RESPONSIBLE REOPENING



Welcome Back

With the primary goal of keeping our community safe, we've put together this information to guide all students, parents and staff through the return to on-site classes at Toledo Public Schools.

While this document addresses topics that concern most members of the TPS family, it is not comprehensive. Situations we could not foresee will almost certainly arise. Individual students may develop unique needs that are not referenced. Events and gatherings could be cancelled on a case-by-case basis depending on the potential risk they present to public health.

As we've seen many times since the outbreak of COVID-19, this disease and the government's response to it will require us all to be flexible.

This truth, however, is constant: the entire TPS staff is committed to providing our students with the best possible educational experience in healthy environments.

We will continue to update you on our progress and any changes to these efforts and policies.

Toledo Public Schools - Board of Education

Mr. Bob Vasquez - President

Mrs. Chris Varwig - Vice President

Ms. Sheena Barnes

Mrs. Stephanie Eichenberg

Mrs. Polly Taylor-Gerken

Dr. Romules Durant, CEO/Superintendent



Our Guiding Principles

- We will work to provide the best possible learning experiences for all TPS students through on-site instruction and, if necessary, online channels. As always, our goal is to encourage student growth and foster achievement.
- 2. The last several months have placed unusual strains on many students and their families. As we return to classes, we will stay sensitive to the social and emotional needs of our students. We will provide teachers with additional training to help them recognize signs of related trauma and identify students who may need additional support.
- We are committed to protecting the health of each member of the TPS
 community. We will follow the policies and protocols of the Centers for
 Disease Control and Prevention (CDC), the Ohio Department of Education,
 and the Toledo-Lucas County Health Department. All of our decisions will be
 based on data from those official bodies.
- We will work to provide clear, complete communication in a timely manner during the initial return to classes and as necessary in future weeks and months. We will use a variety of channels to deliver information, including, but not limited to, these:
 - The Toledo Public Schools website (TPS.org)
 - The TPS Facebook page (Facebook.com/TPSProud)
 - The TPS Twitter page (Twitter.com/TPSProud)

District Mission: Toledo Public Schools' mission is to produce competitive college and career-ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity.

District Vision: Toledo Public Schools strives to be an 'A-rated' school district whose graduates are college and career ready.

Core Commitments:

- Student-Centered
- Accountability-Based Management
- Building Stronger Relationships
- Technology Oriented
- Rigorous Curriculum
- Develop a Culture of High Expectations

Responding to Uncertainty with Flexibility

- When we begin the 2020-2021 school year, there will be active cases of COVID-19 in our area. Even though they might not exhibit symptoms, some students and staff members may be infected. That could lead to a temporary closure of one or more school buildings.
- There may be more waves of COVID-19 infection in the months to come. We will
 monitor any new outbreaks and actively reach out to various health agencies
 for their input on when classes should resume.
- Widespread changes in the public health may require us to make a quick switch from on-site classes to online learning. We are prepared for any possibility.



General Health Guidelines Ann Cipriani



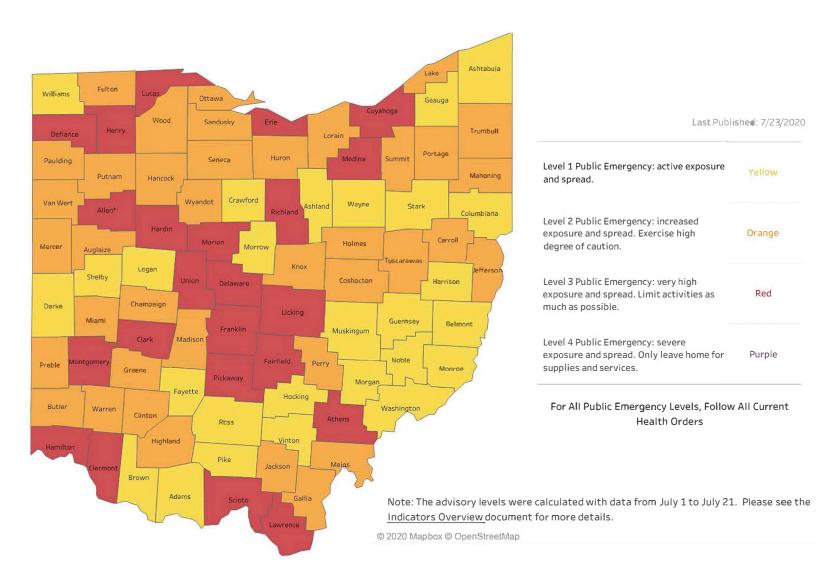


General Guidance for a Safe Reopening

- Ohio Department of Education
- CDC Guidance
- Toledo-Lucas County Health Department

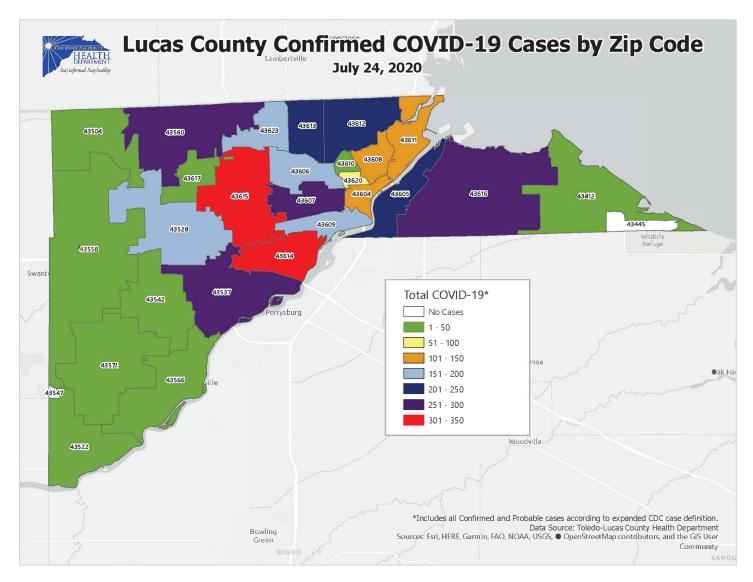


Current State and Local Data





Current State and Local Data





Key Considerations for Reopening

- 60% of Ohioans are considered high risk based on CDC guidance.
- Social determinants of health and other COVID-19 high-risk factors evident in TPS.
 - > 5400 students in grades K-12 with a chronic health condition
 - 67% of students are of racial/ethnic minority
 - A significant number of students live in multi-generational homes or are being raised by grandparents
 - 85.7% of students are economically disadvantaged
 - Healthcare access including pace of widespread testing with expedient test results



Why am I being asked to wear a face covering?

Face coverings have been shown by experts to be one of three powerful tools in slowing the spread of COVID-19. Along with social distancing and hand hygiene, face coverings minimize the distribution of respiratory droplets from coughing, sneezing and talking that cause COVID-19.

How do I wear a face covering?

Face coverings must cover your nose, mouth and chin.

Wash or sanitize your hands before putting on and after taking off a face covering.

Use the ties or loops to put on and take off your face covering. Do not touch the front of the mask.

If you do touch the front of your face covering, wash your hands or use hand sanitizer.

How do I care for my face covering?

Face coverings can be stored in a paper bag when not being worn. Wash and dry your face covering daily, either by hand or in a washing machine and dryer.



General Staff Guidelines

All TPS staff are required to wear face coverings for the 2020-2021 school year.

Staff will follow best practices for face coverings.

Wearing a face covering does not replace the need for frequent hand washing and social distancing.

Staff members will provide their own face covering. Cloth face coverings are recommended.

Face coverings do not need to be worn:

- If prohibited by law/industry standards (i.e., city/state laws; violation of pre-school standards).
- When the staff member is working alone in their assigned work area.
- If the staff member has a medical exemption from a doctor.

For any exemptions, the staff member must provide written justification to Human Resources.

Face shields may be worn to reduce interference with the learning process and for those with medical conditions.





Transportation

K-12 students are required to wear a face covering while on a bus due to the inability to social distance. Face coverings must be on prior to boarding the bus.

General Guidelines for Students

Students in grades 3-12 must always wear face coverings while in the school building.

Students will provide their own face coverings. Cloth face coverings are recommended.

All students will follow these best practices for face covering:

- Wash your hands with soap and water or hand sanitizer before and after putting on a mask
- Use the ties or loops to put your face mask on and take it off
- A mask should cover your face from the bridge of your nose to your chin
- Don't touch the front of the mask, especially when taking it off
- Wash and dry your face mask daily and discard it if it becomes wet or soiled

Wearing a face covering does not replace the need for frequent hand washing and social distancing.

Pre-K - 2nd Grade Students

Pre-K through 2nd grade students are strongly encouraged to wear a face covering in school. When appropriate, students will transition to a face shield for instructional purposes. Students will be offered a face shield if a face mask is not worn unless the student cannot wear a face shield for a safety reason.

Pre-K through 2nd grade students will have labeled face shields that will be kept in the classroom. Students will clean their own face shields each day.

Teachers will receive a list of storage options for face coverings.

Pre-K through 2nd grade students will be required to wear a face covering while riding a bus due to the inability to social distance.



Temperature Monitoring

We are asking all parents and guardians to complete a basic health check of their children prior to their leaving for school each day. That includes a daily temperature check.

If a child's temperature is 100.4° or above, the child must remain isolated at home for 10 days or until a health care provider gives written permission to return to school.

If your family does not have a thermometer, please contact the school for assistance.

If a daily in-school temperature check becomes necessary for all students, we will notify parents, guardians and the community at large.

We will use a touchless, infrared thermometer. Students with temperatures of 100.4° or above would be sent home. The parent or guardian will be notified and expected to arrange for student pick-up. The child would then need to stay home for 10 days or until a health care provider gave a written documentation that the child was free to return to school.



Maintenance and Operations

As all of us at Toledo Public Schools plan for the 2020-2021 school year, we want you to know that the health and safety of our students, staff and families are our top priority.

These are the primary efforts we'll be making to keep the TPS community safe.

- Cleaning and disinfecting more intently than ever, paying special attention to frequently touched surfaces.
- Rearranging classrooms, cafeterias and other spaces where people gather to keep people as far apart as possible.
- Reminding students and staff about the importance of social distancing whenever necessary.
- Requiring everyone in our buildings and in our vehicles to wear a face mask or face shield. Physician-approved exceptions will be made for those with certain medical conditions or physical limitations.
- Using signs, shields, tape and barriers to control the flow of traffic and remind everyone of their personal responsibility to keep themselves and other safe.



Reopening Plan

Dr. Romules Durant, CEO/Superintendent





TPS Virtual Academy

TPS is prepared to change our open status, based on the federal, state, and local health guidelines. We have adopted a traffic light approach to easily indicate the most current status of our schools.

- Throughout the year, there is the possibility of the status changing from one light to another.
- The TPS Virtual Academy for students to distance learn from home will always be available.
- Deadline for registration for TPS Virtual Academy is August 8th.
- Commintment to enroll in TPS Virtual Academy is a minimum of one semester.
- Students should expect to spend up to 4 hours per day focused on instruction with certified staff members.
- Families that choose TPS Virtual Academy will continue in-home learning whether the district moves to Yellow (Phase 2) or Green (Phase 1) for that semester.



Reopening Status Indicators



Green Light Status

With the green light status school is in full session, as it has been with previous years. The remote learning option will remain in place for those who wish to utilize it.



Reopening Status Indicators



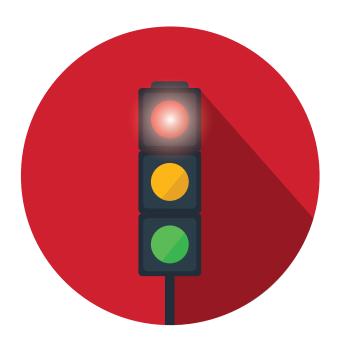
Yellow Light Status

A yellow light status means that the virtual option is available, but physical attendance in a school will be on an A/B schedule. Students would either attend in-person classes on Monday and Thursday (Group A), or Tuesday and Friday (Group B), with Wednesday being an at-home online learning day. Students will have assignments and online learning to complete on their off days. We will also attempt to keep families on the same schedule for ease of attendance.

Meal service will continue, with students taking home lunch and breakfast for their non-attendance days. All students in grades 3-12 will receive a chrome book for their schoolwork. Elementary students will receive art, music, and physical education on a trimester basis.



Reopening Status Indicators



Red Light Status

A red light indicates the most severe conditions are present and we are operating with only the remote learning option. Students will have access to all TPS learning resources and will be provided a device and reliable Wi-Fi, as needed. State licensed and credentialed educators will teach live each day.

Students can pick up free breakfast and lunch meals for the week and will be eligible for all school sports and extracurricular activities at their home school.



Recomendations for Approval

- Opening with Red Light Status
- Delayed start of September 8th for students
 - Staff will start on their regularly assigned date
- •All Staff are required to wear masks/face coverings
- •All students (grades 3-12) will be required to wear a mask/face covering when school is in session.
 - Grades Pre-K-2 are strongly encouraged to also wear a mask
- •All Athletics will be suspended until October 1st
 - Status will be reevaluated at that time
- Dress Code will be modified for the 2020-2021 school year



Curriculum James Gault





School Operation Phases

Phase 1 (Green Light)

Normal 5-day in-person operations following recommendations from the CDC and Governor.



Phase 2 (Yellow Light)

Blended model with students on A/B schedule. Group A attends in-school classes Monday and Thursday. Group B attends in-school classes Tuesday and Friday. On Wednesdays, all students will attend virtual school.

On Wednesdays, all staff members will report to their buildings. Online learning will take place with small groups for 2 hours. Teachers will use the remaining time for planning online instruction and professional development.

Gifted Services will be offered online.

Early High School Options will not be offered except those that are subject accelerated and on the Written Acceleration Plan.

Elementary art, music and physical education will be offered on a trimester schedule.

Parents can request A/B attendance at their student's school buildings August 10 - 19, 2020. Parents will be notified of final A/B schedule August 24, 2020.

To ensure social distancing, we may not be able to honor all requests.

In the event of Monday holidays, the student attendance calendar will not have a virtual day on Wednesday. Instead, the A Group would attend in-school classes Wednesday and Thursday and the B Group would attend in-school classes on their regular schedule.



Phase 3 (Red Light)

- Online instruction with 100% remote attendance.
- · No students would be in school building.
- Students will learn remotely from a certified teacher.
- TPS staff would report to their building as normally scheduled.
- The TPS school year will begin September 8, 2020, the day after Labor Day, instead of August 20, 2020.
- Device distribution: August 24 September 4, 2020.
- Training sessions at individual buildings for parents and students: August 24 September 4, 2020.
- Between the hours of 8:30am 3:00pm, students should expect to spend up to 4 hours per day focused on instruction with certified staff members.
- That time does not include assignments, projects and additional items that may be recorded.
- Students must log in daily to Google Classroom for attendance purposes.
- High school students will follow this schedule of live instruction in one-hour blocks:

Monday and Thursday: Periods 1, 2, 3, 4

Tuesday and Friday: Periods 5, 6, 7

Wednesday: Small-group instruction and office hours available for student support

• All TPS grading, reporting and attendance policies will be followed.



What to Expect from TPS Virtual Academy

- Between the hours of 8:30am 3:00pm, students should expect to spend up to 4 hours per day focused on instruction with certified staff members.
- That time does not include assignments, projects and additional items that may be recorded.
- Students must log in daily to Google Classroom for attendance purposes.
- High school students will follow this schedule of live instruction in one-hour blocks:

Monday and Thursday: Periods 1, 2, 3, 4

Tuesday and Friday: Periods 5, 6, 7

Wednesday: Small-group instruction and office hours available for student support

Other Details

Class Sizes

K - 3rd grade: 30 students per class 4th - 12th grade: 35 students per class

Technology

Students will receive a chrome device. Wi-Fi is available if needed.

Curriculum

Students and educators will use the Google Platform that includes:

- Google Classroom
- Google Meet
- Google Hangouts

Educators will use:

- TPS Board Curriculum
- Supplemental Curriculum
- iReady
- ALEKS Math Program



TPS Virtual Academy Pre-K Through 12th Grade

Nearly 3,000 people have expressed interest in 100% remote classes for at least part of the 2020-2021 school year.

Through the online teaching of our dedicated staff, students will still be connected to their home school.

Students will receive the following:

- A technology device
- Reliable Wi-Fi
- The ability to participate in extracurricular activities, including athletics
- College Credit Plus, if eligible
- 5-day meal service (pick-up)

Students must commit to TPS Virtual Academy for a full semester at a time.

Special Education students can attend online classes. Related services such as speech, occupational and physical therapy will be offered remotely.

Gifted services may be offered based on enrollment.

Career Tech courses will not be offered remotely.

Device distribution and trainings will occur August 24 - September 4, 2020. Enrollment at TPS.org is open through August 8, 2020.

Families that choose TPS Virtual Academy will continue in-home learning whether the district moves to Yellow (Phase 2) or Green (Phase 1) for that semester.



Special Populations Dr. Amy Allen





Special Education:

Green Light

- Students placed according to IEP recommendations
- Students attend five days per week

Yellow Light

- Students will attend on an A/B schedule for two days per week
- Students will be supported remotely on the other three days
- Some students may attend four days per week, depending upon disability
- Families will be contacted by special education teacher for schedule development
- All services, including related therapies will be provided through a blend of face-to-face and remote connections

Red Light

- All students will received services and related therapies through remote connections
- Families will be contacted by special education and relevant support staff for schedule development
- Some adaptive materials may be delivered to the home if they are needed in order for students to access the curriculum
- Daily attendance will be required
- Amount of time spent in remote class will be determined by the teacher and therapists

If you have questions about your student with a disability, please contact the Office of Student Services at 419-671-0433 or email: spedtps@tps.org



Early Childhood:

Green Light

- Students will be placed in classes for four days
- Students will attend half day or full day, depending upon placement

Yellow Light

- Students will attend on an A/B schedule for two days per week
- Students will receive remote support on the other three days
- Families will need to assist in logging students into the remote classroom
- Students will play games on an online preschool learning program to supplement classroom instruction
- Students will receive a kit of materials need to complete learning activities at home

Red Light

- All students will receive instruction through remote connections
- Teachers will contact families regarding scheduling times for remote sessions
- Families will need to assist in logging students into the remote classroom daily
- Students will spend approximately one hour per day engaged in remote learning with the teacher. Activities will include:
- Socialization, sharing time
- Story time with literacy activities
- Math activities
- Students will play games on an online preschool learning program to reinforce the curriculum
- Students will receive a kit of materials needed to complete learning activities at home

If you have questions about your preschool-aged student, please contact us at 419-671-9100 or email: ec@tps.org

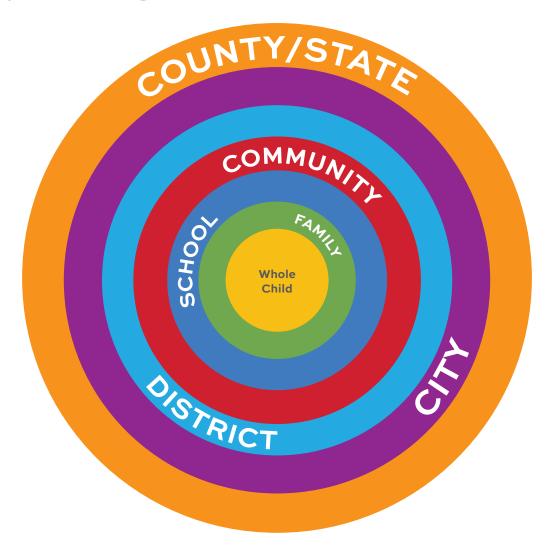


Serving the Whole-Child Brian Murphy





Supporting Students and Families





Community Partners

TPS has 120 dedicated community partners that provide services to TPS students and families

United Way, Lucas County Job and Family Services, Tabernacle church, YMCA, RFS Charitable, Tutor Smart, Universities (UT, BG, Owens), University Church, Center of Hope, Boys and Girls Club, Western partners of Ohio, ProMedica, Art Museum, JLJ Vision, After school all stars, Partners in Education, Read for Literacy, Pathways for Successful Leadership.

Organization of Supports

Partner Collaborative Planning Session



District Student/Family Support Team (District Leaders)



School-Based Student/Family Support Team (Includes Community Partners)



Effective
Facilitation and Coordination
Student/Family Outreach



Collaborative Planning Sessions with TPS Partners

- Sessions with thirty community partners
- Multiple sessions since Spring
- Meetings bi-weekly to monthly
- Sessions categorized by:
 - Behavioral and mental health supports
 - Academic supports after school
 - Academic supports in-school
 - College and career ready students

Urgent Priorities:

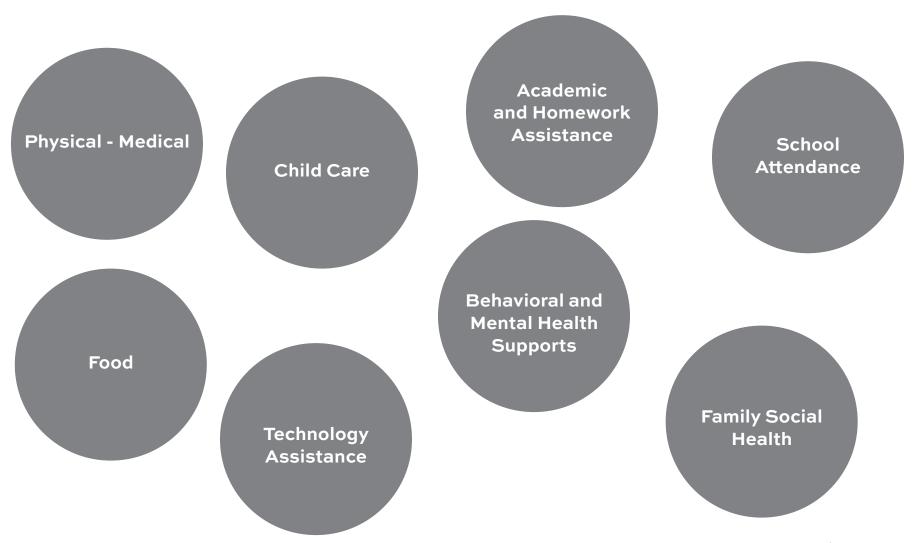
- Access to TPS approved learning platforms improve effectiveness of educational support
- Data sharing to better engage students
- Community partner hours of operation aligning communication and services

Other Priorities:

- Teacher/Administration/Partner collaboration targeted and individualized instruction
- Student recruitment to partner programs
- How to best engage students virtually? in-person?



Other Urgent Needs of Students and Families





District - Student/Family Support Team

Team Includes:

Transformational Leader of Early Childhood and Special Education

Transformational Leader of Community Engagement

Assistant Transformational Leaders

Executive Director of Curriculum

Executive Director of Intervention and Supports

Executive Director of Special Education

Senior Director of College and Career Readiness

Senior Director of Pupil Placement

Senior Director of Positive School Climate

Director of Psychological Services

Nursing Coordinator

Duties of District Team

- Identify urgent needs of student/families
- Develop a list of district resources based on urgent needs of school communities
- Each team member works directly with two (2) school teams
- Coordinate plans with building teams to address student/family needs
- Review school gaps in service at district schools
- Communicate needs of school teams to the district team
- Review district level data and information from school based teams
- Align appropriate resources to communities



School Teams - Student and Family Supports

Assigned Central Administration Leader

Principal/Assistant Principal

Counselor(s)

School Nurse

Deans

Teachers

Social Workers

Attendance Champions

Behavioral/Mental Health Partner

School Partners such as: Western Partners of Ohio, Faith Based, Academic Assistance, etc.

Duties of School Team

- Review building level data
- Developing a system to support the individual needs of students/families
- Check-Ins Making contact with "every" student and parent by phone, email, home visits, etc.
- Providing students/families resources to address their individual needs
- Identify gaps in service resources based on needs of school community
- Work with assigned district team leader to identify district resources to fill those gaps
- Virtual Support Groups Student and Parents
- Work with district team leader identify other district partners for community support



Developing Community Partner Hubs of Support

RFS Charitable

- On Site Student Support: Behavioral Health, Educational Supports, Technology Assistance, Food Distribution, Family-social Health
- Multiple locations serving 80 100 students per day.
- Serving all TPS schools with partnership 31 schools
- Hours: Session I: 8:30am 11:30am Session II: 12:30pm 3:30pm

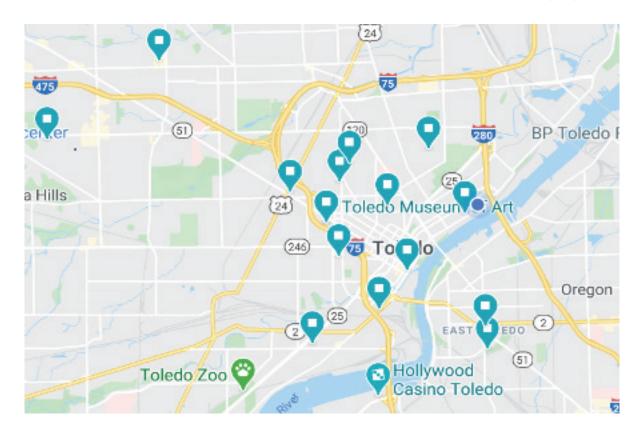
Western Partners of Ohio

- Physical Health Medical, Behavioral Health, Family-social health
- Three locations (health centers)
- Telehealth locations will be available in the community
- Serving all TPS students and families
- Hours Open: During School Day

Multiple Partners working to offer programming for students during the school day



Community Partner Hubs of Support





Athletics Linda Meyers





Recommendations Athletics

- During red light status when all TPS classes will be held online all athletic practices, workouts, meetings and games will be suspended.
- During yellow light status when students will alternate between in-school and online classes the Athletic Director, team coaches and school principals will provide details about TPS athletic activities.
- During green light status when TPS schools are open athletic activities will proceed as normal.

Use of Facilities by Non-TPS Clubs and Teams

The Athletic Department recommends that managers of all TPS indoor athletic facilities follow the district's red, yellow and green light status system.

When TPS determines it's safe to move to yellow status, we will abide by the following:

We Will Follow the Ohio High School Athletic Association's Participation Safety Guidelines

OHSAA is proceeding as if fall sports will occur. Practices begin August 1. Specifics are being worked out between OHSAA and the Governor's office. A student-athlete acknowledgement/pledge is forthcoming. This document will provide student-athletes with information on their responsibilities while participating during the pandemic.

We are moving into phase three of the OHSAA-recommended guidelines with the following exceptions:

- We are not using hydration stations yet.
- We are not requiring showering immediately after practices and/or workouts on-site.

If we are in session,we will follow all orders from the Ohio Department of Health and finalize procedures for practices and games.



Financial Impact Ryan Stechschulte





Estimates of Additional Costs Fiscal Outlook – State and Federal Funds

Business Affairs - \$2,031,200

Custodial/Maintenance - \$2,008,668

Education - \$5,500,000

Technology - \$4,248,000

Transportation - \$1,766,776

Total - \$15,554,644

Recommendations State and Federal

PURPOSE

To review spending related to CARES Act and take as much stress off of general fund as possible

GOAL

To protect programming and staff

WORK

Worked with ODE to apply as much flexibility as possible to our federal grant spending and CARES Act

Continue to meet to review the updated forecast in regard to spending from March 13 through the end of the year Once the reopening school models are Board approved, the financial impact will be determined.

Additional Considerations





RAPTOR

VISITOR MANAGEMENT

The Visitor Management system screens and tracks everyone coming in and out of TPS buildings

Accurate Visitor Records: Accurate and reliable visitor details and sign-in history are recorded for every visitor that enters our schools which includes COVID questioning for tracing purposes if needed

Custom Custody Databases: The system checks visitors against a custom database set by TPS, which may contain custody alerts and/or banned visitors.

VOLUNTEER MANAGEMENT

Application: Volunteers apply in an easy-to-use, customizable online application tool.

Fully customizable online application, include TPS verbiage and logo Ability to associate different levels of background screens to specific volunteer functions, ex: classroom reader: level 1, mentor: level 2 Functions separated by building

Screening: Volunteers are checked for sex offender status, and criminal background results are compiled for easy review, approval, and tracking.

Reporting: A variety of reports can be quickly accessed and exported. Districtwide or campus specific reporting Report on total hours, affiliation, building, or function Top volunteers

EMERGENCY MANAGEMENT

Allows TPS to simplify drill scheduling, conduct drills, and track compliance for individual schools or district wide from a single dashboard

Reunification Verify every student is accounted for and reunited with an approved guardian. Track every individual's status changes over time, creating a recorded history of events for each student and staff member.



Communications and Public Relations Patty Mazur





Continue to share updates with families and the community through:

- Social Media Facebook, Twitter and Instagram
- TPS.org
- School Messenger new mass notification system
- Traditional Media

Come to Us for the Facts

Anytime you hear something about TPS that doesn't seem factual or true, please visit TPS.org or one of the district's social media pages for the facts.

If you have additional questions, email us at questions@TPS.org

Contacting Staff

Please contact principals or other administrators via email with any questions or concerns you might have about the new school year

Email addresses and phone numbers for the schools can be found at TPS.org



Appendix





CDC Recommendations to Slow the Spread of COVID-19

You've probably heard the tips on how to reduce your chances of being infected with COVID-19 and spreading it to others, but your kids may not have, especially if they're younger.

Before they return to their classes, please share these tips with your TPS students so they'll be better protected in school and other public areas.

- If you're feeling sick, stay home. COVID-19 symptoms include a fever or chills, a cough, fatigue, difficulty breathing, a sore throat, body aches, and the loss of taste or smell.
- Several times each day, wash your hands with soap and water for at least 20 seconds. Specifically, wash your hands before eating, after using the restroom, and if you've touched a lot of public surfaces.
- If you must cough or sneeze, turn away from others. Then, cover your mouth and nose with the crook of your elbow. Throw away any tissues you use immediately.
- Wear a mask when in school and other public places. The mask should cover your mouth and nose.
- Practice social distancing, staying at least six feet away from others.
- Use disinfecting wipes to clean frequently touched surfaces in your home, such as doorknobs, counter tops, remotes, etc.





Face Coverings

Face Coverings That Are Not Permitted

- Bandanas
- Those considered offensive or degrading to others
- Those with symbols of hate or oppression
- Those that refer to gang membership
- Those considered disruptive to the educational process

The school administration reserves the right to determine if a face covering is considered a disruption to the educational process. Face coverings may only cover the nose and mouth area.

Grade Level Specific Guidelines

Some students will not be able to wear face coverings. The administrator, school nurse and health care provider will identify those students who are exempt. They include, but are not limited to:

- Students who are unable to remove a face covering on their own due to mobility restrictions or severe cognitive delays.
- Students who have medical or special considerations that prevent them from wearing a face covering. When appropriate those students will be provided with a face shield. A health care provider's documentation or a note from the school nurse will be required.

Exempted students will be required to carry an exemption form signed by the nurse.

The school nurse will notify the classroom teacher(s) and transportation officials of the exemptions.

Auxiliary Activities

There are several auxiliary activities (band, choir, physical education) that will be specifically addressed as additional guidelines are provided. However, based upon the current guidelines:

Lunch - Students will remove face coverings during lunch and store them as directed by the Administration.

Recess - Students will be required to wear a face covering during recess.

Extra-Curricular Activities - Students who participate in after-school activities (i.e. clubs, organizations, programs) will be required to wear a face covering unless exempted.

Enforcement

All school staff will be responsible for enforcing the established face covering guidelines. Building leadership will need to develop a plan to ensure that face coverings are worn upon entering the building. That plan will need to address where students will go if they do not have a face covering when they arrive.

A student who refuses to wear a face covering will be handled as follows:

- The student will be asked to put on a face covering upon entering the building.
- If a student does not have a face covering, one will be provided.
- If the student refuses to wear a face covering (and does not have a permissible exemption), he or she will be sent to the office.
- If the student refuses to comply, a school official will call his or her parent/guardian.
- If the refusal continues, follow the Student Code of Conduct. Students
 will not be permitted to return to class until the student is wearing a
 proper face covering or has been exempted from wearing a face
 covering per the guidelines.

Health and Safety

Vigilantly Assess for Symptoms

Signs of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

What to Do If You Notice Symptoms in a Student or Staff Member

- Immediately separate the person with symptoms from others.
- Provide a face covering for the person with symptoms.
- Wear appropriate PPE when monitoring the situation.
- Maintain physical distance.
- Sanitize the area thoroughly when done.
- Refer the situation to the appropriate health care professional.
- Contact the local health department.

Each day, staff and families should monitor for COVID-19 symptoms prior to leaving for school or work.

We will provide signs listing the symptoms as reminders of what to watch for.

We will ensure all staff members understand the symptoms and the processes for addressing symptoms.

For each building, we will identify a location where we can monitor those with symptoms.

All staff will assess for their own symptoms each day prior to coming to work.

We will tell students and famlies how to assess for symptoms at home.

We will ask students each day if they performed a health check at home.

We will remind families of the importance of daily symptom checks.

We will remove students from the classroom immediately if symptoms are present.

Absences

- We will monitor absences daily.
- Our absence policies will not penalize staff or students who are symptomatic or in quarantine.
- To return to school following a COVID-19-related absence you must meet CDC criteria:
- No fever for 24 hours without the use of fever-reducing medication.
- Improved respiratory symptoms.
- At least 10 days have passed since your first symptoms appeared.
- If you tested positive for COVID-19 but had no symptoms, you cannot return to school until 10 days after testing.

If students or staff members experience COVID-19 symptoms at home, they should not report to school. They should follow CDC recommendations for assessing and testing and/or seek other appropriate medical care. Students should provide documentation regarding their symptoms and treatment when returning to school.



Health and Safety

If students develop symptoms at school, they will be separated from others, provided with appropriate PPE, and sent home. All areas they had contact with will be sanitized.

We will document and monitor all staff and student absences.

We will work with the TPS Human Resources Department for all COVID-related absences.

We will ensure all staff members understand the CDC criteria for returning to work.

Building principals will notify their ATL's if there is a notable increase in absences.

We will refer the names of absent students to the school nurse.

Wash and Sanitize Hands to Prevent the Spread of COVID-19

It's important to wash your hands for at least 20 seconds several times during the day. It's especially important before and after eating; after using the restroom; prior to and after recess; and after coughing, sneezing or using tissues.

Supplement your hand-washing routine by using hand sanitizer with a 60% to 85% alcohol content. Apply sanitizer before getting on a bus and before using a door handle to enter the building.

Sanitizing stations will be available in all buildings. We will actively remind students of the need for regular handwashing and may even schedule handwashing for younger students.

We will post handwashing and sanitizing posters in classrooms.

We will teach students proper handwashing and sanitizing techniques, as well as how germs spread.

Cleaning and Disinfecting

We will thoroughly clean and sanitize school environments to limit the spread of COVID-19 via frequently touched surfaces.

- We will use disinfectants labeled for use against SARS-Co-V-2.
- High-touch surfaces will be cleaned regularly throughout the day.
- We will discourage the use of shared materials.
- All buildings will be deep-cleaned on Wednesdays when classes are not in session.
- We will not use aerosolized cleaning products.
- We will teach students how to properly wipe down surfaces.

Social Distancing

- We will encourage everyone to stay at least 6 feet apart and reinforce distancing with signage.
- We will re-arrange seating to put as much space as possible between students.
- We will limit visitors in school buildings. Parents will be allowed in if they have an appointment or there is an emergency.
- We will eliminate all field trips until further notice.
- We will make building-level decisions to use extra spaces as much as possible.



Summary of Alert Indicators					
INDICATOR		WHAT IT TELLS US			
1	New cases per capita	Flagged if greater than 50 cases per 100,000 residents over the last two weeks. Allow for counties with different population sizes to be appropriately compared.			
2	Sustained increase in new cases	Flagged if increasing trend of at least 5 consecutive days in overall cases by onset da over the last 3 weeks. Reflects disease spread in the population.			
3	Proportion of cases not in a congregate setting	Flagged if proportion of cases that are not in a congregate setting goes over 50% it least one of the last 3 weeks. Used as indicator of greater risk of community spread			
4	Sustained increase in Emergency Department (ED) visits for COVID-like illness	Flagged if increasing trend of at least 5 consecutive days in the number of visits to emergency department with COVID-like illness or a diagnosis over the last 3 weeks Provides information on the health care seeking behavior of the population and a sense of how concerned residents are about their current health status and the virus.			
5	Sustained increase in outpatient visits for COVID-like illness	Flagged if increasing trend of at least 5 consecutive days in the number of people going to a health care provider with COVID symptoms who then receive a COVID confirmed or suspected diagnosis over the last 3 weeks. Provides information on the health care seeking behavior of the population and a sense of how concerned residents are about their current health status and the virus.			
6	Sustained increase in new COVID hospital admissions	Flagged if increasing trend of at least 5 consecutive days in the number of new hospitalizations due to COVID over the last 3 weeks. Important indicator of hospital burden and disease severity.			
7	Intensive Care Unit (ICU) bed occupancy	Flagged if percentage of the occupied ICU beds in each region goes above 80% for at least three days in the last week, AND more than 20% of ICU beds are being user for COVID-19 positive patients for at least three days in the last week. Provides an indication of the capacity available to manage a possible surge of severely ill patier			
ADDITIONAL MEASUREMENTS					
8*	Rate of new cases from contacts of known cases (still under development)	Portion of cases that can be linked to known transmission chains. Indicates the ext of community transmission and containment.			
9*	Tests per capita (still under development)	The number of COVID-19 tests performed per 100,000 people per day. Provides an indication as to whether there is enough testing to detect most of cases in the populatio			
10*	Percent positivity (still under development)	The percentage of COVID-19 tests performed for residents of a county that are positive. Important indicator for determining whether the trajectory is cases is related to changes in testing patterns.			

*Data not vet available

INDICATES A COUNTY ALERT LEVEL					
LEVEL 1 0–1 Indicators Triggered	LEVEL 2 2–3 Indicators Triggered	LEVEL 3 4–5 Indicators Triggered	LEVEL 4 6–7 Indicators Triggered		
Public Emergency	Public Emergency	Public Emergency	Public Emergency		
Active exposure and spread. Follow all current health orders.	Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.		

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Alert Indicator Details

General note about lookback period for data: Most data points are looking at the last 21 days. We know that this virus has an incubation period of up to 14 days, which means that it may take 2 weeks for individuals to start showing symptoms after they are infected. It may take them more time to go to the hospital or doctor's office to get tested. A three-week lookback period means we have at least one week of reasonably complete data, and two more weeks of more recent data to see if there are any indicators of increasing counts.

FOR INDICATORS 1-3: CASE DATA

New case information is the foundation of any infectious disease response. Every new case is someone who could be spreading this disease to other people. However, not every new case should be looked at the same—we need context.

- 1. New cases per capita: This measure considers how many new cases have occurred in the last 14 days relative to the population of a county. More cases mean a greater potential for spread among individuals living in that county, and contributes to a county's overall risk level. A county is flagged on this measure if it exceeds 50 cases per 100,000 residents over the last two weeks. This is the cutoff between areas of moderate incidence and moderately high incidence as defined by the CDC. This measure does not include incarcerated individuals.
- 2. Sustained increase in new cases: If the number of daily new cases continually increases day over day, then that means the virus is spreading more in a county. However, we don't want to flag a county that may have experienced just a one-day increase. Therefore, for this measure looks at the increase using a 7-day moving average of new cases. A county is flagged on this measure if there is at least a 5-day consecutive period of sustained growth. The CDC and Resolve to Save Lives both use 5 days as the minimum for determining a trajectory. This measure does not include incarcerated individuals.
- 3. Proportion of cases not in a congregate setting: Congregate settings for this indicator are defined as long-term care facilities (including nursing homes) and prisons. Individuals who reside in congregate settings or are incarcerated are generally not viewed as a transmission risk to the broader community. As such, people with COVID-19 not residing in a congregate setting should carry greater weight in a county's risk analysis since they are more likely to interact with others in the broader community. A county is flagged on this measure if at least one week, of the last three weeks, sees more than 50% of new cases in non-congregate settings.

FOR INDICATORS 4-5: SYMPTOMS DATA

Syndromic surveillance" is a common public health tool for early detection and characterization of disease trends by looking at early warning indicators before confirmed diagnoses (cases) or more serious disease outcomes (hospitalizations or deaths) can be detected. For COVID, we are looking at syndromic (or symptom) surveillance data from emergency departments and outpatient settings (includes telehealth).

- 4. Sustained increase in Emergency Department (ED) visits for COVID-like illness: We look at those going to emergency departments for COVID-19 symptoms as an early warning sign of COVID activity that may impact hospitals down the road. This measures the trend in the number of people with symptoms consistent with COVID-19 that visit the emergency department (e.g., fever, cough, shortness of breath, difficulty breathing) and not diagnosed with another respiratory illness. In addition, patients with a COVID-19 diagnosis code are included in this metric. A county is flagged when there is an increase over a 5-day consecutive period using a 7-day moving average, which follows CDC criteria for assessing increases or rebounds (after a period of decline) of COVID-like illness.
- 5. Sustained increase in outpatient visits for COVID-like illness: The number of people visiting outpatient settings with suspected or confirmed COVID-19 diagnosis codes is important to understand how many people are sick enough to go to the doctor's office. Like with emergency visits, this can be an early warning indicator. A county is flagged when the there is an increase over a 5-day consecutive period using a 7-day moving average, per CDC criteria for assessing increases or rebounds (after a period of decline).

FOR INDICATORS 6-7: HOSPITALIZATION DATA

Hospital activity gives an indication of the number of Ohioans who are getting seriously sick with COVID. Overall Intensive Care Unit (ICU) occupancy shows how much ICU space is available for new COVID patients as well as others who may need care (car accidents, medical emergencies, etc.).

6. Sustained increase in new COVID hospital admissions: The number of county residents who are admitted to hospitals with COVID is an indicator of the burden of illness in the community. This measure looks at the county of residence (rather than the county of hospitalization) since residents of rural counties may seek care at hospitals in neighboring counties. In addition, CDC recommends looking at hospital admissions in addition to COVID-like illness for a more complete picture of disease activity in an area. A county is flagged when there is at least a 5-day consecutive period of sustained growth with a 7-day moving average of new hospital admissions.

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7. Intensive Care Unit (ICU) Bed Occupancy: One of the challenges of treating COVID patients is the long period of hospital or ICU care required per patient. While new hospital admissions tell us the new burden of illness on individuals in a county, it does not tell us the resource burden on the hospitals in the broader region. This measure considers both COVID and non-COVID use of intensive care unit beds, as COVID cases are just one portion of what hospitals must handle in their communities. A county is flagged on this measure when the regional ICU occupancy goes above 80% for at least three of the last seven days, AND more than 20% of ICU beds are being used for COVID-19 positive patients for at least three of the last seven days. The CDC has set ICU occupancy at 80% as an indicator of hospital capacity to treat all patients without resorting to crisis standards of care. The 20% threshold for COVID-positive occupancy was recommended by the Ohio Hospital Association.

Under Development: Data Not Yet Available for Indicators 8-10.

FOR INDICATOR 8: CONTACT TRACING DATA

Contact tracing is a vital tool for controlling the spread of the outbreak. Contact tracing data shows if health departments have a good grasp of new disease transmission in the state.

8. Rate of new cases from contacts of known cases: This measure helps us understand what portion of cases are coming from transmission chains that we are already aware of, versus how many cases are coming from community spread that we are just learning about. Counties will be flagged if the proportion is low. The measure details and data source for this is still being finalized.

FOR INDICATORS 9-10: TESTING DATA

Without testing, we would not be able to detect confirmed COVID cases in the population. It is important to consider testing in the context of the population, and the positivity rates.

- 9. Tests per capita: This measure gives an indication of how much testing is going on, and is it enough given the number of people who live in the county. If a county has less than 150 tests per 100,000 people per day, there may not be enough testing to reliably detect cases. Counties will be flagged if the rate of testing is low. The measure details and data source for this metric is still being finalized.
- 10. Percent positivity: In addition to the sheer number of tests done, it's also important to consider how many tests are positive. Counties that have a higher percent positivity rate may have more undetected cases. For instance, if there's only enough testing to target high-risk settings—the high positivity rate would indicate a need for more testing resources. This measure can also be used to determine whether additional testing is impacting the trajectory of new cases or whether an increase in cases is indicating broader spread of the disease in the population. Counties will be flagged if the positivity rate is high. The measure details and data source for this metric is still being finalized.

Incidence: In addition to the indicators above, the following incidence rates are calculated.

- 11. Low Incidence: A county is flagged as low incidence when it has less than 10 cases per 100,000 residents over the last two weeks. The CDC uses this as its definition of low incidence. This measure includes incarcerated individuals.
- 12. High Incidence: A county is flagged as high incidence when it has more than 100 cases per 100,000 residents over the last two weeks. The CDC uses this as its definition of high incidence. This measure includes incarcerated individuals.

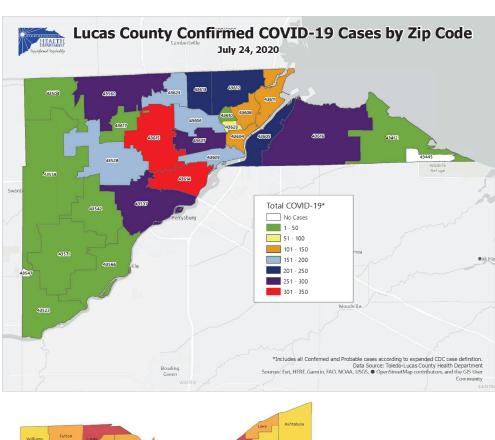
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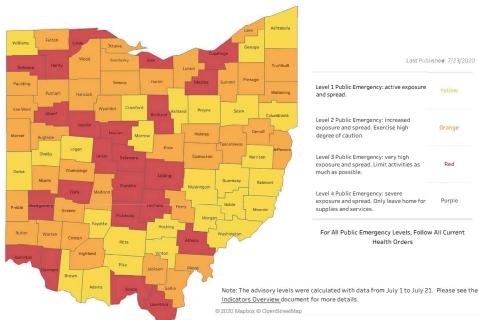






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Steps We Will or May Take to Slow the Spread of COVID-19

Cleaning

- **Disinfecting** Of course, our building maintenance staff will be cleaning daily with even greater purpose than they normally do. We may also be transitioning to chemical-free disinfectants.
- Everybody Helps We may ask our teachers and office staff to wipe down their door handles, counters, and other frequently touched surfaces several times throughout the day. We'll also encourage students to clean and disinfect their lockers and other personal spaces.
- Extra Care Our building maintenance teams will pay special attention to disinfecting cafeterias, restrooms, drinking fountains, and high-touch surfaces.

Transportation

- Buses We will disinfect every school bus before and after each run.
- Stay Apart Students are asked to practice social distancing while at bus stops and while boarding the bus. As much as possible, students should maintain their distance from one another during their rides to and from school.

- **Drive Your Student** Parents are asked to drive their children to and from school whenever possible to reduce the number of students on each bus and reduce their own student's exposure.
- **Walking Encouraged** We may discontinue bus service to students who live one mile or less from their school. If more students can walk to school, we will provide more crossing guards at busier intersections.

Mealtimes

- **Re-Think** We will re-evaluate how we serve breakfast and lunch in TPS cafeterias to factor in social distancing.
- Add Elbow Room We may limit the number of students allowed at each table, use tape to mark where students can and can't sit, and en courage more outdoor dining.
- **Cut Crowding** We will consider setting up additional points of sale to reduce the number of students who cluster while purchasing food.
- **Use Time** We might increase the number of lunch periods or stagger classroom releases.



Additional Steps We Will or May Take to Slow the Spread of COVID-19

- **Visual Reminders** We will have signage in place to remind all students and staff about the importance of social distancing and other preventative measures.
- **Spacing** We will re-arrange desks to put as much room as possible between students. We may also be adding physical barriers such as plexiglass shields to certain areas in schools.
- **PPE** We will provide gloves, hand sanitizer and masks or face shields to TPS employees. Students will be asked to wear their own masks to school. We will have a limited supply of masks to give out each day to those who don't have their own. If you cannot provide your own mask each day, please contact your student's school to discuss options.
- **Traveling** We could be cancelling certain field trips depending on how great a risk they pose to our students and people outside our schools.
- Outsiders We might limit or even prohibit visitors in TPS buildings.
- Staggering We may introduce staggered scheduling to reduce the number of students in each building at one time.
- Work Assignments We'll consider having substitute teachers work in just one TPS building to reduce their exposure.
- Health Checks We may check the temperatures of students and staff members and ask them health-related questions.
- **Communication** We will proactively notify local health authorities if we notice any spike in symptoms and/or absenteeism related to COVID-19.

Suspected and Confirmed COVID-19 Cases

When responding to a positive COVID-19 diagnosis, we will adhere to the guidelines of the Lucas County Department of Health. If we learn that a student or staff member has tested positive for COVID-19, we will notify the proper medical authorities and follow their orders regarding quarantine, contact tracing, communication and facility disinfection.



Staff members will:

- Have their temperature taken before work.
- Practice social distancing in the workplace as work duties permit.
- Wear a face mask whenever social distancing is not possible.

Staff members will not:

- Stay at work if you become sick.
- Share headsets or other items used near the face.
- Congregate in the break room, lunchroom or other crowded places.

TPS building officials will:

- Send employees home immediately if they become sick during the day.
- Increase the cleaning of commonly touched surfaces.

Practice good hygiene

- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow.
- Disinfect frequently used items and surfaces as often as possible.
- Staff who are sick must stay home.

Keeping your distance

- Practice social distancing whenever possible.
- Avoid settings of more than 10 people when appropriate distancing may not be practical.

The following guidelines will become standard operating procedure for TPS Transportation if adopted by the district:

- We will develop and implement appropriate policies in accordance with federal, state and local regulations and industry best practices, regarding:
- Temperature checks
- Testing, isolating and contact tracing
- Sanitation use and disinfection of common and high-traffic areas
- Business travel
- We will monitor our staff for indicative symptoms and won't allow symptomatic people to physically return to work until cleared by a medical provider.
- We will develop and implement policies and procedures for workforce contact tracing following an employee's positive test for COVID-19.
- We will continue to encourage telework whenever possible.
- We will either close common areas where personnel are likely to congregate and interact or enforce strict social distancing protocols in those areas.

Facility Requirements

- The driver room will be closed for gatherings.
 Two employee workstations will remain available after being placed more than 6 feet apart. We will clean them after each use.
- We will establish a one-way traffic pattern through the building. All employees will be required to enter from the west side of the building. The same traffic pattern will be in place for restroom access: enter from the west side door, proceed through the driver room and exit through the east door.
- We will determine a cleaning schedule for restrooms, door handles, work surfaces, maintenance work areas, gas pumps and common areas.
- We will consider moving OBI and routing workstations into the driver area and keeping the 6 feet apart.
- Training activity will be conducted offsite with details to be determined.
- Future staff in-services will be held in a larger TPS venue. Rather than one group session, several sessions will be conducted with smaller driver groups.
- We will conduct an analysis of airflow, ventilation and additional devices to increase airflow, if required.

Vehicle Requirements

- Crews and/or drivers will be cleaning every bus each night. Buses will be disinfected at the recommended schedule. High-touch areas like handrails might be cleaned after every run.
- Wheelchairs/lift areas will be cleaned and disinfected after each use and at the end of the run.
- We will provide employees with gloves for operating and cleaning vehicles and, if necessary, provide training on how to use them properly.
- We will provide disposable disinfectant wipes so that surfaces frequently touched by the bus operator can be wiped down.
- We will provide drivers with training on routine infection control prior to and after operating a vehicle.
- We will provide employees access to soap, clean running water and drying materials or alcohol-based hand sanitizers containing at least 60% alcohol.

Driver Safety Requirements

- For all drivers, sub-drivers and bus-aides, we will provide a kit that includes gloves, masks, a face shield and disinfectant wipes and the procedures for their use and replacement.
- We will monitor social distancing at the garage.
- We will make sure students maintain social distancing while entering and exiting buses.
- We will allow drivers to clock in early to reduce driver flow in the garage.
- We will accelerate virus testing for the driver and the cleaning of the bus if a student on board was diagnosed with COVID-19.
- Drivers will have the authority to enforce district bus boarding policy (i.e. students wearing masks).
- Any driver who has tested positive for COVID-19 must have physician clearance to return to work.
- We will review procedures regarding bus breakdowns and accidents due to the need for social distancing and cleaning protocols.

Student Safety Requirements

- We will develop a district policy on social distancing at bus stops.
- We will enforce mandatory sequence seating: The first student on moves to the rear-most seat. Students will exit the bus in reverse order.
- We will develop a policy on serving our special needs students (i.e. those who may emit a spray when communicating).
- We will develop new student transportation training materials for students and parents.
- We will hold in-school sessions to present our new transportation policies and the updated student discipline guidelines for non-compliance.
- Head Start buses have the highest density of passengers, so a review of that specific service will be required.

Shop Safety Requirements

- We will develop and apply "work distancing" guidelines for mechanics that they will apply to their driver and in-team interactions.
- We will initiate the use of gloves and deeper cleansing during the parts management process.
- We will use masks when social distancing is not possible or practical.
- We will install a see-through keyboard cover at the work order retrieval station and clean it after each use.
- We will develop a cleaning process for driver area.
- We will clean shared shop tools after each use.
- We will disinfect the mechanics' locker room and re-spray as required.
- We will provide hand sanitizer with an alcohol content of at least 60%.

Management Requirements

Management Meetings: Weekly meeting will be held online, in the driver room or a school location that allows us to maintain distancing guidelines.

Employee Meetings: Meetings for interviews, orientation, coaching and responding to staff questions will be held desk-side or in offices with a spray barrier (if possible).

Training: The department plans to migrate training to a setting with the necessary AV equipment that allows for distancing.

Workspace Organization: The driver areas will house the necessary workstations and allow for required distancing in offices with multiple staff members. We may also replace desks with work cubicles.

1-to-1 Coaching and Counseling Sessions:

These meetings will be held desk-side or in offices with a spray barrier (if possible).

OBI On Board Evaluations: The OBI will maintain the safest distance while still being able to observe the driver.

Additional Fleet Elements

- The Activity Vehicle check-out and guidelines will be updated. We will also develop a procedure for the use and cleaning of the White Bus.
- Head Start fleet and student management will follow the established vehicle, driver and student safety recommendations. However, these buses have the highest passenger density (3 to a seat). They are also the youngest riders, so they may not be sufficiently self-disciplined to abide by distancing or mask guidelines. Therefore, a sub-set of enhanced guidelines is recommended for the drivers, students and parents who benefit from this service.
- Vehicle cleaning and disinfection guidelines should apply to all district vehicles that have multiple users. These guidelines will be published on a plastic-coated sheet that is placed in the vehicle.
- We are assuming that fall athletic programs will not be scheduled. If that changes, TPS Transportation will generate Athletic Transportation Guidelines.
- We assume that TARTA will have its own set of public transit guidelines. They will be packaged into a TPS High School Rider Orientation Program that's distributed with every TARTA bus pass.

Parent Communication

- We will develop a marketing, communication and education program consisting of information distributed via the TPS website, PSA announcements, TV coverage, Bus Bulletin, mailings to parents, and other channels.
- We will consider developing a transportation consent form to be signed by the parents of students who use TPS Transportation or TARTA services.
- We will consider taking buses and drivers into the community on a "Show and Tell" program to demonstrate the new elements of the TPS Transportation service.

Delivering a Solid Educational Experience

- To make personal, real-time, face-to-face connections with our students and increase the likelihood of their academic success and social-emotional health, we will work to maximize on-site classroom time. If distance learning becomes necessary, we will pivot as quickly and completely as possible to adapt to that learning model.
- As an urban district, we know our families of color are statistically more likely to be negatively impacted by both the COVID-19 health crisis and the challenges of remote learning. Therefore, equity remains one of our strategic priorities.
- We will continue to act in a fiscally responsible manner, especially since the COVID-19 outbreak has reduced TPS funding for at least the 2020-2021 school year.





