

Havre Public Schools Reopening Plan



GENERAL INFORMATION

Montana moved to Phase Two of the Governor's Reopening Plan on June 1, 2020. All guidance is subject to change without notice. For the most updated guidance, visit <https://covid19.mt.gov/joint-information-center>

The Phase Two guidelines are as follows:

Community members should not convene in groups of more than 50 non-household contacts without proper social/physical distancing.

Both indoor and outdoor activities should allow for proper social/physical distancing, providing at least 6 feet of separation between non-household contacts.

Frequently touched or shared surfaces should be cleaned and sanitized regularly.

Handwashing or hand sanitizer must be available. Where restrooms are provided, hand sinks with soap, water and paper towels must be provided.

Where food is served, products must be packaged or otherwise in a "grab and go" form. No shared serving utensils or buffets should be allowed.

Gyms, indoor group fitness classes, pools, and hot tubs can operate at 75 percent capacity and only if they can adhere to strict physical distancing and they exercise frequent sanitation protocols.

8.9.2020

Individuals should continue to practice good hygiene by adhering the following guidelines:

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow.
- Wearing facemasks in public places where social distancing cannot be practiced.

People who feel sick should stay at home.

- Do not go to work or school.
- Contact and follow the advice of your medical provider.
- Follow local health department guidance on isolation and quarantine

Additional guidance can be found at the Hill County Health Department's website:

[Hill County Health Department Guidance for Activities](#)

Guidance from the Montana Office of Public Instruction

Schools that reopen will need to take into consideration that some teachers and staff will fall into a health risk category. These individuals should have additional accommodations including teaching classes remotely, utilizing a larger classroom where physical distancing can be maintained, or given an option not to return until the risks are reduced.

Students who are high risk or who have family members who are high risk, should not be penalized for failing to attend and should continue to receive remote support. Medical documentation may be required. Accommodations should also be extended to students and staff who are required to quarantine due to exposure or potential exposure

HAVRE PUBLIC SCHOOLS

The district's reopening plan covers four phases in accordance with the Governor's state requirements and in conjunction with the Hill County Health Department.

Students and parents should be prepared for the district to move fluidly from Phase to Phase. There may be instances when an individual building or buildings will be forced to close unexpectedly. No personal items needed for maintenance of health or items necessary to continue learning expectations should be left in the school building.

The following considerations will be made by the Havre Board of Trustees and Administration when moving from phase to phase:

- Total number of cases in the town, county, surrounding areas, and State
- The Positivity rate of COVID-19 (the percentage of people who test positive for the virus of those overall who have been tested)
- Absentee percentage of students and staff
- Local, State, or National orders and directives

Phase 1

All students remote learning model: This model will occur if the state of Montana is under a complete stay-at-home order and/or school buildings are closed or the Board of Trustees directs the district to deliver instruction in this manner.

Instruction will be delivered remotely or via packets from classroom teachers.

Communication with school personnel is essential and is outlined below.

Teacher learning plans for students will be posted and/or available for pick up at the school building for each week.

Student work will be graded. Student grades will be updated weekly.

Meals will be grab-and-go for pick-up at sites determined by the district.

COMMUNICATION: (ALL PHASES)

- Teacher to Student: Phone, Via Google Classroom or other Google Application, SeeSaw, Class *Dolo*, ZOOM, Microsoft Teams, or school email.
- Staff to Parents, Families: Phone, Via Google Classroom or other Google Application, SeeSaw, Class *Dolo*, or school email. Parents are encouraged to visit the district website for frequent updates.
- Staff to Staff: Phone, Text, School Email, Google Meet, Microsoft Teams, Zoom meetings.
- District to Staff and Community: Phone, School website, IC Messenger, School Board Meetings.

TEACHERS: (ALL PHASES)

- Remote Learning Expectations, Weekly Learning Plans will be available to parents and students.
- Each student will complete a “Differentiated Learning Plan”- parental assistance may be necessary. (Appendix A)
- Individual student Check-ins will occur daily.
- Synchronous and Asynchronous approaches will be utilized.
- Grading: Student work will be graded and feedback will be provided to students weekly.
- Daily/Weekly Office Hours: Opportunities will be posted for parents and students to contact teachers remotely.
- Teachers will provide consistent expectations and an equitable policy for late work
- Teachers will identify priority standards and incorporate previous grade content into grade level standards if necessary. Grade level content should always be the focus.
- Establish procedures to check weekly for student proficiency. Adjust instruction accordingly
- Expectations:
 - o Teachers will be available for meetings both remotely and on-site if requested, unless medical documentation is provided.
 - o All applicable leave must be taken. Teachers must be available to report to and participate in all scheduled meetings.
 - o During regular working hours, staff are expected to be engaged in teaching-related activities either remotely or on-site.

- o Staff may not engage in any additional employment while under contract with Havre Public Schools during regular working hours.
- o Instruction will include components of face to face instruction and remote enrichment and learning activities for students. Schedules will vary.

TECHNOLOGY:

- Check out Chromebooks to all students who need access to a device.
- Administer Acceptable Use Policies/Digital Citizenship Expectations.
- Develop protocols to recognize and report cyberbullying.
- Provide professional development for staff, parents, and students on remote learning.
- Assist with WiFi Access for those in need.
- Remote availability to assist teachers and students.

INSTRUCTION: (ALL PHASES)

- SeeSaw will be utilized as a learning platform for K-1 Students and Parents.
- Google Classroom will be utilized as a learning platform for 2-12 students and Parents.
- A learning profile will be completed by each student. (Appendix A)
- Supplemental Resources include:
 - o IXL K-8 in ELA, Math, Social Studies, and Science.
 - o Freckle Math will be used in Grade K-3.
 - o IXL ELA is available for 9-12 students.
 - o Step Up To Writing is a district requirement for K-8
 - o EdReady Math and English available 5-12

SUPPORT: (ALL PHASES)

- Student Support Team: School Psychologist, Counselors, Nurse
- Second Step Counseling Program K-5
- See section below: Social Emotional Learning Plan

STUDENTS: (ALL PHASES)

- Attendance
 - o Attendance will be taken during all phases. All applicable attendance procedures will be followed.
 - o Students will be required to check in with their teacher on a daily basis during Phase 1. Teachers will determine the method of preferred check- in

during Phase 1. Attendance will be recorded in Infinite Campus as though school was in session.

- School Work and Assessments
 - o Students are expected to participate in planned learning activities designated by the teacher. This includes small group activities, discussions, chats, or other activities.
 - o Failure to engage in learning activities may impact a student's grade.
 - o Students are expected to complete and submit work assignments as directed by the teacher. Late assignments and make up work procedures will be outlined by each building and teacher.
 - o Students who are excluded from school due to COVID-19 related issues should be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed! academic opportunities.
 - o Each student should establish a designated contact person within the school setting.

FOOD SERVICE: (ALL PHASES)

- Meals will be grab-and-go for pick-up at sites determined by the district during Phase 1.
- Meals will be available for pick-up at sites determined by the district for any families who opt-out of face to face instruction.

DISTRICT: (ALL PHASES)

- Create and share district-wide guidelines with families to help with reasonable academic remote work time.
- Provide guidelines for length of instruction and activities per day/week.
- Provide teacher training in best practice in delivery methods virtually.
- Designate one team member as the online teacher for a grade level or designate a teacher/s within the district to be the online teacher for each grade level if feasible.

PARENTS: Standards. Behavior and Expectation for Remote Learning (ALU PHASES)

- Provide your student with a safe and appropriate place to work while at home

- Be aware of all course/assignment deadlines and facilitate the return of work at required times
- Encourage your student to seek help when not understanding content
- Communicate academic concerns with remote learning instructor(s) as needed
- A student's employment should not interfere with regular attendance and coursework completion

Phase 2

In Phase 2, a limited number of students will be present in the school building at one time, with remote learning occurring for all students not onsite. This will require a blended approach for the planning and delivery of learning opportunities for students.

A blended approach of allowing students access to teachers in a face to face setting and remote learning will occur as determined by the school staff and administration.

Remote learning shall include any combination of physical instructional packets, virtual *or* electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. (HPS Board Policy 1906)

To the greatest extent possible, parents and guardians who are able to transport their children or, if applicable, allow them to drive to and from school are asked to do so. Bus service will be available, but capacity limitations will make transportation challenging through this phase. (See "Buses" below)

For those families choosing to opt out of face-to-face instruction, Havre Public Schools policy 1908 and accompanying form 1908F must be completed and returned to the students' building Principal prior to Friday, August 14. (Appendix B, C) Due to staffing constraints and scheduling complexities, parents will not be allowed to change their opt-out decision during the grading term (Trimester in K-5, Quarter in 6-12) or phase of reopening.

Students may be alphabetically divided into two groups, or determination may need to be made geographically. Considerations will be made for students living in the same household to attend school with the same group, regardless of the last name. Students will attend school Monday through Thursday. Friday will be reserved for remote learning, teacher-initiated instruction as needed for those students who need assistance with mastery of skills and standards, and teacher preparation time. During scheduled times, students will have access to specialists, counseling services, and interventions.

Health enhancement teachers will provide to students current and medically accurate information regarding infectious and communicable diseases; including the transmission and prevention of diseases. These classes will also address social-emotional needs of students, with the assistance of the school psychologist, school counselors, and mental health providers if necessary.

SCHEDULE2A

Group A will attend school from 8:15-11:00. From 11:00-1:00 the school will be closed for cleaning, sanitizing, teacher planning and preparation and lunch.

Group B will attend school from 1:00-3:45.

Phase 2, a limited number of students will be present in the school building at one time, with remote learning occurring for all students not onsite.

Due to the necessity to stagger start and end times of the instructional period due to transportation and parental drop-off, adjustments will be necessary to accommodate busing and specific school issues.

Breakfast and lunch will be provided in grab-and-go packaging. Group A will receive breakfast upon arrival. Group A will take lunch if requested when leaving the school building. Group B will receive lunch upon arrival. Group B will take breakfast if requested when leaving the school building. The cafeterias will be closed.

SCHEDULE2B

Schedule 2B will utilize the same grouping as schedule 2A.

Students in Group A will attend school on Mondays and Wednesdays, Students in Group B will attend school on Tuesday and Thursday.

Phase 2, a limited number of students will be present in the school building at one time, with remote learning occurring for all students not onsite.

Cafeterias may be open. Schedules for lunches will vary by building.

Friday will be reserved for remote learning, teacher-initiated instruction as needed for those students who need assistance with mastery of skills and standards, and teacher preparation time.

*IN THE EVENT SCHOOL IS NOT IN SESSION ON MONDAY, TUESDAY WILL SERVE AS THE "A" DAY. Wednesday will be the B day, Thursday the A day, and Friday a B day. This only applies to scheduled off weeks- 9/7, 11/8, 2/15, 4/6, and 5/31.

Guideline (ALL OF PHASE 2- Schedule 2A and Schedule 2B):

- Social distancing must be practiced to the extent possible in common areas, hallways, and classrooms.
- All desks or individual workstations must be separated by at least six feet.
- Face coverings are expected when staff and students are in common areas and hallways, especially during transition times.
- Face coverings (i.e. face masks and/or face shields) are required for staff when social distancing cannot occur.
- Students are expected to wear face coverings, (i.e. face masks and or face shields) when social distancing cannot be maintained. Masks must be worn appropriately.
- Children must wear face coverings, (i.e. face masks and/or face shields) if they are closer than 6 feet for longer than 15 minutes.
- Daily Home Screenings for Students (APPENDIX E) are to be completed before the student comes to school. Any absences or symptoms should be reported to the school's attendance secretary. Additional guidance on the Daily Home Screening recess is attached to the plan! (APPENDIX F).
- Teachers must keep accurate seating charts in the event of contact tracing.
- Frequent hand washing/sanitizing is expected.
- Extra cleaning of the learning environment may be necessary.
- To the greatest extent possible, limit the sharing of electronic devices, including keyboards, manipulatives, and school supplies used in the classroom.
- Students will wash their hands upon entering the building or use hand sanitizer.
- Staff will be vigilant in monitoring student health. Staff and students not feeling well should stay home.
- Students and staff with a fever exceeding 100.4 degrees or who are experiencing COVID-related symptoms should not ride on a district bus or come to school.
- Students who become ill during the day will have their temperature checked and recorded, be isolated in a designated area and monitored until they can be sent home or parents can pick them up.
- No non-employee visitors except for contracted school services.

- Playground equipment must be sanitized between groups.

Guidelines for Extracurricular Events

- Extracurricular activities/sports status will be determined by MHSA guidelines and local control.
- Temperatures will be taken prior to students getting on an activity bus. Anything above 100.4 cannot board the bus.
- Further information regarding the extracurricular activities reopening plan can be viewed in Appendix D.

Phase 3

During Phase 3 there will be near full capacity of attendance and operations in a traditional setting, with remote learning for students not onsite.

For those families choosing to opt out of face-to-face instruction, Havre Public Schools policy 1908 and accompanying form 1908F must be completed and returned to the students' building Principal (Appendix B, C) Due to staffing constraints and scheduling complexities, parents will not be allowed to change their opt-out decision during the remainder of the grading term or phase of reopening.

Cafeterias may be open. Schedules for lunches will vary by building.

During this phase, the district will operate in accordance with guidelines established from the Hill County Health Department, the Governor's office, and the CDC.

In Phase 3, group sizes are limited, social distancing must be practiced, and masks/face shields will be expected.

Adjustments may be necessary to the start and end times of school days. Social/Physical distancing will continue to influence the number of riders allowed on district buses.

Phase 4

During Phase 4 there will be near full capacity of attendance and operations in a traditional setting, with remote learning for students not onsite.

For ALL INDIVIDUALS there is no limit on group size, however, everyone should observe physical distancing and minimize contact time with others, and limit time spent in crowded environments.

VULNERABLE INDIVIDUALS may still need to take precautions, and remote learning for students not onsite will be available. Medical documentation may be required.

For those families choosing to opt out of face-to-face instruction, Havre Public Schools policy 1908 and accompanying form 1908F must be completed and returned to the students' building Principal (Appendix B, C) Due to staffing constraints and scheduling complexities, parents will not be allowed to change their opt-out decision during the remainder of the grading term or phase of reopening.

Guidelines:

- Students will return to campus and resume normal instruction, except for those medically excused from direct instruction.
- Frequent handwashing, disinfecting of surfaces and commonly touched areas, and social distancing as much as possible will be maintained.
- Students and staff may wear masks or personal protective equipment (PPE) if they choose.
- Gatherings of larger than normal class size are allowed.
- Cafeterias, playgrounds, and other areas of assembly will be open.
- Staff will be vigilant in monitoring student health.
- Staff and students not feeling well should stay home.
- Encourage students to disinfect personal belongings such as backpacks on a daily basis.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Monitor students for re-emergence of viruses.
- Be prepared for a possible return to Phase 1, 2, or 3.
- During on campus learning, students may be asked to assist in cleaning duties regarding desks/tables, educational materials and technological devices.

PHYSICAL AND STRUCTURAL SAFETY (ALL PHASES)

Guidelines:

- Havre Public Schools policy #3417 gives direction on communicable diseases.
- The district will create a clear communication flow chart for staff on how to deal with sick students and what to expect if COVID19 case is identified in their classroom.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least six feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- Hand sanitizer and hand washing stations will be easily available and located throughout the school, especially entrance areas.
- Proper hand washing protocol and sanitation practices for hand sanitizing, hand washing, cleaning of personal space and shared equipment will be displayed throughout the buildings.
- To minimize possible exposure at water fountains, drinking fountains will be turned off and only allow use of bottle fillers, if available, or water bottles to be brought from home.
- Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily. Clean all hallways, common areas, and the outside of lockers daily to a level of sanitation prescribed by the CDC.
- School office staff are encouraged to continually wipe down counters, copiers, telephones, keyboards, and use sanitized pens in the main office.
- Follow CDC guidelines for guidance to appropriately clean and disinfect buildings, buses, and playgrounds.
- Consider ways to minimize sharing of high-touch materials.
- Keep each student's belongings separated from others' in individually labeled containers, cubbies, or areas. Locker spaces cannot be shared.
- Ensure ventilation systems operate properly. Increase circulation of outdoor air by ensuring outdoor air exchange through air handlers are functioning properly throughout classrooms and by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students using the facility.
- Inspect all buildings, facilities, equipment, materials, etc. and determine status and needs for operations.

- Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- Collaborate with public health to ensure each school has a plan for reporting, contact tracing and either short-term or extended closures in the case of a positive COVID case related to the school or community.
- Schools may need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building.
- Progressive usage of school buildings. Opening should be limited to school day only. With time, buildings can be opened after hours, keeping sign-in documentation of individuals who have been in the buildings.

General Cleaning:

- Cleaning will be frequent using CDC approved cleaning materials or a bleach solution.
- Under all phases, sanitizing will occur daily.

Cleaning Classrooms:

- Commonly touched surfaces disinfected frequently throughout the day.
- Desktops and table tops disinfected daily.
- Rooms aired out weekly if weather permits.
- Windows open as much as possible during fall and spring.

Buses:

- Bus drivers are required to wear a mask. Sneeze guards are installed on all route buses.
- Students on buses are expected to wear a face covering (i.e. face mask or face shield).
- One student per seat. Bus seating may be assigned. Siblings and household members can be seated together to provide seating for additional riders.
- Seats sanitized after the conclusion of every transport of students.
- Sanitize commonly touched areas daily.
- Windows opened to air out the bus as weather permits.
- Painted lines at bus drop-off areas to encourage social distancing.
- Some students that cannot tolerate wearing masks as outlined in their IEP or 504. These students will be placed toward the back of the bus with additional seats between them. Their inability to wear a mask or non-tolerance to a mask must be accommodated.

- At the conclusion of a bus run, each bus will be sanitized, documented, and tagged that it is a sanitized bus.

Restrooms:

- Sanitized frequently throughout the day
- Attention to commonly touched surfaces (handles, knobs, dispensers, switches, etc.)

Signage:

- Signage at each public entrance of the facility to inform all faculty, staff and students that they should: avoid entering the facility if they have a respiratory symptom such as cough, shortness of breath, sore throat and/or a fever; maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to each building and restrooms. (distance guidelines will be according to the Governor's Office and CDC).
- Post signage from CDC on how to use face masks, how to wash hands, how to use hand sanitizer.
- Review parent pick-up areas outside of schools to encourage social distancing, signage as necessary.

Attendance:

- Communicate with all stakeholders (staff, students, families) the importance of staying home when sick.
- Communicate with all stakeholders the procedures that will be used to send home staff and students who may display symptoms while on campus.
- Implement a plan to accommodate COVID affected students in the attendance policy or any practices that link grading and attendance.
- Implement plans for flexible remote learning to mitigate impact of missed in-person instruction.

SOCIAL, EMOTIONAL AND BEHAVIORAL CONSIDERATIONS (ALL PHASES)

School districts planning for students and staff to return following COVID-19 closures must prioritize efforts to address social and emotional learning and mental and behavioral health needs. Equally important is ensuring that staff feel their physical and mental health needs are supported.

Guidelines:

- Activate the mental health/student support service team to plan for students and staff, in conjunction with local mental health services staff, including post-traumatic stress syndrome counseling.
- Provide training and resources for classroom teachers on recovering from traumatic events.
- Post information broadly for parents regarding helping children cope with tragedies.
- Notify teachers, staff, students, and parents about support services available.
- Provide frequent updates to the school administrator regarding student mental health.
- Provide times for staff to feel supported, voice concerns and/or solutions, and reconnect as a school team. These times could look like scheduled individual and group check-ins, informal gatherings, and/or established all staff discussions. Encourage and model the importance of self-care practices upon return to school.
- Provide training and resources for classroom teachers on recovering from traumatic events

SPECIAL EDUCATION CONSIDERATIONS (ALL PHASES)

Students with disabilities shall receive services in accordance with their Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student’s needs and goals. The supervising Special Services Director or building administrator shall coordinate with parents and the special education staff to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

Individualized services during periods of remote or blended learning must be constructed with parent involvement and approval, to allow a child to make progress on goals and advance in the curriculum, based on the unique needs of the student. Such service may include:

- Alterations to IEP goals to account for revised learning demands of the education environment.
- Alterations to direct services, provided telephonically, or in-person instruction following social distancing guidelines.
- Alterations of accommodations, taking into account the demands of technology based remote learning plans.

- Specific focus on parent training and consultation, to support students in attaining their individualized goals.
- The need for extended learning opportunities to mitigate skills lost due to gaps in instruction.

Guidelines:

- Review the information and data collected prior to and during the school building closure, including observations and information provided by parents.
- Implement a process for determining whether progress has been made towards IEP goals or loss of learning specific to IEP goals occurred which may require a different approach
- IEP teams should use information collected from a variety of sources to determine whether additional services are required and what those services will be.

COVID-19 EMERGENCY PROCEDURES

Havre Public Schools policy 1908 governs "Family Engagement". Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students of families opting out of onsite delivery shall be treated the

same as students instructed at the school facility for purposes of grading, discipline, and other educational rights.

COVID-19 CASES: PLAN FOR WHEN STAFF/STUDENT IS PRESENTING SIGNS
AND SYMPTOMS OR IS IDENTIFIED AS A CONFIRMED CASE

The district will:

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like signs or symptoms while at school.
- Establish procedures for safely transporting anyone sick home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Close off areas used by a sick person and will not access the area before cleaning and disinfection. Wait 24 hours before cleaning and disinfecting occurs to allow any existing moisture to evaporate, if possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Provide options for remote learning.
- Take additional measures if cases of COVID-19 are identified in any district facility.
- Staff and students who are confirmed cases of COVID-19 or who have had contact with an individual known to have COVID-19 will be in contact with the Hill County Health Department. The district will continue to communicate with the Health Department, who will provide a release letter to return to work/school when necessary.

Guidelines:

- Students with any illness should be fever free for 24 hours in addition to improving symptoms before returning to school. In most cases, COVID-19 is clinically indistinguishable from other common respiratory illnesses. COVID-19 testing may be required to determine if a student is virus free. In this case, the student and other family members should remain home until testing results are known.
- Students with a positive COVID-19 test result will be quarantined at home until it is safe to be around others, which is after 24 hours with no fever, respiratory symptoms

have improved, AND 10 days since symptoms first appeared/positive test result. The Hill County Health Department will provide a release to return to school.

- Students with a COVID-19 exposure will be required to quarantine at home for a minimum of 14 days, even if they are asymptomatic
- COVID-19 tested individuals: if the test result is negative, individuals will need to provide a note from their health care Provider health department with a return date and be symptom and fever free as per CDC guidelines.

HUMAN RESOURCES CONSIDERATIONS

- Provide additional accommodations for staff in at-risk category or those living with individuals who are in an at-risk category, ie teaching classes remotely, utilizing a larger classroom where social distancing can be maintained, given an option to teach remotely (I-IPS Policy 1909P) or option to not return until the risks are reduced.
- Procedures for staffing during high staff absences due to illness may include:
 - o Long-term substitute teachers
 - o Paraprofessionals utilized as substitute teachers
 - o Regrouping students to accommodate staffing shortages
 - o Temporary staff reassignments
- Additional custodial staff may be needed or reassignment of classified staff may be necessary.
- Substitute staff- ensure they are informed of district procedures and protocols.

DIGITAL CITIZENSHIP AND COMMUNICATION BEST PRACTICES In

an ever changing world where we are digitally connected 24/7, it has never been more important for our children to learn how to safely and responsibly access the vast amount of information available at their fingertips. It is because of this growing need that Havre Public Schools is committed to teaching our students how to safely, responsibly, and effectively interact online through good digital citizenship. Digital citizenship refers to the "responsible use of technology by anyone who uses computers, the internet, and digital devices to engage with

society on any level." A large part in being a responsible digital citizen encompasses digital literacy, online etiquette, online safety, and an acknowledgment of private versus public information.

Students must first learn to access the digital community in a safe and responsible manner. Students will be taught the difference between appropriate vs inappropriate sites, how to spot malicious/dangerous websites, how to find safe reliable information, how to protect their personal information, and how to limit their digital footprint. These core concepts can lay the framework to a successful and safe online learning environment.

Communication Best Practices:

- Emails should use the BCC function when sent to students. This prevents student replies from going to the whole group. This is important for student privacy. It will be recommended that the BCC function in email is used to share out to all parents and students at once.
- Each teacher should communicate to each class letting them know what should be accomplished that day/week.
- Any email to a student should be shared with the parent/guardian.
- Make extra effort to contact those students (and their parents) that are not responding.

APPENDIX A

Confidential Learning Profile **for**-----

Directions for Students: To help me better support you during our remote learning experiences this year, I would like to get a better sense for who you are as a learner. You can help me with that by filling out this learning profile survey. **I promise to keep this information private** and only use it to develop lessons that are customized for your interests, circumstances and needs.

Initial Questions to Consider:

Question:	Your Response:	Any Additional Details You Can Share:
How much time do you have available for learning at home?	<input type="radio"/> A lot of time. <input type="radio"/> Some time. <input type="radio"/> Very little time at all.	<i>(Are you helping around the house? Do you look after younger siblings? Do you go to work with mom/dad?)</i>
How much support do you get from adults (<i>parents, older siblings, other relatives</i>) during remote learning?	<input type="radio"/> A lot of support. <input type="radio"/> Some support. <input type="radio"/> A little support.	
Which phrase best describes how you did with remote learning in the Spring of 2020?	<input type="radio"/> I loved it. <input type="radio"/> It was fine. <input type="radio"/> I hated it.	
Which phrase best describes you as a learner?	<input type="radio"/> I'm a great learner. <input type="radio"/> I'm good at learning some things, but not others. <input type="radio"/> I struggle a lot.	
If I gave you the choice, would you choose to:	<input type="radio"/> Work alone. <input type="radio"/> Work in small groups. <input type="radio"/> Work with the whole class.	

<p>What kind of technology do you have access to at home?</p>	<p> <input type="radio"/> I have my own computer. <input type="radio"/> I share a computer with my siblings. <input type="radio"/> I have a phone/tablet. <input type="radio"/> I don't have any technology at home. </p>
<p>When do you prefer to do your schoolwork when you are working from home?</p>	<p> <input type="radio"/> Early Morning <input type="radio"/> Late Morning/Early Afternoon <input type="radio"/> Late Afternoon </p>

Additional Questions to Consider:

Question:	Your Response:
<p>What was the HARDEST PART of remote learning for you in the Spring of last school year?</p>	
<p>What did YOU LIKE BEST about remote learning in the Spring of last school year?</p>	
<p>What do you hope to see MORE of when it comes to remote learning this school year?</p>	
<p>What do you hope to see LESS of when it comes to remote learning this school year?</p>	

<p>What do I need to know to help you to be <u>MORE</u> successful during remote learning this school year?</p>	
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APPENDIX B

Havre School District

COVID-19 Emergency Measures

1908

Family Engagement

The Board of Trustees authorizes the supervising teacher or district administrator to provide Policy 1908F to families requesting to opt-out of onsite instruction at the school facility for the duration of the declared public health emergency.

Students of families opting out of onsite instruction at the school facility for the remainder of the 2019-2020 school fiscal year shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

Students of families opting out of onsite delivery shall be treated the same as students instructed at the school facility for purposes of grading, discipline, and other educational rights.

APPENDIX C

Havre School District

COVID-19 Emergency Measures

1908F

Family Onsite Instruction Opt-Out Form

A family who does not want their student to receive instruction and educational services onsite at the school may request to have instruction completed offsite and/or online by completing this form.

Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

I, _____ Parent or Guardian of, _____ a student enrolled at

----- **School**

District, requests my student receive educational services and instruction at an offsite location and/or for the duration of the declared public health emergency in a manner consistent with the methods identified by the School District.

I understand my student is expected to complete all assigned work and return it to the teacher in order to receive credit toward a grade to be considered for promotion or credit and in accordance with Policy 1902, if applicable. I further understand that failure to complete work assigned may result in a determination that my student will be retained or otherwise not earn credit.

Parent

Date

Appendix D Havre

High School

Return to Play Guidelines and Procedures for Blue Pony Activities

Updated information available at:

1. Havre High Activities Webpage
2. Social Media Sites (Sport Specific, AD, Coaches, District)
3. Contacting Brian Kessler, *APIAD* at 406-390-0254

Information contained in this document is aligned with Montana High School Association Guidelines (7/2020), Havre Public Schools Guidelines (7/2020), The Governor's Opening the Big Sky Plan (5/2020), and Hill County Public Health Department



Updated: 8-6-2020

Changes are in bold

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On July 27, the Montana High School Association (MHSA) released in guidance for return to play for fall activities. Instead of a phased system, they have established 5 tiers in which level and scope of activity will occur. We will follow guidelines set forth by the MHSA, further decisions by the Class "A" Conferences, Havre Public Schools, and the Hill County Health Department. The tiers are as follows:

Tier	Practices	Regular Season	Post Season
1	Start as scheduled	Games played as scheduled. No multi-team events, with XC and Golf exceptions. Masks per Governor's directive.	Dates/Sites are the same. Possible playoff post season format/possible separation of sites.
2	Delayed start or interruption	Non-conference games cancelled. Classification by sport input. No multi-team events. Masks per Governor's directive	Dates/Sites are the same. Possible playoff, post-season format/ possible separation of sites.
3	Delayed start or interruption longer period of time	Non-conference games cancelled. Conference season shortened, input from classification by sport. No multi-team events. Masks per Governor's directive.	Dates/Sites are the same. Possible playoff, post-season format/ possible separation of sites.
4	Start, however mid-season interruption	Conference season shortened, seeding by conference. No multi-team events. Masks per Governor's directive.	Post season tournament adjusted dates. Formulas and possible sites depending on location of virus breakouts-same dates if possible.
5	Long interruption	Some games/ round robin play. Seed by previous year/ district or division criteria- or other? Masks per Governor's directive.	Post season tournament adjusted. Dates, formats and possible sites depending on location of virus breakouts. Post-season, playoff only or round robin, etc.

General requirements and considerations for all activities were released. Many of these were already in our document. Adjustments have been made where necessary:

General Requirements/Considerations

1. Workouts/practices should be conducted in "pods" / "bubbles" of participants with same players working out together to limit overall exposure.
2. Before, during and after the contest, players, coaches, and administration should wash and sanitize their hands as often as possible.
3. No out of state competition or teams traveling from out of state for competition, unless it is in a dual format and approved by the MHSA Executive Director.
4. Always maintain social distancing of 6 feet while on the field/court of play when possible.
5. Everyone must have their own beverage container that is not shared. Safe handling practices should be adhered during hydration, which includes refilling, retrieval and identification of water source.
6. Time-outs (if applicable) may be extended to a maximum of two minutes in length for safe hydration practices. Social distancing requirements must always be followed.
7. Cloth facial coverings are allowed for players, coaches and officials. Facial coverings must be a single solid color and unadorned. Face Coverings must be worn per the Governor's directive.
8. Gloves are permissible for all players, coaches and officials.
9. The ball should be cleaned and sanitized throughout the contest / event as recommended by the ball manufacturer.
10. Administrators must limit the number of non-essential personnel who are on the field/player surface area throughout the contest.
11. Attendance at MHSA events is dependent on host site and local health department guidelines and restrictions.
12. A family's role in maintaining safety guidelines for themselves and others is very important. Make sure your child and immediate household members are free from illness before participating in practice and competition (if there is doubt stay home). Provide personal items for your child and clearly label them.

Additionally, further guidance has been outlined specific to our teams or clubs

1. If a positive case occurs in the school requiring the school to shut down for a minimum of 5 days per OPI/CDC guidelines, no practices or contests will be held during that window. The MHSA and Class "A" Conference will have guidelines in place to deal with a missed game if that is the case.
2. If the governor moves us to Phase 1, moving us directly to all remote learning, all practices and contests will be postponed for the time being. Our teams will not be penalized for not participating in a game due to this situation. It will be deemed, "no contest". Each classification will determine how to handle that situation for post-season seeding.
3. When possible, limit the number of students at a practice or in a practice area. When possible, only one level should be practicing at a time. Practice schedules will be set and sent in two-week increments. If you need something changed, please communicate that with Brian Kessler or Laurie M. by Friday prior to the next week.
4. A clear communication structure needs to be established for each program. Whether that be through Remind or other mass communication apps, or through establishing a phone tree, make sure all coaches, parents, and players know where that communication will be coming from.
5. MHSA has made clarifications regarding seat time and in-school time for students to account for remote learning situations. Please be sure to familiarize yourself with those new guidelines and work with the AD if you have questions.

Communication of new information will happen as follows:

1. AD will inform head coaches through an initial text message that will be followed up by a more detailed email. Basic information will also be posted on social media platforms.
2. Head coaches will then inform assistant coaches and activate their communication system within their teams.
3. Signage and information will be posted on doors and at athletic facilities to alert the public to what phase we are in and where to find guidelines associated with that phase.

The following information will be posted in each of the daily check-in binders for each activity. All activities will also have a thermometer checked-out to them at the beginning of the season. This will be yours to keep track of.

Havre High Phase 2 Check-in Process

1. The coach(es) assigned to complete check-ins will be required to wear masks during this time.
2. Student-athletes are encouraged to be masked or have a face-covering during the check-in process.
3. Using the form provided, ask the necessary questions and check temperatures, recording information for each student. If a student's temperature is at least 100.4°F, record that temperature on the sheet.
4. If an athlete registers as having a fever or answers yes to any of the questions on the check-in form, immediately put the student into the quarantine area and alert Brian Kessler, AP/AD of the situation. We will work on informing the student's parents and then follow district, state, and county guidelines on how we will handle that situation.

Contact Info: Kevin Nettleton-406-395-8551

nettletonk@blueponyk12.com

Common Information for All Sports/Activities

Any of these guidelines could change with the release of MHSAA guidelines, Class A decisions, or Health Department guidance

- Whenever you are completing a practice or competition and the student-athlete leaves the facility, they will need to go through the check-in process again. For example, if you are having practice at 8 am, giving participants a break from 10 am – 1 pm, and then returning for a 1 pm practice, they will need to complete the check-in process again at 1 pm.
- Fans at games:
 - o Information on whether fans will be allowed at games or not will be made in the near future.
 - o State and local guidance dictates that there should not be gatherings over 50 people or social distancing must occur. When keeping this in mind, the following numbers can fit into our playing facilities to accommodate the 6-foot distancing measures.
 - Blue Pony Gym: 176
 - Blue Pony Stadium: 492
 - Golf Courses:
 - o It is likely we will look at selling tickets ahead of time through an online site that will allow us to document who is sitting near for contact tracing if needed. A certain amount of tickets will be set aside for the visiting team for each contest. (This could be changing also, most Eastern A teams are looking at only allowing home fans if fans are able to come to a game).
- In an effort to keep our playing schedule as close as possible, while keeping in mind our overall objective is to limit the risk of spread, the following considerations will take place while traveling on busses:
 - o All coaches and players will be required to complete a check-in prior to getting onto the bus. Upon entering, everyone, including coaches and the bus driver, will need to have a mask on. If a student has a medical condition that makes it so they cannot wear a mask, we will follow the guidance outlined by the Governor's Office and Havre Public Schools to handle that situation.

Basketball and Volleyball Practice		In all Tiers, unless further guidance if given:
	Facilities Cleaning	<ul style="list-style-type: none"> All hard surfaces (chairs, weight room equipment, etc.) will be wiped down before groups enter and when exiting a facility. Everyone will wash their hands for at least 20 seconds prior to entering the facility or use hand sanitizer. Hand sanitizer will be plentiful and available in multiple areas. Appropriate clothing will always be worn (shirts with sleeves, appropriate length shorts, tennis shoes, etc.) by all participants.
	Entrance/Exit	<ul style="list-style-type: none"> Practice start and finish times are exact. Do not go over. Remind parents and student-athletes there is no loitering around after a practice, get in and get out. All teams will enter through south doors. All teams will exit through west doors.
	Group Limits	<ul style="list-style-type: none"> No gathering permitted of more than 50 people at a time. Practices will be limited to one level at a time in the gym (V/JV together, C following)
	Screening	<ul style="list-style-type: none"> All participants must complete the screening prior to entering the facility. The screening sheets will be made available and kept for the duration of the season. At the end of the season, please turn in to the AD. If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> Cloth face coverings will be worn by athletes following the Governor's Mask Directive* Coaches are to wear face masks throughout the entire practice. Horns, etc. may be used in place of whistles. Plastic shield coverings are not allowed during participation due to risk of unintended injury.
	Hygiene	<ul style="list-style-type: none"> Students are encouraged to shower and wash workout clothing immediately upon returning home. Wash your hands with soap and water or use hand sanitizer after touching frequently used items. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.
	Hydration/Food	<ul style="list-style-type: none"> All students must bring their own water bottle for use Water and food will not be shared. Hydration stations, water fountains, etc. will be inoperable
	Locker Rooms	<ul style="list-style-type: none"> No locker rooms will be made available for use during this phase. Student-athletes should come to practice dressed and ready to go. If needed, locker rooms will be made available to wash hands or use the restroom.
	Weight Rooms	<ul style="list-style-type: none"> Weight equipment should be wiped down thoroughly before and after use of the equipment. Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter. All safety measures must be strictly enforced while in the weight room.
Equipment	<ul style="list-style-type: none"> When in use, strict physical distancing guidelines will be enforced, along with frequent sanitation protocols before, during, and after use utilizing recommendations from the manufacturer. 	

*At any given time, we can shift from one phase to another. Communication structures need to be put in place for coaches, parents, and student-athletes to know what the plan is.

*Communication-tree: AD informs Head Coaches, Head Coaches inform assistants, and Assistants are responsible for communication to their team (parents, athletes) or for those designated by the head coach. Have this plan in place before the season starts.

*Updated: 7-28-2020

Basketball and Volleyball Game/Event		In all Tiers, unless further guidance if given:
	Facilities Cleaning	<ul style="list-style-type: none"> All hard surfaces (chairs, weight room equipment, etc.) will be wiped down before teams enter and when exiting a facility. Everyone will wash their hands for at least 20 seconds prior to entering the facility or use hand sanitizer. Hand sanitizer will be plentiful and available in multiple areas. Appropriate uniforms will always be worn (shirts with sleeves, appropriate length shorts, tennis shoes, etc.) by all participants. Encouraged to have long sleeve or short sleeve tops. No tank tops.
	Entrance/Exit	<ul style="list-style-type: none"> All teams will enter and exit through the south doors. Seating capacity is limited, tickets will be sold in advance. All fans, media will enter and exit through west doors and move directly to your assigned seat after completing screening. Please do not congregate in the hallways or outside. Maintain 6 feet when possible.
	Group Limits	<ul style="list-style-type: none"> Due to the requirement of groups no larger than 50 people, or the ability to social distance. Seats have been marked accordingly and sold accordingly to ensure proper distancing occurs. Seats are grouped in 2s and separated by 6 feet. Only those who you intend to play will be suited for the game. No additional. Seating will be extended on the bench with one chair in between. Student seating will be in the normal student section, but they will be socially distanced and asked to stay within the designated seating area. Cheerleaders allowed, but must maintain social distancing and follow outlined MHSA guidelines
	Screening	<ul style="list-style-type: none"> All fans, players, media members, and officials must complete the screening prior to entering the facility. The screening sheets will be made available and kept for the duration of the season. At the end of the season. Records will be kept in the AD office. If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> Cloth face coverings will be worn by athletes following the Governor's Mask Directive Fans are encouraged to wear face masks throughout the event when social distancing cannot occur. Coaches are to wear face masks throughout the game. Plastic shield coverings are not allowed during participation due to risk of unintended injury.
	Hygiene	<ul style="list-style-type: none"> Students are encouraged to shower and wash workout clothing immediately upon returning home. Wash your hands with soap and water or use hand sanitizer after touching frequently used items. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face. Towels will not be provided to officials or the visiting team.
	Hydration/Food	<ul style="list-style-type: none"> All students from both teams must bring their own water bottle for use Personal water and food will not be shared. Hydration stations, water fountains, etc. will be inoperable Concession stand will be available with limited food options sold in sealed packages. Those handling foods must wear gloves.
	Locker Rooms	<ul style="list-style-type: none"> locker rooms will not be available for use. Teams must come dressed ready to compete. If needed, a locker room will be made available for restroom purposes for a team. Athletic Trainer/taping area will be made available. It will be wiped down before and after each use. Gloves must be worn by the individual taping/applying treatments. No sharing of materials.
	Weight Rooms	<ul style="list-style-type: none"> Will not be available during games/matches/events.
	Equipment	<ul style="list-style-type: none"> Wipe down equipment, ball during timeouts, etc. per manufacturer requirements. See additional guidance on shagging on MHSA documents.
Other	Travel (All)	<ul style="list-style-type: none"> Bussing will be at 50% capacity with one student-athlete or coach per seat to allow for physical distancing Temperatures will be checked prior to getting on the bus at both locations Seats will be assigned and must be the same for all events For overnight trips, students will stay with the same group each trip
	Restrooms	<ul style="list-style-type: none"> Restrooms will be made available and cleaned on a regular basis

		<ul style="list-style-type: none"> Please make sure all paper towels, etc. make it into trash bins
		In all tiers, unless further guidance is given:
Cross Country Practice	Facilities Cleaning	<ul style="list-style-type: none"> Everyone will wash their hands for at least 20 seconds prior to entering the facility. Hand sanitizer will be plentiful and available at the beginning and ending of runs. Appropriate clothing will always be worn (shirts with sleeves, appropriate length shorts, tennis shoes, etc.) by all participants.
	Entrance/Exit	<ul style="list-style-type: none"> Practice start and finish times are exact. Do not go over. Practice is same groups when possible. Remind parents and student-athletes there is no loitering around after a practice, get in and get out. All teams will enter through south doors. All teams will exit through west doors.
	Group Limits	<ul style="list-style-type: none"> No gathering permitted of more than 50 people at a time. During warm-ups, pacing runs, working on starts/stops, ensure groups are at least 6 feet apart while waiting/going through the activity.
	Screening	<ul style="list-style-type: none"> All participants must complete the screening prior to starting practice. The screening sheets will be made available and kept for the duration of the season. At the end of the season, please turn in to the AD. If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> Cloth face coverings will be worn by athletes following the Governor's Mask Directive* Coaches are encouraged to wear face masks throughout the entire practice. Horns, etc. may be used in place of whistles. Plastic shield coverings are not allowed during participation due to risk of unintended injury.
	Hygiene	<ul style="list-style-type: none"> Students are encouraged to shower and wash workout clothing immediately upon returning home. Wash your hands with soap and water or use hand sanitizer after touching frequently used items. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.
	Hydration/Food	<ul style="list-style-type: none"> All students must bring their own water bottle for use Water and food will not be shared. Hydration stations, water fountains, etc. will be inoperable
	Locker Rooms	<ul style="list-style-type: none"> No locker rooms will be made available for use during this phase. Student-athletes should come to practice dressed and ready to go. If needed, locker rooms will be made available to wash hands or use the restroom.
	Weight Rooms	<ul style="list-style-type: none"> Weight equipment should be wiped down thoroughly before and after use of the equipment. Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter. All safety measures must be strictly enforced while in the weight room. When in use, strict physical distancing guidelines will be enforced, along with frequent sanitation protocols before, during, and after use.
	Equipment	<ul style="list-style-type: none"> Any equipment such as weight benches, athletic pads, having holes with exposed foam should be covered. No shared equipment (towels, clothing, pennies, sport specific equipment). Individual clothing, towels, etc. should be washed after each practice. Any athletic equipment will be cleaned after each individual use. No fist bumps, high fives, or hugs allowed.
In all tiers, unless further guidance is given:		

Cross Country Meet	Facilities Cleaning	<ul style="list-style-type: none"> Participants will be asked to use hand sanitizer prior to gaining access to the course. Hand sanitizer will be made available for spectator use and additional use by participants at the beginning and end of races. Appropriate uniforms will always be worn (shirts with sleeves, appropriate length shorts, tennis shoes, etc.) by all participants. Encouraged to have long sleeve or short sleeve tops. No tank tops.
	Entrance/Exit	<ul style="list-style-type: none"> Spectators and teams will enter at the designated areas at the course. Please do not congregate in these areas. Teams will stay within their designated team areas and immediately return to the bus following their race.
	Group Limits	<ul style="list-style-type: none"> Spectators will be asked to maintain social distancing while on the course. Teams will be asked to have athletes stay in designated team areas at all times. Only those who you intend to run will be at the event.
	Screening	<ul style="list-style-type: none"> All fans, players, media members, and officials must complete the screening prior to entering into the facility. The screening sheets will be made available and kept for the duration of the season. At the end of the season. Records will be kept in the AD office. If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> Cloth face coverings will be worn in accordance to the Governor's Directive. Runners will be asked to have a mask on while they are in the corral waiting to run and up to the time they brought to the starting line. Plastic shield coverings are not allowed during participation due to risk of unintended injury.
	Hygiene	<ul style="list-style-type: none"> Students are encouraged to shower and wash workout clothing immediately upon returning home. Wash your hands with soap and water or use hand sanitizer after touching frequently used items. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.
	Hydration/Food	<ul style="list-style-type: none"> All students participating will bring their own water bottles. Personal water and food will not be shared. Hydration stations, water fountains, etc. will be inoperable
	Locker Room	<ul style="list-style-type: none"> N/A
	Weight Room	<ul style="list-style-type: none"> Will not be available during games/matches/events.
	Equipment	<ul style="list-style-type: none"> Nothing should be shared. If so, it needs to be wiped down after a student uses it.
Other	Travel (All)	<ul style="list-style-type: none"> Bussing will be at 50% capacity with one student-athlete or coach per seat to allow for physical distancing. Temperatures will be checked prior to getting on the bus at both locations Seats will be assigned and must be the same for all events. For overnight trips, students will stay with the same group each trip.
	Restrooms	<ul style="list-style-type: none"> Restrooms will be made available and cleaned on a regular basis Please make sure all paper towels, etc. make it into trash bins

*At any given time, we can shift from one tier to another. Communication structures need to be put in place for coaches, parents, and student-athletes to know what the plan is.

*Communication-tree: AD informs Head Coaches, Head Coaches inform assistants, and Assistants are responsible for communication to their team (parents, athletes) or for those designated by the head coach. Have this plan in place before the season starts.

*Updated: 8-6-2020

In all Tiers, until further guidance is given.

Football Practice	Facilities Cleaning	<ul style="list-style-type: none"> All hard surfaces (practice dummies, etc.) will be wiped down before groups enter and exit a facility. Everyone will wash their hands for at least 20 seconds prior to starting practice Hand sanitizer will be plentiful and available in multiple areas. Appropriate clothing will always be worn (shirts with sleeves, appropriate length shorts, tennis shoes, etc.) by all participants.
	Entrance/Exit	<ul style="list-style-type: none"> Practice start and finish times are exact. Do not go over. Remind parents and student-athletes there is no loitering around after a practice, get in and get out. As groups are split, they will enter and leave that area appropriately. Keep groups together as much as possible. If practice is inside due to weather, cooperate with the AD on plan. Students will enter and exit the appropriate door. Team Meeting areas will be where social distancing can occur, masks will be worn when social distancing is not possible.
	Group Limits	<ul style="list-style-type: none"> No gathering permitted of more than 50 people at a time. Groupings will be used for practices as outlined in the previous HSD summer workout document and MHSA guidelines.
	Screening	<ul style="list-style-type: none"> All participants must complete the screening prior to starting practice. The screening sheets will be made available and kept for the duration of the season. At the end of the season, please turn in to the AD. If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> Cloth masks will be worn per the Governor's Directive. Coaches are encouraged to wear face masks throughout the entire practice. Horns, etc. may be used in place of whistles. Plastic shield coverings are not allowed during participation due to risk of unintended injury. (More than a facemask)
	Hygiene	<ul style="list-style-type: none"> Students are encouraged to shower and wash workout clothing immediately upon returning home. Wash your hands with soap and water or use hand sanitizer after touching frequently used items. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.
	Hydration/Food	<ul style="list-style-type: none"> All students must bring their own water bottle for use Water and food will not be shared. Hydration stations, water fountains, etc. will be inoperable
	Locker Rooms	<ul style="list-style-type: none"> No locker rooms will be made available for use during this phase. Student-athletes should come to practice dressed and ready to go. If needed, locker rooms will be made available to wash hands or use the restroom.
	Weight Rooms	<ul style="list-style-type: none"> Weight equipment should be wiped down thoroughly before and after use of the equipment. Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter. All safety measures must be strictly enforced while in the weight room. When in use, strict physical distancing guidelines will be enforced, along with frequent sanitation protocols before, during, and after use.
	Equipment	<ul style="list-style-type: none"> Any equipment such as weight benches, athletic pads, having holes with exposed foam should be covered. No shared equipment (towels, clothing, pennies, sport specific equipment). Individual clothing, towels, etc. should be washed after each practice. If using practice dummies, etc. where multiple athletes are using the same equipment, it must be wiped down before the next student uses it. Any athletic equipment, including balls, will be cleaned regularly per the manufacturer's specifications. No fist bumps, high fives, or hugs allowed.
		In all Tiers, unless further guidance is given:

Football Game	Facilities Cleaning	<ul style="list-style-type: none"> All hard surfaces (chairs, score tables, etc.) will be wiped down before teams and fans enter and exit a facility. Everyone will wash their hands for at least 20 seconds prior to entering the facility. Hand sanitizer will be plentiful and available in multiple areas. Appropriate uniforms will always be worn (shirts with sleeves, appropriate length shorts, tennis shoes, etc.) by all participants. Encouraged to have long sleeve or short sleeve tops. No tank tops.
	Entrance/Exit	<ul style="list-style-type: none"> Teams will enter the field through the designated gate and leave accordingly. If seated in the bleachers, fans will purchase those tickets prior to coming to the stadium and enter through the designated gates. Seats will be sectioned off accordingly to allow for social distancing. Student section will still be utilized with marked seats available. Those wishing to come in their car will be asked to park in designated areas and maintain socially distanced throughout the event.
	Group Limits	<ul style="list-style-type: none"> Due to the requirement of groups no larger than 50 people, or the ability to social distance. Seats have been marked accordingly and sold accordingly to ensure proper distancing occurs. Seats are grouped in 2s and separated by 6 feet in the bleachers. For the car parking, areas for parking have been designated, please park within one of those. Only those who you intend to play will be suited for the game. No additional. Encourage social distancing as much as possible on the sidelines. Sideline has been extended, players and coaches must social distance while on the sideline. Student seating will be in the normal student section, but they will be socially distanced and asked to stay within the designated seating area. Cheerleaders allowed, but must maintain social distancing and following MHSAA guidelines.
	Screening	<ul style="list-style-type: none"> All fans, players, media members, and officials must complete the screening prior to entering into the facility. The screening sheets will be made available and kept for the duration of the season. Records will be kept in the AD office. If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> Cloth face coverings will be worn per the Governor's directive. Fans are encouraged to wear face masks throughout the event when social distancing is not possible. Coaches are encouraged to wear face masks throughout the entire. Plastic shield coverings are not allowed during participation due to risk of unintended injury.
	Hygiene	<ul style="list-style-type: none"> Students are encouraged to shower and wash workout clothing immediately upon returning home. Wash your hands with soap and water or use hand sanitizer after touching frequently used items. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face. Towels will not be provided to officials or the visiting team.
	Hydration/Food	<ul style="list-style-type: none"> All students from both teams must bring their own water bottle for use Personal water and food will not be shared. Hydration stations, water fountains, etc. will be inoperable Concession stand will be available with limited food options sold in sealed packages. Those handling foods must wear gloves.
	Locker Rooms	<ul style="list-style-type: none"> Locker rooms will not be available for use. Teams must come dressed ready to compete. If needed, a locker room will be made available for restroom purposes for a team. Athletic Trainer/taping area will be made available. It will be wiped down before and after each use. Gloves must be worn by the individual taping/applying treatments. No sharing of materials.
	Weight Rooms Equipment	<ul style="list-style-type: none"> Will not be available during games/matches/events. Wipe down equipment, ball during timeouts, etc. per the manufacturer's guidelines
Other	Travel (All)	<ul style="list-style-type: none"> Bussing will be at 50% capacity with one student-athlete or coach per seat to allow for physical distancing. Temperatures will be checked prior to getting on the bus at both locations Seats will be assigned and must be the same for all events. For overnight trips, students will stay with the same group each trip.
	Restrooms	<ul style="list-style-type: none"> Restrooms will be made available and cleaned on a regular basis Please make sure all paper towels, etc. make it into trash bins

Golf Practice		In all Tiers, until further guidance is given.
	Facilities Cleaning	<ul style="list-style-type: none"> • Everyone will wash their hands for at least 20 seconds prior to entering the facility. • Hand sanitizer will be plentiful and available at holes throughout the course. • Appropriate clothing will always be worn (shirts with sleeves, appropriate length shorts/pants, golf shoes, etc.) by all participants.
	Entrance/Exit	<ul style="list-style-type: none"> • Practice start and finish times are exact. Do not go over. Keep golfers in the same groups when possible. • Remind parents and student-athletes there is no loitering around after a practice, get in and get out. • Ensure student-athletes know where to enter/exit the golf course
	Group Limits	<ul style="list-style-type: none"> • No gathering permitted of more than 50 people at a time. • Groupings should be no more than 5 people to allow 6-foot social distancing to occur while practicing techniques.
	Screening	<ul style="list-style-type: none"> • All participants must complete the screening prior to starting practice. The screening sheets will be made available and kept for the duration of the season. At the end of the season, please turn in to the AD. • If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> • Cloth face masks will be used per the Governor's directive. • Coaches are encouraged to wear face masks throughout the entire practice. Horns, etc. may be used in place of whistles. • Plastic shield coverings are not allowed during participation due to risk of unintended injury.
	Hygiene	<ul style="list-style-type: none"> • Students are encouraged to shower and wash clothing immediately upon returning home. • Wash your hands with soap and water or use hand sanitizer after touching frequently used items. • Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.
	Hydration/Food	<ul style="list-style-type: none"> • All students must bring their own water bottle for use • Water and food will not be shared. • Hydration stations, water fountains, etc. will be inoperable
	Locker Rooms	<ul style="list-style-type: none"> • No locker rooms will be made available for use during this phase. Student-athletes should come to practice dressed and ready to go. • If needed, locker rooms will be made available to wash hands or use the restroom.
	Weight Rooms	<ul style="list-style-type: none"> • Weight equipment should be wiped down thoroughly before and after use of the equipment. • Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter. All safety measures must be strictly enforced while in the weight room. • When in use, strict physical distancing guidelines will be enforced, along with frequent sanitation protocols before, during, and after use.
	Equipment	<ul style="list-style-type: none"> • Any equipment such as weight benches, athletic pads, having holes with exposed foam should be covered. • No shared equipment (towels, clubs, golf bags, etc.). Individual clothing, towels, etc. should be washed after each practice. • No fist bumps, high fives, or hugs allowed.

Golf Match		In all Tiers, unless further guidance is given:
	Facilities Cleaning	<ul style="list-style-type: none"> Participants will be asked to use hand sanitizer prior to gaining access to the course. Hand sanitizer will be made available for spectator use and additional use by participants throughout the course. Appropriate uniforms will always be worn (shirts with sleeves, appropriate length shorts, tennis shoes, etc.) by all participants.
	Entranee/Exit	<ul style="list-style-type: none"> Spectators and teams will enter at the designated areas at the course. Please do not congregate in these areas. See further guidance from MHSA on areas deemed off-limits while watching/participating/coaching.
	Group Limits	<ul style="list-style-type: none"> Spectators will be asked to maintain social distancing while on the course. Groupings will be 5 athletes to allow for adequate social distancing. Schools will golf with members from their own team, no mixing based on scores.
	Screening	<ul style="list-style-type: none"> All fans, players, media members, and officials must complete the screening prior to entering into the facility. The screening sheets will be made available and kept for the duration of the season. At the end of the season. Records will be kept in the AD office If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> Cloth face coverings will be worn per the Governor's directive. Plastic shield coverings are not allowed during participation due to risk of unintended injury. Students are encouraged to shower and wash clothing immediately upon returning home.
	Hygiene	<ul style="list-style-type: none"> Wash your hands with soap and water or use hand sanitizer after touching frequently used items. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face. All students participating will bring their own water bottles.
	Hydration/Food	<ul style="list-style-type: none"> Personal water and food will not be shared. Hydration stations, water fountains, etc. will be inoperable
	Locker Rooms	<ul style="list-style-type: none"> N/A
	Weight Rooms	<ul style="list-style-type: none"> N/A
	Other	Equipment
Restrooms		<ul style="list-style-type: none"> Restrooms will be made available and cleaned on a regular basis Please make sure all paper towels, etc. make it into trash bins

*At any given time, we can shift from one tier to another. Communication structures need to be put in place for coaches, parents, and student-athletes to know what the plan is.

*Communication-tree: AD informs Head Coaches, Head Coaches inform assistants, Assistants are responsible for communication to their team (parents, athletes) or for those designated by the head coach. Have this plan in place before the season starts.

*Updated: 8-5-2020

Swimming Practice		In all tiers, until further guidance is given.
	Facilities Cleaning	<ul style="list-style-type: none"> • Everyone will wash their hands for at least 20 seconds prior to entering the facility. • Hand sanitizer will always be plentiful and available if one wishes to use it. • Appropriate clothing will always be worn (proper fitting suits, limit time without clothes on when possible) by all participants.
	Entrance/Exit	<ul style="list-style-type: none"> • Practice start and finish times are exact. Do not go over. • Remind parents and student-athletes there is no loitering around after a practice, get in and get out. • All athletes will enter and exit the pool through designated doors.
	Group Limits	<ul style="list-style-type: none"> • No gathering permitted of more than 50 people at a time. • When conducting practices, maintain 6 feet of separation between those waiting to complete their turn for the skill being practiced. Assign groups a lane and keep them in that lane the entire practice.
	Screening	<ul style="list-style-type: none"> • All participants must complete the screening prior to starting practice. The screening sheets will be made available and kept for the duration of the season. At the end of the season, please turn in to the AD. • If you are vulnerable or experiencing any symptoms related to COVID-19, you must stay home and not attend.
	Face Coverings	<ul style="list-style-type: none"> • It is encouraged that face masks, non-medical grade, are worn during non-active times (team meetings, etc.). While actively participating in the swim practice, maintain 6 feet distance when not in the water. • Coaches are encouraged to wear face masks throughout the entire practice. Horns, etc. may be used in place of whistles. • Plastic shield coverings are not allowed during participation due to risk of unintended injury.
	Hygiene	<ul style="list-style-type: none"> • Students are encouraged to shower and wash workout clothing immediately upon returning home. • Wash your hands with soap and water or use hand sanitizer after touching frequently used items. • Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.
	Hydration/Food	<ul style="list-style-type: none"> • All students must bring their own water bottle for use • Water and food will not be shared. • Hydration stations, water fountains, etc. will be inoperable
	Locker Rooms	<ul style="list-style-type: none"> • No locker rooms will be made available for use during this phase. Student-athletes should come to practice dressed and ready to go. (Use locker room area in shifts?) • If needed, locker rooms will be made available to wash hands or use the restroom.
	Weight Rooms	<ul style="list-style-type: none"> • Weight equipment should be wiped down thoroughly before and after use of the equipment. • Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter. All safety measures must be strictly enforced while in the weight room. • When in use, strict physical distancing guidelines will be enforced, along with frequent sanitation protocols before, during, and after use.
Equipment	<ul style="list-style-type: none"> • Any equipment such as weight benches, athletic pads, having holes with exposed foam should be covered. • No shared equipment (towels, clothing, pennies, sport specific equipment). Individual clothing, towels, etc. should be washed after each practice. • Any athletic equipment will be cleaned after each individual use. • No fist bumps, high fives, or hugs allowed. 	