



# **BRANDON VALLEY SCHOOL DISTRICT**

## **Covid-19 PANDEMIC RESPONSE PLAN**

**Developed by:**

**Brandon Valley Safety Committee**

**&**

**Administration**

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# OVERVIEW

## **Brandon Valley School District Covid-19 Response Plan**

### **Purpose of this plan:**

Develop a plan for response in the event of the occurrence of an outbreak of a pandemic scope.

### **Rationale:**

At the directive of the South Dakota Department of Education, the South Dakota Department of Public Health, the National Department of Health and Human Services and the Centers for Disease Control and Prevention, a Pandemic Response Plan is being developed for the Brandon Valley School District (BVSD). This plan shall be integrated into our local and state Pandemic Response Plan.

### **Background:**

According to the World Health Organization (WHO): "A pandemic occurs when a new virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new virus are likely to quickly take hold around the world".

Covid-19 is a highly contagious respiratory virus that is responsible for the current epidemic in the United States and other countries. Note: Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During a pandemic the level of illness and death from a virus will likely increase dramatically worldwide (South Dakota Department of Public Health).

The impact of a pandemic on the local economy and business processes could be devastating. It is likely that 15-35% of South Dakota's population will be affected. There is potential for high levels of illness and death, as well as significant disruption to society, our economy, and potentially our schools, making planning for the pandemic imperative.

### **Goals:**

To prevent, to prepare, to mitigate, and to respond to a potential pandemic threat in the most effective and efficient manner via the execution of a fully developed district plan. The district-developed response plan will be a component and thereby integrated into the community-based response plan.

**Plan Strategies:** The intent of this plan is to assist in managing the impact of a pandemic on schools based on two main strategies:

- *Reduce the spread of the virus within school facilities.*
- *Sustain educational functions and district operations.*

**Chain of Command and Initiation of the Plan:**

The Public Health Representative for the City of Brandon or the Public Health Representative for Minnehaha County will initiate the countywide and district-wide response by contacting the Superintendent of the BVSD. The Superintendent of the BVSD will initiate the in-district response by activating the Crisis Intervention Activation process.

**What will this plan mean to the BVSD employee?**

Each department and every employee of the district will be impacted by the initiation of this response system. Specific responsibilities and duties can be found in the following booklet outlining the BVSD Covid-19 Response Plan.

The following groups of individuals will have specific roles delegated to them during the plan activation. Those groups include Administration/Principals, Teachers, Education Assistants, Counselors, Buildings and Grounds, Food Services, and Transportation Services. General obligations along with specific delegated tasks can be found in this booklet. All other district employees may be asked to provide back up support services as needed to continue the day-to-day operation and functions of the Brandon Valley School District.

The plan will be reviewed as necessary and after each implementation.

Please review this booklet for the BVSD Covid-19 Response Plan. Become familiar with the duties and responsibilities that pertain to your specific position in the district. This plan will require a team effort to be successfully implemented. Thank you in advance for your commitment to this plan. Your participation in the execution of this plan could be life saving.

**ADMINISTRATION/HUMAN RESOURCES  
/PRINCIPALS**

## **Administration/Human Resources/Principals**

### **Preparedness and Prevention Strategies:**

**The purpose of this plan is to assist in managing the impact of the Covid-19 pandemic on schools based on two main strategies:**

- *Reduce the spread of the virus within school facilities.*
- *Sustain educational functions and district operations.*

### **Brandon Valley School Administration and Board of Education will administer this Pandemic Response Plan by performing the following key functions:**

1. Participate fully with Public Health Officials to institute their recommendations and facilitate the dissemination of health communications.
2. Support district employees as they perform duties as delegated and assigned within the execution of this plan.
3. Provide for and effectively manage material resources of the BVSD.
4. Provide for and effectively manage human resources of the BVSD.
5. Promote the continuity of educational functions and follow Public Health recommendations regarding the scheduling/cancellation of large group events or school closures.
6. Insure uninterrupted economic viability and maintain functioning of district business operations.
7. Maintain BVSD Pandemic Response Plan.

#### **1. Participate fully with Public Health Officials to institute their recommendations and facilitate the dissemination of health communications.**

- Align BVSD pandemic response policies and procedures with the local public health agencies and South Dakota Department of Public Health for Covid-19 recommendations.
- Partner closely with the City of Brandon/Sioux Falls/County Public Health agencies to establish efficient and effective communication mechanisms.
- Identify a chain of command for the district and each school building. Establish defined roles and designate appropriate spokespersons to approve and oversee communications and execute key decision-making regarding school events.
- Facilitate link of communications to schools from external sources regarding the pandemic virus.
- Facilitate internal communications within the school district and buildings.
- Communication considerations include:
  1. Communication links with local public health agencies will be established and external communications filtered through the Superintendent, who in turn will disseminate accurate information to administration, employees and student/families through an established communication hub (School District Covid-19 Website).
  2. A communication link will be through an established public health website. (**Note:** Utilize only materials that have been cleared and approved by the local public health officials. This will prevent the release of inaccurate or misleading information.)

#### **2. Support district employees as they perform duties as delegated and assigned within the execution of this plan.**

- Delegate duties and responsibilities as outlined in this plan.
- Support district employees as they perform duties as assigned or delegated.
- Address potential compensation and budgetary implications of the plan.
- Review and revise the delegation of duties as indicated.

3. **Provide for and effectively manage material resources of the BVSD.**
  - Initiate actions that reduce the spread of the virus including the thorough cleaning and disinfecting of the facilities. This will require the acquisition of adequate cleaning supplies, gloves, toweling, etc to last ideally a minimum of six to eight weeks.
  - Reduce risk of person to person infection by working toward providing waterless hand cleaning stations, disposable facial tissue, trash can liners for potentially virus-contaminated materials, and adequate restroom stocking of hand soap, toweling and toilet tissue. Adequate supplies of protective gear such as N95 rated respirator masks for health care providers, surgical masks and gloves along with other health service materials will be required. (Assure adequate stock supply in event of transit or shipping halts due to supply shortages.)
  - Manage food supplies and inventory. Develop contingency plan in event of limited arrival of food shipments.
  - Prioritize material needs and purchases during the pandemic period.
  
4. **Provide for and effectively manage human resources of the BVSD.**
  - Identify essential staff and functions. (Prioritize functions and back up staff.)
  - Delegate or reassign employees to cover essential tasks. Discontinue functions that are deemed non-essential.
  - All Employees are to complete the Daily Individual Health Screening Process. (See Appendix)
  - Any Employee who develop these symptoms while at work shall be subject to the Individuals Exhibiting Symptoms process. (See Appendix).
  - Conduct daily surveillance of numbers of student and staff absent due to illness and report any student absent rate of 10% (due to illness) or greater to the Superintendent and the Local Department of Public Health.
  - Address potential implications for district sick leave policies.
  
5. **Promote the continuity of educational functions and follow Public Health recommendations regarding the scheduling/cancellation of large group events or school closures.**
  - Plan for absenteeism of students due to illness.
  - Develop mechanisms for continuing educational endeavors with students who are excluded from attending or recovering from illness.
  - Develop alternative methods for continuing educational functioning in the event of a prolonged school closure (i.e. Distance Learning, Internet posting of assignments on school websites, emailing of assignments, community access television stations, phone messaging, other technologic possibilities, etc.).
  - Maximize student spacing and distancing individuals to reduce the spread of pathogens using the following strategies:
    1. Space student desks three (3) – six (6) feet apart or in small pods or clusters, where possible.
    2. Discourage prolonged congregation in hallways or entryways during passing, arrival and dismissal times.
    3. Limit group activities and interaction between classes.
    4. May need to cancel classes such as wellness, choir, band, orchestra, or other school activities that typically place individuals in close proximity.
    5. Postpone school events or activities where large groups of people congregate only when deemed necessary by public health officials.
    6. May be directed by administration to stagger lunchtimes and shorten time in the cafeteria, to minimize the number of students in the cafeteria at one time or serve lunch in the classroom. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.



7. Staggered school times and bussing schedules may be considered when absenteeism of school staff warrants and when a decrease in numbers of riders per bus is desired.
8. In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

**6. Insure uninterrupted economic viability and maintain functioning of district business operations.**

- Ensure that core functions, people and skills have been identified and that strategies are in place to manage these prior to the pandemic (i.e. cross training, delegation, prioritization of functions).
- Identify a process for maintaining the operations of the central office including budget, payroll, and ongoing communications with employees, students and student families.

**7. Maintain BVSD Pandemic Response Plan.**

- BVSD Pandemic Response Plan should be reviewed and revised as needed.
- The BVSD Pandemic Response Plan should be integrated into the County Pandemic Response Plan.
- The BVSD Pandemic Response Plan may be shared with:
  - District insurance carriers
  - District health insurance carriers
  - Local emergency response teams, hospitals and other health care agencies
  - City of Brandon/County Public Health Agencies
  - Neighboring schools/districts

# **SCHOOL NURSE**

## **School Nurse**

### **Preparedness and Prevention Strategies:**

- Monitor daily the numbers of student and staff absent due to illness and report any student absent rate of 10% or greater with like illness to the Superintendent and the Local Department of Public Health.
- Promote healthy hygiene habits in the health office (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
  1. Practicing Universal Precautions at all times.
  2. Wearing protective gear such as gloves, masks and goggles when indicated.
  3. Avoiding sharing desktop surfaces, keyboard, and telephone hand-piece with others.
  4. Wiping desktop and telephone hand-pieces with disinfectant solution daily during times of high incidence of illness.
  5. Disinfecting cots and other shared surfaces after each student or staff intervention.
  6. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Dispose of waste materials in safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Assess ill students or staff and utilize the Protocol for Individuals Exhibiting Symptoms.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Post and disseminate health-related communications and public health materials to employees and student/families as directed by the Superintendent and the Public Health officials.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through the district or through personal health care provider or physician.
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

### **Response to Pandemic or period of high incidence illnesses:**

- Initiate the above listed prevention strategies if not already being utilized.
- Serve as a professional resource to school administrators as the pandemic plan is initiated and sustained in the school setting.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Promote health communication with our staff and students/families including the medically fragile or immune-compromised (as indicated), by distributing any printed materials as directed by Public Health Department, the district or Administration.
- Identify additional resources available for accurate and updated health information regarding the pandemic event as recommended by the Public Health officials. This may include postings on the BVSD Website or on school nurse web pages.
- Serve as a resource for interpretation and understanding of all health communications.

**Assist in reducing the spread of pathogens using the following strategies:**

- Health care providers such as school nurse are to wear N95-rated face masks while caring for individuals who present with possible symptoms.
- Assess ill students or staff that present to the Health Office.
- Complete the Protocol for Individuals Exhibiting Symptoms. (See Appendix).
- Facilitate referral processes as indicated.
- Identify and inform close contacts of an ill individual. Share recommendations or information as provided by public health officials. Refer as needed to individual's health care provider if additional medical advice is desired.
- Complete all necessary records requests, maintain attendance monitoring for protocol to return, and other associated documentation.
- Promote all aspects of the pandemic response plan that minimize the spread of the virus such as completion of the Daily Individual Health Screening Process, healthful hygienic practices, student spacing recommendations, thorough cleaning of the school environment (daily), and school schedule/activity alterations.
- Coordinate the administration of any influenza vaccinations or antiviral medications as directed and made available by the Department of Public Health.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

# TEACHERS

## **Teachers**

### **Preparedness and Prevention Strategies:**

- Promote healthy hygiene habits in the classroom (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
  1. Practicing Universal Precautions at all times.
  2. Avoiding sharing desktop surfaces, keyboards, and telephone hand piece with others.
  3. Wiping desktop and telephone hand pieces with disinfectant solution daily during times of high incidence of illness.
  4. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Report any signs of illness in the classroom to school nurse by referring student or staff to the health office for evaluation of illness.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

### **Response to Pandemic or period of high incidence illnesses:**

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Promote health communications with our students' families by distributing any printed materials as directed by Public Health Department, the district or Administration.

### **Maximize student spacing and distancing individuals to reduce the spread of pathogens using the following strategies:**

- Space student desks three (3) – six (6) feet apart or in small pods or clusters, where possible.
- Maintain a detailed seating chart for each class. Seating charts are to be submitted to Principals.
- Discourage prolonged congregation in hallways or entryways during passing, arrival and dismissal times.
- Limit group activities and interaction between classes.
- May need to cancel classes such as wellness, choir, band, orchestra, or other school activities that typically place individuals in close proximity.
- May be directed by administration to stagger lunchtimes and shorten time in the cafeteria, to minimize the number of students in the cafeteria at one time. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.
- Promote frequent air exchanges in the classroom, by opening window if available and as weather and outdoor temperatures warrant.
- Promote continuity of educational process by utilizing one or more of the following strategies or instituting another avenue for providing the same:
  1. Pre-arranging lesson plans for substitute's use in event of teacher absence due to personal or family illness.
  2. Posting homework assignments on the Internet via programs such as Google Classroom, using phone communications, or emailing assignments to student's home.
  3. Utilizing established Distance Learning platforms.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

# **COUNSELORS**



## **Counselors**

### **Preparedness and Prevention Strategies:**

- Promote healthy hygiene habits in the classroom and office (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
  1. Practicing Universal Precautions at all times.
  2. Avoiding sharing desktop surfaces, keyboards, and telephone hand piece with others.
  3. Wiping desktop and telephone hand pieces with disinfectant solution daily during times of high incidence of illness.
  4. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Report any signs of illness in the classroom or office to school nurse by referring student or staff for evaluation of illness.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

### **Response to Pandemic or period of high incidence illnesses:**

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Provide emotional-psychological support to students and staff via counseling.
- Follow up with staff and student referrals to other community agencies for intervention as need indicates.
- Monitor the effects of cumulative stress on caregivers such as office staff, the district, staff, teachers, paraprofessionals, school counselors, administrators and other employees who may be under additional stress or working extended hours during the pandemic event.
- Provide safe area for students or staff to utilize during times of high stress or when emotionally distraught.
- Make educational materials available to families and staff on topics such as how to support your loved one while recovering from illness, common symptoms of grief or loss, and describe aspects of effective versus ineffective coping mechanisms.

**Assist in maximizing student spacing and distancing individuals to reduce the spread of pathogens using the following strategies:**

- Space student desks three (3) – six (6) feet apart or in small pods or clusters, where possible.
- Discourage prolonged congregation in hallways or entryways during passing, arrival and dismissal times.
- Limit group activities and interaction between classes.
- May need to cancel classes such as wellness, choir, band, orchestra, or other school activities that typically place individuals in close proximity.
- May be directed by administration to stagger lunchtimes and shorten time in the cafeteria, to minimize the number of students in the cafeteria at one time. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.
- Promote frequent air exchanges in the classroom and office area, by opening window if available and as weather and outdoor temperatures warrant.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

# **BUILDINGS AND GROUNDS**

## **Buildings and Grounds**

### **Preparedness and Prevention Strategies:**

- Promote healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
  1. Practice Universal Precautions at all times.
  2. Perform cleaning duties according to established protocol.
  3. Wear protective gear when indicated.
  4. Avoid sharing desktop surfaces, keyboard, and telephone hand piece with others.
  5. Wipe desktop and telephone hand pieces with disinfecting solution daily during times of high incidence of illness.
  6. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Report any signs of illness to school nurse by referring student or staff for evaluation of illness.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.
- Maintain adequate stores of supplies for use in event of a pandemic outbreak that could last several weeks. Supplies needed include:
  - Cleaning supplies, including bottles of disinfectant and wiping cloths for each classroom
  - Protective wear: masks, gloves, goggles
  - Waste liners
  - Restroom supplies: handsoap, toweling, and toilet tissue

### **Response to Pandemic or period of high incidence illnesses:**

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Read all health communications distributed to employees from Public Health Department, the district or Administration.
- Maximize personal spacing and distance individuals to reduce the spread of pathogens. Avoid close contact with others that may be ill. (Student desks may be spaced desks three (3) feet apart or in small pods or clusters.)
- Post health related posters as directed by the Public Health Department, the district or BVSD administration.
- Position waterless hand washing stations at designated sites for staff and student use. Refill stations often.

**School cleaning recommendations during pandemic outbreak:**

- Disinfect daily (or more often if possible) common or shared surfaces, desktops, counters, railings, and doorknobs/handle mechanisms. Standard cleaning solutions or products are adequate – no specialized solutions are indicated. Detailed information regarding cleaning solutions can be found on the South Dakota Public Health Website:
- Dispose of waste materials in safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Where operationally possible, promote frequent air exchanges and increase ventilation in the building. During the day increase air exchanges in the facility. Following each school day, thoroughly ventilate the building by either opening all doors and windows or turning up air conditioning or heating systems to promote air exchanges.
- Filters of air conditioning or heat exchange units should be cleaned and changed frequently.
- Report any potential areas of contamination or concern to your supervisor.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

# **FOOD SERVICES**

## Food Services

### **Preparedness and Prevention Strategies:**

- Promote healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
  1. Practicing Universal Precautions at all times.
  2. Performing kitchen and cafeteria cleaning duties according to established protocol.
  3. Utilizing mechanical dishwasher at appropriate temperature setting and for full-cycle washing. (This effectively eliminates potential disease-causing pathogens on kitchenware and tableware.)
  4. Preparing foods as directed. Achieve and maintain ideal temperatures for hot and cold foods.
  5. Avoiding sharing paperwork surfaces, keyboards, and telephone hand piece with others.
  6. Wiping paperwork surfaces and telephone hand pieces with disinfecting solution daily during times of high incidence of illness.
  7. Periodically cleaning computer keyboard with process as recommended by your school's Technology Department.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Review & Implement Building-level Mitigation Strategies (See Appendix)
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.

Note: Food Service administrators will develop contingency plans in the event of high amounts of absenteeism due to illness, for coverage of essential food service duties. Cross training of food service personnel may be indicated to support continuity of food services during high absenteeism. Another area of consideration for food services will be in the event that food supply deliveries are limited, or shipments suspended.

### **Response to Pandemic or period of high incidence illnesses:**

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and BVSD Health Services – may be posters, video segments via close circuit television, or printed materials).
- Read all health communications distributed to employees from Public Health Department, the district or Administration.
- Maximize personal spacing and distance individuals to reduce the spread of pathogens. Avoid close contact with others that may be ill. (Student lunch rotations may be altered to allow for fewer students in the cafeteria at one time. The allowed time for eating may be shortened to decrease congregational time, thereby decreasing potential exposures.)
- Post health related posters as directed by the Public Health Department, the district or BVSD administration.
- Waterless hand washing stations may be positioned at entrances to cafeteria for staff and student use before and after eating. Contact custodian staff if station requires a refill of solution.

**School cleaning recommendations during pandemic outbreak:**

- Disinfect daily (or more often if possible) common or shared surfaces, paperwork surfaces, counters, railings, and doorknobs/handle mechanisms. **Cafeteria tabletops and seats should be disinfected after each seating of students.** Standard cleaning solutions or products are adequate – no specialized solutions are indicated.
- Dispose of waste materials in safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Where operationally possible, promote frequent air exchanges and increase ventilation in the building. During the day increase air exchanges in the kitchen and cafeteria. Following each school day, thoroughly ventilate the building by either opening all doors and windows or turning up air conditioning or heating systems to promote air exchanges.
- Report any potential areas of contamination or concern to your supervisor.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.



# TRANSPORTATION

## Transportation

### **Preparedness and Prevention Strategies:**

- Promote healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
  1. Practicing Universal Precautions at all times.
  2. Performing bus-cleaning duties according to established protocol.
  3. Wearing protective gear when indicated.
  4. Disposing of waste materials on a regular basis.
  5. Wiping steering wheel, shift levers, student seats and railings with disinfecting solution daily during times of high incidence of illness.
- Report any signs of illness to school nurse by referring student or staff for evaluation of illness.
- Do not report to work if you are not feeling well and complete the Daily Individual Health Screening Process.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through the district or through your personal health care provider or physician.
- Be familiar with the valuable role you have in the execution of this Pandemic Response Plan.
- Maintain adequate stores of supplies for use in event of a pandemic outbreak. Supplies needed include:
  - Cleaning supplies, including disinfectant, wiping cloths and gloves
  - Waste containers with liners
  - Waterless hand cleaner
  - Facial tissues for student/staff use

### **Response to Pandemic or period of high incidence illnesses:**

- Initiate the above listed prevention strategies if not already being utilized.
- Review recommended hygienic practices for disease prevention (provided to you by the Department of Public Health and the district – may be posters, video segments via close circuit television, or printed materials).
- Read all health communications distributed to employees from Public Health Department, the district or Administration.
- Maximize personal spacing and distance individuals to reduce the spread of pathogens. This includes student seating on the bus. Avoid close contact with others that may be ill.
- Post health related posters as directed by the Public Health Department, the district or Administration.

**Bus cleaning recommendations during pandemic outbreak:**

- Disinfect before / after route common or shared surfaces, such as bus seats, railings, steering wheel and shift levers. Standard cleaning solutions or products are adequate – no specialized solutions are indicated.
- Dispose of waste materials in safe and efficient manner. Liners may be needed in all waste cans that are collecting potentially contaminated materials.
- Where operationally possible, promote frequent air exchanges and increase ventilation in the bus. Following each school day, thoroughly ventilate the bus by opening bus doors and windows.
- Report any potential areas of contamination or concern to your supervisor.

In the event that schools would be closed by order of the public health department, students will be directed to return home and stay home during the school closure. Closing school is only effective for disease containment if the staff and students eliminate contact with others by staying home. Staff will report as directed by the Administration.

# **APPENDIX I**



## **BRANDON VALLEY SCHOOL DISTRICT 49-2**

### **Administration Center**

300 South Splitrock Boulevard, Brandon, SD 57005-1652

Dr. Jarod M. Larson, Superintendent  
Paul J. Lundberg, Business Manager  
Ty Hentschel, Operations Manager

## **Covid-19**

### **Daily Individual Health Screening Process**

PLEASE, complete the following individual health screening process at home prior to coming to Brandon Valley School District facilities.

1. Do you feel sick?
2. Do you have a cough, shortness of breath, headache, or a fever?
3. In the last 14 days, have you knowingly been in close contact with an individual that has tested positive for Covid-19 or an individual that is self-quarantined due to Covid-19 symptoms?

**An answer of “YES” to any of the following screening questions prohibits attendance at Brandon Valley School District facilities.**

Upon entrance of a Brandon Valley School District Facility, individuals will promptly engage in handwashing or a hand sanitizing. Proper hygiene practices will be reinforced and prioritized throughout all school district functions.

The preceding “Daily Individual Health Screening Process” will be replicated by Brandon Valley School District Staff during the morning on a routine basis.

**Certain programming may require temperature checks prior to participation.**

Any individual exhibiting symptoms of illness will be offered a surgical mask, isolated, and be required to leave the facility as outlined in the “Protocol for an Individual Exhibiting Symptoms”.

The absolute most critical component of the Covid Response Plan is a **Cooperative Partnership** with parents / guardians, staff, and students, where individuals commit to 1.) Stay home if sick, 2.) Practice good hygiene, (Hand Washing / Sanitizing) 3.) Practice Social Distancing whereas possible.

Together, we can promote our community’s health!

5/27/20

# **APPENDIX II**



## BRANDON VALLEY SCHOOL DISTRICT 49-2

### Administration Center

300 South Splitrock Boulevard, Brandon, SD 57005-1652

Dr. Jarod M. Larson, Superintendent

Paul J. Lundberg, Business Manager

Ty Hentschel, Operations Manager

## Covid-19

### Protocol for an Individual Exhibiting Symptoms

Any individual exhibiting symptoms of illness will be offered a surgical mask, isolated, and be required to leave the facility. Staff are to contact the Office prior to sending a child to the Office (Building Office / Nurse's Office). Each respective school will maintain an Isolation Area.

Each respective school Nurse's Office is to be maintained for general Student Health Services. Individuals exhibiting symptoms are to be directly placed in the Isolation Area and held until released.

#### Protocol for an Individual Exhibiting Symptoms

1. Offer a surgical mask
2. Place individual in Isolation Area
3. Contact parent / guardian and send the child home
4. Record event and provide information to building administration
5. Sanitize student desk, chair, locker, or used spaces
6. Following usage, sanitize Isolation Area
7. Maintain confidentiality of all student / staff health information
8. Brandon Valley Student Health Services will follow-up with the parent / guardian

The individual's return will be allowed based on following criteria: 14 days symptom free or documentation allowing return from a Health Professional.

In the event of a "confirmed case," individuals within "close contact" will be informed. A confirmed case is defined as having documentation from a healthcare provider or the Department of Health. Close contact is defined as within six feet for more than fifteen minutes.

The absolute most critical component of our Covid Response Plan is the **Cooperative Partnership** with parents / guardians, staff, and students, where individuals commit to 1.) Stay home if sick, 2.) Practice good hygiene, (Hand Washing / Sanitizing) 3.) Practice Social Distancing whereas possible.

Together, we can promote our community's health!

Updated - 8/5/20

# **APPENDIX III**



# Building Level Mitigation Strategies

<b>Brandon Valley High School</b>	
<b>AREA</b>	<b>MITIGATION STRATEGIES</b>
Students	<ul style="list-style-type: none"> <li>• Strongly Recommended to wear masks</li> <li>• Encouraged to physical distance</li> <li>• Plexi-Glass dividers on 6 ft Tables</li> <li>• Daily health screening in their first period class.</li> <li>• Encourage hand washing and greater focus on health habits</li> <li>• All students will report to 1st period once they arrive at school after 7:45 am</li> <li>• Students not riding bus are to arrive at school after 7:45am</li> <li>• ONLY students eating breakfast will be allowed to utilize the commons</li> <li>• Students NOT eating breakfast will utilize designated spaces specific to each building (gym etc) to promote physical distancing prior to 7:45am</li> <li>• All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member.</li> <li>• Encourage students to utilize own supplies and not share with other students</li> <li>• Extend passing time between classes.</li> <li>• Stagger classroom dismissal times between classes.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Masks provided</li> <li>• Shields provided</li> <li>• Plexi-Glass Barrier Provided at Desk</li> <li>• Hand-sanitizer provided</li> <li>• Disinfectant in each room.</li> <li>• Promote hygiene habits in the classroom</li> <li>• Encouraged to tape off teaching area</li> <li>• 5-12 implementation of Google Classroom</li> <li>• Jr.K-12 implementation of Screencastify</li> <li>• Detailed seating charts</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>• Increased cleaning of high traffic areas</li> <li>• Desks socially distanced as possible, facing the same direction</li> <li>• Isolation room for students exhibiting symptoms.</li> </ul>

	<ul style="list-style-type: none"> <li>• All rooms will have a bottle of disinfectant clean areas in the classroom</li> <li>• All rooms will have a bottle of hand-sanitizer</li> <li>• Plexi-glass dividers on 6 ft Tables</li> <li>• Teacher is the only person opening and closing the classroom door - prop door open between classes.</li> <li>• Open doors/windows and propping them open.</li> <li>• Maximize fresh air intake throughout HVAC system</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>• One-way directions in the hallways when possible</li> <li>• Signage promoting physical distancing</li> <li>• Water fountains are not available, only at water filling stations.</li> <li>• Alternative exit to maintain physical distancing.</li> <li>• Staggered dismissal times</li> <li>• Minimize locker use.</li> <li>• All staff are encouraged to supervise common areas to enforce physical distancing and limiting large group gatherings.</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Increased serving lines</li> <li>• More tables with less students at seated tables</li> <li>• Utilization of the auxiliary gym for expanded lunch seating.</li> <li>• Staggered lunch schedules</li> <li>• Increased sanitization of lunchroom equipment, tables, and chairs</li> <li>• Lunch will be served using disposable trays and eating utensils</li> <li>• Students will utilize ID badges for purchasing lunch</li> </ul>

## Brandon Valley Middle School

AREA	MITIGATION STRATEGIES
Students	<ul style="list-style-type: none"> <li>• Strongly recommended to wear masks.</li> <li>• Encouraged to physical distance.</li> <li>• Protective dividers for classroom tables</li> <li>• Daily health screening completed in their homeroom.</li> <li>• Encourage hand washing and greater focus on health habits.</li> <li>• All students will report to homeroom once they arrive at school after 7:45 am.</li> <li>• Students not riding bus are to arrive at school after 7:45am.</li> <li>• ONLY students eating breakfast will be allowed to utilize the commons.</li> <li>• Students NOT eating breakfast will utilize designated spaces specific to each building (gym etc) to promote social distancing prior to 7:45am.</li> <li>• All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member.</li> <li>• Encourage students to utilize own supplies and not share with other students</li> <li>• Students will wash hands or use hand sanitizer before and after lunch.</li> <li>• No visitors will be allowed in the building. This means no parents/guardians will be allowed to have lunch with students.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Masks provided.</li> <li>• Shields provided.</li> <li>• Hand-sanitizer provided.</li> <li>• Disinfectant in each room.</li> <li>• Promote hygiene habits in the classroom.</li> <li>• Encouraged to tape off teaching area.</li> <li>• Protective barrier for staff to student interaction.</li> <li>• 5-12 implementation of Google Classroom.</li> <li>• Jr.K-12 implementation of Screencastify.</li> <li>• Standard lesson plan template grades 7-12.</li> <li>• Detailed seating charts submitted to administration and nurse.</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>• Increased cleaning of high traffic areas.</li> <li>• Desks socially distanced as possible, facing the same direction.</li> </ul>

	<ul style="list-style-type: none"> <li>• Isolation room for students exhibiting symptoms.</li> <li>• All rooms will have a bottle of disinfectant and a towel to clean areas in the classroom</li> <li>• All rooms will have a bottle of hand-sanitizer.</li> <li>• Plexiglass dividers for 6-foot tables.</li> <li>• Teacher is the only person opening and closing the classroom door - prop door open between classes.</li> <li>• Open windows / doors and propping them open.</li> <li>• Teachers sanitizing frequent touch points (keyboards, desktops, etc).</li> <li>• Gym will not use lockerrooms; students are not required to change clothes.</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>• Students will travel on the righthand side in the hallways when possible.</li> <li>• One-way hallways will be established.</li> <li>• Signage promoting physical distancing.</li> <li>• Water filling stations will be utilized – all water fountains at NOT to be used.</li> <li>• Alternative exit to maintain physical distancing.</li> <li>• Staggered dismissal times.</li> <li>• Minimize locker use.</li> <li>• All staff are encouraged to supervise common areas to enforce physical distancing and limiting large group gatherings.</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Increased serving lines.</li> <li>• More tables with less students at seated tables.</li> <li>• Utilization of the auxiliary gym for expanded lunch seating.</li> <li>• Staggered lunch schedules.</li> <li>• Increased sanitization of lunchroom equipment, tables, and chairs.</li> <li>• Lunch will be served using disposable trays and eating utensils.</li> <li>• Students will utilize ID badges for purchasing lunch.</li> </ul>

<b>Brandon Valley Intermediate School</b>	
<b>AREA</b>	<b>MITIGATION STRATEGIES</b>
Before School	<ul style="list-style-type: none"> <li>• Parents/Guardians complete the district’s “Daily Individual Health Screening Process” before putting students on the bus or bringing the student to the school building. Students are to stay home if an answer is “yes” to an essential question.</li> <li>• <b>Parents/Guardians</b> informed no students to be dropped off at school <b>before</b> 7:45am.</li> <li>• Students upon entering the building will be encouraged to use hand sanitizer/wash hands and report directly to the assigned homeroom teacher.</li> <li>• Students eating breakfast at school will be in the commons, seated at tables arranged to provide social distancing.</li> <li>• Students NOT eating breakfast will utilize designated spaces specific to each building (gym etc) to promote social distancing prior to 7:45am</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Encouraged to wear masks</li> <li>• Encouraged to physical distance</li> <li>• Protective dividers for classroom tables</li> <li>• Daily health screening completed in their homeroom</li> <li>• Encourage hand washing and greater focus on health habits</li> <li>• All students will report to homeroom once they arrive at school after 7:45 am</li> <li>• Students not riding bus are to arrive at school after 7:45am</li> <li>• ONLY students eating breakfast will be allowed to utilize the commons</li> <li>• Students NOT eating breakfast will utilize designated spaces specific to each building (gym, etc.) to promote social distancing prior to 7:45am</li> <li>• All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member.</li> <li>• Encourage students to utilize own supplies and not share with other students</li> <li>• Staggered restroom and water breaks for classrooms.</li> <li>• Students are placed on teams to minimize cohort size.</li> <li>• Students will wash hands or use hand</li> </ul>

	<ul style="list-style-type: none"> <li>sanitizer before and after recess and lunch</li> <li>• Recess time modified and specific spaces provided to each team for use.</li> <li>• Students are not allowed to bring <u>personal</u> playground equipment for recess</li> <li>• Grade level teams will be provided equipment</li> <li>• No visitors will be allowed in the building. This means no parents/guardians will be allowed to have lunch with students.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Masks provided</li> <li>• Shields provided</li> <li>• Hand-sanitizer provided</li> <li>• Disinfectant in each room.</li> <li>• Promote hygiene habits in the classroom</li> <li>• Encouraged to tape off teaching area</li> <li>• Protective barrier for staff to student interaction</li> <li>• 5-12 implementation of Google Classroom</li> <li>• Jr.K-12 implementation of Screencastify</li> <li>• Detailed seating charts submitted to administration</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>• Increased cleaning of high traffic areas</li> <li>• Desks socially distanced as possible, facing the same direction</li> <li>• Isolation room for students exhibiting symptoms.</li> <li>• All rooms will have a bottle of disinfectant and a microfiber towel to clean areas in the classroom</li> <li>• All rooms will have a bottle of hand-sanitizer</li> <li>• Plexiglass dividers for all classrooms</li> <li>• Teacher is the only person opening and closing the classroom door - prop door open between classes.</li> <li>• Open doors and propping them open.</li> <li>• Teachers sanitizing frequent touch points (keyboards, desktops, etc).</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>• Students will travel on the righthand side in the hallways when possible</li> <li>• Signage promoting physical distancing</li> <li>• Water filling stations will be utilized – all water fountains at NOT to be used</li> <li>• Alternative exit to maintain physical distancing.</li> <li>• Staggered dismissal times</li> <li>• Minimize locker use.</li> </ul>

	<ul style="list-style-type: none"> <li>• All staff are encouraged to supervise common areas to enforce physical distancing and limiting large group gatherings.</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Increased serving lines</li> <li>• More tables with less students at seated tables – 50% capacity</li> <li>• Utilization of the gym for expanded lunch seating.</li> <li>• Staggered lunch schedules</li> <li>• Increased sanitization of lunchroom equipment, tables, and chairs</li> <li>• Lunch will be served using disposable trays and eating utensils</li> <li>• Students will utilize ID badges for purchasing lunch</li> </ul>
After School	<ul style="list-style-type: none"> <li>• Students encouraged to wear masks during dismissal times.</li> <li>• Staggered dismissal of students to decrease number of students in hallways together.</li> <li>• Teams assigned to utilize specific exits to decrease congestion.</li> <li>• All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member.</li> </ul>

<b>Brandon Valley Elementary Schools</b>	
<b>AREA</b>	<b>MITIGATION STRATEGIES</b>
Before School	<ul style="list-style-type: none"> <li>• Parents/Guardians complete the district’s “Daily Individual Health Screening Process” before putting students on the bus or bringing the student to the school building. Students are to stay home if an answer is “yes” to an essential question.</li> <li>• <b>Parents/Guardians</b> informed no students to be dropped off at school <b>before</b> 7:45am.</li> <li>• Students upon entering the building will be encouraged to use hand sanitizer/wash hands.</li> <li>• Students will utilize designated spaces specific to each building (gym etc) to promote social distancing prior to 7:45am</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Strongly Recommended to wear masks</li> <li>• Encouraged to physical distance</li> <li>• Protective dividers for classroom desks</li> <li>• Daily health screening completed</li> <li>• Encourage hand washing and greater focus on health habits</li> <li>• Students not riding bus are to arrive at school after 7:45am</li> <li>• Students will utilize designated spaces specific to each building (gym etc) to promote social distancing prior to 7:45am</li> <li>• All students need to be off school grounds as soon as possible (excluding after school activities), unless with a staff member.</li> <li>• Encourage students to utilize own supplies and not share with other students</li> <li>• Staggered restroom and water breaks for classrooms.</li> <li>• Students will wash hands or use hand sanitizer before and after recess and lunch</li> <li>• Students are not allowed to bring <u>personal</u> playground equipment for recess</li> <li>• Classrooms will be provided equipment</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Masks provided</li> <li>• Shields provided</li> <li>• Hand-sanitizer provided</li> <li>• Clear plastic barrier provided for teacher desk</li> <li>• Disinfectant in each room.</li> <li>• Promote hygiene habits in the classroom</li> <li>• Encouraged to tape off teaching area</li> </ul>



Staff Continued....	<ul style="list-style-type: none"> <li>• Protective barrier for staff to student interaction</li> <li>• Jr.K-12 implementation of Screencastify</li> <li>• Detailed seating charts submitted to administration</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>• Increased cleaning of high traffic areas</li> <li>• Desks socially distanced as possible, facing the same direction</li> <li>• Isolation room for students exhibiting symptoms.</li> <li>• All rooms will have a bottle of disinfectant and a microfiber towel to clean areas in the classroom</li> <li>• All rooms will have a bottle of hand-sanitizer</li> <li>• Plexiglass dividers for elementary student desks</li> <li>• Open windows / doors and propping them open.</li> <li>• Teachers sanitizing frequent touch points (keyboards, desktops, etc).</li> <li>• Encore classes will be on 6-week rotation per grade level</li> <li>• A tote of library books will be assigned to a classroom each week and quarantined prior to returning to library circulation</li> <li>• Gifted Education / Orchestra suspended for the 20-21 school year</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>• Signage promoting physical distancing</li> <li>• Water filling stations will be utilized – Water fountains at NOT to be used</li> <li>• Staggered dismissal times</li> <li>• All staff are encouraged to supervise common areas to enforce physical distancing and limiting large group gatherings.</li> </ul>
Recess	<ul style="list-style-type: none"> <li>• Recess Zones will be utilized to keep students with their classroom peers</li> <li>• Recess times are shortened to 12 minutes</li> <li>• Outdoor space will be used as much as possible for classes</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Lunch will be eaten in the classroom</li> <li>• Staggered lunch schedules</li> <li>• Increased sanitization of lunchroom equipment</li> <li>• Lunch will be served using disposable trays and eating utensils</li> <li>• Students will utilize ID badges for purchasing lunch</li> <li>• Prepackaged Condiments</li> </ul>

After School	<ul style="list-style-type: none"><li>• Students encouraged to wear masks during dismissal times.</li><li>• Staggered dismissal of students to decrease number of students in hallways together.</li><li>• Teams assigned to utilize specific exits to decrease congestion.</li></ul>