



June 2021

**Rittman Exempted Village Schools
Safe Return to In-Person Instruction and Continuity of
Services Protocols Plan
2021-2022**

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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**
- **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.
- 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. All safety protocols will be followed.
- Food Services- Rittman Exempted Village Schools will provide breakfast and lunch to all students.



3 - Instruction

Learning Options

The learning options below are available to all Rittman Exempted Village Students for the ~~2020-2021~~ 2021-2022 School Year. Rittman Exempted Village Schools will follow the Governor's guidelines for schools. We will provide standards based curriculum delivered in multiple platforms, when needed, to meet all student needs.

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 (ONLY AVAILABLE WHEN STUDENT/STAFF ARE IN QUARANTINE)	Online	Students will work from home, completing online content assigned.	Parent and students will be notified when online learning must occur and duration of time.

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 will be based on indoor capacity requirements.
3. Seating/desks spaced 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.

- Board Of Education
- 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

Visitors/volunteers in schools will be limited and approved. Anyone visiting the school should conduct a temperature check and symptoms check prior to arriving. Student assemblies will be altered to meet indoor capacity guidelines.

School Picture Day

Classroom composites of individual pictures will be utilized.

Meet & Greet/Orientation

Elementary teacher meet and greet will occur and will also offer a virtual meet and greet, if family elects this option. Times will be provided where parents can drop off supplies ahead of school start date.

Face Masks

Facial coverings will be optional for all staff, students, volunteers/visitors at this time. This could be altered due to local/state health orders.

IEP/ETR/504 Meetings

Parents will have the option of face-to-face IEP meetings or a virtual meeting (Video or phone) will be provided if a parent prefers.

Events/Assemblies/Field Trips

All extra events will be based on superintendent approval. Guidance from ODE, ODH, and OHSAA will be utilized to make future decisions.

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 will be completed during the school day within the classroom, between groups in the cafeteria (when utilized), and after each school day. Limit sharing of supplies and equipment and sanitize between student use.



5 - School Operations

DIRECTOR'S ORDER May 17, 2021

Re: Director's Second Amended Order for Social Distancing, Facial Coverings and NonCongregating

I, Stephanie McCloud, Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" Order the following to prevent the spread of COVID-19 into the State of Ohio: Preamble:

As Governor DeWine announced, the vast majority of health orders -- except some orders for safety in congregate living and health settings and some technical matters --will be rescinded on June 2, 2021, at 12:01 AM EDT. This is designed to give individuals, who have not yet been vaccinated, time to get vaccinated before the public health mitigation measures are lifted. Businesses may continue to require mitigation measures (e.g., masking and social distancing) among those vaccinated and unvaccinated, and individuals may choose to practice mitigation measures.

The Rittman Exempted Village School District encourages anyone not vaccinated to wear a mask, however it will not be required.



6 - School Health & Safety Additions

The Rittman Exempted Village School District has considered and implemented several health and safety measures for the 2021-2022 school year. These measures include:

- Optional Face shields for teachers
- Optional Masks for all staff members
- Optional Masks available for all students
- Partitions for desks, as needed
- Partitions for work tables and student/teacher work stations
- Plexiglass / Dividers for all lunch tables
- Hand sanitizer available in all classrooms, common spaces, and entries
- Drinking fountains will be used on a limited basis, with water bottle filling stations installed in buildings as a preferred alternative. Students can fill water bottles or cups
- Clinics
- Thermometers
- Chromebooks
- Additional cleaning supplies and cleaning personnel
- Signs and directional arrows to remind of procedures
- Assigned seats
- Ionizer disinfectant sprayers



Student Learning

We will continue to 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

The Rittman Exempted Village School District encourages anyone not vaccinated to wear a mask, however it will not be required.



8 - Classroom Information

All District Protocols

All classrooms will do their best to maintain social distancing between desks as space allows. 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.

Rittman Elementary

Student Space

All classrooms will have students seated at individual desks or tables. 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. 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 utilized on a limited basis, with sanitization procedures in place. 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 used, with teachers sanitizing books, or letting them sit as needed for safety.

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 optional 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 protocols. 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). 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). 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

The school day ends at 2:38pm. 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. Students will have assigned seats in cafeteria. Barriers will still be present on the cafeteria tables. 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.

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. 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

The cafeteria will be used for lunch as normal. Students will be separated with physical clear barriers as needed for safety.

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 and stage will be used for lunch as normal. Students will sit 5 per table (3 ft). Seats and social distancing lines will be marked to guide students.



11 - Recess

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

Each class goes outside at a designated time. Students will be allowed to play on equipment, blacktop and grass. Students will sanitize their hands upon re-entering the building.

Inside recess

When inclement weather prohibits outside recess, students will remain in their classrooms for recess. Students may be allowed to play together and proper safety/sanitizing protocols will be in place.



12 - Restrooms/Fountains

Water Fountains

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 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).

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. 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.

Rittman Middle School and High School

Lockers

Locker access will be limited throughout the school day to help prevent congregating in the hallways. Students should report directly to their homeroom/1st period upon entering the building and will not stop at their lockers. 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. Students will travel to the art room for class.
2. Students will use their own supplies and any items shared will be sanitized.

Music Procedures

1. Students will travel to the music room for 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. All equipment used will be sanitized on a regular basis

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.

STEM/Social-Emotional Learning

1. Students will travel to the STEM classroom.
2. Students will use their own materials. Any shared materials will be sanitized on a regular basis.



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.

Student Training

We will continue to implement age-appropriate teaching about COVID-19 control strategies for students on the first day of school, then continuously reinforced. We will review procedures / policies / practices on the first day of school and then reinforce to ensure these measures become standard practices.



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 safety rules as established in the building:

- a. Restrooms will be sanitized regularly.
- b. Prepackaged snacks will be allowed.
- c. If students change centers, activities, locations, areas will be sanitized after leaving.
- d. 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.
- e. Student materials (book bags/coats) will have specific locations to be separated.
- f. Regular hand washing and sanitizing for students and staff.



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 County Health Department.

Health Assessments

Require students and personnel to stay home if they have a fever above 100.4°F, or if experiencing multiple other COVID-19 symptoms. Personnel and students who are ill must stay home from school, or be sent home if they become ill at school, particularly if they have multiple COVID-19 symptoms. While waiting to go home, ill persons should continue to wear a face mask and be placed in a separate isolation area overseen by school personnel, who are also wearing proper PPE.

PPE (Personal Protective Equipment)

School nurses or personnel who care for sick persons should utilize appropriate PPE, following OSHA PPE Standards and CDC guidance.

Hand Sanitizer

Make 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.

Showing Symptoms of COVID-19 at School:

Should students exhibit symptoms while physically attending school in-person, they should report to a school clinic. Those showing multiple symptoms will be required to go home.

COVID-19 Testing

If available, COVID-19 rapid testing kits will be offered for parent/guardian or staff pick-up as an optional choice for use at home. Results can be shared with the school nurse to determine next steps.

Covid Vaccination Clinics

Rittman Schools offered in collaboration with Aultman Orrville Hospital vaccine clinic days for staff and eligible students.



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.

Confirmed Cases

- a. Immediately isolate and seek medical care for any individual who develops symptoms.
- b. Contact the local health district about suspected cases or exposure.
- c. Organizer must maintain a complete list of employees and students present at each event to include the date, beginning and ending time of the event, plus name, address, and phone contact to be made available upon request from local health district.
- d. It is recommended that, if possible, work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- e. It is recommended not required that, if possible, once testing is readily available, test all suspected infections or exposures.
- f. It is recommended that, if possible, following testing, contact local health department to initiate appropriate care and tracing.

Students:

- i. Unless fully vaccinated, athletes and students involved in extracurricular activities whose exposure was not in a classroom setting, CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances [the] reduced burden [of quarantine] against a small possibility of spreading the virus [beyond 10 days]. CDC recognizes that reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot play sports. Players, coaches, officials, or other individuals who had close contact or who had direct physical contact with the person (e.g., who were coughed on or sneezed on by the infected person) and who remain asymptomatic may consider the following to consider stopping quarantine:
 - After day 10 without testing
 - After day 7 after receiving a negative test result (test must occur on day 5 or later)
- ii. However, youth who are not required to quarantine due to exposure occurring in a classroom setting under the school-based exposure guidance or are fully vaccinated are permitted to participate in organized sports activities and extracurricular activities as long as they remain symptom free and follow applicable guidance.



Contact tracing in combination with isolation and quarantine:

Core principle for contact tracing: Schools should collaborate with the health department, to the extent allowable by privacy laws and other applicable laws, to confidentially provide information about people diagnosed with or exposed to COVID-19. Students, teachers, and staff with positive test results should isolate, and close contacts should quarantine. Schools should report positive cases to the health department as soon as they are informed. School officials should notify families of close contacts as soon as possible after they are notified that someone in the school has tested positive.

Staying home when appropriate: Educate teachers, staff and families about when they and their children should stay home and when they can return to school. Students, teachers, and staff who have symptoms should stay home and be referred to their healthcare provider for testing and care.

Isolation should be used to separate people diagnosed with COVID-19 from those who are not infected. Students, teachers, and staff who are in isolation should stay home and follow the direction of the local public health authority about when it is safe for them to be around others.

Case investigation and contact tracing: Schools should work with the local health department to facilitate, to the extent allowable by applicable laws, systematic case investigation and contact tracing of infected students, teachers, and staff, and consistent isolation of cases and quarantine of close contacts. Schools can prepare and provide information and records to aid in the identification of potential contacts and exposure sites, consistent with applicable laws, including those related to privacy and confidentiality. Collaboration between the health department and K-12 school administration to obtain contact information of other individuals in shared rooms, class schedules, shared meals, or extracurricular activities will expedite contact tracing. Prompt identification, quarantine, and monitoring of those contacts exposed to SARS-CoV-2 can effectively break the chain of transmission and prevent further spread of the virus. Quarantine should be used for students, teachers, and staff who might have been exposed to COVID-19. Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms. Students, teachers, and staff who are in quarantine should stay home and follow the direction of the local public health department about when it is safe for them to be around others. If a child with a disability is required to quarantine, the school is required to provide services consistent with federal disability laws.