



## DAWSON SPRINGS INDEPENDENT SCHOOLS

### September 2021 Revised as part of Operations Plan

# Covid19 Protocol

## GREEN TIER

(County Incidence rate Green)

- The district will monitor the number of cases in the school setting
- Deep clean areas where case(s) spent time
- Public health staff will direct contact tracing for quarantine
- Masks- upon being "green" for 7 consecutive days, masks will be optional but not required in buildings
- The district will work with health department to provide information about vaccines to students and staff
- Masks are required on busses

## YELLOW TIER

(County Incidence rate Yellow or Orange.)

- The district will consult with local health department officials. Schools will remain open so long as ample staff numbers permit.
- Public health staff will direct contact tracing for quarantine.
- Masks will be required but in rare circumstances flexibility may be given at the discretion of school and district administration.
- Visitors/volunteers will be limited
- Field trips will be limited
- More extensive cleaning in areas where cases spent time
- Masks are required on busses

## RED TIER

(County Incidence rate Red.)

- The district will consult with local health department officials. Schools may need to utilize NTH Days.
- Public health staff will direct contact tracing for anyone in quarantine
- Masks are required for all students, staff, visitors, etc.
- Social distancing will be implemented to maximum as possible.
- Large public events may be postponed or limited
- Visitors/volunteers may be restricted
- Field Trips may be suspended
- Deep clean schools regularly
- Masks are required on busses

Dawson Springs Independent Schools are committed to the safety of our students. Vaccinations for those eligible are encouraged. Community transmission numbers will be monitored to gauge the status of spread within our community. County incidence rate will be evaluated on Thursday afternoons to determine the Tier for the following week. COVID quarantine and positive cases will be monitored closely to allow for informed decisions. – Revision 9/20/21 Board reviewed and approved in response to SB1

\*\*Further modifications may be needed based on revised CDC and state health department recommendations.



## Dawson Springs Independent School District

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The Mission of the Dawson Springs Independent School District is to educate, equip, and empower every student to be transition ready, college and/or career ready, and life ready.

### Board of Education

Vicki Allen, Board Chair  
Tracy Overby, Vice-Chair  
Wes Ausenbaugh  
Jenny Bruce  
Carol Niswonger

### Superintendent

Leonard Whalen

## **\$\$\$ Employee & Student Covid19 Vaccination Incentive Initiative: \$\$\$**

The Kentucky Department of Education (KDE) recently announced that it will be using up to \$8.8 million Elementary and Secondary School Emergency Relief funds to provide reimbursements to districts that have rewarded and acknowledged the time, energy, and effort staff members took to get vaccinated. Also, within the last two weeks, the KY State Legislature passed Senate Bill 1 which, in part, encourages vaccination incentives for all age 12 and above.

All full- and part-time employees of public school districts are eligible for a one-time vaccination incentive payment of \$100 after being fully vaccinated against COVID-19. This reimbursement is for employees who previously have been vaccinated, as well as those who have received their full vaccinations by Dec. 1, 2021. There will be enough funding to reimburse districts for approximately 88,000 local school district staff.

Districts must pay employees first in order to receive reimbursement from KDE. Districts are strongly encouraged to consider providing additional funds that match the amount provided as reimbursement by KDE, but a financial match is not required for participation. Currently, vaccine appointments are commonly available across the state. To find a vaccination site near you, visit [vaccines.gov](https://vaccines.gov). You also can text your zip code to 438829 to receive three vaccine locations near you.

### **Dawson Springs Employees/Subs:**

The Dawson Springs Independent School District will match the KDE \$100 with an additional \$150 from local federal ESSER funds to compensate every active employee a total of \$250. The employee must submit a request to Karla Mitchell for the Covid19 vaccination incentive pay (on a district provided form) and provide a copy of their vaccination card. The deadline for completion of this process must be before December 1, 2021. Every fully vaccinated employee will also automatically be entered into a raffle each Friday up until November 26<sup>th</sup> with a chance to win an additional \$100 (a person can only win once in all the raffles). Substitutes in all areas are eligible for this benefit if they work a minimum of 10 days before December 1<sup>st</sup> and submit all appropriate documentation.

### **Dawson Springs Vaccine Eligible Students:**

Students already vaccinated are eligible. If not already vaccinated, a parent/guardian must approve and fill out all required forms allowing their child to be vaccinated if they would like them vaccinated by the school nurse. Upon being fully vaccinated, the student must submit a request for the vaccination incentive money (on a district provided form) and provide a copy of their vaccination card to the school office. The deadline for completion of this process must be before December 1, 2021. The student will receive \$50 from local ESSER funds in the form of a visa gift card. Every fully vaccinated student will also automatically be entered into a raffle each Friday up until November 26<sup>th</sup> with a chance to win an additional \$100 gift card (a person can only win once in all the raffles).

### **Payments:**

Student incentive payment will be in the form of a \$50 visa gift card as soon as possible upon completion and verification of documentation. Due to payroll constraints, all eligible \$250 staff incentive payments will be made on November payroll for all submitted before November 13<sup>th</sup>. Any submitted after that date will be paid through payroll in December. \*\*Live, in-person raffles will begin September 24<sup>th</sup> and will be conducted during HS lunch each Friday or the last day of school that week. All student and staff raffle winners will receive a \$100 gift card that day.

The Dawson Springs Board of Education provides equal educational and employment opportunities and does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disabling condition. (Jan. 2021)



**HOPKINS COUNTY HEALTH DEPARTMENT**  
412 North Kentucky Ave. P.O. Box 1266  
Madisonville, Ky. 42431 • (270) 821-5242 Telephone

Dawson Springs Independent Schools  
Guidance on Test to Stay Strategy:

**Purpose:**

To provide guidance to local school administrators and school health practitioners in administering the Test to Stay Strategy for students or staff who are contacts of confirmed cases of SARS-CoV2 (COVID-19). Tests must be administered within the school setting or school plan.

**Hopkins County Health Department Guidance:**

If a local school system chooses to implement a Test to Stay Strategy after a student or staff member has had a school related exposure to a confirmed case of SARS-CoV2 (COVID-19), The Hopkins County Health Department makes the following recommendations:

- \* Test to Stay should only be used on asymptomatic non-vaccinated contacts,
- \* The test should be performed by a licensed healthcare provider,
- \* Testing should be performed with an FDA approved machine/device,
- \* Testing should be performed daily and at a minimum of days 1-6 following exposure. If testing cannot be performed on the first days following exposure, it should begin as soon as possible and at the earliest end on the sixth day from initial exposure,
- \* Testing is recommended to be performed a minimum of 24 hours apart,
- \* If days 1-6 fall on a weekend, testing may not be performed on those days,
- \* If the test result is negative, the contact may remain at school with a mask on at all times. If test is positive, contact must be sent home immediately.
- \* Participation in this program is voluntary and the school is responsible for making the appropriate arrangements for the testing to be done.
- \* Data should be shared with the health department weekly on the number of individuals participating in the program and the number who have turned positive and identified as a result of this testing strategy.
- \* If an increase of positive cases occurs in the school setting it could be because of school exposures and the school district should consult with the health dept. to determine if the Test to Stay method should be continued.
- \* Test and stay is designed for the daily school setting only, when all protocols can be enforced and monitored (masking, distancing, etc.). IT IS NOT FOR USE FOR EXTRACURRICULAR ACTIVITIES, PE, BAND, SPORTS, ETC.
- \* Test and stay should ONLY be used on school based related contacts only. Home and outside contacts are often too numerous and continuous which impact the situation greatly.

**Frequently Asked Questions:**

- \* Why does the test to stay not include allowing participation in extracurricular and/or after school activities? Many extracurricular activities, especially sports, require close contact where protocols are difficult to follow and/or enforce. This causes a significant elevated risk. When in school, protocols such as masking, distancing, etc. are much more easily followed and enforced which significantly lessens normal risk.
- \* Why are only school related contacts eligible for test and stay? Contacts in a student's home or household are typically ongoing, regular, and in many instances close contacts without regular protocols. This means that the potential spread inside the household on a repeated basis is possible. On school contacts, the protocols that are practiced regularly significantly reduce the repeated and regular contact someone may have at home.

# Dawson Springs Independent Schools

## Revised 2021-2022 Covid19 Operations Plan

### Board Reviewed 9/20/21

## Health & Safety Plan

### A. STUDENT ARRIVAL & DISMISSAL

1. Bus Transportation: To ride the school bus, parents must attest each morning that the student's temperature is not greater than 100.4. Students P-12 must wear a mask while riding the bus unless they have a medical exemption. Sanitizer will be available to students to utilize as they board the bus. Students will have assigned seats and a log of bus riders will be kept each day for contact tracing purposes. Seats near the front will be kept open for students with medical concerns, allergies, asthma, etc with windows up. As much as possible, circulation on the bus will be increased by opening windows and roof hatches. Buses will be sanitized frequently.
2. Arrival to School: Arrival will be coordinated at each school to reduce congestion in entering the building by utilizing multiple entrances when necessary to reduce congregation in large common areas. Students will report to their homeroom or 1st period class upon entering the building.
3. Breakfast: Students will be provided breakfast options upon entering the building. When eating, students will be seated as far apart as possible and proper hand washing before and after meals will be encouraged. Seating charts will be kept for contact tracing purposes.

### B. DURING THE INSTRUCTIONAL DAY

#### 1. Masks/Face Coverings:

The Dawson Springs Independent School District will monitor COVID data and guidance from local, state, and national health sources WEEKLY to determine mask requirements for students P-12 and staff. Based on COVID data and guidance, the district will utilize three levels of mask requirements/recommendations and will communicate to parents/guardians, students, and staff members when requirements are adjusted. Should modifications be needed, the levels may be adjusted. Think of the colors of a stoplight related to the levels of response.

**Green Level:** Students P-12, staff, and outside visitors will have the option of wearing masks or face coverings at school and on district property. Masks or face coverings are highly recommended for staff and students who are not fully vaccinated.

**Yellow/Orange Level:** All students P-12, staff, and outside visitors will be required to wear a mask or face covering at school and on district property. While at the "yellow or orange" level, masks would still be required on all school related transportation.

**Red Level:** All students P-12, staff, and outside visitors will be required to wear a mask or face covering at all times at school and on district property. When outside and 3 feet from others, masks are not required.

Masks or face coverings are those that cover both the nose and mouth. Masks (face coverings) are NOT to be confused with face shields. Face shields CANNOT be a substitute for a mask unless accompanied by a current medical exemption, see below. Students that

are unable to wear a mask when required to do so, will be required to provide a current medical exemption to the school office. Face shields should be worn for those who have an exemption from wearing a mask. Words and designs on masks must adhere to the respective school dress code. Masks will be provided for students if families are unable to obtain or provide them for their children.

2. **Rooms, Hallways, Backpacks, and Lockers:** In classrooms, students/desks will be spaced as far as possible. When possible, desks should be arranged so students are facing the same direction. Outdoor spaces will be utilized when and if available and/or appropriate. Transitions will be avoided or minimized as much as possible. At our elementary (p-6), students may bring a backpack to be stowed in a classroom cubby or locker that will be cleaned each day. At the middle and high school, backpacks will be allowed. Lockers will be utilized and efforts will be made to reduce congestion of students including alternating locker access schedules and supervision.
3. **Sanitizing and Signs:** Hand cleaning supplies will be readily available in each classroom and common space in the form of a handwashing station or hand sanitizer. Daily cleaning and disinfection of classroom, gymnasiums, restrooms, locker rooms, cafeteria seating and other facilities will occur. High touch areas will be given special attention and more frequent cleaning throughout the day and in between groups of students utilizing a particular space. Signs regarding hand washing and safety precautions will be posted in all restrooms, water fountains, and classrooms. Water fountains will only be utilized to refill bottles.
4. **Lunch:** Students will be encouraged to wash hands with soap and water or utilize sanitizer before eating. Lunch times and locations will be planned to accommodate as much distance as possible between students while eating. Seating charts will be maintained to assist with contact tracing. Surfaces used for eating must be cleaned and sanitized before another student utilizes the same area. Disposable food service items will be utilized where possible, but all non-disposable food service items will be handled with gloves, washed with dish soap and hot water, and rinsed and sanitized or placed in a dishwasher.
5. **Recess:** Students must practice good hand hygiene by washing their hands or using sanitizer before going out to play and immediately upon returning inside the school building. A recess schedule will be utilized to limit how many classes are at recess at a specific time.
6. **Practice & Education:** Teachers and staff will provide students continual practice and education related to safe and healthy practices. These practices include but are not limited to: proper handwashing/sanitization techniques, correct mask wearing, and appropriate social distancing.

### **C. SCHOOL EXCLUSION, SCHOOL NURSE, & CONTACT TRACING**

1. **Exclusion & Sick Students:** Students should stay home or will be sent home if any of the following occur: Fever over 100.4 degrees F, new uncontrolled cough that causes difficulty breathing, (for students with chronic allergic/asthmatic cough, a change in their baseline), Shortness of Breath, Headache, Sore Throat, Gastrointestinal Symptoms, New rash, New onset of loss of taste or smell, or exposure to a positive COVID-19 case. Any student who presents with COVID-19 symptoms (previously listed) during the school day will be isolated until the student leaves campus. A waiting area will be provided for ill students awaiting pickup by parents. In the case of a positive COVID-19 test of a student or staff member, school officials will follow current guidance of KDPH and the HCHD regarding contact tracing, notification, disinfecting of buildings, and potential school scheduling changes.
2. **School Nurse:**
  - a. Teacher/staff will call the nurse seeking to send a student down who needs to be

seen.

- b. Once seen by the school nurse, if the child needs to be sent home they will call the office.
- c. PPE will be available if needed during the assessment/care of the student. Adult supervision must be maintained while the student is in the waiting area.
- d. Family member/responsible party will be notified to pick up student ASAP
- e. Disinfection of the waiting area will take place 15-20 minutes after student is discharged

3. Return to School: The student/staff may return to school when the following are true: a. Their medical provider has determined a different illness other than COVID19 and cleared the student/staff to return. (\*\*Subject to change based on CDC/KDPH guidelines)

OR

- b. They have 2 negative test results (at least 24 hours apart) for COVID 19 AND no symptoms OR
  - c. At least 10 days since symptoms first appeared
- AND
- d. At least 24 hours with no fever without the use of fever reducing medication
- AND
- e. Symptoms have improved.

4. Contact Tracing: The district must notify the Hopkins County Health Department of any positive cases of COVID-19 and cooperate with contact tracing investigations by providing rosters/lists of students related to bus transportation, classroom cohorts, cafeteria seating charts, etc. The Health Department will be responsible for notifying staff and families of at risk students required to self quarantine. FERPA laws prohibit individual names of infected students from being disclosed. Seating charts are required for all classrooms. For COVID-19, a close contact is defined as any individual who was within 3 feet of an infected person for a cumulative time of at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. If a student or staff member is fully vaccinated OR was masked during the contact and has been exposed to a positive case he/she does not have to quarantine unless they experience COVID-19 symptoms. It is recommended that during the 14 days after exposure he/she wears a mask while indoors or until he/she receives a negative test result that has been collected after day 5 from the date of exposure.

#### **D. STAFF EXPECTATIONS**

- 1. Masks & Personal Protective Equipment: Staff will follow mask guidelines listed above. Additional protective equipment will be provided and worn by staff who administer medical treatment, have contact with ill students, or are considered at high risk. Additional equipment will include when necessary: face shields, gloves, gowns, or other PPE.
- 2. Classroom Preparation/Operations: Teachers should assist in routinely disinfecting frequently touched items in the classroom such as desks, doorknobs, pencil sharpeners, staplers, markers, white boards, technology and items that students frequently share.
- 3. Seating Charts/Student Seating: Seating charts must be kept for all classes and entered into Infinite Campus so that office staff may access to assist contact tracers. Student desks/tables as much as possible, should be moved to face the same direction and spaced out as much as the room allows.

4. Daily COVID Self Check: Staff will follow the Daily COVID-19 self check protocol. If a staff member has any COVID-19 symptoms, has tested positive for COVID-19, or if they are not fully vaccinated and have had known contact with someone who has tested positive for COVID-19 they will NOT report to work and contact a school nurse.

#### **E. FOOD AND MEAL OPTIONS:**

The U.S. Department of Agriculture has approved an extension of the Federal Summer Food Program which allows us to provide meals for ALL children and youth age 18 and younger at no cost.

- Meal Prices - Meals are currently provided at no cost for all children age 18 and younger.
- Menus - Menus can be viewed online at our district website here:  
<https://www.dawsonspringskyschools.us>
- Free & Reduced Lunch Application - Applications for free and reduced lunch for the 2021-2022 school year are available online at the district main page or paper copies are available at the school. Please be sure to complete an application for the 21-22 school year!
- Questions - If you have any questions or have special needs on meals, please contact Jeannie Blanchard at (270)797-3811, extension 2133

#### **F. TRANSPORTATION:**

We intend to run our buses and transportation as normal. If you have any questions regarding transportation please don't hesitate to contact the office of the school your child attends and they will be happy to help you.

#### **G. DEVICES AND INTERNET ACCESS:**

- The Dawson Springs Independent School District is a 1:1 Chromebook district. Every student will have access to a Chromebook device.
- Students in grades K-5 will have a Chromebook to utilize at school. Students in grades 6-12 will be provided a device to use at school and take home.

Internet Access: Please let us know if your family needs Internet access by calling Laura James at 270-797-3811, extension 1

#### **H. PRESCHOOL AND PRESCHOOL EXPANSION:**

- Our Preschool has expanded capability to enroll more students on a full day, 5 day a week program for ages 3 and 4 for both in and out of district students.
- Please contact Kristin Merrill at 270-797-3811, extension 1 if you have any questions.

#### **I. TEST TO STAY PROGRAM WILL BE PILOTED IN COLLABORATION WITH THE HOPKINS COUNTY HEALTH DEPARTMENT:**

- The program should be initiated the week of September 20<sup>th</sup>, 2021 if all goes as planned.

If you have any questions on any of the items mentioned above or items in other areas please do not hesitate to contact the office of the school where your child attends.