



# REOPENING 2020



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Bentonville  
Schools

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# Acknowledgments

**The Bentonville Schools Board of Education extends its deepest gratitude to the Reopening Task Force, the Personnel Policy Committee and the District Administration.** Your expertise, time and talent contribute to the ability to successfully reopen 24 schools and serve more than 18,000 students with excellence. We publicly acknowledge your contributions to the District as we face a most challenging effort to serve our students, families and community.

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# Introduction

## Background

The year 2020 has proven to be a time of unprecedented events initiated by a global pandemic. The District quickly transitioned in the spring of 2020 to provide emergency virtual learning where teachers and staff excelled to provide ongoing learning. While we continued to provide instruction for essential learning, most parents and teachers agree nothing is comparable to face to face learning. Our goal is to return to in-person school settings to maximize learning and serve the social and emotional needs as well as the food security needs of our students. The District's role in fulfilling each of these areas became exceptionally clear during the spring semester.

Governor Asa Hutchinson and the American Academy of Pediatrics strongly advocate that all policy considerations for the coming school year should start with a goal of having students physically present in school. To reopen successfully, adherence to a comprehensive set of critical health and safety requirements will be necessary.

Bentonville established the Reopening Schools Task Force that included medical doctors, mental health practitioners, law enforcement, business leaders, teachers, food service professionals, a parent, a principal and district leadership. This force was designed to weigh in on the many proposed actions through the lens of the community. They focused on the following areas:

- District Operations
- Facilities & Transportation
- Human Capital
- Student Supports (mental health)
- Stakeholder Communication & Community Engagement

Their recommendations for the five areas then went through the District Personnel Policies Committee (PPC), the teacher elected group representing all teachers in the District. Additionally, the PPC provided input for the sixth focus area, Academics.

Finally, the 2020 Reopening Plan was shared with the Bentonville School Board for final approval.

## Safety Considerations

Considerable procedures and precautions will have to be instituted with fidelity, and it will require teachers, staff, students and families working together to create the safest environment possible in the school setting. We ask for grace, flexibility and patience for what we hope to be one year or less as Bentonville Schools

implements actions to mitigate the spread of the Coronavirus. While we will still provide the best instruction available, many of our other normal operations will be altered temporarily. Because we have to limit large group gatherings and admit only essential people in the schools, events like open house, parent teacher conferences, and PTO meetings will be virtual. Parents will not be allowed to come have lunch with their children and will only be admitted to the front entry for student check out. We appreciate your understanding as we strive to provide a safe environment for the students and staff.

We are now accustomed to the common practices that reduce the spread of COVID-19 which include the correct usage of face coverings, physical distancing, healthy hygiene, regular handwashing, reducing contact, practicing personal responsibility by staying home when one is sick and most importantly, protecting the most vulnerable in our population. We have built restrictive procedures to accommodate all of these actions and ask for your diligence in helping us build a culture focused on health.

## **Supporting Educators**

Our educators and staff are critical to the District's success as we care for and educate all children. They understand the challenges of remote learning and recognize that students may not have progressed at typical levels in the spring. They too have challenges while teaching with young children at home. We know they are eager to teach their students in person; yet we also realize they naturally experience concern about the health and safety of their students, their own family and themselves. Our staff who are most vulnerable to the disease and have underlying health conditions may consider consulting with their physician whether to return to the school environment. This disease affects adults and those with underlying health conditions more severely. Our teachers and staff need your support and faithful application of the safety precautions to protect them.

Check your children's temperature daily, train them to properly wear face coverings, teach them healthy hygiene and proper handwashing and explain the importance of keeping a safe distance. Our teachers want to hug and love on their students daily, but we are asking all to explain the importance of safe distancing.

Reopening schools will require the cooperative effort of every staff member, student and family as we create a culture focused on health and safety.

## **Trajectory of COVID-19**

All guidance in this document is based on the best information we have as of mid-July. We will carefully monitor the data in the coming weeks and months. Families, teachers and staff must be prepared to be flexible and ready to pivot if circumstances change significantly.

# **Preschool Programs**

All ABC Early Childhood programs will provide onsite instruction at the beginning of the school year. If an entire school district or educational cooperative closes as a COVID-19 response (guided by ADH/ADE), ABC programs may be able to remain open but will also be prepared in case remote learning becomes necessary. Preschool children are required to bring a face covering to school to wear throughout the building. No child under the age of two will be asked to wear a face covering. All other guidance in this document shall be applied to preschools where applicable.



# Facilities

## Face Coverings

In consideration of the recommendations and guidance issued by the Centers for Disease Control and Prevention, the Arkansas Department of Health, Arkansas Division of Elementary and Secondary Education and the Executive Orders issued by the Governor of the State of Arkansas, the Board is adopting this Emergency Policy for all students and employees of the District.





## Students

Until further action of the Board, all students in kindergarten through the 12th grade shall be required to wear a mask or face covering (a) while attending school or a school function in any school building, District facility or other area of a school campus or the District's grounds, and (b) when riding in school-provided transportation. All masks and face coverings must cover the nose and mouth of the student. This Emergency Policy applies to students waiting outside school buildings before and after school and to students waiting at bus stops. Students shall wear masks and face coverings at all times except for the following:

- Students may remove masks and face coverings for eating or drinking;
- Students may remove masks and face coverings when appropriate physical distancing measures are in place as determined by a Bentonville Schools staff member;
- Students may be exempted from this Emergency Policy by the school principal due to a documented medical condition or disability of the student;
- Students may remove masks and face coverings on a case-by-case basis for specific instructional needs, including physical education activities, as determined by a teacher, in which case the teacher will require appropriate physical distancing measures to the extent possible;
- Students may remove masks and face covering while participating in athletic activities where a six feet distance is not achievable, but a mask is inhibitory to the activity or active exercise; or
- Students may be exempted from this Emergency Policy due to special behavioral or individualized needs as determined by the Director of Special Services or the Director of Student Services. *\*A physician's note stating the student should not be required to wear a face covering due to a medical condition or disability shall be provided to the school principal to allow for exemption.*

Students who refuse to wear a mask or face covering at school or at a school function under this Emergency Policy shall be subject to discipline consistent with District Policy and exclusion from on-site instruction.

## CDC Guidance to Parents and Guardians Regarding Face Coverings

Cloth face coverings should not be worn by:

- Children younger than 2 years old.
- Anyone who has trouble breathing.
- Anyone who is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Actions to take and points to consider:
- Have multiple cloth face coverings, so you can wash them daily and have back-ups ready. Choose cloth face coverings that
  - Fit snugly but comfortably against the side of the face.
  - Completely cover the nose and mouth.
  - Are secured with ties or ear loops.
  - Include multiple layers of fabric.
  - Allow for breathing without restriction.
  - Can be washed and machine dried without damage or change to shape.
- Label your child's cloth face coverings clearly in a permanent marker so that they are not confused with those of other children.
- Practice with your child putting on and taking off cloth face coverings without touching the cloth.
- Explain the importance of wearing a cloth face covering and how it protects other people from getting sick.
- Consider talking to your child about other people who may not be able to wear cloth face coverings for medical reasons (e.g., asthma).
- As a family, model wearing cloth face coverings, especially when you are in situations where physical distancing is difficult to maintain or impossible.
- If you have a young child, help build their comfort wearing a cloth face covering and become comfortable seeing others in face covers.
  - Praise your child for wearing a cloth face covering correctly.
  - Put a cloth face covering on stuffed animals.
  - Draw a cloth face covering on a favorite book character.
  - Show images of other children wearing cloth face coverings.
  - Allow your child to choose their cloth face covering that meets any dress requirements your school may have.
  - Suggestions from the [American Academy of Pediatrics](#).

Consider providing your child with a container (e.g., labeled resealable bag) to bring to school to store their cloth face coverings when not wearing it (e.g., when eating).

## Employees

Until further action of the Board, all District employees shall be required to wear a mask or face covering while working or attending a school function in any school building, District facility or other area of a school campus or the District's grounds. All masks and face coverings must cover the nose and mouth of the employee. Employees shall wear masks and face coverings at all times except for the following:

- Employees may remove masks and face coverings for eating and drinking;
- Employees may remove masks and face coverings when appropriate physical distancing measures are in place;
- Employees may remove masks and face covering when six feet distance is not achievable, but a mask is inhibitory to the ability to safely and effectively perform an employee's job duty;
- Employees may remove masks and face covering while participating in athletic activities where a six feet distance is not achievable, but a mask is inhibitory to the activity or active exercise; or
- Employees may be exempted from this Emergency Policy by the school principal or the Superintendent due to a documented medical condition or disability of the employee.

Employees who refuse to wear a mask or face covering at school or at a school function under this Emergency Policy shall be subject to discipline consistent with District Policy.

## Health Screening Protocol

Parents will be expected to screen their children using the current screening guidelines from the Arkansas Department of Health (ADH) prior to entering any school bus or building.

- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, they should not go to school.
- If your child has a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, body aches, shortness of breath/breathing difficulty or newly developed loss of taste or smell, contact your physician and do not send the child to school.
- If your child has had close contact with a COVID-19 case, he/she should not go to school. Follow guidance on what to do when someone has known exposure.
- If your child is waiting for their COVID test result, he/she should remain home.

District staff will be required to complete a health screening and will record responses in an application provided by the District prior to entering any school bus or building. Substitutes will complete the screening at a screening station at the entrance of the school building. A link to the screening application for District personnel will be shared in communication from the superintendent.

Any person entering the building will stop at the screening table and conduct a self screener with required temperature check.



## Facility Preparation

Bentonville Schools and SSC, the District's custodial service provider, will follow the CDC cleaning specifications for daily cleaning routines, sanitizing procedures and selection of products to be used. Prior to the return of staff and students, [CDC Guidance for Reopening Buildings](#) will be followed to create a safe environment. Buildings will be checked for mold and excess moisture, and the efficiency of HVAC systems will be assessed. The water system will be flushed.

## Cleaning Protocol

Bentonville Schools and SSC, the District's custodial service provider, will follow the standard daily, weekly and monthly [cleaning specifications](#).

The following additional measures will be in place from the first day of school:

- Every classroom will be equipped with a spray bottle of virucidal disinfectant, cleaning gloves, and a cleaning cloth for use by District staff. Custodial staff will refill classroom bottles and provide clean cloths daily
- The daily and weekly Flu and Cold Protocol will be implemented, which adds:
  - Frequent wipe downs of high touch areas.
  - Weekly electrostatic spray.

The following measures will be taken in the event of a positive COVID-19 case:

- [Current CDC guidelines for cleaning and disinfecting](#) when someone is sick will be applied.

ADH will be contacted with details about the level of exposure at the school site and a request for guidance will be made.

- If ADH guidance allows, the CDC recommended wait period before cleaning will be waived, cleaning and disinfection will begin immediately.
- Entire school closure will not be necessary for the purpose of allowing time for cleaning.
- ADH will determine if school closure is required for other purposes.

## Water Fountains

Providing safe access to clean water for hydration is essential to maximizing readiness for learning in our schools.

- Student [access to water](#) has been evaluated. By August 2020:
  - Every school will have at least one touchless bottle filler.
  - Additional touchless water bottle fillers will be added where needed by retrofitting standard water fountains.



- Standard push bar/push button water fountains will be turned off.
- Students will bring clear water bottles with clearly identifiable name from home and refill at:
  - Touchless bottle filler or
  - Classroom sink
    - Student will remove lid and place bottle on cabinet
    - Teacher will grasp bottle with disposable glove or paper towel, refill bottle, and place bottle back on cabinet.
    - If the student is capable of holding the bottle without touching the rim of the bottle to the faucet, then the student may hold the bottle.
    - Student will replace lid and return to seat.

## Playground Equipment

Playground equipment should be cleaned and disinfected between uses, or at least frequently throughout the day ([ADH Directive Regarding Summer Day Camps](#)).

- Playground equipment will be disinfected by SSC with a virucidal spray before lunch, after lunch and after school.
- For the before and after lunch disinfections, the recess schedule shall allow for a ten minute gap between classes to allow the solution to be sprayed and to dry.

## Fall Semester Fire Drills

- Prior to the first day of school, each school will conduct a full fire drill to familiarize staff with fire exits and designated assembly points. The fire alarm will be utilized and all communication devices to confirm that all occupants are accounted for.
- Within the first ten days of school:
  - Each school will make an announcement that a fire drill will be conducted and that all occupants must remain in their current places for the drill. The fire alarm will be sounded for a minimum of 30 seconds and then be silenced by a designated staff member.
  - If the fire drill announcement doesn't precede a fire alarm, all occupants are to evacuate the building.
  - After the alarm/announcement is silenced, staff members will review the following with the students that they are responsible for at the time of the drill.
    - The primary and secondary exits from their current location.
    - The location of the designated assembly point outside of the building.
    - Acceptable conduct while exiting the building and once everyone has reached the assembly point.
  - Also on designated fire drill day, each class in grades K-6 will be designated a time to walk to their outdoor assembly point to prevent multiple classes from being in the halls at the same time.
  - Also on designated fire drill day, each teacher in grades 7-12 shall cover the above mentioned bullet points with each class they are responsible for on the day of the fire drill.

- Each school shall repeat the procedures for the fire drill conducted within the first 10 days of school in the months of October and December.
- Each school shall repeat the procedures for the fire drill conducted within the first 10 days of school in September and November, but K-6 will not walk to their outdoor assembly points.
- Each school shall contact Dunk Fire & Security at least one school day prior to the drill to provide the date and time of the drill.
- Each principal or their designee shall contact the appropriate fire department on the morning of the drill to provide the scheduled time for the drill.
- Each principal or their designee will document the date and time of the fire drill in the 2020-21 Safety Drill form.

## **Fall Semester Tornado Drills**

- A Tornado Drill will be conducted in September, and each building will schedule a date and notify staff the date of the drill.
- On the day of the drill, an announcement will be made that a tornado drill will be conducted and that all occupants must remain in their current places for the drill. The alarm/announcement will be sounded for a minimum of 30 seconds and then be silenced by a designated staff member.
- After the alarm/announcement is silenced, staff members will review the following with the students that they are responsible for at the time of the drill.
  - The location of the designated assembly point.
  - Acceptable conduct while exiting the classroom and once everyone has reached the assembly point.
  - To move to areas away from windows and crouch down using their arms to protect their heads.
  - If the tornado drill announcement doesn't precede a tornado alarm activation, all occupants are to evacuate the classroom and go to their designated area.
- Also on designated tornado drill day, each class in grades K-6 will be designated a time to walk to their assembly point to prevent multiple classes from being in the halls at the same time.
- Also on designated tornado drill day, each teacher in grades 7-12 shall cover the above mentioned bullet points with each class they are responsible for on the day of the tornado drill.
- Each principal or their designee will document the date and time of the tornado drill in the 2020-21 Safety Drill form.

## **Fall Semester Lockdown Drills**

- Lockdown drills will be conducted in September and November. Each building will schedule a date and notify staff the date of the drill.
- On the day of the drill, an announcement will be made that a lockdown drill will be conducted and that all occupants must remain in their current places for the drill.
- The alarm/announcement will be sounded for a minimum of 30 seconds and then be silenced by a designated staff member.

- After the alarm/announcement is silenced, staff members will review the following with the students that they are responsible for at the time of the drill.
  - If the lockdown drill announcement doesn't precede a lockdown alarm activation, all students and staff will go into lockdown protocol. (AVOID, DENY, DEFEND).
  - The location area in the classroom where students are to go in the event of a lockdown. (Out of sight away from doors and windows).
  - What to do if outside or an area that cannot be secured (cafeteria, library, playground), evacuate to nearest exit or nearest classroom.
  - Acceptable conduct when in lockdown.
- Also on the designated lockdown drill day, each teacher in grades K-4 shall cover the above bullet points with each class they are responsible for on the day of the lockdown drill and then turn off classroom lights for 30 seconds and require students to remain silent while remaining in their seats.
- Each principal or their designee will document the date and time of the lockdown drill in the 2020-21 Safety Drill form.

## Physical Barriers in Classrooms

Guidelines for barriers are necessary to limit the fire load (combustible material per square foot) of each classroom. Barriers will be permitted as long as no fire code or regulation is violated. Adhering to the following guidelines will be helpful to stay within fire code or regulation:

- Addition of barrier panel(s) to a classroom requires the reduction of wall cover from 20% to 10%.
- The maximum panel height is 36 inches, including framing.
- The maximum panel area is 9 sq ft, including framing.
- The maximum total panel area in the classroom is 45 sq ft, including framing.
- When a rigid, clear plastic material is used (plexiglass or acrylic, for example), the material must be at least 1/8 inch thick.
- Flexible clear plastic material (acetate or vinyl, for example) is permitted as long as maximum panel dimensions provided are not exceeded.
- Hanging of a full-length shower curtain is specifically prohibited.
- Wood must be sealed or painted with gloss or semi-gloss paint.
- The barrier must be free of sharp edges or corners.
- The barrier must not be hazardous in the case of tipping.
- No item may be attached to or hung from the ceiling.

## Large Group Gatherings

- Professional Development will follow Department of Elementary and Secondary Education (DESE) guidelines.
- All other large group gatherings will follow current [ADH guidelines](#), be modified, or cancelled.
  - Decisions regarding the structure or cancellation of large group gatherings will be made at the District level.
  - An ongoing list of restricted activities can be found [here](#).

## Building Visitors

- Drop-off and pickup procedures will be reviewed and modified to maximize distancing.
- All parents will remain outside the school building for drop-off and pick up except under extenuating circumstances, such as an ill or injured child.
- Parents/guardians are encouraged to remain in their vehicles as they drop-off/pickup.
- School offices will encourage physical distancing and wearing a mask will be required to enter.
- Students and staff are strongly encouraged to use hand sanitizer when entering the building.

Persons must be prohibited from entering the school except:

- School or District staff.
- Students enrolled at the school.
- Parents picking up ill or injured children.
- District employees or district partners approved by the building principal providing necessary services to children (when virtual services are not an option).

## Building-Specific Operations

Implementation of some guidelines will vary depending on the building. Principals will consider each item below, and post building-specific plans, maps and schedules to the Campus Schedules and Lists shared drive. The Executive Director for each grade span will review the plans, make changes if needed, and approve the plans prior to the start of school.

- Cohorting
  - To the extent possible, students and staff will be assigned to one group and remain with that group for the school day.
  - When moving about the school building, one cohort will keep a six foot distance from other cohorts.
  - When students and staff are in a cohort group, any non-cohort person entering the group will wash hands or apply hand sanitizer.
- Modifications for Physical Distancing
  - Classroom furniture will be arranged to maximize distance between student seating.
  - Whenever possible, repurpose unused space or modify existing spaces to allow for maximum distancing.
- Hallway Traffic
  - Whenever possible, travel in hallways less than eight feet wide will be designated as "single lane" or "one way."
  - Stagger class dismissal in middle and higher grades.
- Bathroom Breaks
  - A building schedule of restroom breaks will be created.
  - Restrooms will be disinfected four times per day.







- **Gymnasiums, Locker Rooms**
  - Whenever feasible and weather permitting, educators should select outdoor physical education activities that allow natural physical distancing.
  - If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants.
  - Hand shaking, high fives, or other physical contact is prohibited.
  - Any shared equipment must be cleaned between each student's use and disinfected at the end of each class. Fitness center equipment, such as treadmills, ellipticals, stationary bicycles, weights, etc., should be cleaned and sanitized before and after each class.
  - Students and staff should perform hand hygiene at the start and end of each class period or when hands are visibly dirty. Students should also perform hand hygiene after the use of each piece of equipment.
  
- **Music Related Classrooms**

There is [documented evidence](#) of substantial spreading of the coronavirus during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections) transmission. Until further guidance is provided from DESE, vocal music and band courses will take place outside with 12-foot physical distancing.
  
- **Media Centers**
  - General Recommendations from DESE Program Advisor for School Libraries Cassandra Barnett
    - Quarantine books for 3 days (Source Links [here](#) and [here](#)).
    - Sanitize high use surfaces between classes.
    - Use hand sanitizer with students each time they enter the library.
    - Suspend circulation for all non book items OR sanitize after each use.
    - Suspend self-checkout stations OR sanitize after each use (Note: no libraries in our district use self-checkout stations).
    - Spread out OPAC stations and sanitize after each use.
    - Limit number of students entering at one time (think about before, after and lunch, too).
    - Do not use gloves for check out; instead hand sanitize or wash hands after each class.
    - Think about traffic flow and marking 6 feet increments on the floor.
  - Other General Media Center Plans
    - Books shall be out of circulation for a minimum of 72 hours upon return.
    - Five tubs are suggested to be labeled for each day of the week. Place books in tub according to day they were returned.
    - Check in after 72 hour quarantine is up.
    - May choose to use gallon ziplock bags to initially disperse resource information, book check-out, and perhaps some library goodies. Bags will be used throughout the year for book return and check-out. Extra bags will be needed for interim check-outs and books are either delivered or placed on carts for pick up outside of the library or school depending on instruction delivery.

- Instruction, Collaboration, Communication:

- Video instruction on the library website and BPL website to demonstrate resources available (pre-recorded with screencastify for teachers to share with students and make available on library Google Classroom)
- Video/slides explanation of the process of checkout and return (pre-recorded with screencastify for teachers to share with students and make available on library Google Classroom)
- Collaborating with teachers live (without having to relocate students to the library or pushing in to classroom): Live Google Meet with teacher (can put on screen) to interact with class, teach a lesson, and make electronic instruction documents available through Google Classroom. Could do something similar if we're not in school (either pre-recorded or during scheduled times).

- Other Media Center Resources available [here](#).

- Health Offices

- Additional safety precautions are required for school nurses and/or any staff supporting students with disabilities in close proximity, when distance is not possible: These precautions must include eye protection (e.g., face shield or goggles) and a mask/face covering.
- Precautions may also include gloves and disposable gowns or washable outer layer of clothing depending on duration of contact and especially if the individual may come into close contact with bodily fluids.
- Health staff are encouraged to wear scrubs that can easily be sanitized.

- Other Operations

- Each school will consider rotating teachers rather than students.
- Schools will prohibit congregating in hallways and cafeterias.
- Schools will develop alternatives for holding areas for large groups of students before and after school.



# Transportation

## General Transportation Procedures

Transportation presents unique challenges when attempting to mitigate dangers associated with the spread of COVID-19. The District will follow the procedures below to lessen the risks experienced by students and staff related to close contact. Physical distancing will not be feasible on buses; therefore, extra precautions have been established:

- Masks/face coverings are required to be worn by everyone on the bus during school bus transportation.
- Students should maintain a distance of six feet apart while waiting on the bus to arrive.
- Students must undergo symptom and temperature checks conducted by the parent/guardian.
- Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene.
- Drivers and monitors must undergo symptom and temperature checks and self-certify that they are free of symptoms before the start of each workday.
- Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 may not work.
- Drivers and monitors who become ill during their route should contact their supervisor immediately.
- Transportation will apply the most feasible social distancing guidelines; however, distancing isn't possible on most routes. Seating charts will be used. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students.
- Visual guides will ensure that students comply with expectations (e.g., floor decals, colored tape, or signs to indicate where students should/should not sit or stand.)
- Hand sanitizer will be available at the door for entry and exit.
- If parents have alternative means of transportation, they are encouraged to utilize those resources.

## Bus Cleaning

Bus sanitization should be completed daily or between use on all vehicles used for student transportation. Individuals should disinfect vehicles using only products that meet the EPA criteria and manufacturers' guidelines and follow the expressed guidelines.

This should be completed after morning routes and again after evening routes prior to leaving again in the morning.

- Wear disposable gloves to clean and disinfect.
- Wear a protective mask at all times.
- Immediately turn the key to "accessory" when you board the bus.

- Remove any debris from the surface using a broom, electric blower or wipe.
- Generously spray all surfaces with a fine mist using the school approved cleaning solution. You should spray the surfaces you are facing as you walk to the back and again from the back moving forward.
- Turn the key to “off” as you exit the bus.
- Document on the provided bus list what bus you cleaned by placing your initials next to the bus number and log the time it was completed.
- Make sure you change gloves before beginning the next bus.
- In the event of a suspected or confirmed case of COVID-19 on the school bus, additional cleaning will follow the [guidelines](#) from the Arkansas Division of Public School Academic Facilities and Transportation.

## Training

Bus drivers and aides will be provided [training](#) on:

- Safety procedures.
- The use of chemicals for cleaning.
- Proper PPE use.

## Additional Transportation Resources

- [Training Video](#)
- [Current Screening Guidelines](#)
- [Daily Bus Disinfection Procedures](#)
- [COVID-19 Bus Disinfection Procedures](#)

# Food Services

## General Food Services Procedures

Each school will have varying lunch schedules due to the unique building features. The following principles suggested by DESE will be followed:

- Schools will stagger meal times for classes to accommodate half of the seating capacity in the cafeteria at a time. Classes will alternate between eating in the classroom and cafeteria to reduce the group size depending on the building schedule.
- Tables and chairs will be cleaned and disinfected between serving periods.
- Self-service of food items will not be allowed. Cafeteria staff will serve from behind the serving line.
- Individuals will not pick up eating utensils.
- Hand sanitizer will be in the cafeteria.
- Face shields in addition to face masks may be used by cashiers. Money exchange will be reduced. All families are strongly encouraged to use the online payment system found [here](#).

## Breakfast Procedures

- All procedures will be followed with social distancing when feasible.
- Cafeteria seating will be used for all students.
  - To determine cafeteria capacity, total available seats in the standard lunch table setup will be counted and divided by two.
  - A map of the cafeteria will be drawn to show the order seats and tables will be filled as students exit the serving lines.
- Grades K-8
  - Students will enter the service area, request a selected breakfast entree, and take a prepared tray (food, milk, napkin, condiments, eating utensils).
  - Students will exit serving areas and say their names to the cashier, who will make a record of purchase.
- Grades 9-12
  - Students will follow markings on the floor to stand in line for their selections of meal service options.
  - If options are made available (choice of vegetable, choice of milk, or a la carte items), a server will place each student's selection on the tray.
  - Students will scan badge at cashier station to make a record of purchase.



- All Grades
  - Staff will direct students to fill in seating in the order indicated on the map, skipping every other seat.
    - A red and green cup will be stacked on each table. Red cup indicates table has been used. Green cup indicates table has been sanitized. Duty teacher will place red cup on top when students are seated, and custodian will place green cup on top after cleaning.
    - Tape or some other marker will indicate which seats are not to be used.
    - Students will remain seated until dismissed (K-4) or until finished eating the meal (5-12).
  - Serving area will be sanitized prior to lunch service.

## **Lunch Procedures**

- Schedules will be written to stagger class visits to the cafeteria.
- All procedures will be followed with social distancing when feasible.
- Building administration will provide a schedule identifying classes to eat in the cafeteria and classes to eat in classrooms.
  - To determine cafeteria capacity, total available seats in the standard lunch table setup will be counted and divided by two.
  - A map of the cafeteria will be drawn to show the order seats and tables will be filled as students exit the serving lines.
- Grades K-8
  - Students will line up by lunch choice in the classroom. (Lunchbox, Choice 1, Choice 2 . . . )
  - Students will enter a service area still grouped by entree choice and take a prepared tray (food, milk, napkin, condiments, eating utensils).
  - Students will exit serving areas and say their names to the cashier, who will make a record of purchase.

## **Food Allergies**

- Students with food anaphylaxis will eat DAILY in the cafeteria at a designated "Nut Free/Allergy Free" table.
- Students with food anaphylaxis will follow their class assignment schedule and when sack lunch and school lunch students eat in the classroom, desks/tables will be designated in each classroom as a "no food/no lunch space." These desks/tables will be reserved for students with an anaphylactic allergy during instruction time.
- Each desk/table and high touch surface is wiped down after lunch to limit exposure to high risk students following cleaning guidelines.
- Food anaphylaxis is defined when a student has a current Anaphylaxis Health Care Plan and prescribed epinephrine on file.

# Human Capital

Consideration for District staff health and work conditions are paramount when reopening school. For absences, the District will apply Families First Coronavirus Response Act (FFCRA) and current District leave policies. FFCRA requires the District to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply from April 1, 2020, through December 31, 2020.

[COVID-19 FAQ](#)

## **Paid Leave Entitlements**

Generally, employers covered under the Act must provide employees Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

## **Eligible Employees**

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

## Qualifying Reasons for Leave Related to COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |  |   |   |
|--|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);   | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19;          | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |   |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;                       |   |   |

Teachers will be required to participate in District health and safety training when they return on contract. This training will include the following and sign off on the training form in Frontline:

- [Symptoms of Coronavirus CDC](#)
- [How to Protect Yourself](#)
- [Face Covering PDF CDC](#)
- [Face Covering Video](#)
- [Proper Hand Washing/ Sanitizer Staff](#)
- [Disinfecting Training](#)

In addition to the required trainings above custodians and bus drivers will complete the following:

SSC Custodial employees will complete the required [SSC Custodial Training](#).

Bus Drivers will complete the [Bus Driver Training](#)

## Staff Screening Protocols

All staff members will complete the Arkansas Department of Health screening protocol that will be PSuperintendent. If a staff member forgets to check temperature prior to entering the building he/she must take temperature at the entryway screening table prior to entering the building.



## Suspected Staff Cases

Any employee having symptoms of COVID-19 should seek medical attention in the health office as soon as possible. Symptoms include: fever of 100.4 or above, chills, muscle or body aches, vomiting or diarrhea, cough, shortness of breath or difficulty breathing, new loss of taste or smell.

Students and staff may be subject to periodic temperature checks for verification, especially if they are feeling ill or are having a fever during the school day. Each campus has a touch-free forehead thermo to check/verify temperatures throughout the day. Anyone with a temperature of 100.4 or higher will need to leave school. Staff are required to notify their immediate supervisors if they have tested positive for COVID-19 or are presenting COVID-19 symptoms.

## Contact or Symptoms Procedures for Students

### Student Responsibilities

A student who has come into contact with someone who has tested positive for COVID-19 (within a distance of less than 6 feet for more than 15 minutes) or a student with symptoms (fever of 100.4 or above, cough, shortness of breath, loss of taste, or smell) shall:

- Stay home from school, practice or school events. If at school, immediately notify a teacher/ coach.
- Contact your physician and notify the school nurse or, if school is not in session, Health Coordinator Deb Keith ([dkeith@bentonvillek12.org](mailto:dkeith@bentonvillek12.org)). If testing is recommended, stay home until you receive the results of the test. Notify the school nurse or Deb Keith of the results of the test.
- Follow all directions from the District health staff and the ADH.
- Return to school only when approved to do so by the ADH or the school nurse or, if school is not in session, Deb Keith.

### Teacher/Coach Responsibilities

A teacher or coach who has been made aware that a student has come in contact with someone who has tested positive case or has symptoms OF COVID-19 shall:

- Tell the student to stay home.
- If the student is at school:
  - Send the student immediately to the nurse if school is in session.
  - If school is not in session, separate the student and contact the parent to pick up the student immediately.
- Contact school nurse or, if school is not in session, Health Coordinator Deb Keith ([dkeith@bentonvillek12.org](mailto:dkeith@bentonvillek12.org)).

### Nurse/Health Coordinator Responsibilities

The Nurse/District Health Coordinator will:

- If a student is present on campus with contact or symptoms, assess, isolate, and arrange for the student to go home.
- Urge COVID-19 testing.



- Document on District Covid-19 Tracking form.
- Contact the ADH hotline regarding the student with contact or symptoms.
- Notify SSC to properly disinfect any contaminated area.
- Contact ADH hotline within 24 hours.
  - If positive
    - Follow directives of ADH.
    - Notify the appropriate principal and executive director.
    - Make a record of contacts (within a distance of less than 6 feet for more than 15 minutes)--all possible exposures. Begin making contacts immediately when directed. If the contact list is too lengthy to be completed before close of business the same day, contact colleagues to assist. [Tracing Protocol Record Sheet](#)
    - Follow instructions of District Covid Lead - (Building Administration and Building Nurse who are trained in protocols for COVID.)
  - If negative:
    - Follow directives of ADH if applicable
    - Students may return to school when approved by ADH or building nurses.

## **Contact or Symptoms Procedures for Employees**

### **Employee Responsibilities**

An employee who has come into contact with someone who has tested positive for COVID-19 (within a distance of less than 6 feet for more than 15 minutes) or an employee with symptoms (fever of 100.4 or above, cough, shortness of breath, loss of taste or smell) shall:

- Stay home from work or, if at work, go home.
  - Employees may use paid sick days or non-contract days for this leave.
  - Leave due to contact does not qualify for Employee Paid Leave under Families First Coronavirus Response Act (FFCRA) unless and until a quarantine order is issued by the ADH.
  - Leave due to symptoms will qualify for Employee Paid Leave under FFCRA until COVID-19 test results are available (see [COVID-19 FAQ](#)).
    - Absences after positive test results will qualify under FFCRA (with certain limits applied).
    - Absences after negative COVID-19 test results will not qualify under FFCRA.
- Contact school nurse or, if school is not in session, Health Coordinator Deb Keith ([dkeith@bentonvillek12.org](mailto:dkeith@bentonvillek12.org)).
- Testing for COVID-19 is urged. Notify school nurse or Deb Keith of results.
- Follow all directions from the District health staff and the Arkansas Department of Health.
- Return to work only when approved to do so by the Arkansas Department of Health and the school nurse or, if school is not in session, Deb Keith.

## Nurse/Health Coordinator Responsibilities

- The Nurse/District Health Coordinator will:
- If employee is present on campus with contact or symptoms, assess, isolate and arrange for employee to go home.
- Urge COVID-19 testing.
- Document on District Covid-19 Tracking form .
- Contact the ADH hotline regarding the employee with contact or symptoms.
- Notify Principal or employee supervisor.
- Notify SSC to properly disinfect any contaminated area.
- When results are available, take the following steps:
  - If positive
    - Follow directives of ADH.
    - Notify appropriate Executive Director.
    - Make a record of contacts (within a distance of less than 6 feet for more than 15 minutes)--all possible exposures. Begin making contacts immediately when directed. If the contact list is too lengthy to be completed before close of business the same day, contact colleagues to assist.  
[Tracing Protocol Record Sheet](#)
    - Follow instructions of District Covid Lead - (Building Administration and Building Nurse who are trained in protocols for COVID.)
  - If negative:
    - Follow directives of ADH.
    - Employees may return to work when approved by ADH and building nurse.

## Resources

[Case Management Procedures - Employees](#)

[Case Management Procedures - Students](#)

[DISTRICT PROCEDURE FOR ATHLETICS, FACILITIES, TRANSPORTATION, TECHNOLOGY, AND OUTSOURCED PARTNERS](#)

# DISTRICT/SCHOOL RESPONSE TO POSITIVE CASES

The District will follow the DESE Response Levels for On-Site Learning Guidance linked [here](#). The Overall Level of Community Spread (active cases per population) as determined by the ADH will be an important factor in making response determinations. The [ADH COVID-19 Case Update](#) lists the metrics for each county and the number of active cases.

The level of virus transmission within the school will also be an important consideration when determining how to respond to school outbreaks. The level of school spread will be determined by examining:

- Student and staff absentee levels and trends
- Student and staff active cases (per school census)
- Evidence and severity of spread within the school community (active transmission within school setting vs unlinked cases)

Schools will consult with the ADH for guidance when determining the level of response.

It is critically important for staff or students to report a positive COVID-19 test result to the school nurse or principal. While the District should be notified by ADH, prompt response time is imperative. When cases are confirmed for staff or students, the District will cooperate with the ADH to follow measures set forth in the guidance. Multiple data is tracked daily: student/staff absenteeism, county infection rate, student and staff active cases. A summary of DESE guidance that leads District action is as follows:

## Limited Response

Cases are confirmed in a school building but spread in school is limited. It may involve closing one classroom, one school, one team or group, but closing the entire district is not needed at this level. The District will trace probable Close Contact parent/guardian to self quarantine for 14 days.

## Moderate Response

Cases are confirmed within the district, with moderate community spread and increasing levels of student and staff active cases, including evidence of linked cases within the school setting, as determined by ADH. A short term closure of a school/multiple schools/district may be necessary to identify and notify close contacts.

## Critical Response

Multiple cases are confirmed within the district due to substantial school and/or community spread, as determined by ADH. At this level, the percentage of staff and students affected substantially disrupts the delivery of on-site instruction and special services to the extent a district-wide closure may be expected for an extended period of time, but will be determined in collaboration with ADE and ADH.

## Terminology

### Probable Close Contact

District identified individuals that have likely been within 6 feet for 15 cumulative minutes or longer within a 24-hour period to a person who has tested positive for COVID-19, regardless of the use of a face covering. This person(s) will be expected to self-quarantine immediately for 14 days from the last date of contact with the positive case and await their Close Contact status to be confirmed by ADH Contact Tracing. A quick response to identify and quarantine will slow the possible transmission of the virus.

### Close Contact

An individual confirmed by ADH Contact Tracing who was within 6 feet for 15 cumulative minutes or longer within a 24-hour period a person who has tested positive for COVID-19 during the infectious period, regardless of face covering. The Close Contact will be required to self-quarantine for 14 days from the last date of contact with the infected person. It is highly recommended that all close contacts get tested for COVID-19, but individuals must complete the 14 days of quarantine even when the results are negative. They will be in contact with ADH for the duration of the quarantine period.

### Secondary Contact

An individual who has had contact with someone identified as a Close Contact to a person who has tested positive for COVID-19. These individuals do not require quarantine.



## Student Support Services

### Mental Health Services

Before school opens, inventory existing student support services, identify students' needs, and determine additional supports to strengthen access to general education services for identified subpopulations.

After July 22nd, Bentonville Schools will identify those students who have chosen to complete their education remotely. Administrators will evaluate the needs of students. Students with an IEP, 504, homeless or foster designation and those who qualify for migrant services will be monitored.

The Bentonville School District maintains contracts with the following mental health agencies for school-based therapy: Ozark Guidance/Arisa Health, Eason & Associates and Connections/Friendship Community Care.

These agencies have and will continue to provide services via on-site at school, on-site in the agencies' office, or telehealth. These providers also encourage family sessions. Student Support Counselors at the high school will provide mental health services to those students who lack the monetary resources for therapy.

## Social-Emotional Learning Curriculum

The Social-Emotional Learning Curriculum is based upon the GUIDE for Life. These standards created by the Arkansas Department of Education are the foundation for the K-12 Essential Guidance Lessons. In addition, lessons will be taught to support the transition of students returning to the school building. The following resources will be used:

- <https://casel.org/covid-resources/>
- <https://schoolcounselor.org/school-counselors/professional-development/learn-more/school-re-entry>

School counselors will work together to create Essential Guidance lessons for those students who are engaged in remote learning.

## Staff Development

Classrooms After COVID and Trauma-Informed Classrooms are some of the staff development offerings in August. In addition, K-8 counselors will complete a book study focusing on supporting students who have experienced trauma.



# Stakeholder Communication And Engagement

- [Virtual School Narrative](#)
- [FAQ LINK](#)
- Superintendent sends frequent emails to all registered families with [essential information](#).
- [BSD COVID-19 FAQ \(FEC\).pdf](#)



# Academic

## Teaching Health Safety Protocols Hand Hygiene

Hand washing with soap and water is the first recommended line of defense, but where this is not feasible, hand sanitizer may be used. Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. See Centers for Disease Control and Prevention: [Handwashing: Clean Hands Save Lives](#) for free resources.

## Physical Distancing

Physical distancing is another practice that helps mitigate the spread of the virus. The Centers for Disease Control and Prevention (CDC) recommends that schools "space seating/desks at least six feet apart when feasible." The American Academy of Pediatrics shared that "In many school settings, six feet between students is not feasible without limiting the number of students. Evidence suggests that spacing as close as three feet may approach the benefits of six feet of space, particularly if students are wearing face coverings and are asymptomatic."

- Schools should seek to maximize physical distance among individuals within their physical and operational constraints.
- Classroom and facility configuration: To the extent possible, desks should be spaced three to six feet apart and facing the same direction.
- Alternative spaces in the school (e.g. library, gymnasium, auditorium) should be repurposed to increase the amount of available space to accommodate the maximum distance possible.
- In these larger spaces, establishing consistent cohorts/classes with separation between the cohorts/classes provides another option to maximize these spaces safely.

## Social Distancing for Younger Learners

See also: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Attention to our youngest learners is especially important when considering social events that prepare and orient this group of learners to the routines, schedules, and patterns of their school environment that may not be possible as usual. Young students may struggle more than other students with understanding and complying with social distancing and wearing face coverings. Students should remain in small groups with the same students and remain six feet apart as much as possible. Having instruction outside may help with

social distancing requirements. Teachers should rearrange furniture and play spaces to meet social distancing requirements, when possible. Find creative ways to allow students to create their own space using yarn, masking tape, or other materials.

## **Modeling and Reinforcing Strategies**

Teachers should implement strategies to model and reinforce social and physical distancing and movement. Suggestions include:

- Use carpet squares, mats, trays or other visuals for spacing.
- Model social distancing when interacting with children, families and staff.
- Create and develop a scripted story/role play around social distancing, as well as hand washing, proper etiquette for sneezes, coughs, etc.
- Give frequent verbal reminders to children.
- Hang pictures within the school building to give constant reminders.
- Send home a tip sheet to parents and caregivers so they can also learn about social distancing.
- Offer more opportunities for individual play and solo activities, such as fine motor activities (e.g., drawing, coloring, cutting, puzzles and other manipulatives).
- Plan activities that do not require close physical contact between multiple children. Keep groups separate for special activities, such as art, music and exercising.
- Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- Teach, model, and reinforce healthy hygiene habits and social skills. Suggestions include:
  - Explain to students why it's not healthy to share drinks or food.
  - Practice frequent hand hygiene by teaching a child-friendly song or counting to 20.
  - Teach students to use tissue to wipe their nose and to cough inside their elbow.
  - Model and practice hand hygiene before and after eating, coughing, sneezing, playing outside and using the restroom.

## **Classroom Environment**

Create a classroom environment that promotes positive teacher and student relationships that support student social-emotional well-being and self-esteem. Suggestions include:

- Promote empathy through conversations about other people's feelings and perspectives.
- Talk about responsibilities.
- Build a coping toolbox that includes body- and mind-calming strategies.
- Read children's books to help support the children when they may be feeling anxious or sad (e.g., "Grumpy Monkey," which explains that it's OK to be sad or have unexplained feelings).

\* <https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf> Illinois Education Department Planning Document

# Arkansas Activities Association Recommendations

- [Golf](#)
- [Tennis](#)
- [Cross Country](#)



## Special Populations

The unique needs for special education, English Learners, Homeless and Migrant populations will be met in both Blended and Virtual School. We strongly encourage Blended Learning (in person learning) for students who have an IEP, 504 Plans and students who receive English Language support, Dyslexia support, or interventions. Virtual School is recommended for those students who are medically fragile or at higher risk of severe illness.

# District Waivers

DESE built the following list of waivers for all Arkansas districts as part of the assurances signature process. Sometimes waivers are required to adjust to the health and safety requirements currently needed. For example, we will request a waiver on school days that allows kindergartners to take an additional week prior to officially starting school while allowing a small group orientation for a handful of students and parents carefully scheduled for the health of both staff members and kindergartners. While we may need flexibility in the standards, we do not foresee circumstances that will require significant deviation from the established standards. Teachers and staff need not worry that they won't receive duty free lunch. District administrators understand that teachers, staff and bus drivers are the front line, and we will work to maintain your protections; however, additional duties may be necessary to ensure student and staff safety. As school schedules are developed, the District will bring any waiver utilized and any additional waivers requested to the PPC and seek approval of the School Board.

## State Board Approved Waivers Granted through Assurances

### In Person Approved Waivers

Ark. Code Ann. 6-17-117 (Non instructional duties – only for the purpose of implementing ADH requirements or guidelines regarding health and safety)

Ark. Code Ann. 6-17-204(b) (Teacher contracts – only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

Ark. Code Ann. 6-17-205(b)(2) (Teacher contracts – only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

Ark. Code Ann. 6-17-2304(b) (Classified employee contracts – only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

Ark. Code Ann. 6-17-2305(c)(2) (Classified employee contracts – only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

### ONLY Tech Based Approved

Ark. Code Ann. 6-16-102(a)(1) through (a)(5)(E)(i)(b), and (c) (School Day)

Ark. Code Ann. 6-17-111(a) (Duty-free lunch)Ark. Code Ann. 6-17-114 (Planning time)

Ark. Code Ann. 6-17-211 (Employee leave)

Ark. Code Ann. 6-17-812(a)(2) (Class size)

DESE Rules Governing Student Special Needs Funding, Sec. 4.03.2 through 4.03.2.2.1

DESE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools, Sec. 7.10.1 and 7.10.2Standard for Accreditation 1-A.5



# Bentonville Schools