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HMC-1 community,

Over the past year, we’ve grown stronger together working through all the uncertainty brought by COVID-19. We are grateful for all the hard work from the entire community that got us here through vaccinations, wearing masks and social distancing. We are excited to start in the 2021-22 school year in the Green Health Status.

While COVID-19 cases continue to decline, there is still a concern. Following CDC recommendations, masks will still be required to be worn by students and staff, proper handwashing will be emphasized and deep cleaning of district facilities will continue. Please reference page four of this document for additional details about precautionary measures in the Green Health Status.

We look forward to a healthy, fun, learning-filled and successful school year.

Thank you for your continued support for HMC-1 students.
RED STATUS
In place when current COVID data for Kansas City indicates cases are rising daily and/or a local outbreak occurs within our community.

LEARNING MODALITY
Distance Learning - Students receive distance learning instruction while at home and can expect direct instruction from teachers through Zoom. Note - Some students who receive special services may be allowed in school buildings for specialized instruction.

TRANSPORTATION
Transportation will only be provided to:
- Students who receive special services who may need to report to the buildings
- Secondary students who have parent permission to participate in extracurricular activities (in coordination with MSHSAA guidelines) and/or off campus programs
- Masks must be worn on the bus and assigned social distancing seating will be enforced.

FOOD SERVICE
Families may pick-up meals at designated sites throughout the district.

STAFFING
- Much like the inclement weather day plan, critical personnel identified will report, as instructed, when the district is in Red Status to provide critical services essential to the functioning of the district and serving the students and families of the Hickman Mills C-1 School District.
- Critical personnel include, but not limited to, the following:
  - Buildings and Grounds
  - Nutrition Services
  - Custodial Staff
  - Central Office Personnel
  - Building Level Administration
- Those staff reporting during a Red Status may be given an alternative work schedule to assist in the district’s reasonable, best efforts in implementing preventative practices.
- Non-Exempt staff that may be working from home should continue to clock in and out through the time clock system and should not work more than their scheduled hours unless pre-approved by their direct supervisor.
- Those staff reporting to their job site during Red Status will continue to follow any safety guidelines/expectation in place.
- Certified instructional staff will carry out duties in accordance with the Distance Learning Plan as set forth by the Curriculum & Instruction Department.
  - Prior to the start of Red Status, and distance learning beginning, scheduled times will be provided to staff to come to the building to gather things they will need at their home for distance teaching.
  - District administration will monitor the status of the COVID-19 infection rate within the community. When deemed reasonable, times will be scheduled for staff to return to the building to trade out items from their work space as the distance learning model continues. These check-ins will be on-going as long as they are safely a viable option.
- During a Red Status period, staff whose normal job responsibilities are not able to be executed remotely, may be asked to assist in other support duties that may or may not be closely aligned with their normal job responsibilities as directed by District Administration.
- Families First Coronavirus Response Act (FFCRA) leave available to staff who qualify under the Act. (Through December 31, 2020)

CHILD CARE/LINC
Child care will be available for parents who are essential health care workers or emergency responders, who have children in 5th grade or younger who need supervision during the day. Spots will be limited and approved by the district. LINC will be available remotely to students in grades PK-9.
**YELLOW STATUS**
In place when current COVID data for Kansas City indicates cases have plateaued and/or contained.

**LEARNING MODALITY**
Hybrid Learning. *PK - 2nd Grade* - Students will report to school building 4 days a week (M, T, TH, F) *3rd - 12th Grade* - Students are assigned to two groups: Blue and Gold. Blue Group will report to school buildings on Mondays and Tuesdays and receive virtual instruction on Thursdays and Fridays. Gold Group will report to school buildings on Thursdays and Fridays and receive distance instruction on Mondays and Tuesdays. Students in the same households will be assigned to the same group. On virtual learning days, students will be expected to complete assignments/activities from home. Health and safety measures will still be in place including but not limited to: sanitizer, frequent hand washing, containment of students in home rooms, masks worn by staff and students, etc. Students who are enrolled in the HMC-1 Virtual Learning Program will continue to receive virtual instruction. *Wednesdays will be virtual learning for all students in the AM. Wednesday afternoons will be professional development for teachers.*

**TRANSPORTATION**
Transportation will be provided on days that students are reporting to the school building. Masks will be required and assigned seating will be enforced. Secondary students who have parent permission to participate in extracurricular activities (in coordination with MSHSAA guidelines) and/or off campus programs

**FOOD SERVICE**
Students will receive meals during in person report days; but may be required to eat in classrooms. Families may pick up meals at designated sites on Wednesdays throughout the district. For Option B learning students, a five day meal package will be issued while Option A students will receive a three day meal package. PreK-2nd will receive a one day meal package when they leave school on Tuesday.

**STAFFING**
- All staff report to their assigned job duties as normal.
- Staff providing distance learning, under the Virtual Learning Program Option, will report to work, as normal, but possibly to an alternative location.
- Staff will continue to follow any safety guidelines/expectations in place when reporting to their job site.
- Families First Coronavirus Response Act (FFCRA) leave available to staff who qualify under the Act.

**CHILD CARE/LINC**
As Child Care only has PreK-2nd, we will conclude Child Care - last day March 12th. LINC will be available to students on face to face report days.

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**GREEN STATUS**
In place when current COVID data for Kansas City indicates cases are decreasing and/or public officials deem “normal” instruction is safe.

**LEARNING MODALITY**
Students will receive face to face instruction or remote instruction via the HMC-1 Virtual Learning Program. Special Education and ESOL accommodations provided as necessary or as mandated by the Individual Education Plan.

**HEALTH & SAFETY MEASURES**
Health and safety mitigation measures will still be in place consistent with CDC guidelines including but not limited to: physical distancing, sanitizer, frequent hand washing, masks worn by staff and students, cleaning of facilities, etc. Testing will be available onsite as well as periodic vaccine clinics for staff and students, as recommended by the CDC. Contact tracing will continue to be conducted by district nursing staff in collaboration with the local health department.

**TRANSPORTATION**
Transportation will be provided on days that students are reporting to the school building. Masks will be required and assigned seating will be enforced.

**FOOD SERVICE**
Students will receive meals during in person report days in the cafeteria; but may be required to eat in classrooms as needed.

**STAFFING**
- All staff report to their assigned job duties as normal.
- Staff will continue to follow any safety guidelines/expectations in place when reporting to their job site.
HMC-1 will implement the status below based on current COVID data in Kansas City

**Traditional – Option A**
Distance learning only occurs in Red Status and students are assigned to a teacher from their home school. In Yellow Status, students will receive face to face instruction and distance learning. In Green Status, students will receive face to face instruction. See the table below and Hybrid Learning graphic for additional details about scheduling.

**Hickman Mills Virtual Learning Program – Option B**
The HMC-1 Virtual Learning Program is for families who will not transition students to face to face instruction as we transition from Red Status to Yellow or Green Status. Students will receive virtual learning instruction for at least one full semester and may not be assigned a teacher from their home school. The HMC-1 Virtual Learning Program will utilize a curriculum similar to the Traditional distance learning curriculum with the use of PLATO for elective secondary courses.

**On Wednesdays, all students will learn virtually from home in the AM and staff will participate in professional development in the PM. All staff will work from home on Wednesdays, except essential personnel (Custodial/Nutrition Services). This will allow for deep cleaning of the buildings.**

<table>
<thead>
<tr>
<th>Traditional – Option A</th>
<th>Virtual - Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RED STATUS</strong></td>
<td></td>
</tr>
<tr>
<td>All teachers, PK-12, will provide distance instruction</td>
<td>Hickman Mills Virtual Learning Program.</td>
</tr>
<tr>
<td><strong>YELLOW STATUS</strong></td>
<td></td>
</tr>
<tr>
<td>Hybrid learning schedule with a staggered transition back to buildings.</td>
<td>Hickman Mills Virtual Learning Program. <strong>Virtual (VLP) teachers will report to their assigned building and teach from their classroom.</strong></td>
</tr>
<tr>
<td>Students in grades (PK-2) report to buildings for face to face instruction M/T/TH/F.</td>
<td></td>
</tr>
</tbody>
</table>
Students in grades (3-12) assigned to two groups: Blue Group will receive face to face (onsite) instruction on Mondays and Tuesdays. Gold Group will receive face to face (onsite) instruction on Thursdays and Fridays. When students are not physically in the school building, they will have assignments/activities to complete at home through distance instruction. Wednesdays will be reserved for deep cleaning of the building. See sample schedule below.

**GREEN STATUS**

| Face to face instruction w/ precautions as needed (all students returning to buildings 5 days a week). | Hickman Mills Virtual Learning Program. |
| **Virtual (VLP) teachers will report to their assigned building and teach from their classroom.** |

**Note:** If a family decides to transition from Option A (Traditional) to Option B (Virtual), they may do so at the end of a nine-week quarter. Requests for changes prior to the end of the quarter may be granted on a case-by-case basis.

Once a family has selected Option B, they must stay in Option B (virtual learning) until the end of the semester.
## Face to Face Instructional Considerations during the Yellow Health Status

### General Considerations (All grades)

- Students seated in rows, forward facing, with at least 3 feet distancing. Classrooms with student tables will be provided shields to use for additional precaution.
- Students and staff wear face masks at all times.
- Teachers will take temperatures of students upon entering the classroom in the morning and again at lunch time. Temperatures over 100.4 will be referred to the nurse. A daily classroom log of temperatures is not required.
- Schools should limit the mixing of cohort groups to the extent possible.
- “One way traffic” should be established in hallways.
- No water fountains will be available in buildings; therefore students should bring a reusable water bottle from home. Principals are encouraged to include this in communication with families prior to returning. It is recommended that teachers and/or Principals have a small quantity of water bottles on hand for emergencies when a student forgets his/her water bottle.
- The district is working hard to maintain a max class size of approximately 20 students in grades PK-2nd as these students attend all 4 days. Classes that are over this number may be provided additional safeguards such as table shields, student desks, etc.
- New students enrolling in the district are not guaranteed Option A - face to face learning. If class sizes for that building have reached maximum capacity based on district class size.

### Hybrid Learning Expectations for Students

<table>
<thead>
<tr>
<th>PreK-2 Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![Building]</td>
<td>![Laptop]</td>
<td>![Laptop]</td>
<td>![Building]</td>
<td>![Building]</td>
</tr>
<tr>
<td>3-5 Grade</td>
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<td>![Laptop]</td>
<td>![Building]</td>
<td>![Building]</td>
</tr>
<tr>
<td></td>
<td>*Blue group in person/ gold group virtual</td>
<td>*Gold group in person/ blue group virtual</td>
<td>*Blue group in person/ gold group virtual</td>
<td>*Gold group in person/ blue group virtual</td>
<td></td>
</tr>
<tr>
<td>6-8 Grade</td>
<td>![Building]</td>
<td>![Laptop]</td>
<td>![Laptop]</td>
<td>![Building]</td>
<td>![Building]</td>
</tr>
<tr>
<td></td>
<td>*Blue group in person/ gold group virtual</td>
<td>*Gold group in person/ blue group virtual</td>
<td>*Blue group in person/ gold group virtual</td>
<td>*Gold group in person/ blue group virtual</td>
<td></td>
</tr>
<tr>
<td>9-12 Grade</td>
<td>![Building]</td>
<td>![Laptop]</td>
<td>![Laptop]</td>
<td>![Building]</td>
<td>![Building]</td>
</tr>
<tr>
<td></td>
<td>*Blue group in person/ gold group virtual</td>
<td>*Gold group in person/ blue group virtual</td>
<td>*Blue group in person/ gold group virtual</td>
<td>*Gold group in person/ blue group virtual</td>
<td></td>
</tr>
</tbody>
</table>

*The Virtual Learning Program schedule will mirror the Hybrid Learning Program schedule*
guidelines to accommodate social distancing, then parents will be notified that their student is assigned virtual learning until a seat becomes available.

- Small group instruction should be limited to 15 minutes at a time, with students at least 3 feet apart. For small group instruction and/or centers, teachers are asked to wipe down tables/manipulatives between groups.

**Elementary Special Classes and Recess**

- Classes will be modified to minimize physical contact.
- Music classes will be held in homeroom classrooms or outside.
  - If students are singing, students must be physically distanced at least 6 feet.
    - If weather permits activities should take place outside, especially if students are singing.
  - No instruments will be allowed to be shared.
- Art classes will be held in homeroom classrooms or outside.
  - Students should use their own supplies as applicable.
  - If art tools are used and then collected, they need to be sanitized prior to the next class using them.
- PE will take place in the gym or outside.
  - Equipment must be sanitized in between PE classes.
  - Social distancing should be implemented.
- If weather permits, recess will take place outside with individual classes staying together, not mingling with students in other classrooms.
  - Building principals will map out zones on the playground, and assign individual classes to those zones so that intermingling between classes does not occur.
  - Any equipment used during recess time should be placed in an assigned area in each classroom so that it can be sanitized nightly by the 2nd shift custodial team. During recess, classrooms should remain with their homeroom/cohort group.

**Library Procedures**

**Elementary:**

- Elementary LMS will provide books to checkout for all students from Kindergarten through 5th grade.
- Carts containing book choices will be brought to each classroom on a predetermined library schedule.
- At this time, books will be kept in classrooms and not sent home.
- LMS will provide sanitizer for students prior to book selection.
- LMS will use wipes and UV wands to sanitize all carts and books between visits.

**Secondary:**

- Students will not be allowed to spend extended periods of time working in the library.
- Students can search the collection online and request books via email. LMS/Clerk will pull books and deliver if needed.
- All books returned to the library will be quarantined for 7 days before re-shelving per ALA guidelines.
Food Service
- Students wash or sanitize hands before eating.
- All students will eat in their classrooms during the first 2-3 weeks of the Yellow Status.
- Teachers will eat lunch in the classroom with students. (*Please note that our district agreement with HMNEA does not guarantee a duty free lunch. It states that the district will use reasonable best efforts to provide one. The agreement states that when temporary, unanticipated situations arise, individuals may not receive an uninterrupted lunch period. COVID is unanticipated and not having a duty free lunch is a temporary issue during the pandemic while restrictions are in place to prevent the spread.*)

Classroom Substitutes
Each elementary building will have 1 permanent building sub and each secondary building will have 2. Our district pool of virtual subs for VLP classes will remain intact. The district will use a tiered approach to classroom coverage in the event multiple teachers are out and Kelly is unable to fulfill all requests. This tiered approach will include building coverage from supplemental teachers, counselors, Library Media Specialist, etc and then moving on to coverage from the district level, to include district coaches, technology facilitators, etc.

Building Visitors
- No visitors during the first two weeks of re-entry.
- Parents/guardians needing to check their student in/out of the building must wear a mask in order to gain entry. They should be stopped within the double doors or in a general waiting area, if at all possible. Front office staff should continue to check ID before releasing students.
- All other visitors should be kept to a minimum and non-district staff should not enter classrooms.

Staffing
The district has implemented and followed all recommended federal, state and local health protocols when it comes to workplace safety and prevention related to the COVID-19 pandemic. The district works continuously to provide a workplace that is as safe as possible. Once a staff member is scheduled to return in person they are expected to return to duty in person. Having an underlying medical condition does not provide an automatic reason for an employee to not report back to work. Any staff member that is requesting to not report to work would either go through the FMLA process to determine if they qualify, or engage in a process with Human Resources related to being certified under the Americans with Disabilities Act and working with the district through the normal accommodation process. This same process would apply if a staff member has a medical concern regarding an immediate family member in their home. Staff should communicate with Human Resources and their Building Principal as soon as possible if believed to have a special circumstance.
The HMC-1 Board of Education adopted the resolution on COVID leave in January, 2021. The resolution extended 10 days of leave for COVID related absences. If a staff member must quarantine due to a work exposure, the requirement that staff must take 2 days personal leave before COVID leave kicks in is waived. Some exceptions apply and additional information can be found here.
HMC-1’s technology initiative, Our Future is Now, provides a 1:1 ratio of devices for all students in PK to 12th grade. This plan provides the foundational technology equipment needed for the Return to Learn Plan for every student in the district, both for onsite learning and distance or virtual learning.

Throughout the distance and virtual learning timeframe, all students PK to Grade 12 have had the benefit of a 1:1 iPad or MacBook to continue their learning. Families are asked to pay a technology use fee for the 2021-22 school year at the time of device pick-up ($5 for PK to 5th grade and $20 for 6th to 12th grades) - with a maximum $50 annual fee for each family.

As the District transitions to onsite learning (hybrid and face-to-face), students will continue to use their assigned 1:1 iPad or MacBook daily. Students must charge their devices every night so as to be prepared to use their devices daily in every class, as needed.

- Students in Grades 6 to 12 should bring their MacBook chargers to school daily; however, they must at all times keep their chargers in their backpacks or provided case.

- iPads and Macbooks should be transported to school daily in the assigned case (Grade 3 to Grade 12) and also in the assigned bag/backpack (Grades 6 to 12). Devices will be used daily in class and students must remember to bring them daily, fully charged and ready for academic use.

- iPads for students in Grades PreK to Grade 2 will be taken home on Tuesdays for Wednesday work and brought back to school on Thursday mornings. Additionally, iPads for students in Grades PreK to Grade 2 will be taken home on Fridays (or last day of school week) and brought back to school on Monday mornings (or first day of the school week).

Students should at all times know where the charger for their device is located. For assistance with any charger issues, please immediately contact your library media specialist onsite.
Required Technology Return Upon Departing HMC-1 School District

All student devices must be returned immediately to the Administration Building located at 5401 E. 103rd Street, Kansas City, MO 64137, upon students withdrawing / leaving the school district for any reason. Failure to do so will result in a charge equal to the full replacement value of the device(s) and will be assessed on student accounts. Arrangements may be made to return devices outside normal business hours by emailing the request to Dr. Constance Smith at: ConstanceS@hickmanmills.org.

Technology Assistance During Face-to-Face and Hybrid Learning

Should students need technology assistance during the Face-to-Face and/or Hybrid Learning timeframe, HMC-1 Technology staff will continue to be available daily between the hours of 7 AM and 4 PM for assistance at the Administration Building located at 5401 E. 103rd Street KCMO 64137. Technology Assistance signage is at the curb and parents/students should remain in their vehicles and wait for staff to come out and assist them. Additionally, if technology assistance is needed while a student is onsite at their home school building on a Face-to-Face learning day, the student may receive assistance from the Library Media Specialist in the school’s media center.

The following email addresses will continue to be answered daily and will be available to parents and students to report all issues and questions. All emails will be answered within the hour on the same day if possible and they will always be answered within 24 hours during heavier peak timeframes.

- iPadHelp@hickmanmills.org
- MacBookHelp@hickmanmills.org

WiFi Hotspots for Families Without Internet Access in the Home

Should any family need assistance with a wireless hotspot for internet access during the Hybrid learning period, a request must be made by the parent or guardian (not the student) directly to the Director of Technology, Dr. Constance Smith via email at ConstanceS@hickmanmills.org. Dr. Smith will reply to the parent/guardian with a request for additional information needed to prepare the device. There are a limited number of hotspots available for checkout. These devices should be used solely for academic work in the home. All hotspots must be returned to the Administration building by the last day of the school year, or a fee will be charged and owed by the parent/guardian. Hotspots will be available for pick-up at the Administration Building located at 5401 E. 103rd Street, KCMO 64137.
As we prepare to safely transition students back into school buildings face to face during Yellow Status and Green Status, HMC-1 will implement a variety of precautionary measures. To prioritize the safety of our students and staff, we remain committed to following the most current recommendations from the U.S. Centers for Disease Control and Prevention (CDC), the Missouri Department of Health and Senior Services (DHSS), and the Missouri Department of Elementary and Secondary Education (DESE). The superintendent has developed a cross-functional action team to continually review guidance from local, state and federal agencies and proactively manage a strategic response for the school district.

The district is following best practices for cleaning and disinfecting with Environmental Protection Agency (EPA) registered disinfectants. Specifically, our efforts to protect students and staff include sanitizing touchpoints (places that are touched frequently throughout the day). This consists of sanitizing surfaces and objects including: Door Handles / Knobs / Push Bars, Light Switches, Sink Faucet Handles / Knobs, Drinking Fountains, Paper Towel Dispensers, Electric Hand Dryers, Hand Soap Dispensers, Stairwell Handrails, Toilet / Urinal Handles, Toilet Stall Door Handles, Counter Tops, Cafeteria Tables and Chairs, Office Counters and Surfaces, School bus surfaces including seats, handrails, steering wheels and driver control panels, and anything else that is handled frequently by multiple people.

HMC-1 also utilizes disinfectant misting technologies in our buildings and school buses. Ample stock of personal protective equipment (PPE) and sanitization materials are available on site:

- Masks - two reusable cloth masks (one with logo; one school color) for each student; one reusable cloth mask for each adult. One box of disposable masks per room.
- Face Shields - one face shield per adult
- Gloves (optional)
- Hand Sanitizer will be available in each classroom
- Sanitation wipes

Additional operational considerations include:

- Congregational areas should be arranged to facilitate and encourage proper social distancing and safe interpersonal interactions.
- Signage to remind and encourage proper social distancing and sanitary practices should be posted in all communal areas.
- Shields purchased by the district for classrooms with tables instead of desks (although, masks and 3 feet of distancing remains the most effective way to reduce the spread)
- Students eating lunch in their classrooms
- MERV 11-13 upgrades (hospital grade filters) in every building
- Closed water fountains (Principals are asked to remind parents that students should bring a water bottle daily to school)
Staff Acknowledgement Form:
- Staff will review and sign an employee acknowledgement form that reinforces their commitment to comply with safety requirements, understand policies and plans set forth by the district, know the symptoms of COVID-19 and how to voice concerns when these practices are not being followed so that the district and remedy them in an expeditious manner.

Training of All Staff:
- As part of the normal return to work professional development, a training component will be added to ensure staff are familiar with COVID-19. Principals will share this with all staff and collect signed acknowledgement that staff received the training.
- Mandatory staff training will cover signs and symptoms of COVID-19, standard public health protocols, personal hygiene practices, use of PPE, reporting illnesses, and supporting the district plan as laid forth here.
- Ongoing training sessions should take place as changes occur in recommendations and public health data.

Pre-Screen:
- Staff should self-monitor for symptoms at home, including a temperature check. Complete daily check in on the Frontline App.

Regular Monitoring: Employees should self-check for temperature and/or symptoms
- If an employee doesn’t have a temperature or symptoms, they should continue to self-monitor each day.
- If an employee suspects exposure or is beginning to exhibit symptoms, they are to notify their supervisor immediately.
- If an employee becomes sick during the day, and exhibits two or more COVID-19 symptoms, they may be tested. If positive, they should be sent home immediately and Human Resources notified. The employee’s work area should be closed off from entry by other employees. The custodial leadership should be notified and after 24 hours, surfaces in that workspace should be thoroughly cleaned and disinfected.
- Supervisors should monitor staff attendance. If an employee has not reported illness, yet absenteeism becomes excessive, the supervisor should reach out to the employee to learn
more about the reason for absence and also report the absences to the Human Resources Department.

**PPE and Sanitary Practices:**
- DHSS and DESE recommend that school staff members should be required to wear face coverings. That expectation will be in place in the Hickman Mills C-1 School District. A face covering should cover the nose and mouth when worn.
- All staff are expected to wear a face mask when entering and exiting a district building and at all times when social distancing cannot be carried out effectively.
  - Staff with assigned offices or office spaces can elect not to wear a mask when in their individual office or office space. Anytime they are out of those spaces and in common areas they should have a mask on. (hallways, break rooms, copy/mail rooms, etc.).
  - Teachers and school staff should always wear a mask when in any common areas in the building (hallways, teacher prep rooms, break rooms, etc.)
  - In specific cases, where the need to convey facial expressions and mouth movements is important, the use of a clear face shield is acceptable.
  - Masks must be worn at all times inside the building except when eating/drinking OR in confined space alone.

When gloves are not worn, hand washing breaks should be scheduled frequently.

Hand washing should occur:
- After blowing one’s nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After touching a surface in a communal area, handling mail or other shared documents, materials and/or other office materials (i.e. pen, stapler, calculator).
- Hand sanitizer should be used as needed.

**Clean and Disinfect workspaces:** Cleanliness of the building is the responsibility of all employees in the building and not solely that of custodial staff.
- Custodial staff will clean and disinfect all areas such as offices, bathrooms, common areas, commonly touched surfaces, and shared electronic equipment routinely and frequently.
- Each employee will clean and disinfect personal office and work area prior to departure each day.
- Employees will clean and disinfect communal areas after use when necessary.

**Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace. Employees should physically distance when taking lunch and breaks.
- Stagger breaks and don’t congregate in the restroom, break room or cafeteria.
- Avoid sharing food and utensils.
- No more than 2-3 people in a break room at one time (6ft distance between persons).
Meetings/Professional Development: In-person vs. Virtual Meetings may be held at the usual frequency. While in Red Status and Yellow Status of the Return to Learn plan, all professional development and meetings should be held via Zoom. Additionally, off site (in person) professional development will not be allowed. If a special exception is requested to be considered, approval should first be sought from the direct supervisor and then forwarded to a member of the Executive Leadership Team.

Traveling Employees All staff should notify HR if you are traveling out of the country. We will regularly monitor Center for Disease Control Travel Updates for changes.
TRADITIONAL RED STATUS (HIGH RISK) and VIRTUAL LEARNING SCHOOL

**CURBSIDE SERVICE:** Meal Kit Pick-Up by Parent/Guardian or Student

**DESIGNATED LOCATIONS - TBD**
- **MEAL KITS** available for all students enrolled in HMC-1 schools, but not attending in person. Meals may be picked up at assigned home school or other designated locations.
- **MEALS SHOULD BE PRE-ORDERED** by designated cut-off time per established procedures to better ensure availability.

Accomodations for food allergies to the 8-major allergens (wheat, milk, egg, soy, peanuts, tree nuts, fish, and shellfish) or other medical conditions documented and verified by a medical professional shall be honored through established SOPs based on product availability. Requests for special meal accommodations must be made in advance.

**DISTRIBUTION DAYS/TIMES - TBD**
- **DISTRIBUTION of MEAL KITS MAY BE DAILY, BI-WEEKLY or WEEKLY** and consist of one (1), three (3) or five (5) breakfast and lunch meals at designated locations and specified days and times. Meal kits may also include supper.

**USDA FARMERS to FAMILIES PRODUCE BOXES** (pending program extension)
- **BI-MONTHLY DISTRIBUTION OF PRODUCE BOXES** offered “First-Come First-Served” and available only at designated locations.

* **PRE-ORDER MEALS DAILY/WEEKLY** for forecasting meal production to prevent waste and ensure adequate food availability.

**GRADES K-12: INDIVIDUAL STUDENT ORDERING** by designated cut-off time per established procedures. Students shall set up a unique profile account tied to their home school, as verified through the district student information system. Teachers may lead process by allowing time and/or reminding students during Virtual Learning School. (Teachers/Students)

**GRADES PreK-12: PARENT/GUARDIAN ORDERING** by designated cut-off time per established procedures. Parents/Guardians may set up a profile account that ties together all students in the household, as verified by the district student information system. (Parent/Guardian)
YELLOW STATUS (INTERMEDIATE RISK) - BLENDED LEARNING

CURBSIDE SERVICE: Meal Kit Pick-Up by Parent/Guardian or Student for Virtual Learners (See Red Level for details)

ONSITE BREAKFAST OVERVIEW

GRADES K-12: Grab & Go Breakfast Meal Service at designated points of distribution. (See “Breakfast” tab for details.)

DAY CARE and PRE-K: Breakfast in the Classroom (BIC)

ONSITE LUNCH and SUPPER OVERVIEW

GRADES K-12 ONSITE DINING: Cafeteria, Café Meal Pick Up, or Room Service by Support Staff

Provide sack or boxed meals with primarily cold or room temp shelf stable items during initial phase of Onsite Dining. Serving cold foods allows maximum time as a food safety control during periods of unanticipated delays in meal service due to new service procedures designed to minimize contact and mitigate virus spread. Hot items, as well as entree and side dish choices, may be added to the menu after successful navigation of new procedures. (See K12 Lunch and Supper, and various “Phases” for details.)

PreK ROOM SERVICE: Meals delivered to classroom (See PreK Meal Service for details)

LINC/SUPPER ONSITE DINING: Cafeteria, Café Meal Pick Up, or Room Service by LINC Staff

*PRE-ORDER LUNCH DAILY/WECKLY for forecasting meal production to prevent waste and ensure adequate food availability.

GRADES PreK-5: ROSTER ORDERING by TEACHER for all Students in attendance by designated cut-off time per established daily procedures. Homeroom teacher will have access to all students assigned to classroom. (Teacher)

GRADES K-12: INDIVIDUAL STUDENT ORDERING by designated cut-off time per established daily procedures. Students shall set up a unique profile account tied to their home school, as verified through the district student information system. Teachers may lead process by allowing time and/or reminding students during Breakfast in the Classroom. (Teacher/Students)

GRADES PreK-12: PARENT/GUARDIAN ORDERING by designated cut-off time per established daily procedures. Parents/Guardians will be able to set up a profile account that ties together all students in the household, as verified by the district student information system. (Parent/Guardian)

DAILY ONSITE ATTENDANCE COMMUNICATED TO KITCHEN by agreed upon designated time and method of communication to assist Nutrition Services team with forecasting meal production needs for the day.
GREEN STATUS (LOW RISK) - FACE to FACE LEARNING

CURBSIDE SERVICE:  Meal Kit Pick-Up by Parent/Guardian or Student for Virtual Learners  (See Red Level for details)

ONGSITE BREAKFAST OVERVIEW

GRADES K-12:  Grab & Go Breakfast Meal Service at designated points of distribution.  (See "Breakfast" tab for details.)

DAY CARE and PRE-K:  Breakfast in the Classroom (BIC)

ONGSITE LUNCH and SUPPER OVERVIEW

GRADES K-12 ONSITE DINING:  Cafeteria, Café Meal Pick Up, or Room Service by Support Staff

Provide sack or boxed meals with primarily cold or room temp shelf stable items during initial phase of Onsite Dining.  Serving cold foods allows maximum time as a food safety control during periods of unanticipated delays in meal service due to new service procedures designed to minimize contact and mitigate virus spread.  Hot items, as well as entree and side dish choices may be added to the menu after successful navigation of new procedures.  (See K12 Lunch and Supper, and various "Phases" for details.)

PreK ROOM SERVICE:  Meals delivered to classroom  (See PreK Meal Service for details)

LINC/SUPPER ONSITE DINING:  Cafeteria, Café Meal Pick Up, or Room Service by LINC Staff

* PRE-ORDER LUNCH DAILY/WEEKLY for forecasting meal production to prevent waste and ensure adequate food availability.

GRADES PreK-5:  ROSTER ORDERING by TEACHER for all Students in attendance by designated cut-off time per established daily procedures.  Homeroom teacher will have access to all students assigned to classroom.  (Teacher)

GRADES K-12:  INDIVIDUAL STUDENT ORDERING by designated cut-off time per established daily procedures.  Students shall set up a unique profile account tied to their home school, as verified through the district student information system.  Teachers may lead process by allowing time and/or reminding students during Breakfast in the Classroom.  (Teacher/Students)

GRADES PreK-12:  PARENT/GUARDIAN ORDERING by designated cut-off time per established daily procedures.  Parents/Guardians will be able to set up a profile account that ties together all students in the household, as verified by the district student information system.  (Parent/Guardian)

DAILY ONSITE ATTENDANCE COMMUNICATED TO KITCHEN by agreed upon designated time and method of communication to assist Nutrition Services team with forecasting meal production needs for the day.
Students are required to wear a mask in order to board the bus
Utilize every seat
Only two students per seat
Apple will work to try to limit each bus to 20 students.
Siblings will share seats when possible
Students will be assigned a seat on the bus
Students will load back to front and unload front to back to limit passing of each other
Students should practice social distancing while waiting at the bus stop
Buses will be cleaned and sanitized between routes and after school
Disposable masks will be given to students without his/her district given mask
On the third incident, a parent/guardian will be contacted by the school administrator if a student doesn’t wear his/her mask.
Two students in one seat across from one student in one seat - alternate down the bus, when possible
The seat behind the driver will remain empty
Due to Covid-19, parents should provide their own transportation if able
## Special Education & EL Services

### RED STATUS

<table>
<thead>
<tr>
<th></th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Education Instruction:</strong></td>
<td>● Students will receive special education instruction virtually per the students IEP.</td>
<td>● Students will receive special education instruction through Hickman Mills Virtual Learning Program per the students IEP.</td>
</tr>
<tr>
<td><strong>Students who qualify to take the MAP-A assessment:</strong></td>
<td>● Students attend face to face two days per week</td>
<td>● Students attend face to face two days per week</td>
</tr>
<tr>
<td></td>
<td>● Transportation will be provided with safety precautions</td>
<td>● Transportation will be provided with safety precautions</td>
</tr>
<tr>
<td><strong>Initial/Annual IEP Meetings &amp; Evaluation Meetings:</strong></td>
<td>● Will be held virtually via Zoom Meeting</td>
<td>● Will be held virtually via Zoom Meeting</td>
</tr>
<tr>
<td></td>
<td>● All IEPs need to be in DRAFT form so it can be screen shared by the entire team</td>
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</tr>
<tr>
<td><strong>Special Education Evaluations – Testing Individual Students:</strong></td>
<td>● Taking all necessary precautions, an individual student will be tested with limited staff at a school location to determine if a student qualifies for SPED services</td>
<td>● Taking all necessary precautions, an individual student will be tested with limited staff at a school location to determine if a student qualifies for SPED services</td>
</tr>
</tbody>
</table>
Transportation may be provided if needed

Special Education Observations – Individual students:
- Evaluation team will conduct observations virtually

**YELLOW STATUS**

All Special Education Instruction and Services will be the same as in the RED Status with the exception:
- Special Education Instruction will take place both virtually and face to face per the students IEP
- Special Education meetings may occur face to face or via Zoom
- Special Education Evaluations will take place while the student is in attendance at school.

**GREEN STATUS**

All Special Education Instruction and Services will take place at school per the students IEP.

Special Education Teacher Professional Development:
- Annual mandatory MAP-A PD Dates

**EL Services**
- Students identified and served through the ELD Program will receive instruction by Distance Learning if Option B. If Option A, all instructed students will come in as scheduled either Blue or Gold days.
In the event of a suspected case of COVID-19, the following protocols will be followed:

**EMPLOYEE**
- If an employee becomes sick during the day, and exhibits two or more COVID-19 symptoms, they may be tested. If positive, they should be sent home immediately and Human Resources notified.
- If the employee elects to use their primary healthcare and tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The District nursing staff will also contact the employee and conduct a risk assessment (contact tracing).
- The District nursing staff will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.
- If the employee has been told to self-isolate, they should contact their direct supervisor/principal.
- The principal/supervisor will contact their direct supervisor. The principal/direct supervisor will contact the Executive Leadership Team.
- The Executive Leadership Team will consider initiating the following COVID-19 Protocols:
  - Consider the appropriate length of time for possible classroom/building closure
  - Official communication to the Board of Education, HMC-1 administrators (as appropriate), and families (and media, if appropriate) will come from PIO.
  - The building principal or employee’s supervisor will follow up with the staff member or family of the student.

**STUDENT**
- The school nurse will contact the parent. Parents should have a plan(s) for student pick-up in the event their child is ill. The nurse will encourage the parent to contact their healthcare provider.
The nurse will also notify the Lead Nurse and discuss next steps.

The healthcare provider will:
  o Determine if COVID-19 testing is needed
  o Arrange for testing - stay at home until negative test results are received
  o Contact parent with test results

The District nursing staff will:
  o Contact the parent and conduct a risk assessment (contact tracing)
  o Ask the parent about close contacts the student may have had in the 48 hours before symptoms began.
  o Direct the parent regarding isolation of the student and other persons at risk of being infected.

The parent should contact the school regarding such self-isolation directions from their health care provider or Health Department.

A release of care from the health care provider may be needed to return to school.
In partnership with Truman Medical Center and the Kansas City Health Department, HMC-1 has hosted more than a dozen COVID-19 vaccination clinics specifically for staff, students and the district community. Communication about the clinics was sent via email and/or phone blast, text message and social media.

Vaccinations clinics are ongoing at Smith-Hale Middle School. Staff and HMC-1 families should continue to keep an eye on their email for clinic location and times. It is anticipated that additional locations will be added.

To find a clinic near you, visit the Missouri COVID-19 Vaccination Navigation website. The state is offering a vaccine incentive program. They will draw 180 winners in 5 randomized drawings who will win either $10,000 cash or $10,000 towards an education savings account. In total, the state will award 900 individuals throughout the incentive program.
This is a difficult time for many families. There is help in the HMC-1 community if you need it. On the district’s website, you will find a list of available resources. This list covers rent/utility assistance, mental and physical health, hygiene supplies, translation, food assistance, domestic violence help, and much more. Visit hickmanmills.org/returntolearn for the full list of resources.

Additionally, HMC-1 has a partnership with LINC and Legal Aid to provide free legal services to district families through the Justice in Schools program. Visit the Justice in Schools webpage for additional information.