

1 **Kalispell School District**

2
3 **COVID-19 Emergency Measures**

4
5
6 Student, Staff, and Community Health and Safety

7
8 The School District has adopted the protocols outlined in this policy during the term of the
9 declared public health emergency to ensure the safe and healthy delivery of education services
10 provided to students on school property in accordance with Policy 1906, and a safe workplace
11 when staff are present on school property in accordance with Policy 1909, and the safety, health
12 and well-being of parents and community members. The supervising teacher, principal,
13 superintendent or designated personnel are authorized to implement the protocols in coordination
14 with state and local health officials.

15
16 Symptoms of Illness

17
18 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
19 of illness must not come to school or work. Students who have a fever or are exhibiting other
20 signs of illness must be isolated in a designated area until such time as parents or caregiver may
21 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
22 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in
23 accordance with state and/or local health standards as applicable. Students may engage in
24 alternative delivery of education services during the period of illness or be permitted to make up
25 work in accordance with District Policy 1906. Staff members will be provided access to leave in
26 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of
27 Understanding.

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

37
38 Physical Distancing

39
40 To the extent possible, elementary school courses will be delivered to the same group of students
41 each day, and the same teachers will remain with the same group in the same separate and
42 designated room each day. If physical distancing is not possible during meal service and courses
43 delivered in a separate area such as the library, gymnasium, and music room, the service or
44 course will be delivered in the designated classroom for each group of students. Recess and use
45 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate
46

1
2
3
4 student groupings. Transportation services will be provided in accordance with cleaning and
5 disinfection procedures outlined in this policy.
6

7 To the extent possible, middle and secondary school students and staff will be provided
8 disinfecting wipes or disinfecting spray and disposable paper towel and time to clean their
9 learning area or desk. Meal service for middle and secondary students will be provided through a
10 grab and go lunch that will be eaten in designated areas.
11

12 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be
13 staggered in designated intervals by grade level through a schedule set by the supervising teacher
14 or building administrator.
15

16 To the extent possible, visitors to the school will adhere to the most current social distancing
17 guidelines. This distancing requirement does not apply to individuals who are a part of the
18 visitor's regular household isolation group when the group is authorized to be present at the
19 school facility.
20

21 Face Coverings as Personal Protective Equipment

22

23 Staff, students, and visitors may wear a face covering, mask, or face shield while present in any
24 school building. The School District strongly recommends that individuals refer to state and
25 federal guidelines related to face coverings, consult with their healthcare provider and make the
26 decision based on personal circumstances and preference. The District does not require the use
27 of masks and will not provide masks except in cases required by this policy or at the discretion of
28 the administration.
29

30 Allegations of harassment of any person wearing or not wearing a face covering, mask or face
31 shield shall be promptly investigated in accordance with District policy. A student, staff member,
32 or visitor who, after an investigation, is found to have engaged in behavior that violates District
33 policy is subject to redirection or discipline.
34

35 If, after this section is adopted, the number of active COVID-19 cases in the county where the
36 school district is located increases to the point of threatening school closures, the Board of
37 Trustees authorizes the superintendent to implement a requirement for face coverings to be worn
38 in identified District buildings until such time as the Board of Trustees can adopt an applicable
39 District policy. The superintendent shall coordinate with the county health department and Board
40 Chair to determine whether face coverings are a necessary response to a potential or actual
41 COVID-19 outbreak. In the event face coverings are required, the superintendent shall announce
42 the face covering requirement to students, parents, staff, and visitors for the immediate
43 successive school day each day by 3:00 pm. If the superintendent determines masks are required,
44 signs will be installed to inform students, parents, staff, and visitors of mask requirements while
45 present in the identified District buildings.
46

1
2
3
4 Cleaning and Disinfecting
5

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

10 Personnel will clean with the cleaners typically used and will use all cleaning products according
11 to the directions on the label. Personnel will disinfect with common EPA-registered household
12 disinfectants. A list of products that are EPA-approved for use against the virus that causes
13 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the
14 manufacturer's instructions for all cleaning and disinfection products.
15

16 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary
17 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped
18 down before use. Supervising teacher or administrators are required to ensure adequate supplies
19 to support cleaning and disinfection practices.
20

21 Student Arrival
22

23 Hand hygiene stations will be available at the entrance of any school building, so that children
24 can clean their hands before they enter. If a sink with soap and water is not available, the School
25 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of
26 elementary students' reach and student use will be supervised by staff.
27

28 A District employee will greet children outside the school as they arrive to ensure orderly
29 compliance with the provisions of this policy.
30

31 Temperature Screening
32

33 School District staff are authorized to test the temperature of students with an approved non-
34 contact or touchless temperature reader. Students who have a fever or are exhibiting other signs
35 of illness may be isolated in a designated area until such time as parents or caregiver may arrive
36 at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and
37 disinfected once the student has vacated the area by staff utilizing safety measures in accordance
38 with state and/or local health standards as applicable.
39

40 When administering a temperature check on a possibly ill student, staff members will utilize
41 available physical barriers and personal protective equipment to minimize exposures due to close
42 contact to a child who has symptoms during screening.
43

44 Healthy Hand Hygiene Behavior
45
46

1
2
3
4 All students, staff, and others present in any school building will engage in hand hygiene at the
5 following times, which include but are not limited to:

- 6 • Arrival to the facility and after breaks
- 7 • Before and after preparing, eating, or handling food or drinks
- 8 • Before and after administering medication or screening temperature
- 9 • After coming in contact with bodily fluid
- 10 • After recess
- 11 • After handling garbage
- 12 • After assisting students with handwashing
- 13 • After use of the restroom

14
15 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20
16 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol
17 can be used if soap and water are not readily available.

18
19 Staff members will supervise children when they use hand sanitizer and soap to prevent
20 ingestion. Staff members will place grade level appropriate posters describing handwashing
21 steps near sinks.

22 23 Vulnerable Individuals

24
25 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
26 adoption as those age 65 or older or those with serious underlying health conditions, including
27 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
28 system is compromised such as by chemotherapy for cancer and other conditions requiring such
29 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
30 they should seek reasonable accommodations.

31
32 Employees who have documented high risk designation from a medical provider are entitled to
33 reasonable accommodation within the meaning of that term in accordance with the Americans
34 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations
35 may include but are not limited to teleworking in accordance with a work plan developed in
36 coordination with and authorized by the administrator or other designated supervisor. Such
37 employees may also be eligible for available leave in accordance with the applicable policy or
38 master agreement provision.

39 40 Food Preparation and Meal Service

41
42 Facilities must comply with all applicable federal, state, and local regulations and guidance
43 related to safe preparation of food. Sinks used for food preparation must not be used for any
44 other purposes. Staff and students will wash their hands in accordance with this policy.

45 46 Transportation Services

1
2
3
4 The Board of Trustees authorizes the transportation of eligible transportees to and from the
5 school facility in a manner consistent with the protocols established in this policy. The
6 transportation director and school bus drivers will clean and disinfect each seat on each bus after
7 each use.

8
9 Public Awareness

10
11 The School District will communicate with parents, citizens, and other necessary stakeholders
12 about the protocols established in this policy and the steps taken to implement the protocols
13 through all available and reasonable means.

14
15
16 Confidentiality

17
18 This policy in no way limits or adjusts the School District’s obligations to honor staff and student
19 privacy rights. All applicable district policies and handbook provision governing confidentiality
20 of student and staff medical information remain in full effect.

21
22 Transfer of Funds for Safety Purposes

23
24 The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted
25 fund, other than the debt service fund or retirement fund, to its building reserve fund in an
26 amount not to exceed the school district's estimated costs of improvements to school and student
27 safety and security to implement this policy in accordance with District Policy 1006FE.

28
29 Legal Reference Governor’s Directive Implementing Executive Order 2-2021
30 Correspondence clarifying Governor’s Directive – February 11, 2021
31 Article X, section 8 Montana Constitution
32 Section 20-3-324, MCA Powers and Duties
33 Section 20-9-806, MCA School Closure by Declaration of
34 Emergency
35 10.55.701(2)(d)(s) Board of Trustees
36 *State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801*

37
38 Cross Reference: Policy 1901 – School District Policy and Procedures
39 Policy 1903 – School District Events and Meetings
40 Policy 1903F – School Events Notice
41 Policy 1906 - Student Services and Instructional Delivery
42 Policy 1907 – Transportation Services
43 Policy 1006FE – Transfer of Funds for Safety Purposes
44 Policy 3410 – Student examination and screenings
45 Policy 3226 – Bullying and Harassment
46 Policy 3417 – Communicable Diseases

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

- Policy 3431 – Emergency Treatment
- Policy 5015 – Bullying and Harassment
- Policy 1911 - Personnel Use of Leave
- Policy 1910 – Human Resources and Personnel
- 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: 04/28/2020

Revised on: 07/21/200; 02/24/2021; 08/10/2021

Terminated on: