

1 Ekalaka Public Schools

2
3 COVID-19 Emergency Policies

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5 The board of Trustees and its staff are operating under unusual, even unprecedented
6 circumstances by virtue of the declaration of a statewide emergency by the Governor and the
7 executive orders related to school closure to address concerns from the COVID-19 Virus and/or
8 the declaration of an unforeseen emergency (community disaster) made by the Board of
9 Trustees. In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to
10 adopt temporary policies related to emergency school closures, the ongoing provision of
11 educational services to students, meetings of the Board, gatherings on school property, health
12 and safety of students, staff and community members, human resource matters and budgetary
13 matters. To ensure clarity and transparency, the board has organized all emergency school
14 policies into a temporary chapter. The Board has also included this introductory section as a
15 heading for each policy to ensure understanding of the purpose and duration of each policy
16 adopted pursuant to this chapter.

17
18 Purpose(s) of Policies

- 19
20 1. Ensuring that locally-elected trustees charged with the supervision and control of their
21 local public schools, in collaboration with their staff leadership teams, make decisions
22 that are in the best interests of students, staff and the community served.
23 2. Ensuring measures to protect the health and safety of students, staff and community
24 members.
25 3. Addressing issues relating to student instruction and family engagement.
26 4. Addressing barriers to learning presented by distance.
27 5. Improvement of instruction in on-site, offsite, and/or on-line settings
28 6. Ensuring continuity of employment of school district staff and/or continuity of services
29 provided by contract transportation providers.
30 7. Ensuring accountability to families with children.

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32 Term of COVID-19 Emergency Measures Policies

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34 The term of School District Policies Numbered 1900-1999 shall run concurrent with any
35 emergency related to COVID-19 declared by the President, Congress, Montana Legislature,
36 Governor, Montana Department of Public Health and Human Services, county health department
37 or the board of trustees. These policies shall terminate, unless further extended, on the earlier of
38 June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply
39 to the district have lawfully expired or have been dissolved.

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41 Cross Reference: Policy 2221 – 2221P – School Closure
42 Policy 1400 – Board Meetings
43 Policy 1310 – Policy and Procedure
44 Policy 1420 – Meeting Procedure
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1 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and
2 accompanying Directives
3 Section 20-9-801-806, MCA – Emergency School Closure
4 Section 50-1-202-204, MCA – Public Health Laws
5 Section 10-3-104, MCA – General Authority of Governor
6 Article X, section 8 – Montana Constituion
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9 Policy History:

10 Adopted on: 04/25/2020, 06/24/2020

11 Reviewed on:

12 Revised on:

13 Terminated on: 06/30/2020, 06/30/2021, 06/30/2022

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3 **COVID-19 Emergency Measures**

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5 Emergency Policy and Procedures

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7 Applicability of Emergency Policy Series

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9 During a state of emergency declared by the Board of Trustees or other local, state or federal agency,
10 official, or legislative body, the provisions in the emergency policies adopted by the Board of Trustees as
11 codified at 1900-1999 in the district policy manual will govern in the event of any conflict or
12 inconsistency between an emergency policy and other provision in the district policy manual. All other
13 aspects of the district policy manual not affected by the provisions in the emergency policy series
14 continue to be in full effect.

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16 Legal References

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18 In the absence of a legal reference on an emergency policy adopted by the Board of Trustees, the policy is
19 specifically based on the Board of Trustees authority to supervise and control the schools within the
20 District in accordance with Article X, section 8 of the Montana Constitution.

21
22 Adoption and Amendment of Policies

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24 New or revised policies that are required or have required language changes based on State or Federal law
25 or directive, required by administrative rule, or are required due to a declaration of emergency issued by
26 the Board of Trustees or other state or federal agency official or legislative body may be adopted after the
27 first (1st) reading if notice has been given through the board agenda provided to the trustees and public.
28 All new or amended policies adopted as part of the emergency policy series shall become effective
29 immediately upon adoption; unless a specific effective date is stated in the motion for adoption.

30
31 Suspension of Policies

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33 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of
34 the trustees present. To suspend a policy, however, all trustees must have received written notice of the
35 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such
36 proposed suspension.

37
38 Administrative Procedures

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40 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent
41 implementation of policies adopted by the Board of Trustees.

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44 Legal References: § 20-3-323, MCA District policy and record of acts
45 10.55.701, ARM Board of Trustees
46 Title 20, Chapter 9 Part 8, MCA

47 Policy History:

48 Adopted on: 04/25/2020, 06/24/2020
49 Reviewed on:
50 Revised on:
51 Terminated on: 06/30/2020, 06/30/2021, 06/30/2022

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3 COVID-19 Emergency Measures

1905

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5 Student, Staff, and Community Health and Safety

6 The School District has adopted the protocols outlined in this policy during the term of the
7 declared public health emergency to ensure the safe and healthy delivery of education services
8 provided to students on school property. The supervising teacher, principal, superintendent or
9 designated personnel are authorized to implement the protocols in coordination with state and
10 local health officials.

11
12 Symptoms of Illness

13 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
14 of illness must not come to school or work. Students who have a fever or are exhibiting other
15 signs of illness must be isolated in a designated area until such time as parents or caregiver may
16 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
17 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in
18 accordance with state and/or local health standards as applicable. Students may engage in
19 alternative delivery of education services during the period of illness or be permitted to make up
20 work.

21
22 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise
23 demonstrating symptoms of illness must not be present at the school for any reason including but
24 not limited events or gatherings or to drop off or pick up students excepted as provided by this
25 policy. To avoid exposing others to illness, parents or caregivers who are ill must make
26 arrangements with others to transport students to school or events, if at all practicable. If not
27 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop
28 off and must arrange with District staff to supervise students in accordance with physical
29 distancing guidelines in this Policy.

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32 Physical Distancing

33 To the extent possible, elementary school courses will be delivered to the same group of students
34 each day, and the same teachers will remain with the same group in the same separate and
35 designated room each day. Meal service and courses delivered in a separate area such as library,
36 gymnasium, and music room will be delivered in the designated classroom for each group of
37 students. Recess and use of playgrounds during recess are permitted on an adjusted schedule to
38 maintain appropriate student groupings) Transportation services will be provided in accordance
39 with cleaning and disinfection procedures.

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Schedule?

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41 Secondary school courses will be delivered using a system to minimize student interaction in
42 common areas. Upon arriving in a classroom, teachers will be using disinfecting wipes or
43 disinfecting spray to clean their learning area or desk. Meal service for secondary students will
44 be provided through a lunch that will be eaten in designated areas.

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3 Drop off and pick up of students will be completed in a manner that limits direct contact between
4 parents and staff members and adhere to social distancing recommendations in the exterior of the
5 building.
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7 Masks as Personal Protective Equipment

8 Staff and students may wear a mask while present in any school building. The School District
9 does not require the use of masks but will provide masks. The Board of Trustees' decision to not
10 require masks is based on a review of the circumstances in the community and consultation with
11 local health officials on issues including but not limited to the possibility of exposure and
12 availability of masks. The requirement of masks could change if there is a change in community
13 exposure/outbreak or directive from the governor.
14

15 Cleaning and Disinfecting

16 School district personnel will routinely both clean by removing germs, dirt and impurities and
17 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and
18 on school property that are frequently touched. This process shall include cleaning
19 objects/surfaces not ordinarily cleaned daily.
20

21 Personnel will clean with the cleaners typically used and will use all cleaning products according
22 to the directions on the label. Personnel will disinfect with common EPA-registered household
23 disinfectants. A list of products that are EPA-approved for use against the virus that causes
24 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the
25 manufacturer's instructions for all cleaning and disinfection products.
26

27 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary
28 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped
29 down before use. Supervising teacher or administrators are required to ensure adequate supplies
30 to support cleaning and disinfection practices.
31

32 33 Student Arrival

34 Hand hygiene stations will be available at the entrance of any school building, so that children
35 can clean their hands before they enter. If a sink with soap and water is not available, the School
36 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of
37 elementary students' reach and student use will be supervised by staff.
38

39 A District employee will greet children outside the school as they arrive to ensure orderly
40 compliance with the provisions of this policy.
41

42 Temperature Screening

43 Designated School District staff are authorized to test the temperature of students with an
44 approved non-contact or touchless temperature reader. Students who have a fever or are
45 exhibiting other signs of illness must be isolated in a designated area until such time as parents or
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3 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be
4 thoroughly cleaned and disinfected once the student has vacated the area.
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6 When administering a temperature check on a possibly ill student, designated staff members will
7 utilize available physical barriers and personal protective equipment to eliminate or minimize
8 exposures due to close contact to a child who has symptoms during screening.
9

10 11 Healthy Hand Hygiene Behavior

12 All students, staff, and others present in the any school building will engage in hand hygiene at
13 the following times, which include but are not limited to:

- 14 • Arrival to the facility and after breaks
- 15 • Before and after preparing, eating, or handling food or drinks
- 16 • Before and after administering medication or screening temperature
- 17 • After coming in contact with bodily fluid
- 18 • After recess
- 19 • After handling garbage
- 20 • After assisting students with handwashing
- 21 • After use of the restroom

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23 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20
24 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol
25 can be used if soap and water are not readily available.
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27 Staff members will supervise children when they use hand sanitizer and soap to prevent
28 ingestion.
29

30 Staff members will place grade level appropriate posters describing handwashing steps near
31 sinks.
32

33 34 Vulnerable Individuals

35 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
36 adoption as those age 65 or older or those with serious underlying health conditions, including
37 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
38 system is compromised such as by chemotherapy for cancer and other conditions requiring such
39 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
40 they should telework during the period of declared public health emergency.
41

42 Employees who have documented high risk designation from a medical provider are entitled to
43 reasonable accommodation within the meaning of that term in accordance with the Americans
44 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations
45 may include but are not limited to teleworking in accordance with a work plan developed in
46 coordination with and authorized by the supervising teacher, administrator or other designated

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2 supervisor. Such employees may also be eligible for available leave in accordance with the
3 applicable policy or master agreement provision.
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6 Food Preparation and Meal Service

7 Facilities must comply with all applicable federal, state, and local regulations and guidance
8 related to safe preparation of food.
9

10 Sinks used for food preparation must not be used for any other purposes.

11 Staff and students will wash their hands in accordance with this policy.
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15 Transportation Services

16 The Board of Trustees authorizes the transportation of eligible transportees to and from the
17 school facility in a manner consistent with the protocols established in this policy. The
18 transportation director and school bus drivers will clean and disinfect each seat on each bus after
19 each use.
20

21 Public Awareness

22 The School District will communicate with parents, citizens, and other necessary stakeholders
23 about the protocols established in this policy and the steps taken to implement the protocols
24 through all available and reasonable means.
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26
27 Confidentiality

28 This policy in no way limits or adjusts the School District's obligations to honor staff and student
29 privacy rights. All applicable district policies and handbook provision governing confidentiality
30 of student and staff medical information remain in full effect.
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33 Transfer of Funds for Safety Purposes

34 The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted
35 fund, other than the debt service fund or retirement fund, to its building reserve fund in an
36 amount not to exceed the school district's estimated costs of improvements to school and student
37 safety and security to implement this policy in accordance with District Policy 1006FE.
38

39 Cross Reference:

40 Policy 1901 – School District Policy and Procedures
41 Policy 1907 – Transportation Services
42 Policy 1006FE – Transfer of Funds for Safety Purposes
43 Policy 3410 – Student examination and screenings
44 Policy 3417 – Communicable Diseases
45 Policy 3431 – Emergency Treatment
46 Policy 1911 - Personnel Use of Leave
Policy 1910 – Human Resources and Personnel

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Policy 4120 - Public Relations
Policy 5002 – Accommodating Individuals with Disabilities
Policy 5130 – Staff Health
Policy 5230 - Prevention of Disease Transmission
Policy 6110 – Superintendent Authority
Policy 6122 - Delegation of Authority

Policy History:

Adopted on: 07/30/2020

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Revised on:

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COVID-19 Emergency Measures

1907

School District Declaration of Emergency

The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. An emergency declaration issued by the Board of Trustees authorizes the School District to take extraordinary measures to protect students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a manner that serves the needs of students, their families, and staff and preserves the School Districts full entitlement of funding.

Legal Reference:	Section 20-9-801 - 802, MCA	Emergency School Closure
	Section 20-9-806, MCA	School closure by declaration of emergency
	Section 20-9-805.	Rate of reduction in annual apportionment entitlement.

Policy History:

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