



Revised 7/15/2020

Rittman Exempted Village Schools COVID-19 Restart and Reset Guide

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These protocols were established based on the the principles of working with a normal daily schedule and the option of home online learning, physical distancing as much as possible, and cleaning protocols being maintained to minimize risk.



1 - District Components

The Rittman Exempted Village School District has considered various factors in developing this plan. The following considerations and decisions will be universal across the district. Individual building specifics will follow.

Operations

- **Health & Safety**
- **Technology**
- **Maintenance & Sanitizing**
- **Transportation**
- **Food Services**

Instruction

- **Curriculum**
- **Remote Learning Platform**
- **Face-to-Face**
- **Equity**

Stakeholders

- **BOE**
- **Employees**
- **Students**
- **Parents**
- **Learning Community**

Resources

- **Budget**
- **Time**
- **People**
- **Facilities**



2 - Operations

- Health & Safety- Rittman Exempted Village Schools will coordinate with our local health officials to determine a course of action for procedures when a confirmed case has entered our district/school(s). We will teach healthy hygiene, social distancing, intensify cleaning and disinfection, and require sick staff/students to stay home. We will reduce congestion in the health office by providing two clinics.
- Technology- Rittman Exempted Village Schools has implemented one-to-one devices for grades 3-12. We will deliver an online remote learning platform when necessary to meet the needs of all learners.
- Maintenance & Sanitizing- Rittman Exempted Village Schools will implement cleaning and disinfecting common areas multiple times daily focusing on frequently touched surfaces. Maintenance staff will follow an EPA approved list and manufacturer's instructions for all cleaning and disinfection products.
- Transportation- Rittman Exempted Village Schools will transport students to school and also encourage parents to transfer children when possible to reduce the number of students riding busses. When needed bus routes will run twice (elementary level) and follow the route division schedule option to accommodate safety protocols. Students are required to wear masks on school transportation.
- Food Services- Rittman Exempted Village Schools will provide breakfast and lunch to all students and consider ways to distribute or offer grab-and-go lunches to families opting for remote learning.



3 - Instruction

Learning Options

The learning options below are available to all Rittman Exempted Village Students for the 2020-2021 School Year. Rittman Exempted Village Schools will follow the Governor's guidelines for schools. We will provide standards based curriculum delivered in multiple platforms to meet all student needs. Please be sure to read all options to determine the best fit for your student.

COVID-19 Educational Options for Families	Mode of Engagement	Description	What steps do I need to take for this option?
Traditional School	All face-to-face	Students will report to their designated school building 5 days a week.	All students are automatically enrolled in this option.
Remote Learning (see additional details in #19 and #20)	Online	Students will work from home, completing online content 5 days a week.	Parent and students must complete the contract and return to school by August 4, 2020.

Rittman Exempted Village Schools will maintain an equitable education system where all students develop the knowledge and skills they need to be engaged and become productive members of society. All students will have access to all educational opportunities within our district.



Traditional School (Face-to-Face Instruction)

Rittman Exempted Village Schools will provide “traditional” face-to-face learning to students by following the CDC, state, and local guidelines:

1. Student and staff groupings are as static as possible
2. Restriction of nonessential visitors, volunteers and activities
3. Seating/desks spaced
 - a. K-5 all classrooms spaced at 6 feet
 - b. 6-12 all classrooms spaced at least 3 feet
4. Seating charts/assigned seating in all classrooms
5. Transition schedules will be created to minimize the number of students and staff in common spaces
6. Students will have belongings separated and will not share supplies
7. Intensified cleaning/sanitizing procedures will be implemented daily
8. Promote healthy hygiene and social distancing practices
9. Accessible health and safety supplies



4 - Stakeholders/Resources

Stakeholders

Rittman Exempted Village Schools will use multiple communication tools to inform all stakeholders listed below. The leadership will remain transparent to provide greater clarity when information is gathered and shared. These methods will include our Blackboard calling system, FinalForms email messages, website updates, newsletters, and teacher tools.

- BOE
- Employees
- Students
- Parents
- Learning Community

Resources

Rittman Exempted Village Schools will continue to be fiscally responsible and manage the resources below to best meet the needs of the district. We recognize all items are critical resources for our learning community and all decisions will be considered greatly before finalized.

- Budget
- Time
- People
- Facilities



5 - School Operations

Visitors/Volunteers

Prohibit visitors/volunteers in schools, or limit to emergency situations and enrollment. Require temperature checks and a symptoms check for any visitors. Student assemblies will be eliminated.

School Picture Day

School pictures will be extended to allow for social distancing. No group photos will be taken. Classroom composites of individual pictures will be utilized instead.

Meet & Greet/Orientation

Elementary teacher meet and greet will not occur. Times will be provided where parents can drop off supplies ahead of school start date.

Face Masks

All staff required to wear face protection. Masks required for all students on school transportation and for all visitors at the school. Masks for K-2 students are not required, except for transportation 3-12 students will wear masks during transitions and in common spaces. Masks are recommended for all students.

IEP/ETR/504 Meetings

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

Events/Assemblies/Field Trips

All extra events will not be held at this time. Guidance from ODE, ODH, and OHSAA will be utilized to make future decisions as to any large events.

School Postings

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

Clean and Sanitize

Frequently clean surfaces paying particular attention to high-touch areas (stair handrails, door handles, counters, desks, tables, chairs, lavatories, computers, books, etc.). Cleaning and disinfection should be done after each cohort of students leaves a facility or classroom, including between class changes (if applicable), between groups in the cafeteria (when utilized), and after each school day. Limit sharing of supplies and equipment and sanitize between student use.



6 - School Health & Safety Additions

The Rittman Exempted Village School District has considered and implemented several health and safety measures for the 2020-2021 school year. These measures include:

- Face shields for teachers
- Masks for all staff members
- Masks available for all students
- Partitions for desks, as needed
- Partitions for work tables and student/teacher work stations
- Hand sanitizer available in all classrooms, common spaces, and entries
- Drinking fountains will not be used
- Water bottle filling stations installed in buildings; students can fill water bottles or cups
- Water bottles provided for all students
- Additional clinics for sick students
- Additional thermometers
- Teacher carts for traveling teachers
- Extra Chromebooks to ensure less sharing or all one-to-one
- Additional cleaning supplies and cleaning personnel
- Signs and directional arrows to remind of procedures
- Assigned seats and logs of student movement for tracing
- Ionizer disinfectant sprays



Student Learning

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

Employee Training

Education and training for all employees will be provided on how to put on, take off and dispose of personal protective equipment (PPE). Staff members will receive training on all school protocols for safety. Adequate education will be provided (by the school nurse) for all school personnel to know and recognize the most likely symptoms of COVID-19 and how to protect employees and students from transmissions. District substitutes will also be trained on all COVID safety measures.

Face Masks

All staff/service providers are required to wear face masks. Teachers and other staff members may use a face shield if face mask interferes with instruction to students.



8 - Classroom Information

All District Protocols

All classrooms will do their best to maintain social distancing between desks as space allows. Group work will be eliminated until further notice. Materials will be distributed by the staff. Students should not be involved with distributing materials. Hand sanitizer (60-95% alcohol based) and sanitizing products available for personnel and students, especially in high traffic areas, including at each school entrance and in every classroom. Students will have assigned seats in all classroom/school spaces.

Rittman Elementary

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

Student Space

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

Classroom Snacks

Kindergarten snacks will be prepackaged and provided by the school district. For special events, parents would be allowed to provide a pre-packaged treat. It would be delivered to the classroom by school personnel. Any homemade treats or items that are not factory sealed will not be provided to students.

Student Supplies

Community supplies will be eliminated. All students will utilize their own school supplies and keep them in their own pencil pouch, box, or cubby. Teachers may collect and distribute these as needed.

Classroom Libraries

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

Rittman Middle and High School

Community supplies will be eliminated with the exception of labs and art classes that will be sanitizing materials that are used. Digital copies of textbooks/novels will be used when possible.



9 - Arrival & Dismissal/Transportation

Rittman Elementary Arrival

Building doors will open at 8:00am. Students will walk to their classrooms upon arrival. Staff will be in hallway to enforce social distancing protocols and marks on floor to assist students in maintaining distance.

Rittman Elementary Dismissal

Student dismissal will begin at 2:55 pm. This will allow for a staggered dismissal where students will still maintain social distancing in the hallways. Staff will supervise hallways to maintain social distancing. Busses will dismiss as they arrive. Walkers and car riders will both begin being dismissed at 2:55 pm. Student dismissal procedures may change as they are put in place to make building dismissal more safe and efficient.

Transportation

Bussing will be made available to students who live in bussing zones. Masks will be required for students and staff members on busses (self-provided or district-issued). There is a maximum of two students per seat. All students will have assigned seats. Busses will be sanitized after use. Bus drivers will comply with safety protocol and wear masks at all times. Hand sanitizer will be available on busses for drivers and students as needed.



9 - Arrival and Dismissal/Transportation

Career Center Students

Career Center students will wait at Heritage Hall for their bus to the Career Center.

Rittman Middle School Students Arrival

Middle School students will enter at the Middle School office entrance. Bussed students will arrive at the athletic entrance. Students will be required to wait outside until doors unlock (there will be no early entry). While waiting, social distancing sign reminders will be posted. Upon entry, Middle School students will immediately report to their homerooms. Students will be dismissed by homeroom for breakfast and to access lockers.

Rittman High School Students Arrival

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

Rittman Middle and High School Dismissal

Dismissal will be staggered for all students to maintain social distancing in the hallways and at lockers.



10 - Breakfast/Lunch

Cafeteria Standards

Regular cleaning and sanitizing protocols will be followed. Sanitation will occur in the area where a student was eating prior to any other student being seated in the same area. Students will have assigned seats in cafeteria. Social distancing lines/marks will be on the floor for students to observe when going through serving lines. Students will not touch/choose items in serving lines (milk, etc.). All food items will be placed on food trays by school personnel. At this time, limited food choices will be offered in the cafeteria.

Rittman Elementary Breakfast

Breakfast will continue to be available to students between 8:00-8:30 am. Breakfast students will proceed through the breakfast line and eat in the cafeteria with limited seating (39), then report to their classrooms (8:00-8:20 am). After 8:20 am and/or after cafeteria capacity has been reached, students will receive a bagged breakfast and eat in their classrooms.

Rittman Elementary Lunch

Lunches in elementary school will be eaten in classrooms to maintain social distancing, as the cafeteria cannot maintain social distance guidelines as set forth by the state. Students will eat in the cafeteria on a rotating basis to maintain social distancing and sanitation practices. Student lunches in grades K-2 will be delivered to the classroom. Students in grades 3-5 will walk to cafeteria to obtain lunches. Staff members will be supervising and lunch times staggered to maintain social distancing.

Rittman Middle and High School Breakfast

Breakfast is available to all students. High School students should report to the cafeteria to grab breakfast prior to their first period class. Middle School students should enter the building and walk directly to their homeroom where the teacher will dismiss them for breakfast.

Rittman Middle and High School Lunch

The cafeteria, commons, and gym will be utilized for lunch spaces if necessary. College Academy students are encouraged to go home when not in class. All Juniors and Seniors are permitted an open lunch with parent permission. Seats and social distancing lines will be marked to guide students.



Rittman Elementary School

Research concludes that students at the elementary level require movement and learning breaks to enhance their development. We recognize the importance of this at Rittman Elementary School and will continue to provide recess to students with additional safety protocols and guidelines. Students are not required to wear masks during outside recess.

Outside Recess

Parents will be able to opt their child out of attending outside recess. Each class goes outside at a designated time. A schedule will be developed and teachers will sign up for time slots. Two classes at a time are allowed outside to maintain social distancing on the playground (50 kids max). Students will be allowed to play on equipment, blacktop and grass. Students will have limited access to balls, jump ropes, etc... all will be sanitized between uses. Recess monitors will remind students of social distancing protocols during the recess time. Students will be socially distanced in lines when entering and exiting the building, as well as when lining up on the playground. Markings will be made on the playground to enforce social distancing. Students will sanitize their hands upon re-entering the building.

Inside recess

If parents do not give permission for outside recess, students will remain in a designated area. Students will be supervised by staff members. Students will have a designated space to move, read, or play an individual game.

When inclement weather prohibits outside recess, students will remain in their classrooms for recess. Students may be allowed to play together, as long as they are using masks/barrier between them.



12 - Restrooms/Fountains

Water Fountains

All water fountains will be turned off. Students needing a drink should use school provided water bottles, home provided water bottles, or individual disposable cups that can be filled at sinks or water bottle filling stations.

Rittman Elementary

The Kindergarten “in class” restroom will be utilized for all Kindergarten restroom breaks. Students will be expected to use hand sanitizer prior to the restroom break and wash their hands after using restroom. In grades K-5, there will be no whole class restroom breaks. Teachers will send 1-2 students at a time. Restrooms will be sanitized regularly by school personnel (handles, toilet seats, faucets, soap dispenser, paper towel dispensers). Maximum of two students per restroom and social distancing at the hand wash stations. Some of the facilities (toilets, urinals, sinks) will be blocked to maintain social distancing norms. Additional marks on the floor will identify where students can stand to maintain social distancing norms. Additional restroom monitors will be dedicated to ensuring social distancing in the restrooms during the school day. Restroom logs will be maintained to ensure contact tracing if necessary.

Rittman Middle and High School

Restrooms will be sanitized regularly by school personnel (handles, toilet seats, faucets, soap dispenser, paper towel dispensers). A maximum of two students are allowed per restroom and social distancing will be enforced at the hand wash stations. Some of the facilities (toilets, urinals, sinks) may be blocked to maintain social distancing. Students are encouraged to report to the classroom to check in and then use the restroom. Restroom logs will be maintained to ensure contact tracing if necessary.



13 - Transitions

Rittman Elementary

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

Rittman Middle School and High School

Lockers

Locker access will be limited throughout the school day to help social distancing. Middle school students should report directly to their homeroom upon entering the building and will not stop at their lockers. They will be dismissed by their homeroom teacher to access lockers. High School students are encouraged to carry a bag and not use lockers when possible. Those who need to use lockers will stop at their locker, maintaining social distance, and utilize 1st period for locker access. Teachers may also give permission to access lockers during class.

Hallways

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



14 - Special Subjects

Rittman Elementary

Art Procedures

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

Music Procedures

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

Physical Education Procedures

1. PE class will be held in the gym, open classroom, or outside, if possible.
2. Special care will be taken to ensure social distancing and minimal equipment use during class; masks are not required during Physical Education.
3. All equipment used will be sanitized before next student use.

Library Procedures

1. Library will be held in the student classroom.
2. Library time will be spent with the librarian reading, completing literacy activities and sharing books with the students.
3. Students will not check out library books.

Technology

1. Technology will be held in the classroom.
2. Students in grades 3-5 have 1:1 Chromebooks. This eliminates sharing. Students would be assigned a cart and Chromebook number and would be responsible for that same Chromebook all year. These students would be responsible for sanitizing them after daily use.
3. Students in grades K-2 have 2 students:1 Chromebook. These Chromebooks would be shared with staggered schedule and sanitized between each student use. Teachers would sanitize the Chromebooks daily.

STEM/Social-Emotional Learning

1. STEM will be held in the classroom.
2. Students will not share materials.



15 - Students

Discipline

A student's refusal to obey guidelines as it relates to COVID-19 safety protocols may be treated as insubordination, and the student may be disciplined in accordance with the Student Code of Conduct.

Face Masks

Student masks can be provided by the school or home-issued. Students are encouraged to wear masks which can be provided at home, or available at school. Students in grades K-2 are only required to wear masks on school transportation. Students in grades 3-12 are required to wear masks on school transportation, during transition times, and in common areas. School-issued masks will be laundered daily.

Rittman Middle School and High School Technology

Each Middle and High School student will be issued a Chromebook and charger to eliminate sharing. Students are responsible for loss or damage (fees can be assessed). Computer labs will have cleaning solution and rags to wipe keyboards and desks between each class.



16 - Before/After School Programs

Before and after school programs housed at Rittman Elementary School and managed by the Wooster YMCA will continue.

These programs will follow the same rules for restrooms and social distancing as used in the building:

- a. Only two students in the restroom at a time. Restroom logs will be maintained.
- b. Restrooms will be sanitized regularly.
- c. Prepackaged snacks will be allowed.
- d. Students will be social distanced at tables for play and snack.
- e. If students change centers, activities, locations, areas will be sanitized after leaving.
- f. Visitors will not be allowed into the building. The only exception will be an area no larger than 10 feet where parents can sign out and pick up their children.
- g. Student materials (book bags/coats) will have specific locations and will not touch one another.
- h. Location cafeteria, able to hold 39 total students with 6 ft apart, 78 students with table dividers
- i. Regular hand washing and sanitizing for students and staff.
- j. Following school guidelines, students K-2 will not be required to wear masks, students in grades 3-5 will be required to wear masks.

Drop-off and Pick-up

- a. Parents/Guardians must wear masks.



Daily Health Assessments

Require students and personnel to take their own temperature before reporting to school and to stay home if above 100°F or if experiencing other symptoms.

- a. Schools should also consider the reality that all students will not be equally supported in a self-assessment and should be aware of those students with higher needs (single-parent, both parents working, etc.).
- b. Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever. While waiting to go home, ill persons should continue to wear a face mask and be placed in a separate isolation room overseen by school personnel who is also wearing a mask.

PPE

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

Hand Sanitizer

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

Showing Symptoms of COVID-19 at School

Should students or employees exhibit symptoms while physically attending school in-person, they should report to a quarantine room, be required to wear a face mask, and any adults interacting with them should be required to wear a face mask. Those showing symptoms should be required to go home.



18 - Positive COVID-19

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

Diagnosed or Exposure to COVID-19

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

Health Department Notification

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

Returning to School Following Quarantine

Personnel and students with confirmed or presumed COVID-19 must meet these conditions prior to returning to school: Persons with confirmed COVID-19 may return to work/school after fever is resolved without the use of fever-reducing medication **AND** respiratory symptoms (cough, shortness of breath) improve **AND** they have two negative COVID-19 test results. Persons with presumed COVID-19 may return to work/school when at least 7 days have passed since symptom onset **AND** 72 hours after fever resolves without use of fever-reducing medication **AND** respiratory symptoms (cough, shortness of breath) improve.

Any students with symptoms of COVID 19 will be placed in the Q-clinic until their transportation arrives.



19 - Home/Remote Learning

Remote Learning Procedures

1. Teachers will follow Remote Learning Expectations and Resources in Google Classroom.
2. Students who opt for remote learning will be expected to complete the grade level curriculum and all assignments that are part of the learning process.
3. Students will be subject to grading, as it exists in a live classroom setting.
4. Student promotion will be dependent on work completion, online time, and work accuracy.
5. Parent/student contract must be signed and complied with to remain remote, or the student will be considered truant.
6. Students who are eligible for IDEA services will receive them remotely. IEP/ETR/504 meetings will be held virtually.
7. Students who require mental health supports will receive them remotely.
8. If a parent/student select remote learning it will be for a semester unless otherwise approved by the Superintendent.
9. For remote learning, the teacher will establish the hours that he/she is available for assistance, live lessons, and office hours.
10. Parents and students will be contacted via phone, messaging applications, and email.
11. Parent and student must have and maintain internet access to register for remote learning.
12. A student Chromebook can be issued to a student who does not have a device available at home.

Maximum learning hours per day (varies by grade)

This maximum time is the total time for core subject areas direct instruction and time spent with Intervention Specialist (teacher collaboration is important to not exceed total time):

- PreK 1 hour per day
- K-2 2 hours per day
- 3-4 2.5 hours per day
- 5-8 3 hours per day
- 9-12 3-3.5 hours per day

