



COVID-19

Return to Services and School Plan

Return to Services and School Committee

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The purpose of this document is to provide a framework for how ESU 13 will respond to the COVID-19 pandemic during the 2020-2021 school year. The framework is structured using tiers that align with the Panhandle Public Health Department's (PPHD) Risk Dial, and is designed to allow for flexibility and responsiveness to changing public health circumstances. PPHD will update the Risk Dial weekly on Tuesdays. Changes from one tier to another in the Risk Dial will generally be implemented on the Monday following the Tuesday release of the updated dial; however, extenuating circumstances may warrant more immediate implementation of a particular tier of the Risk Dial. For more information about the Risk Dial, please visit www.pphd.org. The Return to Services and School Plan is subject to change based upon guidance from local public health officials, the Nebraska Department of Education, or the Governor's issued directed health measures. Any changes or deviations from the plan will be communicated to staff.

COVID-19 Unified Command

A PARTNERSHIP

Panhandle

Public Health District

Scotts Bluff County

Health Department



PANHANDLE PUBLIC HEALTH DISTRICT (308)262-5764 24/7
SCOTTS BLUFF COUNTY HEALTH DEPARTMENT (308)630-1580
TO SELF REPORT OR IF THERE ARE QUESTIONS PLEASE CALL
BEFORE SEEKING MEDICAL CARE

Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools

The following symptom screening criteria for ill students and staff is based on the most current research. Because people with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness – the following criteria has been developed to assist schools in identifying possible COVID-19 cases.

Students with two of the following: fever (measured or subjective), chills, cold/shivering, muscle pain, headache, sore throat, nausea, vomiting, diarrhea

OR:

At least one of the following: new cough, shortness of breath, difficulty breathing, loss of taste and smell

OR:

Has at least one symptom and answers yes to: Is there someone in your household who is currently in quarantine or currently positive for COVID-19?

Students and staff who meet criteria should immediately isolate in the designated area and be sent home as soon as possible. Require the symptomatic person to wear a surgical or procedure mask while waiting, if tolerable.

Re-Admittance to School

**Symptomatic staff /student
who tests positive:**

Exclude for:

- At least 10 days since symptoms first appeared
- AND:**
- At least 24 hours with no fever without fever reducing medication
- AND:**
- Symptoms have improved

**Symptomatic staff /student
not tested:**

Exclude for:

- At least 10 days since symptoms first appeared
- AND:**
- At least 24 hours with no fever without fever-reducing medication
- AND:**
- Symptoms have improved
- OR**
- May return to school if an alternative diagnosis is established with a health care provider's note.

**Symptomatic staff /student
who tests negative:**

Exclude until fever free for 24 hours (or meets the schools' requirements for readmission)
AND improved respiratory symptoms

There is no reason for a student or staff member to get a "negative test" to be cleared for the return to school. A COVID-19 positive individual does not need a repeat COVID-19 test or a health care provider's note in order to return. Recovery will be determined and communicated to the school by public health.

If a student or staff member tests positive for COVID-19, please call the 24/7 help line at 308-262-5764.

Potential Scenarios & Potential Responses to Elevated Risk Levels

ESU 13 recognizes that while it is best practice to have responses planned and to be prepared for a wide range of scenarios, individual health situations are unique and private information. ESU 13 will work with the staff to develop the best possible response to the scenarios that actually occur and reserves the right to act in the best interest of the health of all staff of ESU 13.

<p>1 or more confirmed case(s) of COVID-19 of ESU 13 office staff member at the same location.</p>	<ul style="list-style-type: none"> • ESU 13 will immediately consult with the Panhandle Public Health District (PPHD) for guidance on operational procedures. • A more restrictive working environment may be implemented, which <u>may</u> include elevating the “risk dial operational zone,” a short-term, or a long-term facility closure. • The sanitization plan will be executed by custodians to sanitize and disinfect the facility. • Staff members identified as close contacts must self-quarantine for 14 days from last exposure, per guidance from PPHD communication. • Quarantined or isolated ESU 13 staff members will work remotely from home, unless the staff member is unable to do so due to illness or due to the position. • If the isolated staff member is unable to work remotely, due to a confirmed case of the virus, the staff member will apply for FFCRA and/or sick leave. • The staff member testing positive must isolate until cleared by PPHD to return to work which will include at least 24 hours with no fever (without the assistance of medication) and all other symptoms have improved. The self-isolation of the staff member will be for a minimum of 10 days from when symptoms first appeared.
<p>1 or more confirmed case(s) of COVID-19 in the immediate household of an office staff member.</p>	<ul style="list-style-type: none"> • The staff member must self-quarantine for 14 days from last exposure, per guidance from PPHD communication. • Quarantined ESU 13 staff members will work remotely from home, unless the staff member is unable to do so due to illness or due to the position. • If the quarantined staff member is unable to work remotely, due to a confirmed case of the virus, the staff member will apply for FFCRA and/or sick leave. • The staff member must submit a return to work letter from PPHD.
<p>Confirmed exposure of an office staff member or travel by a staff member to a “hot spot” location impacted by the COVID-19 virus.</p>	<ul style="list-style-type: none"> • ESU 13 will consult with PPHD. If directed, the staff member must self-quarantine for 14 days from last exposure, per guidance from PPHD communication. • Quarantined ESU 13 staff member will work remotely from home, unless the staff member is unable to do so due to illness or due to the position. • If the quarantined staff member is unable to work remotely, due to a confirmed case of the virus, the staff member will apply for FFCRA and/or sick leave. • The staff member if quarantined must submit a return to work letter from PPHD.
<p>Visitor who has entered our building and has a confirmed case of COVID-19.</p>	<ul style="list-style-type: none"> • ESU 13 will confer with PPHD to determine whether a closure of the building is necessary. • A case investigation will be completed to determine if any employees are close contacts to the positive case. Close contacts will be quarantined for 14 days from last exposure. • A more restrictive environment (elevated risk dial operational zone) could be implemented or the building could be closed to allow for cleaning. The length of the closure will be determined through consultation with PPHD and the Administrator to ensure a safe re-entry to the facility for staff. • The sanitization plan will be executed by the Facility Team to “deep clean” and sanitize the building. • If the facility is closed, staff members will begin working remotely. • Reopening communications will be provided to staff through email and Phonevite.

The following procedures are actions that ESU 13 is implementing to keep our students and staff safe.

REMINDERS FOR ALL...

1. If you have symptoms of cough, shortness of breath, fever, body ache, headace, loss of taste and smell or feel ill....**STAY HOME!**
2. Wash hands and regularly use hand sanitizer.
3. Wear a mask in accordance with the guideline below.
4. Positive case of staff member or students, ESU 13 will follow guidance from PPHD

ACRONYMS	DHM - Directed Health Measure	PPE - Personal Protective Equipment	PPHD - Panhandle Public Health District	
COMMUNICATION				
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
	Administrator or designee will communicate to staff, board and stakeholders via email.	Administrator or designee will communicate to staff, board and stakeholders via email.	Administrator will communicate to staff and board using our emergency communication system and with stakeholders via email.	Administrator will communicate to staff and board using our emergency communication system and with stakeholders via email.
	Positive Case - Administrator or designee will communicate to staff and board via email when an ESU 13 employee has tested positive for COVID-19. The identity of the employee will not be revealed. PPHD will contact all close contacts.	Positive Case - Administrator or designee will communicate to staff and board via email when an ESU 13 employee has tested positive for COVID-19. The identity of the employee will not be revealed. PPHD will contact all close contacts.	Student Programs - Communication to school districts and parents of students will come from the Department Director.	Student Programs - Communication to school districts and parents of students will come from the Department Director.
			Positive Case - Administrator or designee will communicate to staff and board via email when an ESU 13 employee has tested positive for COVID-19. The identity of the employee will not be revealed. PPHD will contact all close contacts.	Positive Case - Administrator or designee will communicate to staff and board via email when an ESU 13 employee has tested positive for COVID-19. The identity of the employee will not be revealed. PPHD will contact all close contacts.
ENGINEERING CONTROLS				
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
	Set the Heating Ventilating & Air Conditioning (HVAC) systems to enhance fresh air throughout the facility.	Set the Heating Ventilating & Air Conditioning (HVAC) systems to enhance fresh air throughout the facility.	Set the Heating Ventilating & Air Conditioning (HVAC) systems to enhance fresh air throughout the facility.	Set the Heating Ventilating & Air Conditioning (HVAC) systems to enhance fresh air throughout the facility.
	Drinking from water fountains is permitted. Students and staff are encouraged to bring bottles of water and may use the fountains to refill the bottle.	No drinking from water fountains. Students and staff should bring bottles of water and may use the fountains to refill the bottle.	No drinking from water fountains. Students and staff should bring bottles of water and may use the fountains to refill the bottle.	No drinking from water fountains. Students and staff should bring bottles of water and may use the fountains to refill the bottle.

HOME VISITS

	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
OPEN/CLOSURE STATUS	<p>The Governor and/or Health Department have no closures in place.</p> <p>ESU 13 open.</p> <p>This Level will be determined based on the school district service area closure status and local public health department.</p>	<p>Follow Governor and/or PPHD closures, gathering size, and social distancing requirements.</p> <p>ESU 13 open.</p> <p>Home visits should take place in person with restrictions, listed below, unless a prior plan has been approved by the direct supervisor. This may include alternative means but not limited to Zoom, telephone, teleconference. Zoom support would be provided if the family requests this as an alternative.</p> <p>When home visits are the best means for contact, a provider will always complete visits using the guidance of the higher county. Services will not be provided in multiple counties a day unless they are at the same level.</p>	<p>Follow Governor and/or PPHD closures, gathering size, and social distancing requirements.</p> <p>ESU 13 open.</p> <p>Home visits via alternative means including but not limited to Zoom, telephone, teleconference.</p> <p>There may be essential services where a staff member may need to do an in person home visit with all required PPE. These visits must be approved by Direct Supervisor.</p>	<p>Regional closure may or may not be declared by the Governor or PPHD.</p> <p>Closed to students.</p> <p>Staff is prohibited from entering ESU 13 building(s) without pre-authorization from ESU Administrator or Designee.</p> <p>Home visits via alternative means including but not limited to Zoom, telephone, teleconference may continue based on student/family agreement.</p>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	<p>Staff will be required to wear a mask during all home visits. PPE will be provided by ESU 13.</p> <p>Sanitize in and out.</p> <p>Monitor own health.</p> <p>Pre Screening calls.</p>	<p>ESU 13 provides a COVID-19 sanitizing kit for staff members that perform home visits. Each person will have their own kit in a plastic tote which may include disposable masks for families that do not have them, thermometer, a large and small sanitizer, disinfecting wipes, alcohol wipes, disposable gloves, disposable masks, paper bag for masks, Glad Press'n Seal, screen cleaning wipes, and a box of garbage bags.</p> <p>Provide information/education to families (e.g. PPE and hand hygiene).</p> <p>Staff and home visit participants must wear a mask. Allow the family to see you prior to putting your mask on.</p> <p>Limited exchange of documents during the visit. Electronic signature is preferred, but if not possible, limited contact in the process. Sanitize items after a visit.</p> <p>Cover shared devices with Glad Press'n Seal between each home visit and sanitize with screen cleaner.</p> <p>Use hand sanitizer prior to entering home and immediately upon leaving home.</p> <p>Remove masks prior to entering your vehicle.</p> <p>Clean shield with bleach mixture or hand sanitizer.</p>	<p>If absolutely necessary to go into a home: Use approved Personal Protective Equipment (i.e. masks and items in the sanitizing kit)</p> <p>Rotate approved mask according to prescribed instructions.</p> <p>Use hand sanitizer prior to entering home and immediately upon leaving home.</p> <p>Remove mask before entering your vehicle</p> <p>Clean shield with bleach mixture or hand sanitizer</p> <p>Monitor own health</p>	

ASSESSMENTS	<p>Confirm visit ahead of arrival.</p> <p>Use screening questions when communicating with the family/guardian.</p> <p>Sanitize in and out.</p> <p>Monitor own health.</p>	<p>When appropriate it is recommended to complete assessments within the following priority locations:</p> <ol style="list-style-type: none"> 1) Complete assessments within the local school district building; if possible. 2) The home, if necessary, with precautions. 3) Other agreed upon locations. 4) Other alternatives approved by the direct supervisor. <p>Confirm visit ahead of arrival</p> <p>Use screening questions when communicating with the family/guardian.</p> <p>Sanitize in and out</p> <p>Monitor own health</p>	<p>Assessments will only be conducted via distance methods (i.e. Zoom, telephone, teleconferencing).</p>	<p>Assessments would be done via alternative means including but not limited to Zoom, telephone, teleconference.</p>
LOCATION OF SERVICE	<p>Use screening questions when communicating with the family/guardian.</p> <p>Sanitize in and out.</p> <p>Monitor own health.</p> <p>Take temperatures of all Home Visit meeting participants prior before entering the home.</p>	<p>Home visits can be completed if the family completes the Pre-screen and meets requirements. Individuals must agree to wear PPE. (children three and under are not required to wear a mask.</p> <p>Recommended to complete assessments within the local school district building; if possible.</p> <p>Ask family questions found in screening guidance. If answer yes to any, complete visit via alternative methods.</p>	<p>Home visits via alternative means including but not limited to Zoom, telephone, teleconference.</p> <p>When home visit is absolutely necessary with no option for alternative methods.</p> <p>Contact Administrator for authorization.</p> <p>Ask family questions found in screening guidance. If answer yes to any, complete visit via alternative methods.</p>	<p>Home visits via alternative means including but not limited to Zoom, telephone, teleconference.</p>
ILLNESS MONITORING				
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
	<p>Before coming to work, employees will self screen for COVID signs, symptoms, and temperature (Fever >100.4°F, cough, shortness of breath, runny nose, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea and document thoroughly. Stay home if sick.</p> <p>Instruct employees, students and visitors who experience symptoms to go home immediately and follow public health guidelines for return to work/school and COVID-19 testing.</p>	<p>Before coming to work, employees will self screen for COVID signs, symptoms, and temperature (Fever >100.4°F, cough, shortness of breath, runny nose, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea and document thoroughly. Stay home if sick.</p> <p>Instruct employees, students and visitors who experience symptoms to go home immediately and follow public health guidelines for return to work/school and COVID-19 testing.</p>	<p>Before coming to work, employees will self screen for COVID signs, symptoms, and temperature (Fever >100.4°F, cough, shortness of breath, runny nose, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea and document thoroughly. Stay home if sick.</p> <p>Instruct employees, students and visitors who experience symptoms to go home immediately and follow public health guidelines for return to work/school and COVID-19 testing.</p>	<p>Before coming to work, employees will self screen for COVID signs, symptoms, and temperature (Fever >100.4°F, cough, shortness of breath, runny nose, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea and document thoroughly. Stay home if sick.</p> <p>Instruct employees, students and visitors who experience symptoms to go home immediately and follow public health guidelines for return to work/school and COVID-19 testing.</p>
	<p>Positive Case - Individual will be excluded and allowed to return based upon current guidance from PPHD at the time. Work with PPHD to determine level of exposure and the number of other students, staff, and visitors who will need to be quarantined.</p>	<p>Positive Case - Individual will be excluded and allowed to return based upon current guidance from PPHD at the time. Work with PPHD to determine level of exposure and the number of other students, staff, and visitors who will need to be quarantined.</p>	<p>Positive Case - Individual will be excluded and allowed to return based upon current guidance from PPHD at the time. Work with PPHD to determine level of exposure and the number of other students, staff, and visitors who will need to be quarantined.</p>	<p>Positive Case - Individual will be excluded and allowed to return based upon current guidance from PPHD at the time. Work with PPHD to determine level of exposure and the number of other students, staff, and visitors who will need to be quarantined.</p>

Quarantine & Isolation

A case investigation will be complete, persons that are less than six feet for 15 minutes cumulatively or more with a person that is positive for COVID-19 will be told by health officials to self-quarantine for 14 days and go get tested if they begin experiencing symptoms. More guidance around how masking will play into case investigation will be added when available.

Close Contact = a person that is less than six feet distance for 15 minutes cumulatively or more with a person that is positive for COVID-19. People considered a close contact in the disease investigation will be told by health officials to self-quarantine for 14 days and go get tested if they begin experiencing symptoms. This helps stop the spread.

Contact of a contact = a person that is a contact of a close contact (outlined above). People considered a contact of a contact are not required to self-quarantine but should continue all the important precautions of staying six feet away from others, wearing a mask, monitoring for symptoms, and frequent handwashing or sanitizing.

Self-quarantine = confirmed as a close contact and must stay home and monitor for symptoms for 14 days since the last exposure to prevent the spread. If symptoms appear, get tested.

Self-isolate = confirmed with COVID-19 and must stay home and away from others for at least 10 days from when symptoms first appeared, at least **24 hours** with no fever, and all other symptoms have improved.

Not abiding by self-quarantine or self-isolation requirements by health officials is enforceable as a misdemeanor offense per the Governor's Directed Health Measure.

ITINERANT STAFF (SPED, BEHAVIORAL/MENTAL HEALTH, TITLE 1C, TECH, SIXPENCE, PD)

	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
OPEN/CLOSURE STATUS	Governor and/or Health Department have no closures in place. ESU 13 open.	Follow Governor and/or Health Department closures, gathering size, and social distancing requirements. Service Open/Closure will be based on the district/county with the highest risk level. Services can be conducted where 6 foot distancing and confidentiality can be maintained, with proper screening, and within counties within acceptable risk ranges. When 6 foot distancing is not able to be maintained, appropriate PPE is required. Providers will call schools to determine access to students prior to arrival. ESU 13 is open.	Staff may report to the ESU 13 following proper screening guidance* with Administrator or Direct Supervisor. No staff report to school districts without pre-authorization from ESU 13 Administrator or Direct Supervisor. Guidelines will be established by Administrator or Direct Supervisor and in consultation with member school district.	Regional closure may or may not be declared by the Governor or Health Department. Closed to students. Staff is prohibited from entering ESU 13 building(s) without pre-authorization from ESU Administrator or Designee. No staff report to school districts without pre-authorization from ESU Administrator following screening guidance.

<p>PERSONAL PROTECTIVE EQUIPMENT (PPE)</p>	<p>Staff will be expected to wear a mask while inside of schools or facilities.</p> <p>In some instances of specialized instruction and standardized assessment, adult and student face shields and /or plexiglass alone may be warranted, however, social distancing of 6 feet is advised.</p> <p>Sanitize in and out.</p> <p>Monitor own health.</p>	<p>Staff will be expected to wear a mask while inside of schools or facilities.</p> <p>In some instances of specialized instruction and standardized assessment, adult and student face shields and /or plexiglass alone may be warranted, however, social distancing of 6 feet is advised.</p> <p>ESU 13 provides a Covid-19 sanitizing kit for itinerant staff members. Each person will have their own kit in a plastic tote which may include...</p> <p>disposable masks, paper bag for mask storage, thermometer, sanitizer-large and a small, disinfecting wipes-alcohol wipes, disposable gloves, Glad Press'n Seal, screen cleaning wipes and a box of garbage bags.</p> <p>Wear your badge visible so students can see your face.</p> <p>Follow Direct Supervisors guidelines for use of manipulatives and materials.</p> <p>When appropriate, cover shared devices with Glad Press'n Seal between each home visit and sanitize with screen cleaner.</p> <p>Use hand sanitizer prior to entering school/facility and immediately between students and when leaving the building.</p> <p>Remove masks/shield prior to entering your vehicle</p> <p>Clean shield with bleach mixture or hand sanitizer. Masks will be placed in paper bags for storage.</p>	<p>Staff will be expected to wear a mask while inside of schools or facilities.</p> <p>In some instances of specialized instruction and standardized assessment, adult and student face shields and /or plexiglass alone may be warranted, however, social distancing of 6 feet is advised.</p> <p>ESU 13 provides a Covid-19 sanitizing kit for Itinerant staff members. Each person will have their own kit in a plastic tote which may include...</p> <p>disposable masks, paper bag for mask storage, thermometer, sanitizer-large and a small, disinfecting wipes-alcohol wipes, disposable gloves, Glad Press'n Seal, screen cleaning wipes and a box of garbage bags.</p> <p>Wear your badge visible so students can see your face.</p> <p>Follow Direct Supervisors guidelines for use of manipulatives and materials.</p> <p>When appropriate, cover shared devices with Glad press and seal between each home visit and sanitize with screen cleaner.</p> <p>Use hand sanitizer prior to entering school/facility and immediately between students and when leaving the building.</p> <p>Remove masks/shield prior to entering your vehicle.</p> <p>Clean shield with bleach mixture or hand sanitizer. Masks will be placed in paper bags for storage.</p>	<p>Staff will be expected to wear a mask and face shield while inside of schools or facilities.</p> <p>In some instances of specialized instruction and standardized assessment, adult and student face shields and /or plexiglass alone may be warranted, however, social distancing of 6 feet is advised.</p>
<p>SUPPORTS AND SERVICE</p>	<p>Services and supports will continue as normal with the use of PPE.</p>	<p>Services and supports will continue as normal with the use of PPE.</p>	<p>Entering a school or facility, you must have prior approval from the Direct Supervisor and Building Administrator.</p> <p>When approval to enter the building has been given, Services and supports must be completed with PPE and at a 6 ft distance or behind a plexiglass shield.</p> <p>Alternative educational and or teletherapy methods may be appropriate if all parties agree.</p>	<p>Alternative educational or teletherapy methods will be appropriate if all parties agree.</p>
<p>ASSESSMENTS</p>	<p>Assessment will continue as normal with use of PPE.</p>	<p>Assessments that are appropriate for distance methods of administration should be completed in this manner.</p> <p>Assessments that must be completed in person may be provided with PPE and 6 ft distance or behind a plexiglass shield.</p>	<p>Entering a school or facility, you must have prior approval from the Direct Supervisor and Building Administrator.</p> <p>Assessments that are appropriate for distance methods of administration should be completed in this manner.</p>	<p>Assessment processes will be determined through team discussions and decisions.</p> <p>Alternative assessment methods may be appropriate if all parties agree.</p>

LOCATION OF SERVICE	Attend assigned location. Honor any more restrictive requests by contracted/ assigned school districts regarding their wishes to have ESU 13 attendance. Ask for and understand their pandemic protocol. Follow protocols of the schools you serve and any special precautions established thereof.	Services can be conducted where 6 ft distancing and confidentiality can be maintained, with proper screening, and within counties within acceptable risk ranges. Providers will call schools to determine access to students prior to arrival. Honor any more restrictive requests by contracted/ assigned school districts regarding their wishes to have ESU 13 attendance. Ask for and understand their pandemic protocol. Follow protocols of the schools you serve and any special precautions established thereof.	Entering a school or facility, you must have prior approval from the Direct Supervisor and Building Administrator. Alternative educational and or teletherapy methods may be appropriate if all parties agree. Honor any more restrictive requests by contracted/ assigned school districts regarding their wishes to have ESU 13 attendance. Ask for and understand their pandemic protocol. Follow protocols of the schools you serve and any special precautions established thereof.	All services will be provided via a distance platform.
FLEXIBLE STAFFING	Take computers home as a precaution in preparation for the potential of working remotely. Assure cleanliness of electronic and other devices taken in and out of permanent office space.	Take computers home as a precaution in preparation for the potential of working remotely. Assure cleanliness of electronic and other devices taken in and out of permanent office space.	Take computers home as a precaution in preparation for the potential of working remotely. Assure cleanliness of electronic and other devices taken in and out of permanent office space.	Follow guidelines given by ESU Administrator in the event of the closure.
MEETINGS/TRAININGS "OFF CAMPUS"				
Follow Risk Dial of Higher Location (Home Site or Training/Meeting Location)				
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
FACILITIES OTHER THAN ESU 13		If using facilities other than ESU 13 rooms, each facility must be able to demonstrate proof that they are following the current DHM and share with supervisor.		
FACE COVERINGS AND DELIVERY METHOD	Masks optional.	Delivery preference is virtual, but if in-person is needed, the following precautions must be taken: Masks are required at all times except when seated at table at least 6 feet apart. Participants are encouraged to wear a mask of their own. Districts will provide masks if participants do not bring one. ESU will limit training to one district per day.	All off-site training moves to a virtual environment.	All off-site training moves to a virtual environment.
ATTENDANCE AT TRAINING WITHIN ESU 13	Number of participants is limited to space of facility. Participants are sent a reminder the day before asking screening questions and reminding them of procedures.	Number of participants is limited to space of facility. Participants are sent a reminder the day before asking screening questions and reminding them of procedures. Virtual options are provided for participation.	All off-site training moves to a virtual environment.	All off-site training moves to a virtual environment.
ROOM ARRANGEMENT	Social distancing if feasible.	Social distancing guidelines.	All off-site training moves to a virtual environment.	All off-site training moves to a virtual environment.

ATTENDANCE OUTSIDE ESU 13 BOUNDARIES	No limitations. Follow local/state guidance.	Virtual participation is preferred. If in-person participation is necessary, staff are responsible for following health recommendations for PPE and social distancing. Must also follow state and federal program requirements for travel restrictions.	Off-site training/meetings move to a virtual environment. If ESU offices are open staff will attend virtually at designated work space. Administrator may use discretion to approve training if the training is crucial to ESU 13 operations and the employee is comfortable with attendance.	Off-site training/meetings move to a virtual environment.
COACHING/CONSULTING	No limitations. Follow local/state guidance.	Virtual participation offered. Masks are required if not able to maintain 6 foot distance.	Virtual participation is preferred. If in-person participation is necessary, staff are responsible for following health recommendations for PPE and social distancing. Must also follow state and federal program requirements for travel restrictions.	Coaching/consulting move to a virtual environment.
MEETINGS/TRAININGS "ON CAMPUS"				
Low Risk of COVID-19 Spread Moderate Risk of COVID-19 Spread High Risk of COVID-19 Spread Severe Risk of COVID-19 Spread				
GENERAL GUIDELINES	Governor and/or Health Department have no closures in place. Open for students and staff. Training on campus may occur following state and/or regional guidance for group size and other gathering restrictions. Rooms can be used at full capacity: Conference Room A: 12 Conference Room B/C: 50/100 Conference Room D: 40 HATC 188: 50 HATC 189: 50 Sidney Inservice: 40 Sidney Comp. Lab: 10 Miller Hall: 30	Follow Governor and/or Health Department closures, gathering size, and social distancing requirements. Preference is virtual training and meeting, however if necessary to have in-person, the following precautions must be implemented: All training must have a virtual option. Numbers limited to 50% capacity Conference Room A: 6 Conference Room B/C: 25/50 Conference Room D: 20 HATC 188: 25* HATC 189: 25* Sidney Inservice: 20 Sidney Comp. Lab: 5 Miller Hall: 15 *limit use of 188/189 to allow for VALTS/LifeLink social distancing Food: No buffets. Self-serve items must be individually packaged.	Trainings at ESU location cancelled, rescheduled, or provided via Zoom unless authorization by Administrator and contact tracing investigations by the health department determine the training locations to be unaffected.	All trainings at ESU locations cancelled, rescheduled, or provided via Zoom unless authorized by Administrator.
ARRIVAL/DISMISSAL	Scottsbluff site participants will enter and exit through doors A, C, or D. Meeting/Training organizer needs to inform participants where to park and enter.	Scottsbluff site participants will enter and exit through doors A, C, or D. Meeting/Training organizer needs to inform participants where to park and enter. Encourage individuals to stay out of public spaces at HATC 188/189.	Closed to in-person training and meetings.	Closed to in-person training and meetings.

PERSONAL PROTECTIVE EQUIPMENT (PPE)	Masks optional.	Masks are required at all times except when seated at table at least 6 ft apart. Participants are encouraged to wear a mask of their own. Masks will be available if participants do not bring one.	Closed to in-person training and meetings.	Closed to in-person training and meetings.
ATTENDANCE	Number of participants is limited to space of facility. Participants are sent a reminder the day before asking screening questions and reminding them of procedures.	Number of participants is limited to space of facility. Participants are sent a reminder the day before asking screening questions and reminding them of procedures. Email Reminder. Laminated screening questions at the door and sign table. ESU 13 Staff will sign in participants and ask for verbal response to screening questions. Virtual options are provided for participation.	Closed to in-person training and meetings. Meetings and trainings will be delivered virtually.	Closed to in-person training and meetings.
CLEANING	Follow cleaning procedures for building safety.	Follow cleaning procedures for building safety. Disinfect during lunch break.	Follow cleaning procedures for building safety.	Follow cleaning procedures for building safety.
ROOM ARRANGEMENT	Social distancing if feasible.	Social distancing guidelines. Limited to 50% capacity.	Closed to in-person training and meetings.	Closure.
USE OF ESU 13 FACILITIES	Open.	Limited to educational entities.	Closed to in-person training and meetings.	Closed to in-person training and meetings.
OFFICES				
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
OPEN/CLOSURE STATUS	Offices Open - Follow guidance in DHM and/or PPHD.	Offices Open - Follow guidance in DHM and/or PPHD.	Offices Open - Follow guidance in DHM and/or PPHD.	Closed unless authorization from Administrator and contact tracing investigations by the health department determine the ESU 13 campus to be unaffected. Authorized staff will need to answer screening guidance questions. Administrator or Designee will manage the schedule of who may be in buildings and which doors they may enter.

FACE COVERINGS	Face coverings are optional.	Mandatory face coverings required for all employees, students, and visitors that are not able to maintain a 6 foot distance from others for more than 15 minutes.	Mandatory face coverings required for all employees, students, and visitors when entering, exiting, and moving around the facility, or when engaged in in-person meetings with other staff. Employees that have their own office space may take their mask off while in their office. For those employees in an open area that are able to socially distance themselves 6 feet away from others throughout the day, they may take their mask off once they arrive at their work space. If working in an individual office or alone in an isolated work space, masks may be removed.	Mandatory face coverings required for all employees, students, and visitors when entering, exiting, and moving around the facility, or when engaged in in-person meetings with other staff. Employees that have their own office space may take their mask off while in their office. For those employees in an open area that are able to socially distance themselves 6 feet away from others throughout the day, they may take their mask off once they arrive at their work space. If working in an individual office or alone in an isolated work space, masks may be removed.
CLEANING		Employees clean surfaces such as tables, chairs, door/other handles, and light switches in meeting rooms and small gathering areas, other than Conference Room B, C, and D. Facility Team will clean tables between meetings in Conference Rooms B, C, and D.	Employees clean surfaces such as tables, chairs, door/other handles, and light switches in meeting rooms and small gathering areas, other than Conference Room B, C, and D. Facility Team will clean tables between meetings in Conference Rooms B, C, and D.	
MISCELLANEOUS		No student traffic in office spaces. When the workspace is not 6 feet from others in high-traffic, confined spaces, install barriers and/or shields. Visitors must sign-in and provide a contact phone number (for later contact if necessary). Access to building restricted to Doors A, D, G, L, P, and R and Main Entrance in Sidney.	No student traffic in office spaces. When the workspace is not 6-feet from others in high-traffic, confined spaces, install barriers and/or shields. Conference Rooms closed to outside visitors. Visitors must sign-in and provide a contact phone number (for later contact if necessary). Utilize Zoom meetings as much as possible. Access to building restricted to Doors A, D, G, L, P, and R and Main Entrance in Sidney.	When the workspace is not 6-feet from others in high-traffic, confined spaces, install barriers and/or shields. Access to building restricted to Door D and Main Entrance in Sidney.
PROFESSIONAL TRAVEL				
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
	Critically assess risk before traveling for meetings/workshops. If an individual Program has state or federal mandated guidance, employees should adhere to the guidance.	Supervisor and employee will critically assess risk, including destination, before traveling for meetings/workshops. If an individual Program has state or federal mandated guidance, employees should adhere to the guidance.	Supervisor and employee will critically assess risk, including destination, before traveling for meetings/workshops. If an individual Program has state or federal mandated guidance, employees should adhere to the guidance.	No travel.

	VEHICLE USAGE			
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
	<p>Bus driver will clean and disinfect frequently touched surfaces on the bus at least daily.</p> <p>Facility Team will clean and disinfect frequently touched surfaces weekly.</p> <p>No face coverings.</p>	<p>Staff member will be expected to clean the vehicle at the conclusion of use.</p> <p>Mandatory face coverings required for all employees, students, and visitors that are not able to maintain a 6-foot distance from others.</p> <p>Facility Team will provide a deep clean/disinfecting weekly.</p> <p>Utilize spaced seating to maintain 6-foot distancing from other families.</p> <p>Conduct illness monitoring for staff and students before boarding the bus for the first time that day.</p>	<p>Staff member will be expected to clean the vehicle at the conclusion of use</p> <p>Mandatory face coverings required for all employees, students, and visitors that are not able to maintain a 6 foot distance from others.</p> <p>Facility Team will provide a deep clean/disinfecting weekly.</p> <p>Utilize spaced seating to maintain 6 foot distancing from other families.</p> <p>Conduct illness monitoring for staff and students before boarding the bus for the first time that day.</p>	<p>Staff member will be expected to clean the vehicle at the conclusion of use.</p> <p>Mandatory face coverings required.</p> <p>Facility Team will provide a deep clean/disinfecting weekly.</p>
	HEAD START			
	Low Risk of COVID-19 Spread	Moderate risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
OPEN/CLOSURE STATUS	Open for all students and staff.	Open for all students and staff.	Students of essential working parents served in person. All other students served virutally.	All students served virtually. Staff follow guidelines from ESU Administrator.
PHYSICAL DISTANCING	Respect personal space. Social distancing encouraged.	Social distancing of 6 feet. Arrange classroom area to facilitate social distancing. Staggered meal time, recess time, drop off/pick up time.	Social distancing of 6 feet. Arrange classroom area to facilitate social distancing. Designated entry and exit doors. Staggered meal time, recess time, drop off/pick up time. Break rooms, conference rooms, and other public spaces closed.	All students served virtually. Staff follow guidelines from ESU Administrator.
CLEANING	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect toys and frequently touched areas on a regular basis. Sanitize check-in equipment between people. Rooms cleaned once daily with electrostatic sprayer.	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect toys and frequently touched areas 2-3 times a day. Sanitize check-in equipment between people. Rooms cleaned once daily with electrostatic sprayer.	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect toys and frequently touched areas 2-3 times a day. Sanitize check-in equipment between people. Rooms cleaned once daily with electrostatic sprayer.	All students served virtually. Staff follow guidelines from ESU Administrator.

TRANSPORTATION	<p>Transportation as usual.</p> <p>Student temperatures taken before getting in school transportation vehicles.</p> <p>School transportation vehicles sanitized after each use.</p> <p>Staggered seating/social distancing on school transportation vehicles.</p> <p>Buses cleaned once a day with electrostatic sprayer.</p>	<p>Student temperatures taken before getting in school transportation vehicles.</p> <p>School transportation vehicles sanitized after each use.</p> <p>Staggered seating/social distancing on school transportation vehicles.</p> <p>Buses cleaned once a day with electrostatic sprayer.</p>	<p>Transportation provided only for students of essential worker parents.</p> <p>Student temperatures taken before getting in school transportation vehicles.</p> <p>School transportation vehicles sanitized after each use.</p> <p>Staggered seating/social distancing on school transportation vehicles.</p> <p>Buses cleaned once a day with electrostatic sprayer.</p>	No Student transportation.
HANDWASHING	Frequent handwashing encouraged throughout the day.	Frequent handwashing encouraged throughout the day.	Frequent handwashing encouraged throughout the day.	Wash your hands at home!
ILLNESS MONITORING	<p>Temperature check 2 times a day for staff and students.</p> <p>COVID-19 Disclosure Form filled out daily.</p> <p>Education for families available from nursing staff.</p>	<p>Temperature check 2 times a day for staff and students.</p> <p>COVID-19 Disclosure Form filled out daily.</p> <p>Education for families available from nursing staff.</p>	<p>Temperature check 2 times a day for staff and students.</p> <p>COVID-19 Disclosure Form filled out daily.</p> <p>Education for families available from nursing staff.</p>	Students not on site.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Follow guidance from ESU Administrator on face coverings.	<p>Face coverings required when not able to maintain 6 ft social distance or when in presence of another person wearing a mask (i.e. in the classroom, hallways, or other common areas.)</p> <p>Staff wears face shield over mask while checking in students.</p>	<p>Face coverings required.</p> <p>Staff wears face shield over mask while checking in students.</p>	Face coverings required for staff on-site.
OUTSIDE VISITORS	Visitors allowed by appointment only, must complete COVID-19 screening process.	Restrict nonessential visitors and volunteers.	<p>Restrict nonessential visitors and volunteers.</p> <p>Services provided virtually unless appointment is made and virtual services are not an option.</p>	Restrict nonessential visitors and volunteers.
STUDENT ATTENDANCE	Confirm attendance.	<p>Confirm attendance for essential working parents.</p> <p>Nonessential working parents have the option of in-person or virtual attendance.</p>	<p>Confirm attendance for essential working parents.</p> <p>Students of nonessential working parents served virtually.</p>	All students served virtually.
MEALS/SNACKS	<p>Family-style meals served by staff members.</p> <p>Follow OHS protocols.</p> <p>Practice social distancing during meal time .</p>	<p>Family-style meals served by staff members.</p> <p>Follow OHS protocols.</p> <p>Practice social distancing during meal time.</p>	<p>Family-style meals served by staff members.</p> <p>Follow OHS protocols.</p> <p>Practice social distancing during meal time.</p>	Families may access meals provided by local school district.
CLASSROOM SIZE AND ROTATION	Will follow Panhandle Public Health Guidelines for class sizes.	Will follow Panhandle Public Health Guidelines for class sizes.	Will follow Panhandle Public Health Guidelines for class sizes.	Students not on-site.
EDUCATIONAL MATERIALS	<p>Efforts made to sanitize educational materials between student use.</p> <p>Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.</p>	<p>Efforts made to sanitize educational materials between student use.</p> <p>Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.</p>	<p>Efforts made to sanitize educational materials between student use.</p> <p>Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.</p>	Students not on-site.

PARENT/TEACHER MEETINGS	Practice social distancing during in-person meetings. Follow guidance from ESU Administrator on face coverings. Zoom optional. Follow PPPHD guidelines for group gathering sizes.	Practice social distancing during in-person meetings. Face coverings required. Zoom optional. Follow PPHD guidelines for group gathering sizes.	Practice social distancing during in-person meetings. Face coverings required. Meet virtually if possible. Follow PPHD guidelines for group gathering sizes.	Virtual meetings only.
MERIDIAN				
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
OPEN/CLOSURE STATUS	Open for all students and staff.	Open for all students and staff.	Families have the option to attend in-person or receive services virtually.	All students served virtually. Staff follow guidelines from ESU Administrator.
PHYSICAL DISTANCING	Respect personal space. Social distancing encouraged.	Social distancing of 6 feet Arrange classroom area to facilitate social distancing. Staggered meal time, recess time, drop off/pick up time.	Social distancing of 6 feet. Arrange classroom area to facilitate social distancing. Designated entry and exit doors. Staggered meal time, recess time, drop off/pick up time. Break rooms, conference rooms, and other public spaces closed.	All students served virtually. Staff follow guidelines from ESU Administrator.
CLEANING	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect toys, educational materials, and frequently touched areas on a regular basis.	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect toys, educational materials, and frequently touched areas 2-3 times a day	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect toys, educational materials, and frequently touched areas 2-3 times a day	All students served virtually. Staff follow guidelines from ESU Administrator.
TRANSPORTATION	Transportation as usual. Student temperatures taken before getting in school transportation vehicles. School transportation vehicles sanitized after each use. Staggered seating/social distancing on school transportation vehicles when possible.	Transportation as usual. Student temperatures taken before getting in school transportation vehicles. School transportation vehicles sanitized after each use. Staggered seating/social distancing on school transportation vehicles.	Transportation as usual. Student temperatures taken before getting in school transportation vehicles. School transportation vehicles sanitized after each use. Staggered seating/social distancing on school transportation vehicles.	No student transportation.
HANDWASHING	Frequent handwashing encouraged throughout the day.	Frequent handwashing encouraged throughout the day.	Frequent handwashing encouraged throughout the day.	Wash your hands at home!

ILLNESS MONITORING	<p>Temperature check 3 times a day for students; at the beginning of the day for staff.</p> <p>Verbal COVID-19 questions answered daily by families and staff.</p> <p>Education for families available from nursing staff.</p>	<p>Temperature check 3 times a day for students; at the beginning of the day for staff.</p> <p>Verbal COVID-19 questions answered daily by families and staff.</p> <p>Education for families available from nursing staff.</p>	<p>Temperature check 3 times a day for students; at the beginning of the day for staff.</p> <p>Verbal COVID-19 questions answered daily by families and staff.</p> <p>Education for families available from nursing staff.</p>	Students not on site.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	<p>Face coverings optional.</p> <p>Student PPE determined by IEP team.</p>	<p>Face coverings required when not able to maintain 6 foot social distance or when in presence of another person wearing a mask.</p> <p>Face shields optional for staff.</p> <p>Utilize plexiglass dividers when working within 6 feet of others.</p> <p>Student PPE determined by IEP team.</p>	<p>Face coverings required.</p> <p>Face shields optional for staff.</p> <p>Utilize plexiglass dividers when working within 6 feet of others.</p> <p>Student PPE determined by IEP team.</p>	Face coverings required for staff on-site.
OUTSIDE VISITORS	Visitors allowed by appointment only, must complete COVID-19 screening process.	Restrict nonessential visitors and volunteers.	<p>Restrict nonessential visitors and volunteers.</p> <p>Services provided virtually unless appointment is made and virtual services are not an option.</p>	Restrict nonessential visitors and volunteers.
STUDENT ATTENDANCE	<p>Confirm attendance.</p> <p>Student attendance will follow resident school district schedule until virus response protocols are lifted (e.g. if a school district closes due to a positive case or high community spread, the student will follow the attendance of his/her district).</p> <p>Virtual attendance may be offered for students at the discretion of the IEP team.</p>	<p>Confirm attendance.</p> <p>Student attendance will follow resident school district schedule until virus response protocols are lifted (e.g. if a school district closes due to a positive case or high community spread, the student will follow the attendance of his/her district).</p> <p>Virtual attendance may be offered for students at the discretion of the IEP team.</p>	<p>Families have the option of in-person or virtual attendance.</p> <p>Student attendance will follow resident school district schedule until virus response protocols are lifted (e.g. if a school district closes due to a positive case or high community spread, the student will follow the attendance schedule of his/her district).</p>	All students served virtually.
MEALS/SNACKS	<p>Family-style meals served by staff members.</p> <p>Practice social distancing during meal time.</p>	<p>Plated meals served to students.</p> <p>Practice social distancing during meal time.</p>	<p>Plated meals served to students.</p> <p>Practice social distancing during meal time.</p>	Families may access meals provided by local school district.
JOB SITES	<p>Students may attend work-based learning experiences in the community with the written permission of parent/guardian.</p> <p>Student must follow all COVID-19 requirements of the cooperating job site.</p>	<p>Students may engage in on-site work based learning experiences within the ESU 13 campus.</p>	<p>Students will receive employment education through activities within the space of their physical classroom.</p>	Students will receive employment education virtually.
COMMUNITY OUTINGS	<p>Students may attend planned, educational community outings with the written permission of parent/guardian.</p> <p>Students enrolled in R-PAD class will need written permission of his/her parent/guardian to attend.</p>	<p>No community outings or field trips.</p> <p>Consider virtual field trips and alternative physical education plans (no YMCA).</p> <p>Students enrolled in the R-PAD class will need written permission of his/her parent/guardian in order to attend.</p> <p>Face coverings or other PPE highly encouraged.</p>	<p>No community outings or field trips.</p> <p>Consider virtual field trips and alternative physical education plans (no YMCA).</p> <p>Students will receive life skills instruction within the space of their physical classroom (no R-PAD).</p>	Students not on-site.

CLASSROOM SIZE AND ROTATION	Will follow PPHD Guidelines for class sizes. Staff to rotate between classes rather than students rotating.	Will follow PPHD Guidelines for class sizes. Staff to rotate between classes rather than students rotating.	Will follow PPHD for class sizes. Staff to rotate between classes rather than students rotating.	Students not on-site.
EDUCATIONAL MATERIALS	Efforts made to sanitize educational materials between student use. Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.	Efforts made to sanitize educational materials between student use. Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.	Efforts made to sanitize educational materials between student use. Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.	Students not on-site.
PARENT/TEACHER MEETINGS	Practice social distancing during in-person meetings. Follow guidance from ESU Administrator on face coverings. Zoom optional. Follow PPHD guidelines for group gathering sizes.	Practice social distancing during in-person meetings. Face coverings required. Zoom optional. Follow PPHD guidelines for group gathering sizes.	Practice social distancing during in-person meetings. Face coverings required. Meet virtually if possible. Follow PPHD guidelines for group gathering sizes.	Virtual meetings only.

	VALTS/LIFELINK			
	Low Risk of COVID-19 Spread	Moderate Risk of COVID-19 Spread	High Risk of COVID-19 Spread	Severe Risk of COVID-19 Spread
OPEN/CLOSURE STATUS	Open for all students and staff.	Open for all students and staff.	Families have the option to attend in-person or receive services virtually.	All students served virtually. Staff follow guidelines from ESU Administrator and WNCC guidelines.
PHYSICAL DISTANCING	Respect personal space Social distancing encouraged	Social distancing of 6 feet Arrange classroom area to facilitate social distancing Designated entry and exit doors Staggered meal time, drop off/pick up time	Social distancing of 6 feet and masks required Arrange classroom area to facilitate social distancing Designated entry and exit doors Staggered meal time, drop off/pick up time Break rooms, conference rooms, and other public spaces closed	All students served virtually. Staff follow guidelines from ESU Administrator and WNCC guidelines
CLEANING	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect educational materials, and frequently touched areas on a regular basis.	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect educational materials, and frequently touched areas 2-3 times a day.	Provide approved cleaning solution for common areas (e.g. breakrooms, workrooms). Work with custodial staff to follow recommendations established by the CDC. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and high-traffic areas. Disinfect educational materials, and frequently touched areas 2-3 times a day.	All students served virtually. Staff follow guidelines from ESU Administrator and WNCC guidelines.
TRANSPORTATION	Transportation as usual. Student temperatures taken before getting in school transportation vehicles. School transportation vehicles sanitized after each use. Staggered seating/social distancing on school transportation vehicles when possible.	Transportation as usual. Student temperatures taken before getting in school transportation vehicles. School transportation vehicles sanitized after each use. Staggered seating/social distancing on school transportation vehicles.	Transportation as usual. Student temperatures taken before getting in school transportation vehicles. School transportation vehicles sanitized after each use. Staggered seating/social distancing on school transportation vehicles.	No student transportation.
HANDWASHING	Frequent handwashing encouraged throughout the day.	Frequent handwashing encouraged throughout the day.	Frequent handwashing encouraged throughout the day.	Wash your hands at home!
ILLNESS MONITORING	Temperature check at the beginning of the day for staff and students. Verbal COVID-19 questions answered daily. Education for families available from nursing staff.	Temperature check at the beginning of the day for staff and students. Verbal COVID-19 questions answered daily. Education for families available from nursing staff.	Temperature check at the beginning of the day for staff and students. Verbal COVID-19 questions answered daily. Education for families available from nursing staff.	Students not on site.

PERSONAL PROTECTIVE EQUIPMENT (PPE)	<p>Face coverings optional.</p> <p>Student PPE determined by IEP team.</p>	<p>Face coverings required when not able to maintain 6 foot social distance or when in presence of another person wearing a mask.</p> <p>Face shields optional for staff.</p> <p>Utilize plexiglass dividers when working within 6 feet of others.</p> <p>Student PPE determined by IEP team.</p>	<p>Face coverings required.</p> <p>Face shields optional for staff.</p> <p>Utilize plexiglass dividers when working within 6 feet of others.</p> <p>Student PPE determined by IEP team.</p>	<p>Face coverings required for staff on-site.</p>
OUTSIDE VISITORS	<p>Visitors allowed by appointment only, must complete COVID-19 screening process.</p>	<p>Restrict nonessential visitors and volunteers.</p>	<p>Restrict nonessential visitors and volunteers.</p> <p>Services provided virtually unless appointment is made and virtual services are not an option.</p>	<p>Restrict nonessential visitors and volunteers.</p>
STUDENT ATTENDANCE	<p>Confirm attendance.</p> <p>Virtual attendance may be offered for students at the discretion of the IEP team or the student's parent.</p>	<p>Confirm attendance.</p> <p>Virtual attendance may be offered for students at the discretion of the IEP team or the student's parent. Families have the option of in-person or virtual attendance.</p>	<p>Families have the option of in-person or virtual attendance.</p>	<p>All students served virtually.</p>
MEALS/SNACKS	<p>Practice social distancing during meal time.</p>	<p>Practice social distancing during meal time.</p>	<p>Practice social distancing during meal time.</p>	<p>Practice social distancing during meal time.</p>
JOB SITES	<p>Students may attend work-based learning experiences in the community with the written permission of parent/guardian.</p> <p>Student must follow all COVID-19 requirements of the cooperating job site.</p>	<p>Students may engage in on-site work based learning experiences within the ESU 13 campus.</p>	<p>Students will receive employment education through activities within the space of their physical classroom.</p>	<p>Students will receive employment education virtually.</p>
COMMUNITY OUTINGS	<p>Students may attend planned, educational community outings with the written permission of parent/guardian.</p>	<p>Community outings and field trips will be limited only if appropriate social distancing can be practiced.</p>	<p>No community outings or field trips.</p> <p>Consider virtual field trips.</p>	<p>Students not on-site.</p>
CLASSROOM SIZE AND ROTATION	<p>Will follow PPHD guidelines for class sizes.</p> <p>Staff to rotate between classes rather than students rotating.</p>	<p>Will follow PPHD guidelines for class sizes.</p> <p>Staff to rotate between classes rather than students rotating.</p>	<p>Will follow PPHD guidelines for class sizes.</p> <p>Staff to rotate between classes rather than students rotating.</p>	<p>Students not on-site</p>
EDUCATIONAL MATERIALS	<p>Efforts made to sanitize educational materials between student use.</p> <p>Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.</p>	<p>Efforts made to sanitize educational materials between student use.</p> <p>Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.</p>	<p>Efforts made to sanitize educational materials between student use.</p> <p>Individual student materials (e.g.scissors, writing utensils) will be kept in individual containers and not shared.</p>	<p>Students not on-site.</p>
PARENT/TEACHER MEETINGS	<p>Practice social distancing during in-person meetings.</p> <p>Follow guidance from ESU Administrator on face coverings.</p> <p>Zoom optional.</p> <p>Follow PPHD guidelines for group gathering sizes.</p>	<p>Practice social distancing during in-person meetings.</p> <p>Face coverings required.</p> <p>Zoom optional.</p> <p>Follow PPHD guidelines for group gathering sizes.</p>	<p>Practice social distancing during in-person meetings.</p> <p>Face coverings required.</p> <p>Meet virtually if possible.</p> <p>Follow PPHD guidelines for group gathering sizes.</p>	<p>Virtual meetings only.</p>