



# COSSA Regional Technology & Education Center (CRTEC) Covid-19 Plan

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## Overview

It is our intention to open the school building when conditions permit. For the safety of our students and staff, and depending on conditions and guidance from coordinating agencies, we may also need to resort to hybrid/blended, or full distance/remote learning mode. Generally speaking, there are three possible learning modes:

Traditional. All school buildings open. Some parents/families may elect hybrid and/or distance learning. This learning mode is applicable if there is no community spread. This learning mode includes:

- Return to normal school routines.
- School-wide social distancing and mitigation strategies in place.
- Attendance policies are normal per the COSSA Student Handbook.
- Grading and academic policies are normal.
- COSSA vulnerable employees work the majority of their schedule from home.

Hybrid/Blended Learning. Most or many students are in the school building. Some parents/families may elect hybrid and/or distance learning. This learning mode is applicable if there is minimal to moderate community transmission. This learning mode includes:

- Modified attendance and academic policies.
- School-wide social distancing and mitigation strategies in place.
- Special safety and sanitizing protocols approved by the health district and the county.
- Initial health screenings (for re-entry) and routine health screenings (as needed).
- Concentrates on students in school but provides flexibility for homebound students.
- Covid-19 vaccine or treatment not available.

Full Distance/Remote Learning. No students permitted in the school building. This learning mode is applicable if there is substantial community transmission and/or active Covid-19 cases within the building. This learning mode includes:

- Attendance and academic policies highly modified.
- All schooling via Distributed Learning Model.
- Covid-19 vaccine or treatment not available.

Our school goals are best fulfilled when teachers and students come together—on campus and in classrooms. However, until the COVID-19 pandemic has abated, an open school building requires special precautions and protocols in order to safeguard the health and well-being of our students, faculty and staff. We have developed these protocols in close coordination with local, regional, and state officials.

## Coordination with State and County Agencies

The two agencies primarily responsible for overseeing the opening of schools are the Idaho State Board of Education (SBOE) and the Idaho Department of Health and Welfare’s health districts. We fall under Southwest District Health (SWDH). This plan follows the recommendations of these agencies.

### State Board of Education Criteria

On July 9, 2020, Idaho’s Governor and the State Board of Education (SBOE) provided the “Idaho Back to School Framework 2020”. That document provides a framework for decision making with regard to learning modes and expectations for schools. In summary:

No community transmission – schools open with physical distance and sanitation.

Minimal to moderate community transmission - School buildings open but option of limited/staggered use of school buildings with physical distancing and sanitation.

Substantial community transmission - Targeted, short-term, or extended building closure.

### Southwest District Health (SWDH) Criteria

COSSA has taken the SBOE advice and meshed it with Southwest District Health (SWDH) guidance to schools issued by SWDH on April 22, 2020. COSSA will implement SWDH guidance in the following manner:

<b>SWDH Categories</b>	<b>Community Transmission</b>	<b>COSSA Learning Mode</b>	<b>Expectations</b>
I*  Health Alert Level = Gray	None	Traditional	School buildings open. All students in traditional learning. Although, some parents/families may elect hybrid and/or distance learning, but these are exceptions.
II*  Health Alert Level = Yellow/Orange	Minimal to Moderate	Traditional, Hybrid/Blended, or Full Distance/Remote Learning	Limited or staggered use of school buildings. Short or medium length closures. Vulnerable students on full distance learning.
III*  Health Alert Level = Red	Substantial	Traditional, Hybrid/Blended, or Full Distance/Remote Learning, based on Board decision	Limited or staggered use of school buildings. Short or medium length closures. Vulnerable students on full distance learning.

\*Note: The source of current health alerts is the Southwest District Health (SWDH) website: <https://phd3.idaho.gov/covid19/>

The Superintendent will check the SWDH health alert levels for all zip codes in the COSSA consortium every Wednesday. If the majority of the zip codes served by the COSSA consortium change alert level, the Superintendent will contact the Board Chairman and request a special Board meeting be held to discuss changing the COSSA “Category of Spread”. It is the Board’s decision on which category of spread COSSA is in, and which corresponding COSSA learning mode will be implemented.

The COSSA learning mode implemented is not “all or nothing”. It is possible for some categories of students, such as those very vulnerable due to preconditions, to be in a more restrictive learning mode compared to other groups of students. The category of spread in each consortium district will also be taken into consideration, and may result in differing learning modes for those districts’ students who attend COSSA programs.

If a change in COSSA learning mode is directed by the Board, the change in COSSA learning mode will go into effect on the Monday of the week following the decision.

If COSSA has a confirmed case of Covid-19, we will implement a short-term closure for 2-3 days (and move into Hybrid/Blended mode) per SWDH guidelines, in order to disinfect the school. This short-term closure does not equate to a change in category of spread, and a less restrictive learning mode will be resumed upon resumption of school.

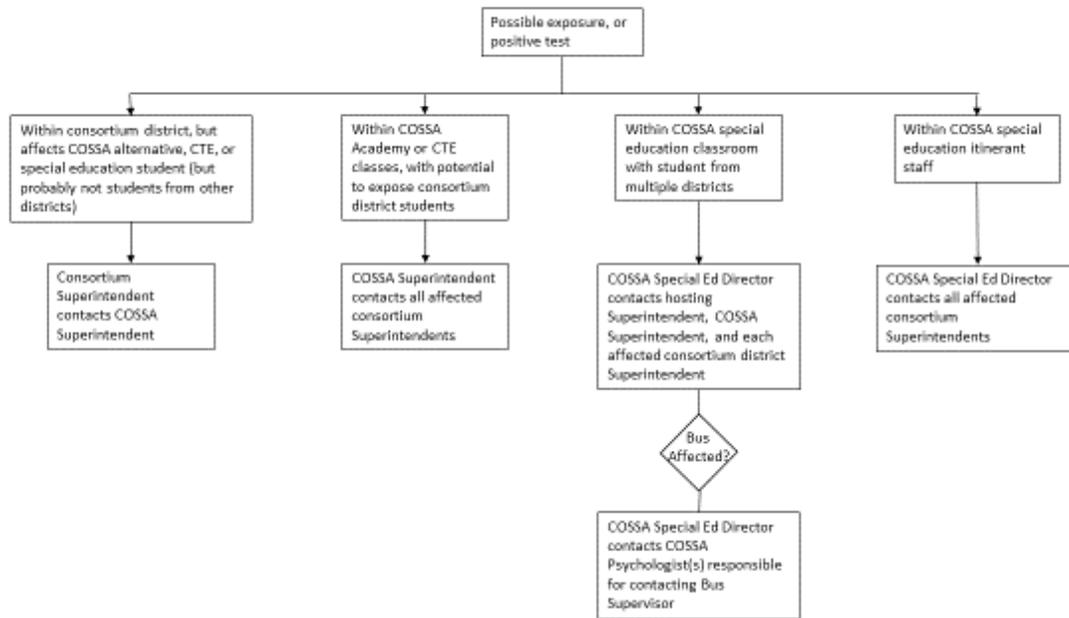
#### Communicating Information Regarding Exposure or Positive Tests

Communication regarding possible exposure or positive Covid-19 tests within a consortium district, that affects students within COSSA alternative, CTE, or Special Education programs, will be between the consortium Superintendent and the Superintendent of COSSA.

If a possible exposure or positive Covid-19 test occurs within the COSSA Academy or CRTEC CTE programs, where students from multiple districts are affected, the COSSA Superintendent will contact the Superintendent of each consortium district affected.

If a possible exposure or positive Covid-19 test occurs within a COSSA Special Education program, where students from multiple districts are affected, the COSSA Special Education Director will inform the Superintendent of the hosting school, the COSSA Superintendent, and the Superintendent of each consortium district affected. If there are many districts affected, the Special Education Director and Superintendent of COSSA may share communicating duties to speed the delivery of the information.

### Communicating Covid-19 Exposure or Positive Test



## **Student Safety Protocols**

### Student Health Questionnaire

Before school begins, student families will complete the health questionnaire and return it to COSSA for review. The at-home questionnaire was drafted in coordination with SWDH and will initially be delivered to families via email. The questionnaire will inform us if a student has shown symptoms associated with Covid-19 or has been exposed to Covid-19, and will be reviewed by COSSA staff in close coordination with SWDH. Indications of symptoms or exposure to Covid-19 may require students to be placed on temporary “home bound” status.

### Initial Screenings (“Feeling Healthy?” questions and Temperature)

Staff and students must feel healthy and be symptom free prior to entering the building. School staff will conduct health screenings at the front entrance door, to include the most commonly known symptoms associated with Covid-19:

- Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
- Less commonly exhibited symptoms include nausea and diarrhea.

District officials will take temperature reading of those entering the building on the day of scheduled school reopening, and every Monday thereafter. It will consist of a temperature check using forehead thermometers (alcohol wiped between each use), and will be administered by trained professionals, per the recommendation of SWDH. Temperatures of 100.1° F or higher (per guidance from the Centers of Disease Control) will require students to return home and to remain at home until they are fever free for three days.

Hand sanitizer is required upon entry to building.

Per the recommendations of SWDH, student reentry into the school building will be contingent on:

The successful completion of an at-home pre-screening medical questionnaire;  
and

The successful completion of an on-site medical screening the day of reopening.

## Vulnerable Adult Safety Protocols

### Vulnerable Employees

COSSA employees who are identified as “vulnerable” or who are more highly susceptible to adverse outcomes from Covid-19 will choose one of the following options for work, depending on their level of comfort.

1. Normal work, with face covering, gloves, and frequent hand-washing.
2. Hybrid work, with visits to the workplace to gather material and instructions from co-workers and supervisors, but the majority of their time spent in self-isolation.
3. Self-quarantine, with visits to the workplace to gather material and instructions limited to after school hours when no students are present.

All normal requirements for submission of time sheets remain no matter which work mode the employee elects.

Staff who self-determine they are in a high-risk group or immunocompromised should physically avoid school. Contact COSSA HR and your program administrator immediately upon making this determination. According to the CDC, (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>) individuals at high-risk include:

People aged 65 years and older

People with chronic lung disease or moderate to severe asthma

People who have serious heart conditions

People who are immunocompromised including cancer treatment

People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk

People who are pregnant should be monitored since they are known to be at risk with severe viral illness

People who are immunocompromised. Many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

## **Remote Work and Learning**

### Traditional vs. Remote Delivery

The core of the reopening plan is for vulnerable or compromised staff or students to review the guidelines and elect not to physically come to school.

With that in mind, remember: COSSA has a deep respect for the right of parental decision making in these types of situations. We strongly encourage all parents to carefully consider what is best for your children and your family. If you come to the conclusion that it is best for your children to stay away from school, we fully support that decision, and we will endeavor to deliver to your student the same rigorous instruction that is occurring in the physical classroom. The COSSA Instructional Procedures Manual contains the protocols for remote delivery of instruction.

## **Recurring Screenings**

In addition to the initial questionnaire and screening required for reentry, recurring questionnaires and screenings may be administered as often as weekly (depending on guidance from SWDH).

Recurring temperature screenings may take place on Monday mornings at CRTEC. COSSA staff members will check the temperatures of students using forehead thermometers (alcohol swabbed between each use). Students whose temperatures are above 100.1° F will be sent home and not permitted to remain in school. Parents must remain available to retrieve their student on screening days, and any time a student develops symptoms during school.

## **Social Distancing and Mitigation Strategies**

### Face Covering

Academy and CTE instructional staff and students shall wear face coverings when in CRTEC. Face coverings are defined as a mask or face shield which consists of material that will adequately reduce or eliminate the amount of large respiratory droplets that a person spreads when talking, sneezing, or coughing. Staff should provide their own face coverings, while students will be provided disposable face coverings at school expense. Nothing prevents a student from wearing their own face covering provided it complies with the above definition. SWDH-recommended face coverings will be made available for students and staff members if they have lost their original face covering.

### Transportation

Transportation of students within the COSSA consortium is the responsibility of the home school districts. Different districts are approaching the problem of social distancing on buses differently. Some will require students to wear masks from the time they enter the bus. Others are relying on strict cleaning before and after transportation of students, as well as assigned seating. COSSA measures to prevent the spread of Coronavirus start when the student exists the bus at CRTEC in the morning or afternoon.

### Hallways

Students will not socialize in the hallways .The school's culture and behavior expectations already require supervised bathroom breaks. Passage should be an orderly and quiet transit between classes and activities. Teachers will ensure that students maintain increased spacing in lines as they move through hallways.

### Classroom Seating

Teachers will use a checker board pattern to maximize the spacing between student desks. Some student desks may be in the hallway to ensure social distancing, and teachers may have to spread their class to a second classroom depending on number of students. Any such "overflow" seating will be cleared with the Academy Principal or CTE Coordinator.

### Lunchroom Seating

Academy lunch will be served in two shifts to maximize the ability to spread students in the cafeteria. All lunchroom tables will be spread throughout the entire cafeteria, and a maximum of 7 students will be seated per table (as opposed to 14 normally) alternating each side, thereby increasing spacing between students. Lunchroom monitors will enforce spacing standards.

### Breaks and Walks

Person-to-person contact sports or activities will be avoided. All athletic equipment will be sanitized with a solution of bleach prior to re-use. Students will maintain social distancing on walks around the exterior of the campus.

### Field Trips

Students cannot be transported to field trip sites on buses or in the school's vans. Any field trip will need to be within walking distance of the CRTEC campus.

### Holding Room for Sick Students

The COSSA Board room will be utilized as a holding area for sick students who are waiting to be picked up.

### Common Areas

Signs will be posted placing the Special Education office suite, teacher's lounge, and administrative areas off-limits to students and adults who do not work in those areas. Glass/plexi-glass sneeze barriers will be installed in administrative areas to prevent inadvertent sneezing or coughing from endangering vulnerable adults. Signage for 6-foot separation will also be installed in administrative areas.

### Additional Daily Protocols

Staff duties and student activities requiring close contact will be modified as necessary to maximize social distancing and minimize time and distance in close proximity.

## Daily Sanitation Protocols

### School Wide Disinfections

CRTEC will use a combination of CDC-approved products including hospital-grade disinfectant and a dilution of disinfecting bleach to clean desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day. Students may be asked to assist in classroom cleaning by placing chairs on desks, spraying disinfectant, etc.

### Hand Sanitizer Stations

Teachers, staff, and students will keep their hands sanitized using the automatic touchless dispensers of professional grade advanced hand sanitizer that are installed in every classroom and in hallways.

### Hygienic Practices by Families

Parents are required to keep sick students home for at least 72 hours after a fever subsides without the use of fever-reducing medicines. We rely on parents to promote the same hygienic practices we will direct students to practice at school, including:

1. Covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterwards;
2. Washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet;
3. Keeping hands away from nose, mouth, and eyes; and
4. Avoiding the sharing of food, drinks, and personal care items (e.g. lip balm).

## **Remote Delivery for Homebound Students**

We expect to require some students to stay at home, or to have to be taken home, if only for a short period of time, as a precautionary measure – for example, if their questionnaires indicate exposure to Covid-19 or if their screenings indicate a temperature of 100.1° F or higher.

### Attendance

In addition to those listed in the COSSA Student Handbook attendance policy, the following attendance categories are in effect:

1. Absent (due to Covid-19 illness): no attendance penalty or academic restrictions, however, students will be required to engage in distance learning if they intend to earn their credit.

2. Absent (due to parent Covid-19 health concerns): no attendance penalty or academic restrictions however, students will be required to engage in distance learning if they intend to earn their credit.

### Homebound Students

We will offer the following flexibilities to accommodate students who are homebound due to a Covid-19 concern:

1. If the student has Internet connectivity, students will be entered into the Odysseyware instructional software program. Odysseyware is available on the Internet. While these courses will not cover all the in-class material, they will provide homebound students with the help to stay up on their core academic skills.

2. If the student does not have Internet connectivity, course materials will be made available to homebound students. Details will be coordinated with each student's family.

3. Teachers will be in close contact with homebound students and will make every-other-day phone calls to students/parents (at a minimum).

## **Procedure for Positive or Suspected Covid-19 Case**

The following procedure is to be used if a student or employee in the school building is identified as Covid-19 positive or suspected positive.

First Action Item. Student or employee is respectfully asked to isolate in the holding room. For students, the front office will call parents or legal guardians for pickup. For employees, the front office will coordinate with school leadership to manage follow-on effects. Student or employee will be provided appropriate personal protection equipment and any employee interacting with the confirmed or suspected case will be provided with an N95 mask and gloves.

Second Action Item. The front office traces list of potential exposures (employees and students). The front office will coordinate (as appropriate) with parents/legal guardians of student or directly with the employee to build a list of potential exposures.

Third Action Item. School leadership decides on the length of the short-term closure. School leadership will provide SWDH with appropriate details and exposure information. School leadership will coordinate closure decision with SWDH. School leadership will coordinate closure decision with the COSSA Board of Directors.

Points of Contact:

SWDH: Mrs. Kim Beckley

COSSA District Office: Harold Nevill, Ph.D.

COSSA Academy Principal/CTE Coordinator: Mrs. Patricia Frahm

Fourth Action Item. School leadership communicates appropriate details to school community. Staff will be notified personally. School leadership will update the school community (parents/guardians) via SchoolMessenger mass communications system (email/text/voice) with appropriate incident details.

Fifth Action Item. COSSA transitions to Hybrid/Blended Mode for the closure period. During the closure period Principal/CTE Coordinator meets with Academy and CTE staff as necessary to keep them up-to-date and to solicit information on the efficacy of remote delivery of instruction.

### Return of Students/Staff after Quarantine or Positive Test

**Non-Test-Based Scenario:** Person was exposed, has no symptoms, and was not tested. Isolation can end after Day 10 from the last day of close contact with the positive case, provided no symptoms have been reported during daily monitoring.

**Test-Based Scenario:** Person was exposed, has no symptoms and was tested. When diagnostic testing resources are sufficient and available, then isolation can end after Day 7 if a diagnostic PCR specimen tests negative and if no symptoms were reported during daily monitoring.

Test method must be a PCR test.  
The specimen may be collected as early as 5 days after exposure.  
Quarantine can end only after the negative test result is available, but no earlier than Day 7.

## Appendix 1 Student Health Screener Questionnaire

In order to attend the COSSA Academy Alternative School or CRTEC Career-Technical School, students must be screened for Covid-19 risk factors. This questionnaire is meant to highlight possible Covid-19 risk factors that can then be evaluated on an individual basis to determine a student's ability to attend a face-to-face learning environment. No student will be allowed to attend the COSSA Academy Alternative School or CRTEC Career-Technical School unless this questionnaire is completed and on file with COSSA.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

1. Have you or anyone in your household had any of the following symptoms in the last 21 days:

sore throat,  
cough,  
chills,  
body aches for unknown reasons,  
shortness of breath for unknown reasons,  
loss of smell,  
loss of taste,  
fever at or greater than 100 degrees Fahrenheit?

Yes\_\_\_\_ No \_\_\_\_

2. Have you or anyone in your household been tested for COVID-19?

Yes\_\_\_\_ No \_\_\_\_

3. Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?

Yes\_\_\_\_ No \_\_\_\_

4. Have you or anyone in your household traveled in the U.S. in the past 21 days?

Yes\_\_\_\_ No \_\_\_\_

5. Have you or anyone in your household traveled on a cruise ship in the last 21 days?

Yes\_\_\_\_ No \_\_\_\_

6. Are you or anyone in your household a health care provider or emergency responder?

Yes\_\_\_\_ No \_\_\_\_

7. Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?

Yes\_\_\_\_ No \_\_\_\_

8. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?

Yes\_\_\_\_ No \_\_\_\_

9. To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?

Yes\_\_\_\_ No \_\_\_\_

If you cannot print the questionnaire, you may type answers to the questions into an email. Any response should be emailed to:  
[cossasurvey@cossaschools.org](mailto:cossasurvey@cossaschools.org)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_