

# APPENDIX A

## 1 Cascade School District

### 3 COVID-19 Emergency Measures

1905

#### 5 Student, Staff, and Community Health and Safety

7 The School District has adopted the protocols outlined in this policy during the term of the  
8 declared public health emergency to ensure the safe and healthy delivery of education services  
9 provided to students on school property in accordance with Policy 1906, and a safe workplace  
10 when staff are present on school property in accordance with Policy 1909, and the safety, health  
11 and well-being of parents and community members. The supervising teacher, principal,  
12 superintendent or designated personnel are authorized to implement the protocols in coordination  
13 with state and local health officials.

#### 15 Symptoms of Illness

17 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms  
18 of illness must not come to school or work. Students who have a fever or are exhibiting other  
19 signs of illness must be isolated in a designated area until such time as parents or caregiver may  
20 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly  
21 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in  
22 accordance with state and/or local health standards as applicable. Students may engage in  
23 alternative delivery of education services during the period of illness or be permitted to make up  
24 work in accordance with District Policy 1906. Staff members will be provided access to leave in  
25 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of  
26 Understanding.

28 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise  
29 demonstrating symptoms of illness must not be present at the school for any reason including but  
30 not limited events or gatherings or to drop off or pick up students excepted as provided by this  
31 policy. To avoid exposing others to illness, parents or caregivers who are ill must make  
32 arrangements with others to transport students to school or events, if at all practicable. If not  
33 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop  
34 off and must arrange with District staff to supervise students in accordance with physical  
35 distancing guidelines in this Policy.

#### 38 Physical Distancing (Boards must select option 1 or option 2)

##### 40 Option 1

41 Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and  
42 their colleagues and peers throughout the school day inside any school building, on school  
43 provided transportation, and on school property before and after school. Staff members will  
44 arrange classrooms and restructure courses, transportation services, and food service to meet this  
45 standard.

## APPENDIX A

1 Recess will continue as scheduled in accordance with physical distancing guidance without the  
2 use of playground equipment. Any other use of school playgrounds is strictly prohibited.

3  
4 Drop off and pick up of students will be completed in a manner that limits direct contact between  
5 parents and staff members and adheres to social distancing expectations around the exterior of  
6 the school building while on school property.

### 7 8 Option 2

9 To the extent possible, elementary school courses will be delivered to the same group of students  
10 each day, and the same teachers will remain with the same group in the same separate and  
11 designated room each day. If physical distancing is not possible during meal service and courses  
12 delivered in a separate area such as the library, gymnasium, and music room, the service or  
13 course will be delivered in the designated classroom for each group of students. Recess and use  
14 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate  
15 student groupings. Transportation services will be provided in accordance with cleaning and  
16 disinfection procedures outlined in this policy.

17  
18 Secondary school courses will be delivered using a restructured bell system to minimize student  
19 interaction in common areas. Upon arriving in a classroom, secondary school students will be  
20 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean  
21 their learning area or desk. Meal service for secondary students will be provided through a grab  
22 and go lunch that will be eaten in designated areas.

23  
24 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be  
25 staggered in designated intervals by grade level through a schedule set by the supervising teacher  
26 or building administrator.

27  
28 Drop off and pick up of students will be completed in a manner that limits direct contact between  
29 parents and staff members and adhere to social distancing recommendations in the exterior of the  
30 building.

31  
32 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance  
33 between themselves and others. This distancing requirement does not apply to individuals who  
34 are a part of the visitor's regular household isolation group when the group is authorized to  
35 present at the school facility.

36  
37  
38 Face Coverings as Personal Protective Equipment - (Boards of Trustees must select Option 1 to  
39 comply with the Governor's Order if the number of active cases of COVID-19 is four or more.  
40 Boards of Trustees may select Option 2 or 3 if the number of cases in the county in which the  
41 district is located is three or fewer.)

42  
43 Option 1 –Required for districts in counties with four or more active cases of COVID-19.

44  
45 In accordance with directives from the State of Montana, if the number of active COVID-19  
46 cases in the county in which the School District is located is four (4) or more, the School District

## APPENDIX A

1 requires all staff, volunteers, visitors, and students aged five (5) and over to wear disposable or  
2 reusable ~~cotton-based~~ masks that cover the nose and mouth or face shields to protect colleagues  
3 and peers while present in any school building. In accordance with directives from the State of  
4 Montana, if the number of active COVID-19 cases in the county in which the School District is  
5 located is four (4) or more, the School District also requires all staff, volunteers, visitors, and  
6 students aged five (5) and over to wear disposable or reusable masks that cover the nose and  
7 mouth or face shields to protect colleagues and peers while present at any outdoor school activity  
8 with fifty (50) or more people where physical distancing is not possible or is not observed. The  
9 School District will provide masks or shields to students, volunteers, and staff. If a student or  
10 staff wears a reusable mask or face shield, the School District expects that the masks be washed  
11 on a regular basis to ensure maximum protection. The School District will assist students or staff  
12 members who request help washing or replacing a mask.

13  
14 Students, staff, volunteers, and visitors are not required to wear a mask under this provision  
15 when consuming food or drink, engaged in physical activity, communicating with someone who  
16 is hearing impaired, giving a speech to a gathering separated by distance, identifying themselves,  
17 receiving medical attention, or have a medical or developmental condition precluding use of a  
18 mask. The superintendent, building principal, or their designee who may request documentation  
19 from a care provider when considering an exception to this provision for medical or  
20 developmental reasons. The School District will honor all applicable disability and  
21 discrimination laws when implementing this provision by providing alternative services to those  
22 requesting accommodation.

23  
24 All points of entry to any school building or facility open to the public shall have a clearly visible  
25 sign posted stating: “Mask or face covering use required for ages 5 and older.” The School  
26 District authorizes the administration to report any violations of this provision to the county  
27 attorney. The Board of Trustees’ decision to require and provide masks is based on a review of  
28 the circumstances in the community and consultation with local health officials on issues  
29 including but not limited to the possibility of exposure and availability of masks.

30  
31 Allegations of harassment of any person wearing face coverings or those with recognized  
32 exemptions to the face covering requirement will be promptly investigated in accordance with  
33 District policy. A student, staff member, or visitor who, after an investigation, is found to  
34 engaged in behavior that violates District policy is subject to redirection or discipline. Failure or  
35 refusal to wear a face covering by a staff member or student not subject to an exception noted  
36 above may result in redirection or discipline in accordance with District policy and codes of  
37 conduct, as applicable.

### 38 Option 2 – Available for districts in counties with three or fewer active cases of COVID-19.

39  
40  
41 Staff and students may wear a mask while present in any school building. The School District  
42 does not require the use of masks and will not provide masks except in cases required by this  
43 policy or at the discretion of the administration. The Board of Trustees’ decision to not require  
44 or provide masks is based on a review of the circumstances in the community and consultation  
45 with local health officials on issues including but not limited to the possibility of exposure and  
46 availability of masks. Allegations of harassment of any person wearing face coverings will be

## APPENDIX A

1 promptly investigated in accordance with District policy. A student, staff member, or visitor  
2 who, after an investigation, is found to engaged in behavior that violates District policy is subject  
3 to redirection or discipline.

### 4 5 6 Option 3 – Available for districts in counties with three or fewer active cases of COVID-19.

7  
8 The School District requires all staff, volunteers, visitors, and students aged five (5) and over to  
9 wear disposable or reusable masks that cover the nose and mouth or face shields to protect  
10 colleagues and peers while present in any school building. The School District also requires all  
11 staff, volunteers, visitors, and students aged five (5) and over to wear disposable or  
12 reusable masks that cover the nose and mouth or face shields to protect colleagues and peers  
13 while present at any outdoor school activity with fifty (50) or more people where physical  
14 distancing is not possible or is not observed. The School District will provide masks or shields to  
15 students, volunteers, and staff. If a student or staff wears a reusable mask or face shield, the  
16 School District expects that the masks be washed on a regular basis to ensure maximum  
17 protection. The School District will assist students or staff members who request help washing or  
18 replacing a mask.

19  
20 Students, staff, volunteers, and visitors are not required to wear a mask under this provision  
21 when consuming food or drink, engaged in physical activity, communicating with someone who  
22 is hearing impaired, giving a speech to a gathering separated by distance, identifying themselves,  
23 receiving medical attention, or have a medical or developmental condition precluding use of a  
24 mask. The superintendent, building principal, or their designee who may request documentation  
25 from a care provider when considering an exception to this provision for medical or  
26 developmental reasons. The School District will honor all applicable disability and  
27 discrimination laws when implementing this provision by providing alternative services to those  
28 requesting accommodation.

29  
30 All points of entry to any school building or facility open to the public shall have a clearly visible  
31 sign posted stating: “Mask or face covering use required for ages 5 and older.”

32  
33 Allegations of harassment of any person wearing face coverings or those with recognized  
34 exemptions to the face covering requirement will be promptly investigated in accordance with  
35 District policy. A student, staff member, or visitor who, after an investigation, is found to  
36 engaged in behavior that violates District policy is subject to redirection or discipline. Failure or  
37 refusal to wear a face covering by a staff member or student not subject to an exception noted  
38 above may result in redirection or discipline in accordance with District policy and codes of  
39 conduct, as applicable.

### 40 41 42 Cleaning and Disinfecting

43  
44 School district personnel will routinely both clean by removing germs, dirt and impurities and  
45 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and

## APPENDIX A

1 on school property that are frequently touched. This process shall include cleaning  
2 objects/surfaces not ordinarily cleaned daily.

3  
4 Personnel will clean with the cleaners typically used and will use all cleaning products according  
5 to the directions on the label. Personnel will disinfect with common EPA-registered household  
6 disinfectants. A list of products that are EPA-approved for use against the virus that causes  
7 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the  
8 manufacturer's instructions for all cleaning and disinfection products.

9  
10 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary  
11 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped  
12 down before use. Supervising teacher or administrators are required to ensure adequate supplies  
13 to support cleaning and disinfection practices.

### 14 15 16 Student Arrival

17  
18 Hand hygiene stations will be available at the entrance of any school building, so that children  
19 can clean their hands before they enter. If a sink with soap and water is not available, the School  
20 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of  
21 elementary students' reach and student use will be supervised by staff.

22  
23 A District employee will greet children outside the school as they arrive to ensure orderly  
24 compliance with the provisions of this policy.

### 25 26 27 Temperature Screening

28  
29 Designated School District staff are authorized to test the temperature of students with an  
30 approved non-contact or touchless temperature reader. Students who have a fever or are  
31 exhibiting other signs of illness must be isolated in a designated area until such time as parents or  
32 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be  
33 thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety  
34 measures in accordance with state and/or local health standards as applicable.

35  
36 When administering a temperature check on a possibly ill student, designated staff members will  
37 utilize available physical barriers and personal protective equipment to eliminate or minimize  
38 exposures due to close contact to a child who has symptoms during screening.

### 39 40 41 Healthy Hand Hygiene Behavior

42  
43 All students, staff, and others present in the any school building will engage in hand hygiene at  
44 the following times, which include but are not limited to:

- 45 • Arrival to the facility and after breaks
- 46 • Before and after preparing, eating, or handling food or drinks

## APPENDIX A

- 1 • Before and after administering medication or screening temperature
- 2 • After coming in contact with bodily fluid
- 3 • After recess
- 4 • After handling garbage
- 5 • After assisting students with handwashing
- 6 • After use of the restroom

7

8 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20  
9 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol  
10 can be used if soap and water are not readily available.

11

12 Staff members will supervise children when they use hand sanitizer and soap to prevent  
13 ingestion.

14

15 Staff members will place grade level appropriate posters describing handwashing steps near  
16 sinks.

17

18

### 19 Vulnerable Individuals

20

21

22 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's  
23 adoption as those age 65 or older or those with serious underlying health conditions, including  
24 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune  
25 system is compromised such as by chemotherapy for cancer and other conditions requiring such  
26 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if  
27 they should telework during the period of declared public health emergency.

28

29 Employees who have documented high risk designation from a medical provider are entitled to  
30 reasonable accommodation within the meaning of that term in accordance with the Americans  
31 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations  
32 may include but are not limited to teleworking in accordance with a work plan developed in  
33 coordination with and authorized by the supervising teacher, administrator or other designated  
34 supervisor. Such employees may also be eligible for available leave in accordance with the  
35 applicable policy or master agreement provision.

36

37

### 38 Food Preparation and Meal Service

39

40 Facilities must comply with all applicable federal, state, and local regulations and guidance  
41 related to safe preparation of food.

42

43 Sinks used for food preparation must not be used for any other purposes.

44

45 Staff and students will wash their hands in accordance with this policy.

46

## APPENDIX A

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

### Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect each seat on each bus after each use.

### Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

### Confidentiality

This policy in no way limits or adjusts the School District’s obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

### Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy in accordance with District Policy 1006FE.

### Cross Reference:

- Policy 1901 – School District Policy and Procedures
- Policy 1906 - Student Services and Instructional Delivery
- Policy 1907 – Transportation Services
- Policy 1006FE – Transfer of Funds for Safety Purposes
- Policy 3410 – Student examination and screenings
- Policy 3417 – Communicable Diseases
- Policy 3431 – Emergency Treatment
- Policy 1911 - Personnel Use of Leave
- Policy 1910 – Human Resources and Personnel
- Policy 4120 - Public Relations
- Policy 5002 – Accommodating Individuals with Disabilities
- Policy 5130 – Staff Health
- Policy 5230 - Prevention of Disease Transmission
- Policy 6110 – Superintendent Authority
- Policy 6122 - Delegation of Authority

## APPENDIX A

- 1
- 2 Policy History:
- 3 Adopted on:
- 4 Reviewed on:
- 5 Revised on:
- 6 Terminated on: