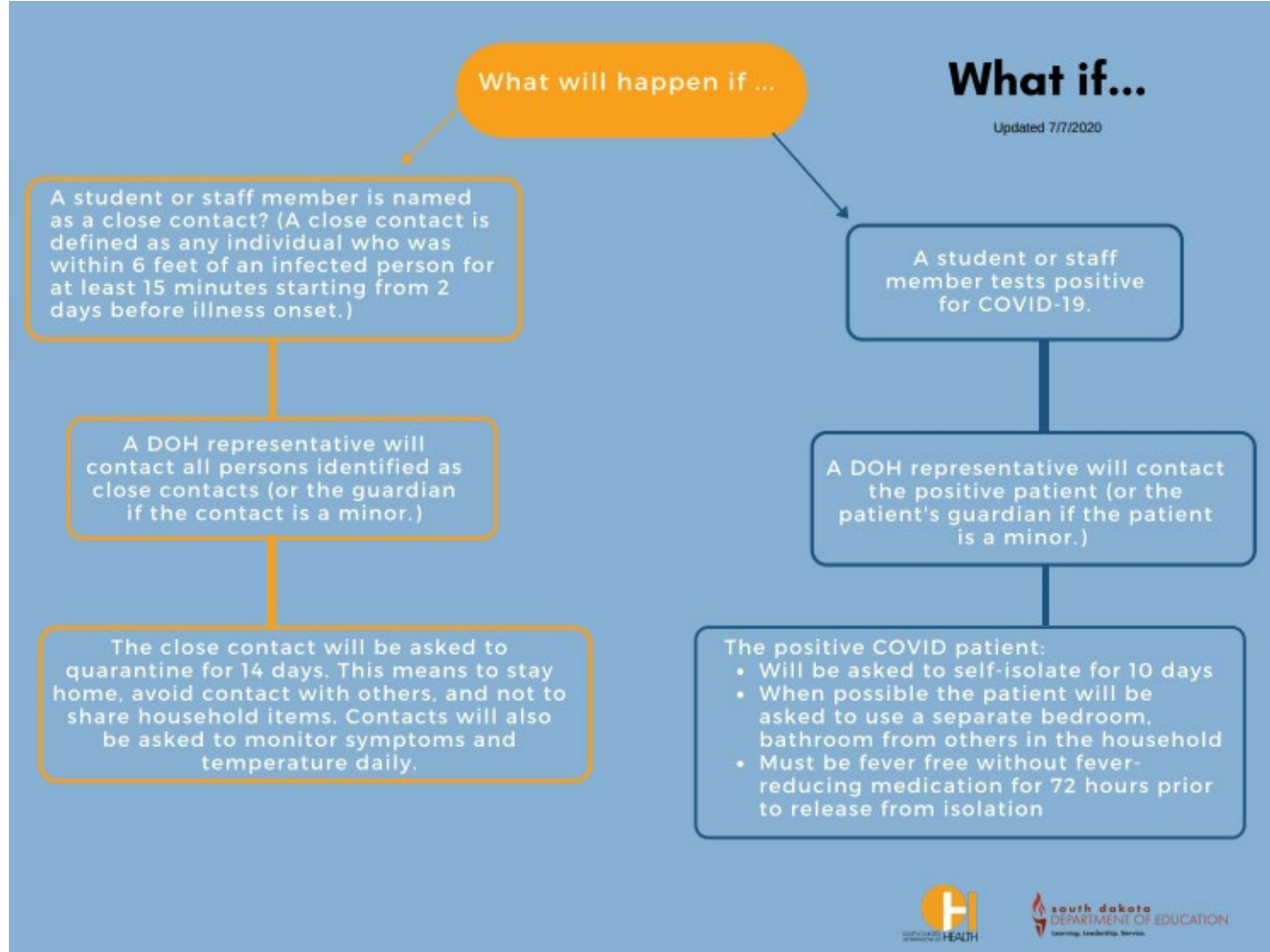
### **Scenario Four:** Active case is identified in one of your school buildings

The South Dakota Departments of Health and Education recommend that school officials reassess processes - looking for gaps in prevention strategies. In the short-term, the Centers for Disease Control and Prevention (CDC) recommends closing off areas used by the sick person and waiting 24 hours (if feasible) before cleaning and disinfecting. Once area is appropriately disinfected, it can be opened for use.

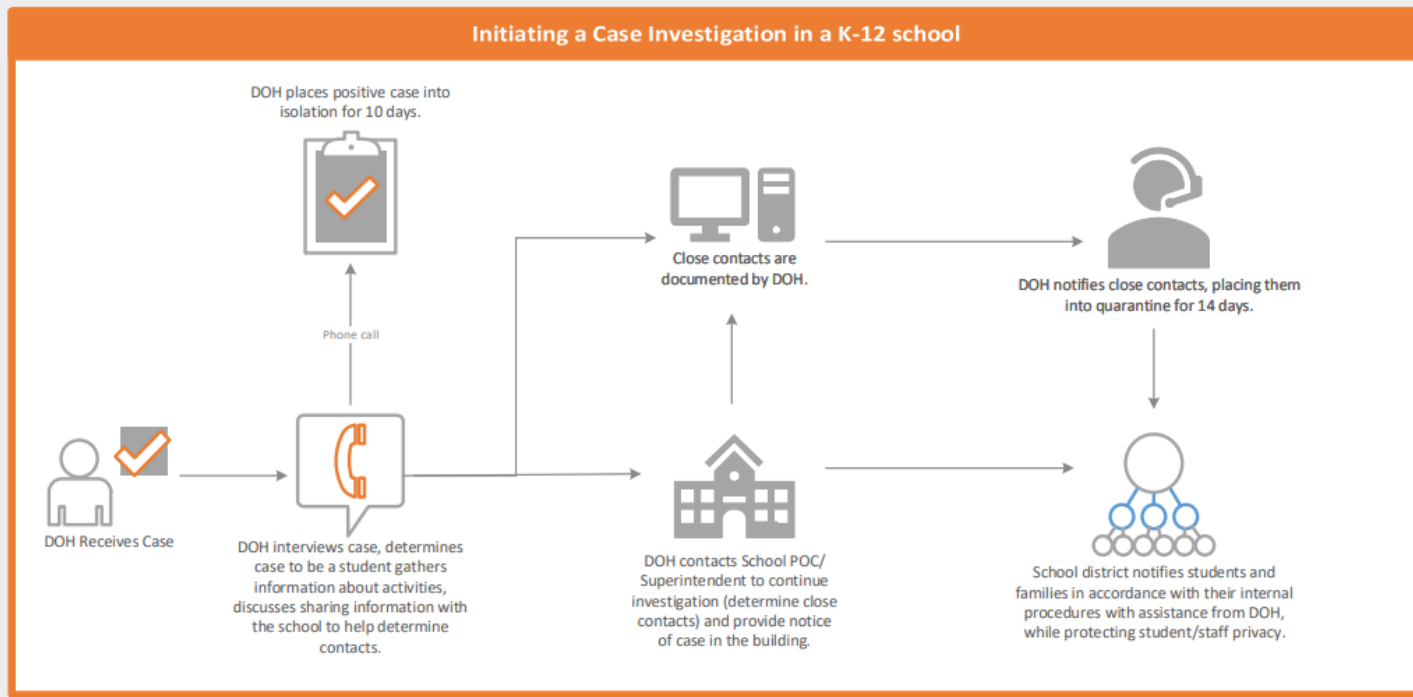
### **Scenario Five:** Multiple active cases identified in your buildings at the same time

The South Dakota Departments of Health and Education recommend that school officials review relevant data to understand level of virus spread within the school building and conduct a risk/benefit analysis of factors such as degree of potential exposure within building; case trends in surrounding community; grade levels impacted; remote learning options; scheduling options; ability to staff buildings, etc. in determining the next steps. School leaders can request technical assistance from the DOH/DOE School Response Team if desired.

# WHAT WILL HAPPEN IF...



# INITIATING A CASE INVESTIGATION





# ISOLATION VERSUS QUARANTINE

## ISOLATION or QUARANTINE

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a **CONTAGIOUS DISEASE**.

**ISOLATION** separates sick people with a contagious disease from people who are not sick.

**QUARANTINE** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

### ISOLATION

Isolation is for people who are **ALREADY SICK**.



Isolation separates and restricts the movement of sick people so they can't spread disease.



Isolation in a home means separating yourself from others in the household.



A sick person isolating at home should seek medical treatment if unable to manage symptoms.



Isolation is usually voluntary, but in a public health emergency, officials have the authority to isolate people who are sick.



Stop isolation only if you've had no fever for at least 72 hours; AND have improved symptoms; AND at least 10 days have passed since your symptoms first appeared.

### QUARANTINE

Quarantine is for people who are **NOT SICK**, but may have been exposed.



Quarantined people may or may not become sick.



Quarantined people must stay at home or another location so they don't unknowingly spread the disease.



If you are quarantined and you become ill, you can seek medical evaluation from a healthcare provider.



Quarantine can be voluntary, but in a public health emergency, officials have the authority to quarantine people who have been exposed to an infectious disease.

*NOTE: Critical infrastructure employees with no symptoms may be required to report to work.*



SOUTH DAKOTA  
DEPARTMENT OF HEALTH

[covid.sd.gov](https://www.covid.sd.gov)

July 22, 2020