



Operations and Services Reopening Workgroup

June 18, 2020
5:00-6:30 PM
Virtual



Delaware
Department of Education



Agenda

- Welcome
- Review of information from prior meeting
- Open discussion on reopening scenarios
- Next steps
- Adjourn



Welcome

- ❑ **Co-chair:** Chuck Longfellow, DDOE,
Associate Secretary, Operations Support
- ❑ **Co-chair:** Oliver Gumbs, Cape Henlopen SD,
Director of Business Operations
- ❑ **Partner:** Andrew Buher, Opportunity Labs
Foundation



Welcome - Members

- Heath Chasanov
- Sherry Kijowski
- David Hearn
- Stacey Clark
- Natosha Rivera
- Gerald Allen
- Kristine Bewley
- Leolga Wright
- Mary Nash Wilson
- Jeff Taschner
- Mike Williams
- Earl Jaques
- Dave Sokola
- Charles Postles
- Dave Lawson



Welcome

- Everyone has a voice. One person shouldn't dominate the discussion
- Respect all opinions. Honor multiple perspectives
- Stay focused on our purpose
- Be succinct
- Use the hand raise feature
- Compromises may be necessary



Welcome

- ❑ Public comment is welcomed
- ❑ Email: reopeningideas@doe.k12.de.us
- ❑ Voicemail: 302-735-4244
- ❑ All comments and ideas will be transcribed and forwarded to the respective workgroups for review
- ❑ Comments will be posted on DDOE's Reopening page: <https://www.doe.k12.de.us/Page/4211>



Review - Purpose

- ❑ Deliver a high-level framework to the Secretary of Education that includes public health considerations to help superintendents, charter leads and principals in their planning work
- ❑ This Committee will NOT make recommendations about whether schools should open for in-person instruction. That is a decision that will be made by the Governor and public health experts



Review - Purpose

- This framework will include recommendations on what needs to be done. The how details are outside of our scope as a committee – however, your comments and public comments will be available to those making “how” decisions
- Review the scenario-based planning document in the context of operations and services
- The planning documents are NOT set in stone and are meant to be edited to our needs



Review - Timeline

- June 4: Discuss Scenario 1: Minimal Spread
- June 11: Discuss Scenario 2: Minimal to Moderate Spread
- June 18: Continued discussion of Scenario 2
- June 25: Discuss Scenario 3: Substantial Spread
- July 2: Finalize Recommendations

- Before each meeting, read scenario materials and public comment



Review

Minimal Spread (additions from 6/11)

- ❑ (Facilities) Custodial staff should continue deep cleaning over the summer
- ❑ (Ops) Work with relevant local labor units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for
- ❑ (Transportation) How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- ❑ (Transportation) Consideration of safety standards are critical. Any collaboration with DART would likely necessitate parent or guardian permission. Please consult legal



Review

Minimal Spread (additions from 6/11)

- (Tech) Assess Technology needs from loaner devices during Spring 2020
- (Tech) Order accessories that may be needed over the summer
- (Tech) Develop a Technology support plan for families



Review

Moderate Spread - Facilities

- Build and implement a communication plan based on public health guidance, to ensure all staff and students understand steps that must be taken to ensure school facilities remain safe
- Assess availability for additional Custodians/Janitorial Services/Contractors, if necessary
- Based on public health guidance, purchase any personal protective equipment
- Provide cleaning and disinfecting best-practice training to all staff



Review

Moderate Spread - Facilities

- Based on public health guidance, prepare supplies to
 - Provide social distancing floor/seating markings in waiting and reception areas
 - Mark six feet of spacing to remind students and staff to always stay six feet apart in lines and at other times when they may congregate
 - Provide marks on the doors of restrooms and locker rooms to indicate proper social distancing
- Based on public health guidance, create and implement a plan to limit nonessential visitors



Review

Moderate Spread - Facilities

- ❑ Determine what functions are essential and work within public health guidance to provide continuity of service (e.g., food service)
- ❑ Develop and execute a communication plan to inform parents and guardians of removal of personal belongings
- ❑ (Added “gloves”) Custodial staff should wear face masks, gloves, and special respirators when performing cleaning duties.
- ❑ Work with local public health departments to understand facility usage for elections and other non-school related, community-based activities
- ❑ Follow public health guidance for cleaning and disinfecting based on the reason schools are closed (e.g., state-wide closures, confirmed case in school facility)



Review

Moderate Spread - Transportation

- Clean and disinfect transportation vehicles regularly. Children must not be present when a vehicle is being cleaned. Consult with bus contractors on cleaning products
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products
- Bus drivers and bus aides should wear a facial covering
- Build and implement a communications plan to inform parents of best social distancing practices at bus stops
- Where possible, identify at least one adult to accompany the driver to assist with to monitor children during transport and help with public health protocols



Review

Moderate Spread - Transportation

- ❑ Clean and disinfect frequently touched surfaces in the vehicle (e g , surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes
- ❑ Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out
- ❑ Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools
- ❑ Create a plan for getting students home safely if they are not allowed to board the vehicle because of illness



Review

Moderate Spread - Transportation

- ❑ Follow public health guidance if a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above
- ❑ If a driver becomes sick during the day, they must follow protocols for sick staff above and must not return to drive students
- ❑ Encourage the use of hand sanitizer before entering the bus. Where possible, hand sanitizer should be supplied on the bus
- ❑ Where possible, allow for six feet of social distancing between students, and between students and the driver, while seated on vehicles if feasible (e.g., by utilizing larger vehicles with more seats, by increasing frequency of routes to reduce occupancy, one rider per seat in every other row)



Review

Moderate Spread - Transportation

- Consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe
- Establish protocols for parent pick-up and drop-off to account for additional vehicles on school grounds



Discussion: Scenario 2

Minimal to Moderate Community Spread

What is “Minimal to Moderate Community Spread?”

Virus Status

- ✓ A R_0 near 1
- ✓ A 14-day case trend of positive tests or increasing percentage of positive COVID-19 tests over a 14-day period
- ✓ Public health capacity that may be exceeded including an inadequate number of contact tracing professionals for the local community
- ✓ Testing capacity that may be inadequate for the local community



Discussion: Scenario 2

Minimal to Moderate Community Spread

What is “Minimal to Moderate Community Spread?”

How to keep school communities safe

✓ School preparedness and response activities shift from ongoing surveillance to a series of active mitigation measures

✓ Schools should be prepared to immediately implement social distancing measures that include:

- ✓ Reducing the frequency of large gatherings
- ✓ Altering schedules
- ✓ Limiting inter-school interactions
- ✓ Deploying distance learning



Discussion: Scenario 2

Minimal to Moderate Community Spread

What is “Minimal to Moderate Community Spread?”

How to keep school communities safe (continued)

✓ Short-term dismissals of 2-5 days and suspension of extracurricular activities should be expected for cleaning and contact tracing purposes

✓ Students and teachers at increased risk of severe illness should be prepared to implement distance teaching and learning modalities

School operation status is situation-dependent



Discussion: Scenario 2

Minimal to Moderate Community Spread

In this scenario there is minimal to moderate spread in the community and schools may open and operate (situation-dependent) with a series of active mitigation measures in place.

Questions to consider for each of the four protocols (Facilities, Operations, Transportation, Technology):

- What should be added to this list of essential actions?
- Should any essential actions be de-prioritized?
- Should any of the actions be re-ordered?



Operations (Budget, Food, Enrollment, Staffing) – Do Now

- Prepare to implement distance learning programs
- Prepare to implement distance hiring, evaluation, and other human resource programs
- Use disposable plates, utensils, etc.
- Based on public health guidance, mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use
- Based on public health guidance, build procedures to conduct cleaning of cafeterias and high-touch surfaces throughout the school day



Operations – Do Now

- ❑ Develop cafeteria serving model, e.g.
 - ❑ Serving meals in classrooms
 - ❑ Serving meals in cafeterias with:
 1. Spaced serving lines (marked on floors)
 2. Spaced seating (utilize outdoor space as practicable and appropriate)
 3. Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods)
 4. Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils



Operations

If schools are instructed to close

- Ensure continuity of essential operations (e.g. grab-and-go meals provided to students at home)

When schools reopen

- Follow all school reopening guidelines from Scenario 1



Technology – Do Now

- Prepare to deploy devices that may be offered by the schools
- Identify or inventory internet access options for each student during registration and back to school intake paperwork. Develop school based internet accessibility rosters to determine how many mobile hotspots will be needed if schools close
- If using family owned devices, inform parents about how to access online learning platforms and school assignments.
- Ensure parents know who the point of contact will be for technology related complications or how to sort through software problems



Technology – If Schools are Instructed to Close

- ❑ Deploy devices and move to virtual learning
- ❑ Communicate district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include:
 - ❑ Safely bagging devices collected at schools
 - ❑ Transporting them to a central location
 - ❑ Sanitizing the devices prior to a repair or replacement evaluation
 - ❑ Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement
- ❑ Ensure that school and community access points and wired network devices are functional



Technology – When Schools Reopen

- ❑ Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning
- ❑ Designate a single point of contact in each school to plan and communicate with district technology teams
- ❑ Develop a district plan that includes guidance for schools. If possible, include training and support for teachers to adapt remote learning skills for the classroom
- ❑ Identify a device and or general technology support person for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers



Technology – When Schools Reopen

- ❑ Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. Only the vendor management lead roles require any technology knowledge. All other lead roles are primarily communication and process roles, including:
 - ❑ District Tech Leader (family device return, staff device return, vendor management, intranet/internet communications)
 - ❑ Technology Infrastructure evaluation leader
 - ❑ Infrastructure vendor management leader
- ❑ Where practical, given demands on parents or guardians, consider appointing family technology liaisons to support communication regarding the use of technology (the existing parent organization may be able to fulfill this role)



Technology – When Schools Reopen

- ❑ Develop district-wide procedures for return and inventory of district owned devices as part of a return to school technology plan. The procedures should include:
 - ❑ Safely bagging devices collected at schools
 - ❑ Transporting them to a central location
 - ❑ Sanitizing the devices prior to a repair or replacement evaluation
 - ❑ Assess technology needs from loaner devices during Spring 2020
 - ❑ Order accessories that may be needed over the summer.
 - ❑ Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement



Technology – When Schools Reopen

- ❑ Identify an asset tracking tool
- ❑ Identify a vendor to assist with processing, returning and maintaining devices, if needed
- ❑ Develop on-site triage of staff and student devices to minimize the time that staff may be without a device
- ❑ Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested
- ❑ Develop a technology support plan for families
- ❑ Organize and centralize online resources that were created, published or distributed by teachers and others during the closure period



Technology – When Schools Reopen

- ❑ Compile technology-facing lessons learned for inclusion in the district’s updated learning continuity plan
- ❑ Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in your district
- ❑ Continue infrastructure evaluations until all issues are resolved
- ❑ Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan



Next Steps

Upcoming:

- Next meeting is June 25, 5:00-6:30 PM
- Scenario 3 (Significant Community Spread) will be the main topic of discussion. Read-ahead will be distributed soon.
- We will take all the feedback from this meeting and update the draft essential actions and reshare with this group in advance of our next meeting

Reminder: Public comment will be accepted via email at reopeningideas@doe.k12.de.us or voicemail at (302) 735-4244



Thank you!
Stay well!