



Potlatch School District No. 285
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Potlatch School District #285 **Health & Safety Protocols to the COVID-19 Outbreak**

At this time the Potlatch School District is working diligently to protect our students and staff from the Coronavirus and the havoc it has created throughout our country and the world. The Idaho State Board of Education gave school districts direction to place our schools into a “soft closure” from March 23rd through April 20th. The Governor of Idaho, Brad Little, then issued a statewide “stay-at-home” order on March 25th for Idaho citizens. Although schools and school districts are exempt from fully closing down – schools are considered *essential* – our district will adhere to the directives as much as possible. The following are our district protocols and what we are doing during the closure period to provide instruction and services to our students, as well as provide directions for our own staff safety and well-being:

- 1. Staff and students should not be in either the Elementary School or the Junior-Senior High School over Spring Break.**
2. Monday, April 6th, teachers and paraprofessionals can be in their classrooms or building, with permission from their Principal, Special Ed. Director, or the Superintendent. If you come into the building, please notify Custodial so they can be prepared to clean your areas once you leave **or** take the responsibility to clean and sanitize your area yourself before you leave. That includes disinfect the bathroom if used, clean and sanitize the copying machines, and other areas you use as needed.
3. At this time, staff are not required to return to work. Work can happen from home, as well as in the District. However, all staff are on-call, if needed. If you are not feeling well or you are taking care of someone who is not feeling well, please notify your department head or administrator and then, please remain at home.
4. All staff, Classified & Certified will be paid their normal wages, whether they are at home or whether they choose to work a few hours daily in the district.
5. Although we are asking for only skeletal crews to be in the buildings after the 6th, staff will be required to practice and maintain *social distancing* wherever & whenever possible. Teachers, paras, and administrators may collaborate on tasks by maintaining a distance of six (6) feet. In the event of students being allowed to come to school to meet their educational needs, no more than two (2) students can be in a classroom with a para or teacher at one time.
6. Food service delivery, along with computer devices and packetwork material will be available to our students on Tuesday, April 7th. Buses will leave from the Elementary at 7:30 a.m. to deliver food and supplies to students at our Emergency Bus Stop areas throughout the District. If further materials need to go out to students', homes, we can utilize the van to make house runs to deliver and/or pick up materials.
7. Teachers and Counselors are requested to have “working hours” whether you are at home or at work and these will be made available to students and parents. The minimum hours of availability should be four (4) hours daily.
Please log your contact made with students and parents on a daily basis/weekly basis.
8. Grading Procedures: This is a unique situation that we are in and therefore, we need to have an open mind about how the rest of the school year will look. The amount of work that a student turns in from the packetwork or the online activities they complete is not nearly as important as the safety and health of those students being away from school. This is still a “work in progress” but a Pass/Fail system for the 4th Quarter will be used for grading purposes. Although not an ideal system and not what we traditionally use, it certainly makes the most sense during this uncertain time. This is a time for flexibility and “thinking outside of the box”.