

## Reset Restart Plan for the 2020-2021 School Year

MCESC is dedicated to serving students from approximately 90 different educational entities. We have always taken great pride in providing life-changing services to the students we serve, directly or indirectly. But each one of you knows and understands that we only get to do the amazing work we do because the districts choose us to serve so that students can be successful! #weareMCESC

During our time of extended school closure with remote learning, we realized just how important it was that our staff have face-to-face interactions with our students and the adults who serve other students. The best and most effective place to hold such interactions is typically within school facilities, even though we have gotten pretty good at remote servicing! We also know that the safety of students and staff is just as important as those face-to-face interactions. In order to meet the substantial safety needs, we must be diligent in the practices and procedures we use to keep everyone safe.

The most pressing concern we hear is the need for a protocol when there are suspected or even confirmed COVID-19 cases within our staff. Please note, we have been handling staff cases as we have been made aware. We have taken our cues from the local health department and have extended the new federal allowances to staff as necessary. Once districts reopen school this coming August, we will continue to follow our local health department's guidelines and protocols, but understand each case will be an individual set of circumstances that we will need to work through. Starting on page one and all of page two of the Dayton Montgomery County Public Health Guidelines gives you a quick glance at the standard protocols associated with a suspected case, a confirmed case, and returning to school after the illness.

In addition to the Dayton Montgomery County Public Health Guidelines, MCESC will be adhering to the following procedures:

### **Staff Attendance**

MCESC intends to have all employees report for work as per your contracted calendar approved by your supervisor, in your assigned location(s). If there is any exception to this, your supervisor will be in contact with you. All employees will need to remain flexible in assignments as the need for revision of schedules may occur due to student census counts in all divisions. Student census checks will be monitored on a regular basis.

As we make needed adjustments to our service provisions for our clients, MCESC will make all reasonable attempts to match the needs of our clients to our staff members. Any questions should be directed to your immediate supervisor or the Director of HR

MCESC will follow all Executive Orders issued by state and federal agencies.

### **Staff Communication**

Email and Parent Square will be used as the predominant means of communication to staff. Please continue to make sure you check your MCESC email on a regular basis. When your department has Parent Square rolled out, the expectation is that you will utilize Parent Square as well.

### **Healing, Training and Education**

MCESC is working with Dayton Montgomery County Public Health and Dayton Children's Medical Center to provide training and educational materials to MCESC staff, students, parents, and other community members. Staff PD days and emailed information will be expected to read/watched. More information will be provided, especially as the COVID-19 situation remains fluid.

It is also important to embrace that many of our staff and students have been trauma-impacted by COVID-19 in general. Family members have lost jobs, illness is prevalent in our extended and immediate circles, the extended school closure caused a lot of anxiety, the quarantine time surfaced depression in many, just to name a few issues that have increased during this highly stressful time.. We will lean on our SEL practices to build times of healing into our daily schedules. Morning meetings, staff check-ins, self-care support, and other means of creating a safe and supportive environment should be included in daily routines.

It is also important to remember that the landscape of racial tension is heightened. MCESC is committed to our long-standing efforts to educate and equip our staff with social emotional competencies to navigate these challenging times. This includes looking at our programming and procedures through a lens of equity. MCESC will continue to embrace anti-racist training and learning, as we continue to be better SEL minded educators.

### **Daily Self-Monitoring**

It is expected and required that all employees will perform a daily self-health assessment before coming to work. Any staff member with a temperature of 100 degrees or higher should not report to work, or should be sent home if the employee is already at work when the fever sets in. Public health officials have indicated that taking temperatures is just one aspect of daily health assessments. Oftentimes staff notices a difference in how a fellow staff member looks or behaves. It is encouraged to check in with your fellow staff members. If a staff member is not feeling well, the staff member should notify their supervisor. Supervisors will work with the employee and HR if needed to put a plan in place. Thermometers will be available in the

MCESC buildings if and when needed. MCESC is exploring different technology that may streamline the efficiency of the required daily health self-monitoring.

### **Daily Schedules**

It is very typical for our MCESC to have many work-place locations in a singular day. We are encouraging all staff to intentionally attempt to scale the number of locations down if at all possible by utilizing remote or digital access to meetings, rescheduling school locations to minimize location spread, etc. Please make sure you are keeping accurate records of your locations, in case it is needed for contact tracing purposes. You will be required to participate in contact tracing if the local health department deems it necessary.

Again, MCESC intends to have all employees report for work as per their contracted calendar and approved by their supervisor, in your assigned location(s).

### **Social Distancing**

A 6 ft distance between individuals should be attempted at all times throughout the day. However, the American Academy of Pediatrics suggests a 3 ft distance, while less effective, can be utilized if needed and facial coverings are used. Again, many of you who work with our student populations will have a need for closer proximity to provide your services. Staff safety is our priority, so we ask that you be diligent in your own hand washing, equipment sanitizing, use of face coverings, and enforcement of student distance from others.

### **Face Coverings**

Staff should wear their face covering at all times while at work. Daily staff exceptions include staff who are working alone in their classrooms or offices and during lunchtimes. However, during lunchtime, a 6 ft. distance must be kept between individuals who are eating. Any other staff exceptions will be handled by the Director of HR and need to be addressed prior to the staff's first day of work. The Governing Board of MCESC is required by Executive Order to adopt a Face Covering Policy. We anticipate doing this at the 7/30/2020 Board Meeting.

Staff assigned to multiple work locations are expected to follow the specific facial covering practices at each location. If you ever have a concern about a specific practice in a location you are assigned, please bring it to the attention of your supervisor.

### **Visitors In our Facilities**

Deliveries should be handled by the receptionist, custodian or food service representative in each building. The delivery providers should be contacted to ensure proper drop off can be made with minimal if any staff interaction.

All visitors should be scheduled by appointment only. Temperature checks will be made when guests arrive and sign-in. An MCESC representative will meet their guest at the entry and escort the guest in and out of the building, unless otherwise arranged.

Any group using the facilities should make the arrangements through the Director of Administration and Operations to ensure proper protocols are in place, including but not limited to: arrival/departure times, temperature checks, number in group, seating arrangements, use of building protocols, and guests' names.

### **Materials, Supplies, and Equipment**

Materials and supplies should not be shared by staff unless the materials and supplies can be sanitized between use. It is understood this will limit the amount of usage for certain materials and supplies.

Staff will need to also wipe down personally used equipment, such as but not limited to the MCESC phones, water stations, sinks, ice makers, shared laptops, copiers, coffee pot handles, etc. If more than one adult in the room is sharing the use of computer keyboards, phones, etc. the item should be wiped down between each use. Using the common spaces for meetings or lunches is appropriate in order to keep adequate social distancing, but employees should wipe down the area when finished using the space.

### **Use of Restrooms:**

The availability of toilets, sinks, and urinals will be established by the Director of Administration and Operations. Please take caution when entering the facilities to ensure there is adequate availability. Upon leaving, please take extra time to ensure the facility is clean.

### **Signage**

The Director of Administration and Operations will work with the custodial staff and building principal to ensure all required signage is adequately displayed in each facility. Additionally, they will physically establish any signage noting the direction of hallway movement, physical distancing marks on floors, prohibiting the use of the facility, etc.

**Building Sanitization and Cleaning**

MCECSC is hiring additional support to clean the buildings' high touch areas (e.g., handrails, doorknobs) each evening. Thus we will ask the staff members to vacate the building by a certain time each afternoon (curfew). No one will be allowed to use the building after the designated "curfew," including on the weekends. Normal cleaning and sanitizing of the buildings will occur by the dedicated staff assigned to each building.

**MISC**

While there are many "What if..." scenarios running through everyone's thoughts, we are unable to plan for all situations that might happen. Please pay particular attention to the bottom of page one and all of page two in the MC Schools Guidance document. We will continue to take our cues from our local health department, as we do as much planning as we can ahead of time and work through the rest as it comes. MCECSC is committed to working through these individual situations as they arise to ensure a well thought out plan is put into place.

In addition to the Dayton Montgomery County Public Health Guidelines, MCECSC has used documents from the CDC, CASEL, other MC districts, ODH, ODE among other agencies to create this document. We will continue to build out these practices needed to keep our doors open while providing the safest working and learning environment.

There are many other considerations that will come up as we navigate through the school year. Some miscellaneous considerations such as work attire can be thought about by staff now. It has been recommended that clothing worn in public facilities should be washed after each wear. Because we take this suggestion to be another potential way to help staff and students keep good hygiene measures in place, we will allow any and all staff working directly with students to wear scrubs to work. MCECSC will again be providing an MCECSC t-shirt this year. Through wellness funds, we will also be providing one MCECSC face mask to staff. Shields will be available as needed.

Staff will be expected to adhere to any Ohio state issued travel advisory.

MCECSC will continue to work with ODE, DMCPH, Dayton Children's Medical Center to address the fluidity of the COVID-19 situation within our state and county. We will make necessary changes to these practices, as it relates to the Health Warning System the state has now released and will follow all mandates put forth at the state or federal levels.

**Corresponding Documents:**

[Guidance for MC Schools - PHDMC](#)

» MISSION

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Exemplary Service**

