

**Burriss Laboratory School**  
2021-22 School Year COVID-19 Return to School Plan & Guidelines

*As conditions and recommendations change, so too will this document. Please contact the main office at 765-285-1131 with any questions, concerns, or feedback.*

Burriss Laboratory School will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, students, and campus visitors, while furthering the school’s mission and values. Burriss’ policies and plans are developed with guidance from Ball State University, the Indiana Department of Education, local public health officials, and the Centers for Disease Control and Prevention (CDC).

**I. Academic Calendar and Day Schedule**

The Burriss academic [calendar](#) for the 2021-22 school year begins on Thursday, August 12, 2021. We have returned to our traditional format which includes a fall break, Thanksgiving break, winter break, spring break, and days off for holiday observances. The school day runs from 8 a.m. – 3 p.m. Monday through Friday for all Kindergarten through 12<sup>th</sup> grade students.

**II. Academics**

Burriss Laboratory School will not be offering virtual learning options during the 2021-2022 school year. All courses will return to an on-campus format. Students who need to stay home due to illness or quarantine will receive class materials from teachers through Canvas.

**III. Athletics**

Burriss works with Ball State University and the IHSAA to establish athletic safety protocols. The updated Return to Athletics plan will be shared with the community as soon as the IHSAA releases new guidance.

**IV. Cafeteria Use and Dining Services**

During elementary lunch, the cafeteria will be limited to approximately 50% capacity with students physically distanced when seated. Kindergarten through 2<sup>nd</sup> grades will continue to eat in the cafeteria; 3<sup>rd</sup> through 5<sup>th</sup> graders will eat in their classrooms.

Middle school students will eat in the cafeteria. High school students are permitted to leave the building for lunch, or may eat in available, properly sanitized, classrooms.

To limit the use of cash, families are encouraged to purchase Burriss Bucks so that students can use their lunch cards. Students eating in classrooms will receive their meals through delivery to their classroom or will go to an assigned location to pick up their food and return to the classroom.

## V. Face Masks

Burriss Laboratory School follows Ball State University guidelines regarding face masks. Consistent with recent guidance from the CDC, BSU does not require face masks for students, employees, and campus visitors who have been fully vaccinated.

## VI. Health Considerations

### *Health Clinic: COVID-19 Symptomatic:*

- The school has a designated space, separate from the Health Clinic, where students or employees who are feeling ill are evaluated or waiting for pick up.
- Only essential staff assigned to the room may enter.
- A record will be kept of all persons who entered the room and the room will be disinfected throughout the day.
- Strict physical distancing is required and health clinic staff must wear appropriate PPE.
- Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever, for any reason, they must be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

### *Health Clinic: Non-Covid-19 Related:*

- Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.
- The Health Clinic will only be accessible by entering through the clinic's hallway door; visitors to the clinic may not access from the front office.

### *Health Screening Process Considerations:*

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease, such as COVID-19, or those liable to transmit such diseases after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). Burriss will work closely with their local health department and the Ball State University Public Health Specialist to respond to these situations.

Employees, parents, and students should be familiar with and recognize [COVID-19-related symptoms](#) and the current [CDC guidelines](#).

*COVID-19 Vaccinations:*

Students and employees are strongly encouraged to get a COVID-19 vaccination, as they are eligible. Contact tracing and quarantining policies are different for those who have been vaccinated. Students and employees are encouraged to share vaccination records with the school nurse.

*Quarantine:*

Members of the Burris community are expected to abide by the [CDC's quarantine guidance](#).

Note that people who have tested positive for COVID-19 do not need to quarantine (or get tested again) for up to 3 months as long as they do not develop symptoms again. In addition, consistent with CDC guidance related to vaccinations, fully vaccinated people are not expected to quarantine (or get tested) after exposure to someone with COVID-19 if they remain asymptomatic

## **VII. Safety and Sanitation**

*Personal Sanitation Measures*

Students and employees should maintain good personal sanitation/hygiene, keeping the following in mind:

- Frequent hand washing is the first line of defense against the spread of COVID-19. Students and employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, students and employees should use a hand sanitizer that contains at least 60% alcohol.
- Students and employees are encouraged to carry their own hand sanitizer and keep some in their offices/rooms. Bottles of hand sanitizer will be provided to students and employees requesting one.
- Students and employees are encouraged to bring their own water to minimize use and touching of water fountains (and to use the hands-free, bottle filling stations where available).
- Students and employees should minimize or avoid sharing personal items and work supplies with others.

*Classroom Safety Practices:*

The following classroom safety practices are in place:

- Hand sanitizer is available in each classroom, the library, and at hallway stations.
- Teachers and students should minimize or avoid sharing personal items and work supplies with others.
- For contact tracing, seating charts will be used in all K-12 classes.
- Any food items brought into the classroom must be commercially prepared and individually prepackaged.
- Students will be sent to the Health Clinic for medical issues such as fever, headache, sore throat, etc. Ice packs will be made available in a small freezer located in the gym

for minor bumps and bruises. Basic first aid materials, such as bandages and antibiotic cream are available to teachers.

*Cleaning and Disinfecting Protocols:*

While the University has implemented significant cleaning and disinfecting measures, employees will also be expected to assist with cleaning their workspaces and other high-touch surface areas in their physical work environments. Cleaner and disinfectant will be provided in high traffic areas, as needed.

As it relates to cleaning and disinfecting the campus, the University has implemented the following protocols:

- Deep cleaning continues at regular intervals based on occupancy and use.
- Open buildings continue to be cleaned and disinfected on a daily basis at regular intervals, and as necessary, based on occupancy and use.
- Cleaning and disinfecting of high-touch surface areas (such as controls, door handles, elevator panels, railings, copy machines, student lockers, etc.) occurs on a regular basis.
- Portable ultraviolet lights are used in spaces considered higher risk areas.
- An electrostatic disinfecting sprayer is utilized where appropriate, such as locker rooms, shower areas, shuttle buses, etc.
- Additional cleaning measures will be taken if the University is notified that an individual is/was on campus with a positive diagnosis of COVID-19.

*Preventative Measures:*

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school and showing no signs of illness, but are capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are physical distancing, frequent handwashing, and appropriate PPE.

*Physical Distancing:*

Efforts will be made by all faculty and students to physically distance from others whenever possible. We will continue to monitor CDC, local health department, and Ball State guidance in determining appropriate distancing.

## **VIII. Special Education**

The Special Education team will collaborate with classroom teachers to support social/emotional and academic needs as they arise and will continue to follow all current IEP's. As changes are needed, annual case reviews, and new evaluations completed, virtual case conferences/meetings will be offered as a preference, however, accommodations can be made for in-person meetings as needed.

## **IX. Personal Vacations:**

Students and employees must abide by [CDC travel recommendations](#) for all travel. This may include quarantining at home depending on travel location and COVID-19 transmission rates.

## **X. Well-being and Support:**

The transition back to school will pose many challenges to students, teachers, and staff. Burris counselors have been proactively working on strategies to help students, teachers, and staff overcome and work through some of the trauma and disruptions that have happened over the last few months with the understanding that social/emotional needs must be met before we expect students to perform academically.

To best serve the students at Burris, the Counseling Center understands that there will be many social and emotional needs that must be met. The counselors and teachers at Burris will be trained on how to meet these needs in the classroom, identify potential warning signs, and be knowledgeable on how to provide/refer to extra supports. The Burris counselors will be visiting classrooms to teach lessons surrounding social/emotional learning to provide strategies to students on coping with change and the world we are living in. Counselors will also be available for group and individual counseling. Teachers and parents can refer students for individual counseling by reaching out to the Counseling Center. Students are also able to advocate for themselves and seek support from the Counseling Center. Burris counselors can also provide families with outside local mental health and counseling resources.

This pandemic can be stressful both personally and in the workplace. Employees and families should be mindful of their well-being and take steps to cope with this situation in a positive way (e.g., eat healthy, exercise, get sleep, talk with a trusted acquaintance, take breaks from the news and social media, etc.). The CDC has published information about [Coping with Stress](#) during this time. In addition, employees are encouraged to visit the [BSU Working Well website](#) for more information about resources available through the University.