



Restarting Schools Plan

MANITOU SPRINGS SCHOOL DISTRICT 14

RESTARTING SCHOOLS WEEKLY UPDATES-- VIRTUAL ZOOM MEETINGS

*Join us for weekly updates every Wednesday
(5:00 p.m.-5:45 p.m.) to learn more about
our plans for restarting school in August.*

**Meeting Dates: June 24, July 1,
July 8, July 15, July 22, July 29,
Aug 5, Aug 12, Aug 19, Aug 26**

You will need to download Zoom to access
the meetings. The link will be the same for all
meetings.



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Table of Contents

Message from the Superintendent of Schools	3
Framing the “WHY” for Manitou Springs School District 14.....	4
An Abundance of Gratitude	7
Shared Language for Learning Models.....	8
Restarting Plan—August 21, 2020	10
Public Health: Procedures and Expectations	14
Behavioral/Mental Health Supports and Social-Emotional Learning.....	24
Staff Success and Support.....	26

Message from the Superintendent of Schools

I write this letter of introduction with a mixture of emotions, thoughts, and feelings. First, it is important for me to take a moment to acknowledge and express gratitude for our tremendous community. We will always be better together and the 4th quarter of the 2019-2020 school year is an excellent example of our resolve to stay together.

With the shift to remote learning, everyone had to make changes and adjustments that were unexpected (some that were positive and some that were extremely challenging). For some, the shift

- Created a sense of opportunity and excitement.
- Allowed for a slowing down—spending time with family and participating in hobbies that they had not previously had time to complete.
- Necessitated a significant increase in work and focus in order to be constantly prepared for the next hour, day, week, and beyond.
- Required new skills to be learned quickly (i.e., Google Meets, Canvas, synchronous versus asynchronous teaching/learning, and so many other skills).
- Built communities and maybe even divided communities.
- Made us think deeply about being together, physical distancing, loneliness, and isolation.
- Challenged and/or reinforced our beliefs and understanding of science, the media, and politics.
- Created an economic situation that led to a significant impact on employment, income, and business stability.

For me, the shift served to confirm my belief in the importance of every child having the opportunity to learn in caring, creative, challenging, and inclusive schools like our Manitou Springs School District 14 schools.

This shift also highlighted the need for us to remain positive and optimistic. The alternative would be negativity and pessimism, which would only serve to further the distance between us (physical, emotional, cognitive). The purpose of this document is to look to the future and to be prepared for what the future holds.

Planning for the future without a clear understanding of what the future holds can seem daunting and creates challenges that can only be imagined when you consider the perspectives of others and the realities of the situation. I want to let you know that our Restarting Schools Planning Teams took this responsibility on with great consideration, intentionality, and care. I want to thank those who led the teams and those who served on the teams. Their summer has looked, sounded, and felt different than any other summer, but they showed up each day with the resolve to move forward positively.

I hope that this document serves to answer questions about how we will restart school on August 21, 2020. This document might also raise additional questions and concerns, which we hope it does because then we know our community is reading it closely.

Please know that this is a living document. That is, we will continue to update with new information, best practices, and lessons we learn along the way. I can assure you that we will continue to learn along the way. Things might not be perfect, but we will constantly assess what is working and what can be done better.

Posted below is the model that we will start with on August 21. Please read the descriptions closely. School leaders will be sharing the specifics for their schools the week of August 3. Later that week, you will then have the opportunity to communicate the option you select for your child(ren).

I know that each staff member, family, and student is wrestling with big questions, conversations, and decisions. We look forward to each of you being a partner with us in this journey—as this will be a journey. Thank you for being a partner with us on this most important journey. I also want to thank our Restarting Schools Teams and Board of Education for the countless hours they have poured into developing the plans for the 2020-21 school year.

With great gratitude and optimism,

Elizabeth A. Domangue, PhD
Superintendent of Schools

Framing the “WHY” for Manitou Springs School District 14

On Thursday, March 12, 2020, Manitou Springs School District 14 made the decision to close our schools to in-person learning due to the world-wide outbreak of COVID-19. The announcement was made on that Thursday. School leaders prepared their staff and families for bringing their things home on Friday. We had a professional development day on Monday, March 16. This day provided only a brief amount of time for our staff to be prepared for remote learning, which began on Tuesday, March 17. They made a remarkable shift. Our students and families responded with a willingness to try new things and engage in learning in a different way. Our families supported their children and taught from home (while also maintaining their own jobs and other responsibilities).

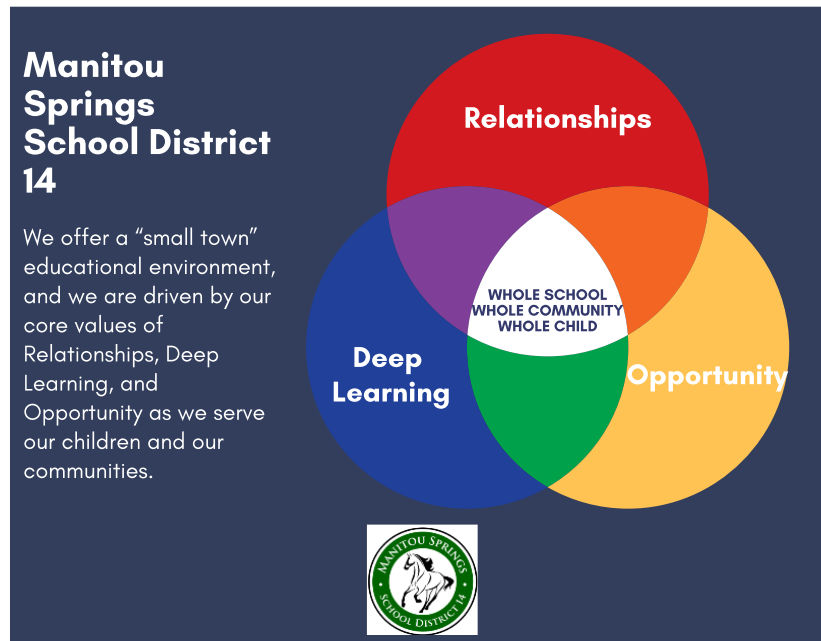
In five days, the public education system that we have known for so long had to pivot in a new direction while also maintaining our focus on our Core Values.



This quick shift was in response to a public health crisis. This entire plan will be based on the continued responsiveness to the public health crisis that the world (in different ways) is still addressing and navigating.

Through this plan and continued focus on constantly assessing the circumstances, our goal is to restart schools positively and with an emphasis on reframing the potential for learning experiences. School and district leadership and the Board of Education are committed to making decisions based that are:

- Aligned with our Core Values of *Relationships, Deep Learning, and Opportunity*,
- Connected to our philosophy of the *Whole School, Whole Child, Whole Community*,
- Prioritize the health, safety, and wellness of the community along the way, and
- Strive to ensure that **ALL** Really Does Mean All (eliminating barriers and collaborating along the way).



Goal of this Restarting School Plan

The goal of this Restarting School Plan is to provide each of our stakeholders with key information and details about our approach to addressing issues of public health and safety, academic and social-emotional learning, engagement, continuous improvement, and so many other aspects that go into our plans for a strong start to the 2020-21 school years. This plan will provide details related to:

1. Plan for Instructional Model—August 21, 2020 Start Date
2. Shared Language for Learning Models
3. Public Health and Safety
4. Staff Success

As stated earlier, this is a living document. The return to in-person learning is the goal. However, we will be prudent and diligent as we make any decisions about what in-person learning means for our community. We will be working closely with the El Paso County Public Health (EPCPH) and will continue to seek guidance from the Colorado Department of Education (CDE) and the Colorado Department of Public Health and Environment (CDPHE).

We understand that some parents and students might decide that online learning is a better option for their family. All of our plans include online learning options for students and families who, at the time, decide that learning from home is a better option for their child or family. These decisions will be supported and honored.

There is also the chance that we might need to move to fully remote learning. This might occur under various situations (e.g., Executive Orders, District-specific needs, County needs, etc.).

The Restarting Schools Plan is based on public health information that was available at the time of creation. The plans will be adjusted based on any new information from public health officials that becomes available to Manitou Springs School District 14. The Restarting Schools is based on the following public health assumptions (subject to change):

- All persons will be required to maintain 6 feet social distancing
- Currently face coverings are required in all public indoor spaces due to the Governor's Executive Order released on July 17, 2020. MSSD will also need to work in conjunction with the City of Manitou Springs, since the City also released an Emergency Order Concerning the Use of Face Coverings.
- Symptom screening expectations
- Hand-washing and hygiene protocols
- Group gathering limitations
- Short-term school closures will be required by suspected and confirmed COVID-19 cases
- Additional cleaning protocols will be required

We appreciate your feedback to support our collaborative efforts to restart schools in August and to ensure the health, safety, and education of our entire MSSD 14 community.

An Abundance of Gratitude

Thank you to the following members of the Manitou Springs School District 14 community for your contributions to the Restarting School Plan. Your dedication, commitment, care, tenacity, creativity, and resiliency are appreciated beyond words.

Jesse Hull	Elizabeth Tindall	Brian Brown
Dustin Cady	Kevin Conners	Shaunda McQueeney
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Stuart Cross	David Hurley	David Payne
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Lon Glover	Mike Eivins	Catherine Wilson
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Jeff Jewett	Tony Meehan	Enrique Torres
Julie Meier	Caitlin Morissette	Leon Hummer
Tyler Coleman	Farley McDonough	Judy Carnick
Paula Hergert	Brian Vecchio	Brandon Dematto
Paul Bonner	Crissy Leonhardt	Nick Nunley
Anna Mack	Jessie Nunley	Ben Mack
Nicole Lovato	Amber Bergen	Russ Vogel
Markus Moeder-Chandler	Milica Barkic	Carmen Chevez
Teresa Leets	Marcia Smart	Valerie Williams
Todd Kahler	Rob Quarry	Kerri Moore
Manitou Springs Fire Department	Manitou Springs Police Department	John Graham, Mayor
Tina Vidovich, BOE President	Natalie Johnson, BOE Vice President	Jack Sharon, BOE Treasurer
Gus Moen, BOE Director	Gary Smith, BOE Director	Denise Howell, City Administrator

And everyone person who contributed, asked questions, provided solutions, participated in the Weekly Virtual Meetings.

Helen Keller so wisely wrote:

“Alone we can do so little; together we can do so much.”

Shared Language for Learning Models

Manitou Springs School District 14 is a “small” mountain town school district that is tucked at the base of Pikes Peak—America’s Mountain. We have big hopes and dreams for our students, staff, families, and community. In order to accomplish our goals, we are committed to continuous growth in relationships (with self and others), deep learning for all, and opportunities that engage our community in meaningful experiences. MSSD14 consistently focuses on the Whole School, Whole Community, and Whole Child (WSCC) and ground opportunities in experiential learning, visual and performing arts, STEM, social-emotional learning, athletics, family engagement, and more.

Regardless of the instructional model that we may need to move to (based on public health directives), we will maintain this focus and continue to create teaching and learning experiences that are aligned to our Core Values of *Relationships, Deep Learning, and Opportunity*. School staff will be expected to support in-person learning to the greatest extent possible and support remote learning (if/when necessary).

It is important to identify definitions for keywords that can at times be used interchangeably. However, for MSSD, each of these words have unique and different meaning.

Key Words:

In-Person Learning:

Refers to learning opportunities where a student would learn directly from the teacher in the school setting. This learning model will include: cohort grouping (as much as possible), physical distancing when and where possible, increased cleaning and hygiene practices, and



At-Home Learning (in the hybrid model only):

Refers to learning when instruction and learning do not happen at the same time for all learners. The teacher provides learning resources and tasks in Canvas. Students access learning at a time that works for them and their families. The learning tasks may include taking photos, practicing a monologue or song, reading, completing written assignments, walking, and a multitude of other opportunities that are connected to the in-person learning. These days are asynchronous—meaning students learn on their own or with a parent/family member/friend. Our MSSD teachers are not able to engage on those days as they will be teaching the students who are on campus.



Online Learning:

Refers to those students who will participate in only online instruction. Your child will still be enrolled as an MSSD student. This instruction will be provided by a teacher who is not a regular District 14 teacher. The curriculum, instruction, and grades for these online classes will be the responsibility for the online instructor who will not be a District 14 staff member. These online classes are meant to be a full replacement of traditional in-person learning and classes. Student participation in these online classes will be monitored by staff at each of our schools.



Remote Learning:

To move to Remote Learning means that we have received public health orders or we have an increase in the number of staff who need to be quarantined and these situations require students to learn from home. Our staff would then shift to the model of teaching and learning remotely. Remote Learning, we believe, is not a replacement for a student having access to an exceptional in-person learning experience.

In the Remote Learning model, staff will work on campus. Specific decisions will be dependent on the health circumstances at the time. If a staff member is required to quarantine, the individual will not be able to come to campus. We will continue to follow recommendations by CDPHE, CDC, CDE, and EPCPH.

Restarting Plan—August 21, 2020

Currently, MSSD will begin school on August 21, 2020. We will follow our Transitional Hybrid Model. This model will include two options as we restart the 2020-21 school year.

Why start with the Transitional Hybrid Model?

- Approximately 50% reduction in the number of students on campus at a time.
- Time (2-4 weeks) to gradually embrace, learn, and adjust to an educational environment that is responsive to public health and safety recommendations.
- Time to strengthen our protocols without all students on campus at one time.
- Students receive good first instruction at least a few days of the week (versus remote learning with no in-person learning) with our MSSD teachers. We have excellent teachers, special service providers, and staff who are essential to childhood learning experiences. The student-teacher connection is essential to the child's well-being and academic success.
- Fewer number of students in classrooms without air conditioning during the typically hottest part of the 1st quarter.
- After a long and unexpected separation period, the Transitional Hybrid Model allows for a more responsible way to transition to fully in-person learning.
- In the event that we need to move to Remote Learning, students will have formed relationships with teachers, staff, friends, and other peers.

How long will we follow the Transitional Hybrid Model?

This will be the model Manitou Springs School District 14 will follow for 2-4 weeks. We will then be able to transition to fully in-person learning as we continue to monitor public health and safety guidelines and recommendations per the Colorado Department of Education, El Paso County Public Health, the Centers for Disease Control, and the Colorado Department of Public Health and Environment. We will constantly be evaluating the return to fully in-person learning.

We understand the impact this Transitional Hybrid Model might have on families, students, and staff, especially when meeting childcare needs. This is another reason we are considering this to be a transitional phase. In the Transitional Hybrid Model, this equates to 10 at-home learning days in a 4-week period.

Student Learning Options:

Option 1: Transitional Hybrid Model (Combination of In-person Learning & At-home Learning)

This Preschool to 12th Grade model allows students to return to school with approximately 50% of students on campus each school day (Group 1 and Group 2). For example, in this plan, students would attend in cohort groups attending in-person three days one week and then in-person two days the next week. When not attending in-person, the student would participate in at-home learning.

- Preschool students will come to school in-person four days per week. Their class size is already 15 or below and there are more than two adults in the classroom. The students already come to school four days a week in an AM/PM cohort.
- Use of Canvas as the Learning Management Systems to facilitate coordination between in-person and remote learning activities as well as to support ongoing communication with families.
- We will work hard to schedule families into the same cohort group.
- If it is an At-Home Learning day for a student and the student is involved in sports or other after-school activities, the busses will pick the student up (on their afternoon routes) and bring the child to campus.

At-home learning refers to learning:
















- When a teacher provides learning resources and activities in Canvas.
- Students access learning at a time that works for them and their families.
- There will be daily check-ins for attendance purposes. More information will be provided.
- The learning tasks may include: taking photos, practicing a monologue or song, reading, completing written assignments, online learning programs like Freckle, and a multitude of other opportunities that are connected to the student's in-person learning.
- The students' teacher will not be available when your child is participating in at-home learning.

During the in-person days, students will engage in meaningful, engaging, experiential, rigorous, small-group, and relevant learning. Teachers will plan for learning and breaks outside.
















Exceptional Students:

Students with specific education plans (including Section 504 Plan, Individualized Learning Plan, English Language Learner Plan, Advanced Learning Plan (Gifted and Talented) will continue to receive direct services and supports per the student's plan provided by a Manitou Springs School District or Ute Pass BOCES teacher or special service provider.

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Student Group A	 In-Person Learning	 In-Person Learning	 In-Person Learning	 At-home Learning	 At-home Learning
Student Group B	 At-home Learning	 At-home Learning	 At-home Learning	 In-Person Learning	 In-Person Learning
Student Group C (Students who participate in the online learning option.)	 Online Learning	 Online Learning	 Online Learning	 Online Learning	 Online Learning

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Student Group A	 In-Person Learning	 In-Person Learning	 At-home Learning	 At-home Learning	 At-home Learning
Student Group B	 At-home Learning	 At-home Learning	 In-Person Learning	 In-Person Learning	 In-Person Learning
Student Group C (Students who participate in the online learning option.)	 Online Learning	 Online Learning	 Online Learning	 Online Learning	 Online Learning

Option 2: Online Learning

We understand that some parents and students might decide that online learning is a better option for their family at this time. We fully support and respect the individual decisions that each parent, guardian, and student needs to make.

The bullet points below are the overarching plans for Online Learning. The school-specific plans will be shared by school leadership next week. We know that you need this information to finalize your plans for the school year. We are developing the most robust plan.

Online learning refers to those students who will participate in only online instruction.

- Your child will still be enrolled as an MSSD student.
- The curriculum, instruction, and grades for these online classes will be the responsibility for the online instructor who will not be a District 14 staff member.
- These online classes are meant to be a full replacement of traditional in-person learning and classes.
- Student participation in these online classes will be monitored by staff at each of our schools.

- **We will create opportunities for students who are enrolled in online classes to stay connected to their peers who select the in-person option. More school-specific updates coming.**
- MSSD will support any family that would like to participate in completely online courses.
- The district will pay the cost associated with a student being enrolled in online courses.
- We will be using [Fuel Education](#) (which is currently being used at MSHS).
- The grades and credits that are earned through these online platforms will be transferred to District 14 and applied to the students' transcripts and report cards.
- Course Enrollment:
 - Elementary students can enroll in 4 courses. School-specific plans will be shared the week of August 3.
 - 6th-7th grade students can enroll in 6 courses. School-specific plans will be shared the week of August 3.
 - 9th-12th grade students can enroll in 6-8 courses. School-specific plans will be shared the week of August 3.
- Students who participate in online classes will remain students of Manitou Spring School District and will remain enrolled in our schools. Students will be able to continue to participate in after-school activities including CHSAA-related athletics and activities.
- If your child is a Choice-enrolled student, your child's status and enrollment in the district will not be impacted if you decide for your child to learn using our online platform.

If my child starts in the Online Learning option, can my child move back to In-person Learning?

- For Preschool students, there is not an online option.
- For Kindergarten-12th Grade students, a student can return to in-person learning at the start of a new semester. This is due to the nature of the online course enrollment periods.

Exceptional Students:

Students with specific education plans (including Section 504 Plan, Individualized Learning Plan, English Language Learner Plan, Advanced Learning Plan (Gifted and Talented) will continue to receive direct services and supports per the student's plan, which will be provided by a Manitou Springs School District or Ute Pass BOCES teacher or special service provider.

Public Health: Procedures and Expectations

In-Person Procedures and Expectations

Manitou Springs School District 14 will continue to collaborate with El Paso County Public Health (EPCPH) to ensure a safe and healthy learning environment for our students and staff. Regardless of the in-person learning model, any person entering MSSD 14 property will be required to follow all public health regulations. Below is an explanation of the health regulations we anticipate based upon current information:

Arrival Procedures

- Staff and visitors entering any MSSD building will be temperature screened along with a series of symptom screening questions developed in partnership with EPCPH.
- For students, there will be a process at each school (grade-level specific) for completing health screenings. More information coming.
- Face masks/coverings will be mandatory for all students over 10 years old and all staff.
- Masks will be encouraged for children 10 years and under when 6 feet of physical distancing is not possible (e.g., hallways).
- Parents will not be allowed in the building during arrival and dismissal.
- There will be multiple entry points with staggered times for students to enter the building. School staff will be trained by our district Registered Nurses (RNs) and provided protocols in August.
- Staff may be screened for international or out of state travel. This may require quarantine for 14 days depending on guidance from EPCPH.



Group Gatherings and Social Distancing Requirements

- Today, there are state and local public health orders limiting the size of group gatherings and 6 feet social distancing expectations. We believe similar orders will exist when the fall semester begins.
- Consequently, MSSD will limit the use of large group gathering areas.
- An area is considered any room or wherever instruction takes place including outside space, which also includes large areas - gymnasiums, cafeterias, and hallways.
- Family Nights and Open Houses (except Parent University) will be held virtually (until further notice).
- Social Distancing Requirements
 - Maintain 6 feet (about 2 arms' length) from other people.
 - Avoid mass gatherings in large groups such as assemblies, cafeterias, field trips, and staff meetings.
 - Maintain social distancing on buses.

- Maintain social distancing outside - includes recess. Playground equipment and the sharing of playground equipment limitations will be considered.

Personal Protective Equipment (PPE) and Hygiene Measures

- Guidance and recommendations on face coverings can be found on the [Face Covering Recommendation Do's and Don'ts](#).
- Gloves are required for Nutrition Services staff at all times and other staff whenever cleaning or sanitizing an item or surface.
- Personal Protective Equipment (PPE) including face coverings (back-ups to personal face coverings), hand sanitizer, thermometers, and gloves will be provided to schools on a continual basis throughout the school year, beginning in August.
- Additional PPE and accommodations (e.g. plexiglass, sneeze guards) will be provided for staff and students when physical distancing is not possible.
- Additional signage on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures including face coverings will be on display in all buildings.
- Consistent scheduled times and procedures will be established throughout the day for hand hygiene, promoting [hand washing](#).
- [Custodial Services cleaning practices will](#) be focused on cleaning for health, which includes an emphasis on disinfecting surfaces where bacteria or viruses are most likely to be transmitted.
- The Buildings and Grounds Department will consult with the district Nurses, El Paso County Public Health (EPCPH), and the Colorado Department of Public Health and Environment (CDPHE) to ensure appropriate and timely measures are taken to preserve the health and safety of our students, staff, and community.

Classrooms and Other Learning Spaces

- As much as possible, the furniture will be arranged to support social distancing practices.
- Each student will receive a plexiglass divider. This divider will be used throughout the day when 6' for physical distancing is not possible.
- School schedules will be developed in a way that will limit student movement throughout the day.
- Middle and high school students will attend their scheduled classes with procedures in place to limit traffic in hallways and social distancing will be used when possible.
- The use of shared equipment and supplies will be limited and sanitized between groups of students.
- Learning outdoors will be encouraged when possible.
- Cleaning of bathrooms and common areas will be conducted more often throughout the day.
- Alcohol-based hand sanitizer dispensers will be in common spaces and classrooms. Preschool classrooms will continue to have hand sanitizer dispensers that do not include alcohol-based products.
- For personal usage, students and staff are welcome to bring a hand sanitizer of their choice.

Cohort Grouping

- To the extent possible, Manitou Springs School District intends to keep the same student cohorts together.
- Cohort groupings are different at each school. Schools will provide their specific cohort grouping models.

Movement Inside the Schools/Buildings

- Each MSSD building will attempt to create a one-way traffic flow with separate entry and exit doors.
- Each MSSD building will attempt to create schedules that allow for traffic patterns that reduce the number of individuals in the hallway or area at a given time.

- Visual cues such as floor decals, colored tape, or signs to indicate to students and staff the flow and direction of one-way traffic. Additional cues may be to indicate 6 feet intervals when standing in a line.
- Schools will control the flow of traffic into and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point.
- To the extent possible, the same group of students will enter the building at the same location. This will increase entry efficiency and enable staff to know their students when recognizing if certain students are presenting ill.

Breakfast and Lunch

- Elementary students will eat breakfast and lunch in the classroom. There will be days when individual classes will have lunch in the school's usual lunchroom. This schedule will be developed by each school. There will also be opportunities for students to eat outside in small groups.
- Breakfast and lunch will be available. The location for dining will be determined by the school.
- Manitou Springs High School will require closed campuses to limit multiple entry and exits into the schools. This will change when/if we feel like it is appropriate to allow students to leave during lunch (in cohorts).
- Middle school and high school students will be encouraged to eat lunch outside.
- MSSD will continue to provide meal service to students during in-person, remote, and on-line learning models. Therefore, the meal service program may be a combination of in-school serving and a "grab & go" program similar to the one implemented in the spring of 2020.
 - Remote, online, and in-person attendance dictates the serving model(s) used
 - Health and safety standard protocols will be followed
 - Continued compliance with Federal requirements for meals served
 - Cleaning and disinfecting of facilities aligned with CDC cleaning/disinfecting School Guidance

Summary...On a student's at-home days (in the hybrid model), **all students will still be able to receive breakfast and lunch. The same is true for our fully online students.** The pick-up locations for these meals will be at Ute Pass Elementary School and Manitou Springs Elementary School from 11:30 a.m. - 12:30 p.m.

Outdoor Recess (Elementary)

- Students must stay with their cohorts while at recess.
- Students will wash their hands before and after recess.
- Masks will be required for students over 10 years old when physical distancing is not possible.

Transportation

- All students and bus drivers will wear a mask/face covering, unless the student has a health reason for not wearing a face covering.
- Windows will be down. This will allow for air circulation.
- Students from the same household will be seated together.
- Assign seating to help track virus spread if a student or staff tests positive for COVID-19.
- Busses will be disinfected before and after each route.
- [Per the Colorado Department of Education](#), screening at bus stops is not recommended for several reasons. Notably, this will extend the bus stop time, thus causing issues with other vehicles, which may lead to increased number of stop-arm violations and the associated safety concerns. Additionally, if a child is screened and found to have symptoms, there may not be a safe course of action available at a bus stop. The child cannot be effectively isolated from other students on the bus. If the child's parent is not present at the bus stop, the child cannot safely be sent home. Instead screening at home will occur (see Arrival Procedures on page 13), and students unable to complete screening prior to

arrival at school will undergo screening at the school site.

- When possible, we will load the bus from the back forward to allow the greatest distance from the driver for the longest period of time.
- Students should avoid touching surfaces often touched by bus passengers.
- Busses will have signage that communicates the expectations for riding the bus.

Common Staff Areas (e.g., breakrooms, copy areas)

- Schools and other departments will develop practices that are consistent with health and safety protocols and procedures.

Transmission Mitigation

- Consider increasing the circulation of outdoor air as much as possible by opening windows and/or doors as long as it does not pose a safety or health risk to other students.
- Utilizing outdoor or open spaces as much as possible decreases the likelihood of high-dose exposure of infectious particles.
- Creative use of sports fields or outdoor school space is strongly encouraged.
- In indoor environments, the opening of windows, use of fans, or increasing outdoor sourced ventilation may be an effective means of reducing transmission.
- The Buildings and Grounds Department will consult with the district Nurses, El Paso County Public Health (EPCPH), and the Colorado Department of Public Health and Environment (CDPHE) to ensure appropriate and timely measures are taken to preserve the health and safety of our students, staff, and community.

Ventilation Procedures

- The Buildings and Grounds Department will be utilizing our building HV/HVAC systems to maximize ventilation. This requires changes in system settings to increase airflow throughout the buildings in the district. The buildings are pressurized and with tweaks to the system we can significantly increase the fresh air being pulled into the building and its circulation/ventilation. We are also looking at areas where windows could be opened, being cautious to not negatively impact our airflow.
- We are also investigating increased filtration for added protection while making sure to avoid issues with airflow across heating coils.

Visitors

- Visitors to the buildings will need to wear masks/face coverings.
- As much as we love our parents and guardians being in our classroom, for now, visitors will not be allowed inside the building (unless there is a medical emergency/need). We can't wait for the day when this will not be the case.
- Parents and guardians will be able to enter the school to check-in/drop-off students or items for their child.

CHSAA and Other After-school Activities

- Decisions about after-school activities like CHSAA and Connect 14 are forthcoming.
- Manitou Springs School District will continue to promote and support student participation in athletic and activity programs to the extent permitted in the fall.
- MSSD has maintained excellence in the extracurricular programs afforded to the students and will facilitate whatever is necessary to continue.

- Adherence to the Colorado High School Athletic Association (CHSAA) parameters for sports and activities programs will be essential. (CHSAA has not yet provided guidance for Fall 2020. Coming this week).

Other Considerations

- Until further notice, hallway lockers will not be used.
- Elementary schools will have bins for students. The protocols will be specific to each school.
- To the extent possible, students and staff should limit the sharing of all supplies, utensils, devices, toys, books, and learning aids.
- The use of reusable water bottles will continue to be encouraged.
- Automatic water filling stations will be used. Drinking fountains will not be used.

REFERENCES & RESOURCES:

[CDC Guidance for Schools](#)
[EPCPH Updates and Resources](#)
[CDPHE Updates and Resources](#)
[Colorado Face Mask Guidance](#)
[Face Mask Executive Order](#)
[CDE Guidance](#)
[Manitou Executive Order--Face Masks-7-20-2020](#)
[CDE Transportation Guidance](#)

In-Person: Protecting the Herd/Each Other

Staying Home

- Any individual who shows any signs or symptoms of illness should stay home. Students will not be penalized for missing school and are encouraged to stay home when they are not feeling well.
- School staff will ask about symptoms when absences are reported.
- Individuals should not return to school unless they are fever-free for 72 hours without fever-reducing medication.
- Self-reporting by parents with a home temperature check may be the most effective strategy for many schools. This will be deployed in a way that works best for each individual school.
- Children who become ill with COVID-like symptoms should be kept home, consult their pediatrician, and tested for COVID-19 if appropriate.
- Children screened with symptoms at school by questionnaire should be isolated (kept separate) from faculty and students in a properly ventilated area and cared for by staff dressed in proper personal protective equipment (PPE)-N95 mask, gown, and gloves-and parents contacted immediately.
- If there is a concern for COVID-19, please consult with El Paso County Public Health's Communicable Disease Program at 719-578-3220.
- Students and staff with any of the following symptoms must remain home or will be excluded from

school/work if screenings include the following symptoms:

- New onset of cough or shortness of breath by themselves
- OR**
- At least 2 of the following:
 - Fever (100.4 Fahrenheit or higher)
 - Chills
 - Muscle Pain
 - New onset of severe headache with fever
 - Sore Throat
 - Loss of sense of smell or taste
 - Gastrointestinal symptoms of diarrhea, vomiting, or nausea.

Exclusion Criteria (taken from the El Paso County Public Health's COVID-19 School Guidance (as of July 27, 2020)

- Positive COVID-19 test result: Stay home at least **10 days** since symptoms first appeared AND until no fever for at least **three** days without medication AND improvement of symptoms.
 - Siblings and household members will also be excluded from school and work for **14** days after the last infectious day of the positive case.
 - A negative test will NOT affect the recommendations around exclusion; a person will need to continue to isolate or quarantine for the entire amount of time, regardless of a negative result following a positive result.
- Negative test result but symptoms with no other diagnosis: Stay home at least **10** days after onset of symptoms AND until no fever for at least **three** days without medication AND improvement of other symptoms
 - Siblings and household members should stay home **14 days**.
- For people with a probable COVID-19 diagnosis without lab confirmation or who have COVID-19 symptoms but did not seek medical care: Stay at home at least **10** days since symptoms first appeared AND until no fever for at least **three** days without medication AND improvement of other symptoms.
 - Siblings and household members should stay home **14** days.
- For those without other diagnoses to explain symptoms: Stay home until symptoms have improved and follow health care provider instructions to return to school.
 - Siblings and household members DO NOT need to stay home.

Suspected COVID-19 Cases - School Decision Tree

- Coordination with El Paso County Public Health (EPCPH) regarding suspected cases
- Symptomatic staff and students in the building will need to go to an established isolated room/outdoor space (not the health room, as this must be kept available) until they can safely leave the building.

What if a Staff Member or Student Tests Positive for COVID-19?

- Coordination with El Paso County Public Health (EPCPH) regarding confirmed cases.
 - EPCPH will assist the MSSD leadership team to determine a course of action for their individual schools on a case-by-case basis.
 - EPCPH has indicated this may include the dismissal of students and most staff for a short-term period.

- The positive case is reported to El Paso County Public Health
- Public Health notifies the sick person and the impacted school
- Public Health works with the school on cohorting, social distancing and exposures:
 - a). If there was a single case, all members of the cohort must quarantine for 14 days or if symptomatic, isolate for 10 days
 - b). If the school was unable to implement cohorting, then all contacts must quarantine for 14 days or if symptomatic, isolate for 10 days
- Public Health works in collaboration with the district and school

In-Person: Decision-Making
(Taken from El Paso County Public Health’s
COVID-19 School Guidance (as of July 27, 2020)

What We Know?

“We have learned a great deal in the months since the pandemic began. While our knowledge and understanding are continuously expanding, there are fundamental facts that we now know which can guide our prevention efforts:

- Children may be somewhat less likely than adults to get COVID-19, are less likely to have severe illness if they do get it, and appear less likely to spread the virus that causes COVID-19 to others if they are infected.
- However, children of all ages have contracted the virus and have been diagnosed with COVID-19 and, although rare, some have become severely ill, with a small but tragic number having died.
- Asymptomatic or mild COVID-19 is more common in children.
- While the focus has been on fatalities, even with asymptomatic or mild infection, there can be long-term effects of illness (morbidity) which are yet to be fully understood. These appear rare, but we need to be aware of complications such as Kawasaki’s (multi-organ inflammatory disease) and a recurrence of illness symptoms over weeks to months, more common in adolescents and young adults (“long-haulers”).
- Older students and young adults (high school and college) have infection and transmission rates similar to adults but are less likely to become severely ill. However, they appear just as likely to spread it to others.
- Older adults and those with significant pre-existing conditions (even in children) are at most risk of suffering severe illness and death.
- The virus is spread predominately through airborne particles, but aerosolization and surface contamination may play smaller roles. Research is still emerging on the latter topics.
- Physical activities such as singing or physical exercise increase the number of particles and the distance they can travel.
- Outside is always safer than inside.
- Distance is always safer than close proximity.
- Masks or physical barriers are very effective.
- The better our overall community virus control is, the less likely we are to have disruptive

- outbreaks in schools. Every community member plays a role in making our schools successful.
- It is important to understand that our community is interwoven, and infection, even in those less likely to have severe illness, can still be transmitted to staff and community members at risk for more severe disease.”

Outbreaks in Schools

Outbreaks are defined as **two or more positive COVID-19** cases in non-household members with symptom onsets within a **14-day window**. These outbreaks can be limited to a single group or class (cohort outbreak), staff (two or more faculty members), or schoolwide (two or more cohorts within a school meeting the outbreak definition). Every outbreak will be unique and will be handled on a case-by-case basis in conjunction with Public Health. To report a COVID-19 case or potential outbreak contact Public Health at 719-578-3220.

In the event of an outbreak, the general procedure is as outlined below.

- Single positive case within a school (student or staff):
 - Exclusion of case from school as described above.
 - Exclusion of cohort group for 14 days.
 - If no cohorting, the school, in conjunction with Public Health will investigate contacts and exclude all involved students and faculty for 14 days.
 - Families can consider testing of known contacts after seven days; however, this will not change the 14 day quarantine period.
 - School closure may not be necessary.
- Two or more confirmed non-household cases within a cohort/class over a 14-day period:
 - Exclusion of cases from school as described above.
 - Exclusion of cohorts for 14 days.
 - If no cohorting, the school, in conjunction with Public Health will investigate contacts and exclude all involved students and faculty for 14 days.
 - Families can consider testing of known contacts after seven days; however, this will not change the 14-day quarantine period.
 - If an outbreak is limited to a single class or cohort, school closure may not be necessary.
- Two or more classes or cohorts meeting the outbreak definition over a 14-day period:
 - Exclusion of all cases as described above.
 - Exclusion of all involved classes/cohorts/contacts/faculty for 14 days.
 - Possible testing of contacts after seven days; however, this will not change the 14-day quarantine period.
 - Consider school closure if the two outbreaks appear to be true school transmission and not separate community-acquired outbreaks.
- Non-cohorted school outbreak:
 - Exclusion of all cases as described above.
 - Exclusion of all involved classes/contacts/faculty for 14 days.
 - Possible testing of contacts after seven days; however, this will not change the 14-day quarantine period.
 - Consider closing school if a large number of faculty excluded or contact tracing unreliable.
- If greater than 10 percent of students/faculty absent for COVID-19:
 - Recommend 14-day schoolwide closure with contact tracing, testing after seven days, and quarantine of ALL students and staff for 14-day period.

- If greater than 10 percent above baseline absenteeism for illness in faculty and students:
 - Contact Public Health for investigation and technical support.
 - Immediate communication to faculty and students to encourage immediate COVID-19 testing of all symptomatic individuals before re-evaluation of possible school closure.

COVID-19 School Decisions

The success of our schools' ability to control COVID-19 within their students and faculty will be driven largely by our success in preventing spread in greater El Paso County as well as the schools' ability to implement recommended preventative measures. Therefore, we must consider community-wide transmission rates as well as our hospital and public health capacity when determining whether in-person school is safe and reasonable.

Return to Learn Decision Tree

Capacity Criteria:

- No confirmed school outbreaks.
- Decreasing, flat, or steady controlled increases in 14-day incidence (low or moderate range).
- Local hospital capacity stable as determined by three hospital systems.
- Adequate contact tracing capacity.
- Adequate testing results turn-around capacity.

Green: School in Session (mild to no disease spread):

- No capacity criteria breached **or**
- Confirmed positive case or outbreak in school only:
 - Proceed as described above in the Outbreaks in Schools section.
- Greater than 10 percent above baseline absenteeism across school district:
 - Contact Public Health for consultation and technical support.
- Request all symptomatic faculty and students tested.
- Greater than 30 percent or more absent for three days in a row:
 - Remote learning may be deployed for three school days to allow for cleaning, testing or consultation with care providers and Public Health.
 - Request all symptomatic faculty and students to get tested.
 - Plans should be communicated to Public Health, faculty, and parents after the first day of greater than 30 percent absent, so the school community is prepared for temporary remote learning.

Yellow: Alternate learning plan or remote learning (moderate disease spread)

If there is a **confirmed school outbreak AND more than two other criteria** listed above are beyond capacity, strongly consider temporary remote learning or alternate learning plan for 14 days in conjunction with Public Health consultation.

- Determination made in conjunction with schools, Public Health, and the Colorado Department of Public Health and Environment with agreed-upon timeline allowing for continuity of learning.
- Individual school plans could include:
 - Full-distance learning.
 - Modified schedules with alternating days, morning and afternoon, aggressive social distancing, masking, or cohorting with the goal of limiting students to 50 percent of

baseline social contact or comingling.

- Accommodations for students and families who choose to do distance learning.

Red: Stay at home (substantial disease spread)

If all capacity criteria above are overwhelmed or in the event of an executive or local public health order, the school will be full-remote learning until viral transmission is controlled.

While the risk of viral transmission or an outbreak can never be eliminated, the consistent, appropriate, and strategic application of the mitigation strategies described above give each school the optimal chance at a successful 2020-2021 academic school year. This guidance will be updated when additional scientific or regulatory standards become available.

Behavioral/Mental Health Supports and Social-Emotional Learning

Overview

In either in-person, hybrid, online, or remote learning models, mental health services will continue to be provided at all schools.

Key Points

1. Culture and Climate

The Mental Health Team will work with all schools to support staff with best practices around trauma-informed/and resilience models. A focus will be placed on supporting a positive climate and culture that acknowledges universal trauma care strategies for students. Best practice guidelines will be available in order to support students who may need more support. The Mental Health Team will be available to provide ongoing professional development and support to staff as needed.

2. Social-Emotional Learning

The Mental Health Team will be developing a comprehensive plan for supporting in-person, online, and remote learning models that includes: providing training to staff (trauma-informed/ resiliency classroom management - in-person and remote, in the classroom and at home, etc.), and supporting family-school partnerships that emphasize relationship building and engagement to enhance building climate and culture.

3. Counseling and Social Worker Services

Counselors and Social Worker services are available at each school. These Special Service Providers will continue to work with students on their individual academic, post-secondary, and social/emotional mental health support needs in all learning models. Counselors and Social Workers can and will provide services individually (1:1) and small group as well as to grade-level classrooms throughout the year.

4. Crisis Response and Suicide Prevention

In-Person

- For students who express concerning language or behaviors while in their school building, staff will refer to a mental health professional **immediately** and the mental health professional will administer an in-person risk assessment and follow protocols.
- All crisis event responses will be made in collaboration with the building level administration using district protocols as needed.
- An emphasis will be placed on training all staff on recognizing signs (Mental Health First Aid) of depression and anxiety.
- Staff will receive training in mandatory reporting and recognizing signs of distress (e.g., trauma-informed). Staff will report suspected abuse or neglect to the Department of Human Services at 1-844-CO-4-KIDS.
- Safe2Tell. Allows any person to anonymously report anything that concerns or threatens an individual, a friend, a peer, a family member, or another person in the community. Reports can be made at www.safe2tell.org or 1-877-542-7233.

Remote and Online

- For students who express concerning language or behaviors while remote or away from the physical building, the staff member will call and report to 911 for a well-child check and will report that call to administration immediately. A member of the Mental Health Team/Administration can also call 911 and ask for a well-child check.
- All crisis event responses will be made in collaboration with the building level administration using building protocols as needed.
- Staff will receive training in mandatory reporting and recognizing signs of distress (e.g., trauma-informed). Staff will report suspected abuse or neglect to the Department of Human Services at 1-844-CO-4-KIDS.

References and Resources:

[Safe2Tell](#)

[El Paso County Public Health—Responding to Behavioral Health Concerns](#)

[MSSD Partners for Healthy Choices](#)

Staff Success and Support

Overview

The Manitou Springs School District 14 staff is critical and essential to providing direct and indirect services to critical components of education. During planning and implementation of systems to support staff during this time of restarting schools, attention has been and will continue to be given to two primary needs: 1.) delivering all services related to education and operations 2.) supporting our staff with their personal needs related to their work and safety and personal health. Each model of educational delivery – in-person, hybrid (in-person and at-home learning combination), online, and remote will pose opportunities and challenges, and the plan allows us to constantly access, maintain, and revise.

Key Points

Educator Work Schedules

With school-level planning of schedules at the center, Human Resources will support each staff member on a case-by-case basis. In addition, the District will be prepared, if necessary, to transition from a fully in-person, hybrid, or a full-remote environment depending on public health conditions.

In the event temporary transfer (across schools) and reassignment (across content or tasks) is needed, the processes will be designed and communicated as early as possible for full understanding by school administration and educators. In addition, the district will monitor any adjustments or waivers to content qualification requirements and apply any flexibility as appropriate to student learning environments.

In the event of a change in the school or district schedule, the necessary shift in schedules and locations will be done thoughtfully to cause the least disruption to the education of our students.

Educator Staffing and Leaves

The District will provide staffing-level considerations to meet the needs of students. Properly qualified and able licensed/certificated staff might be asked to deliver content in order to keep teacher-to-student ratios safe and as optimal as possible in the different learning models.

As staffing plans will be developed in-step with student learning choices (in-person, online) and individual educator needs (such as health conditions, isolation requirements), the District will work collaboratively to develop staffing models to meet the needs of the District.

All legally required leaves and leaves available will be available, communicated, and honored. Human Resources staff is available to support educators with questions regarding absences and leaves.

Classified Staff and Administration Staffing Flexibility and Leaves

Administrators will maintain flexibility in their own work to support staff, as needed, with the goal of building networks of support for staff and students. The District will consider use of non-school administrators to support schools and learning in different ways, as needed, based on critical timing of essential tasks.

Maintaining full employment for staff is an important value to the District. If needed, the District will make efforts to create functional “combination jobs” - that allow our full-time employees to continue full-time work during the modified learning and work periods. This means performing functions outside of a primary job - such as a bus driver assisting with on-campus activities such as meal delivery or minor maintenance, or, a paraprofessional assisting with food service or other necessary tasks. Staff will be asked to work only in tasks for which they are able and generally qualified to complete.

Administrator and classified staff positions will be reviewed with Human Resources and department leaders to identify remote work possibilities, and the requirements inside any remote work arrangements. Balance and fairness are paramount in determining onsite versus offsite work arrangements, as is the health and safety of staff as a whole.

All legally required leaves and leaves available will be available, communicated, and honored. Human Resources staff is available to support staff with questions regarding absences and leaves.

Guest Teachers

The district anticipates a need for guest teachers - long-term assignments and daily assignments. These will likely occur in the fully in-person, hybrid, and remote models.

Therefore, the District will prepare a guest teacher training curriculum for in-person and remote learning model support. Professional training will be offered in August. These trainings will include new responsibilities and approaches, technology, onsite safety, and other appropriate topics.

Staff Safety, Reporting, and Problem Solving

The District is dedicated to protecting the safety of our staff, and will respond to any requests or concerns made by staff regarding work conditions and safety.

Every layer of the leadership team and all staff share this responsibility. Requests to address issues of work conditions and safety should be made to direct supervisors. However, reports may be made anonymously to Human Resources with no concern for repercussions. In this reporting, partnered problem-solving will be the first offered solution, followed by human resources intervention, then, if needed, investigation of work conditions or safety concerns.

Evaluations, Work Agreements to Complete Work, Check-Ins

The District will await information from the Colorado Department of Education regarding any adjustments to educator/teacher evaluation requirements during the 2020-21 school year. While no adjustments or waivers are currently anticipated, we will expect informal and formal observations completed in the school year (either in-person or remote) with a culminating summative professional practices rubric evaluation in the spring of 2021. In addition, teacher-specific, special service provider-specific, and administrator-specific student learning outcomes (student measures or individual educator goals) will be created and completed in 2020-21. This will be monitored for flexibility, should the instructional models change and/or waivers are allowed by the Colorado Department of Education.

Human Resources and other administrators will create documents that support the development of school and individual goals, which can be modified as needed, and completed timely in the spring.

Evaluations for administrators and support staff will be completed by the end of the school/work year, in the spring of 2021 (by May 26, 2021).

References & Resources:

[Colorado Dept of Education COVID-19 Information](#)