

## Return to Learn Phase 2 Actions

### General Expectations

Parents	Students
<ul style="list-style-type: none"><li>Conduct a student wellness check, including temperature, prior to sending a student to school. Students with temperatures over 100°F are required to stay home.</li><li>Report your child off from school using standard procedures.</li><li>Ensure you have caregivers available to pick up children who fall ill at school.</li><li>Provide a clean mask for your child to wear, on a daily basis, as required. If you cannot provide a mask, the school will provide one.</li><li>Ensure your children wash their hands often with soap and water for at least 20 seconds.</li><li>Provide children with a backpack large enough to carry all materials to limit locker stops. PreK-5 students may be able to keep materials in their classrooms. Materials will not be shared between students. All students must have the required supplies and a way to keep supplies organized each day.</li></ul>	<ul style="list-style-type: none"><li>Wash your hands often with soap and water for at least 20 seconds.</li><li>Use hand sanitizer often.</li><li>Wear masks at all times.</li><li>Carry a backpack large enough to carry all materials. K-5 students may be able to keep materials in their classrooms.</li><li>Cover coughs and sneezes (with the sleeve or elbow, not the hand).</li><li>Avoid touching your face, specifically your eyes, nose and mouth.</li><li>Do not touch any other person.</li></ul>
IMPORTANT INFORMATION	
<ul style="list-style-type: none"><li>All teachers, staff, and students are strongly recommended to complete the attached Daily Health Assessment checklist each morning prior to reporting to the bus stop or to school.</li><li>All students and staff are required to wear masks.</li><li>Directional markings and signage have been added as reminders to social distance, wear your mask and wash hands on a regular basis.</li><li>MS/HS students will report to designated areas upon arrival at school and ES students will report directly to their homerooms.</li><li>Students will have assigned seats in the following settings - buses, homeroom, classrooms and cafeteria.</li></ul>	

## Return to Learn Phase 2 Actions

### Transportation

Parents	Students
<ul style="list-style-type: none"><li>Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li><li>Wearing a mask is required when using school transportation.</li><li>Provide a mask for your student to wear on the bus and while at school when needed. If you cannot provide a mask, the school will provide one.</li></ul>	<ul style="list-style-type: none"><li>Wearing a mask is required when using school transportation.</li><li>Upon entering the bus, move to your assigned seat.</li><li>Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.</li><li>Sit two per seat on the bus and sit in your assigned seat.</li><li>While getting on the bus, wait until the person in front of you is past the driver before entering.</li><li>Upon exiting the bus, the driver will dismiss you by seats, starting with those seated at the front and working their way towards the back of the bus. Do not stand up, or get out of your seat, unless instructed to do so by the driver.</li><li>Remain seated, facing forward, the entire time while riding the bus.</li><li>Any student who violates the established protocols may lose the privilege of school transportation.</li><li>Upon entrance into the school, proceed immediately to your pre-assigned area.</li></ul>

#### IMPORTANT INFORMATION

- All students will be required to wear masks while on the bus and will be seated no more than two to a seat.
- When possible, family members will be seated together.
- All students will have assigned seats.
- At the completion of each bus run, the buses will be sanitized.

## Return to Learn Phase 2 Actions

### Drop-Off, Pick-Up & Visitor Expectations

Parents	Students
<ul style="list-style-type: none"> <li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>• Provide a mask for your student to wear on the bus and while at school when needed. If you cannot provide a mask, the school will provide one.</li> <li>• Limit pre-arranged visits to school as much as possible.</li> <li>• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.</li> <li>• Follow posted guidelines and read all signage whenever entering the building.</li> <li>• Parents must pre-arrange any visitation within the building. Wearing a mask is required when entering the building.</li> <li>• If picking your child up from school, and you forget a mask, call the main office, and your child will be brought to you instead of you entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Wearing a mask is required when entering, exiting, or moving around the room.</li> <li>• Report directly to your pre-assigned area upon arrival to school.</li> <li>• Maintain maximum physical distance from peers whenever possible.</li> <li>• Use hand sanitizer or wash your hands with soap and water, for at least 20 seconds, after arriving at school.</li> </ul>
<b>IMPORTANT INFORMATION</b>	
<ul style="list-style-type: none"> <li>• The parking lot between the ES and MS will not be used for drop-off or pick-up of students.</li> <li>• Drop-off and pick-up will only take place south bound on East 71st Street in front of either building.</li> <li>• If traveling North on East 71st Street, you must proceed past the buildings and turn around in the High School parking lot adjacent to the bus garage, then proceed South on East 71st Street. Drop your students off in front of the Elementary building.</li> <li>• There will be <b>no left turns from East 71st Street into or out of the school parking lot during drop-off of students.</b></li> <li>• Students will report to designated areas upon arrival at school, they will have assigned seats and will be released to homeroom/class by grade level.</li> </ul>	

## Return to Learn Phase 2 Actions

### Hallways and Common Areas

Parents	Students
<ul style="list-style-type: none"><li>Provide a clean mask for your child to wear, on a daily basis, as required. If you cannot provide a mask, the school will provide one.</li><li>Instruct your child to wear his/her mask as guided and required by the school district, teacher, staff, and administration.</li><li>Provide your student with a water bottle daily as water fountains will not be available for use. Water filling stations will be made available in strategic locations.</li></ul>	<ul style="list-style-type: none"><li>Wearing a mask is required when in hallways.</li><li>Report immediately to your pre-assigned area upon arrival to school.</li><li>Carry a water bottle as water fountains will not be available for use. Water filling stations will be made available in strategic locations.</li><li>Follow all signage in the hallways and common areas.</li><li>When possible, stay to the right when traveling down hallways and using stairs.</li></ul>

#### IMPORTANT INFORMATION

- Lockers will be assigned and used at designated times and in small groups to avoid overcrowding.
- In the Elementary School, students will remain in their homerooms for the majority of the day.
- In the Middle/High School, every other locker will be secured and not in use, allowing for enough locker space for student use.
- Additional time has been added to class change times in the Middle/High School to avoid overcrowding in the hallways and to implement other organizational needs.
- In the Middle/High School, loitering in the hallways is not permitted. Students are expected directly to their next class unless a restroom stop is needed.
- High-touch areas are being cleaned throughout the day and additional cleaning staff is being brought on during this time.

## Return to Learn Phase 2 Actions

### Classrooms

Parents	Students
<ul style="list-style-type: none"><li>Conduct a student wellness check, including temperature, prior to sending a student to school. Students with temperatures over 100°F are required to stay home.</li><li>Provide a clean mask for your child to wear, on a daily basis, as required. If you cannot provide a mask, the school will provide one.</li><li>Instruct your child to wear his/her mask as guided and required by the school district, teacher, staff, and administration.</li></ul>	<ul style="list-style-type: none"><li>Wearing a mask is required at all times.</li><li>Maintain maximum physical distance from peers whenever possible.</li><li>Use hand sanitizer upon entering the classroom and when leaving the classroom.</li><li>Cover coughs and sneezes (with the sleeve or elbow, not the hand).</li><li>Avoid touching your face.</li><li>Do not touch any other person or their belongings.</li></ul>

#### IMPORTANT INFORMATION

- Masks must be worn at all times.
- Each classroom contains hand sanitizer and disinfectant wipes for students to use at their own discretion, in addition to disposable masks for students that may have forgotten their mask.
- Students will be distanced at least 3 feet from one another.
- High-touch areas are being cleaned throughout the day and additional cleaning staff is being brought on during this time.
- All rooms will continue to be cleaned nightly, after cleaning, sanitation will take place in every classroom.
- Modifications will be implemented to physical education, music and lab classes (i.e. students will not change for PE).
- Students will have orientations and instruction on health and safety practices.

## Return to Learn Phase 2 Actions

### Lunches & Cafeteria

Parents	Students
<ul style="list-style-type: none"><li>Provide a clean mask for your child to wear, on a daily basis, as required. If you cannot provide a mask, the school will provide one.</li><li>Limit visits to school as much as possible, including visits to drop off forgotten items.</li></ul>	<ul style="list-style-type: none"><li>When possible, stay safely to the right, face forward, and remain distanced when traveling down hallways to get to the cafeteria.</li><li>Wearing a mask is required when in line or moving around the cafeteria.</li><li>Sit in designated seats.</li><li>Use hand sanitizer or wash your hands with soap and hot water for at least 20 seconds (say the alphabet twice) prior to eating lunch and after eating lunch.</li><li>Follow guidelines for restroom use during lunch periods.</li><li>If bringing a packed lunch, report immediately to your designated seating area.</li><li>Follow physical distancing guidelines, as much as possible, when in line and in the serving areas.</li></ul>

#### IMPORTANT INFORMATION

- Lunches will be pre-bagged. Initially, there will be no hot meals.
- Students will pick-up lunch at assigned times.
- Lunches are temporarily free to all students because of a USDA waiver program.
- High-touch areas are being cleaned throughout the day and additional cleaning staff is being brought on during this time.
- Weather permitting, lunch will be extended to designated outdoor areas.

## Return to Learn Phase 2 Actions

### Main Office

Parents	Students
<ul style="list-style-type: none"><li>Conduct a student wellness check, including temperature, prior to sending a student to school. Students with temperatures over 100°F are required to stay home.</li><li>Provide a clean mask for your child to wear, on a daily basis, as required. If you cannot provide a mask, the school will provide one.</li><li>Parents must pre-arrange any visitation within the building. Wearing a mask is required when entering, exiting, and moving around the office/building.</li><li>In-person office visits should follow appropriate physical distancing protocols.</li><li>If you should happen to forget to bring a mask when visiting the school office, a disposable mask will be provided to use while in the building.</li><li>Parent/guardian office visits should be limited to only necessary and critical reasons. Please plan accordingly.</li></ul>	<ul style="list-style-type: none"><li>Use designated entrances and exits to the office.</li><li>Follow physical distancing protocols, as much as possible, when in office.</li><li>Wearing a mask is required while in or moving around the office.</li><li>Use hand sanitizer, or wash your hands with soap and hot water for at least 20 seconds (say the alphabet twice), prior to entering and exiting the office.</li></ul>

#### IMPORTANT INFORMATION

- Pre-arrange visitation ahead of time.
- Masks are required at all times.
- Please stay in designated areas while in the main office.

## Return to Learn Phase 2 Actions

### Health Services

Parents	Students
<ul style="list-style-type: none"><li>Conduct a student wellness check, including temperature, prior to sending a student to school. Students with temperatures over 100°F are required to stay home.</li><li>Provide a clean mask for your child to wear, on a daily basis, as required. If you cannot provide a mask, the school will provide one.</li><li>Parents must pre-arrange any visitation within the building. Wearing a mask is required when entering, exiting, and moving around the office/building.</li><li>In-person office visits should follow appropriate physical distancing protocols.</li><li>If you should happen to forget to bring a mask when visiting the school office, a disposable mask will be provided to use while in the building.</li><li>Parent/guardian office visits should be limited to only necessary and critical reasons. Please plan accordingly.</li></ul>	<ul style="list-style-type: none"><li>Use designated entrances and exits to the office.</li><li>Follow physical distancing protocols, as much as possible, when in office.</li><li>Wearing a mask is required while in or moving around the office.</li><li>Use hand sanitizer, or wash your hands with soap and hot water for at least 20 seconds (say the alphabet twice), prior to entering and exiting the office.</li></ul>

#### IMPORTANT INFORMATION

- A quarantine area is established for any student exhibiting symptoms.
- Any student with a fever over 100°F will be sent to the quarantine area and the family will be notified to pick up the student.
- We will follow the protocols for students or staff exhibiting symptoms.
- Those flow charts are available on the district webpage under COVID-19.

# Coronavirus (COVID-19) Self-Assessment Protocols

All teachers, staff, and students are strongly recommended to complete the attached Daily Health Assessment checklist each morning prior to reporting to the bus stop or to school. Anyone with any of the symptoms below should NOT board a bus or come to a Cuyahoga Heights School District building.

**Symptoms may appear 2-14 days after exposure to the virus.  
Please do an at-home screening in the morning before each school day  
for all of the following symptoms.**

<ul style="list-style-type: none"><li>• Headache</li><li>• Nausea</li><li>• Vomiting</li><li>• Fatigue</li><li>• Muscle or body aches</li></ul>	<ul style="list-style-type: none"><li>• Fever (100° F or higher)</li><li>• Chills</li><li>• New onset or worsening nasal congestion or runny nose</li><li>• Diarrhea</li><li>• Loss of Smell or Taste</li><li>• Sore throat</li><li>• New onset cough</li><li>• Chest pain, shortness of breath or difficulty breathing</li></ul>
---	---

## School exclusion and Return Criteria

<p>If only <b>ONE</b> of the symptoms (left side of chart) is present, the individual must be symptom- free for a full 24 hours (48 hours for vomiting and diarrhea) <b>WITHOUT</b> medication <b>AND</b> must have a <b>PARENT</b> note to return to school to return to school.</p>	<p>If <b>ANY</b> of these symptoms (right side of chart) are present, <b>OR TWO OR MORE SYMPTOMS</b> from the left column are present, you must have a <b>DOCTOR'S</b> note to return to school. If you do not have a doctor's note you must remain home for a minimum of 10 days following the onset of symptoms <b>AND</b> the individual must be symptom- free for a full 24 hours (48 hours for vomiting and diarrhea) <b>WITHOUT</b> any medication.</p>
---	---

## Daily Health Assessment Checklist

Symptoms	NO, I can come to school	Yes, I need to stay home
Fever 100.0 °F or higher		
Persistent Cough		
Shortness of breath		
Diarrhea		
Loss of smell or Taste		
Nausea / Vomiting		
Muscle Pain		
Headache		
Fatigue		
Sore throat		
Contact with a person positive COVID-19		

If you have a “yes” in any of these categories, please refer to the chart on the previous page and stay home from school.

**Note - This document follows recommendations from the CCBH, ODH, and CDC.**

For the most up-to-date information on the COVID-19 pandemic, please visit [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov)