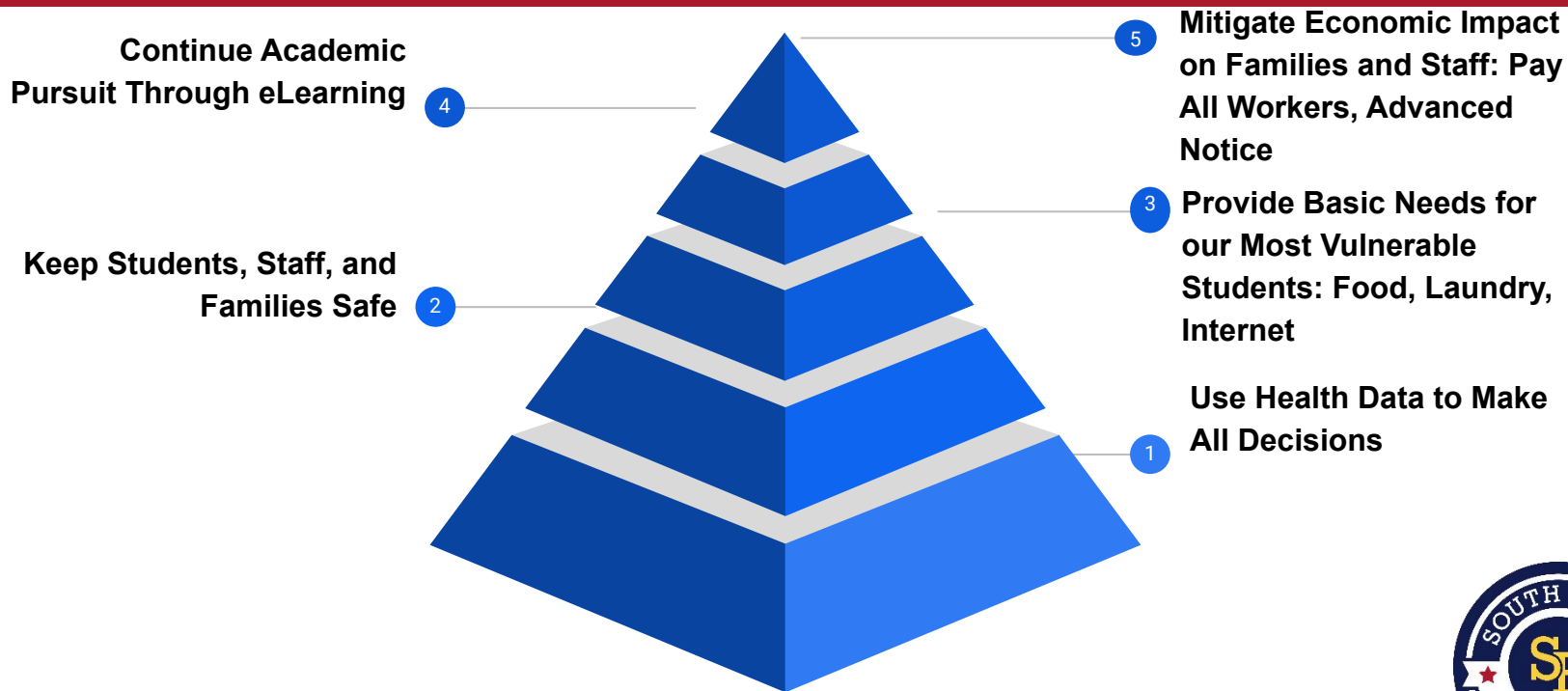




# COVID-19 Emergency Response Plan-*Wave I*

**South Bend Community School Corporation**

# Theory of Action



# Daily COVID-19 Crisis Response Team Meetings

- COVID-19 updates to inform our community and stakeholders
- Conversations around collecting student internet access for eLearning
- Daily cleaning procedures
- Continuation of food services
- Athletics
- Human Resources
- Principals and nurses worked together to monitor and record student and teacher absenteeism



# COVID-19 Crisis Management Team

Rene Sanchez  
Brian Kubicki  
Tessa Sutton  
Patrick Stalvey  
Matt Modlin  
Kareemah Fowler  
Taylor Williams  
Rafi Nolan-Abrahamian  
George Jones IV  
Monica Leyes  
Steve Miskin  
Mike Szymanski

Isa Solis  
Rachel Santos  
Dr. Susan Devetski  
Brandon Williams  
Tanera Winters  
Sue Cullen  
Matt Johns  
Stephanie Stewart-Bridges  
Quinn Tabbert  
Gaby Hernandez  
Dr. Cheryl Camacho

Community Leaders:

Mayor James Mueller  
Police Chief Scott Ruskowski



# Communication - February 26, 2020

## SBCSC Safety and Security meeting

- Discussed the latest developments surrounding Coronavirus (COVID-19)
- Communicated increased cleaning procedures to our building engineers, custodians, and staff
- Secured additional cleaning supplies
- Reiterated safety recommendations from the Centers for Disease and Control



# Communication - February 28, 2020

- George Jones attended a special meeting discussing COVID-19 led by, **Saint Joseph Health System Chief Medical Officer Dr. Genevieve Lankowicz**, at the SJHS Mishawaka Medical Center



# Communication - February 28, 2020

All school secretaries and principals received a statement from Dr. Todd Cummings regarding rising concerns about the Coronavirus.

The statement outlined best practices for prevention and shared with schools that our administration was working with the St. Joseph County Health Department to ensure that the district was closely following their guidelines.



February 28, 2020

The South Bend Community School Corporation and the St. Joseph County Health Department are working together to follow the recommended guidelines of the CDC regarding Coronavirus Disease 2019 (COVID-19). SBCSC building custodians regularly clean "high touch" surfaces (doors, door knobs, desks, push plates) in all of our buildings to maintain a clean and safe environment.

It is recommended, based on current conditions, that students and staff with flu-like illness stay home for at least 24 hours ~~after~~ they no longer have a fever or signs of a fever.

The CDC emphasizes washing hands, respiratory etiquette and staying home when sick:

- Practice good hand hygiene: Students and staff members should wash their hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand sanitizers are also effective.
- Practice respiratory etiquette. Illnesses can spread from person to person in the droplets produced by coughs and sneezes, so it is important to cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands.
- Stay home if you are sick. Keeping sick students home means decreasing the spread of germs to others.



# Communications-February 28, 2020-Graphic

## Coronavirus (COVID-19) and Flu Season Information



### CORONAVIRUS (COVID-19) AND FLU SEASON INFORMATION

Due to increased concern in the community about the spread of the 2019 Novel Coronavirus (COVID-19), South Bend Community School Corporation has developed this guide so that parents/guardians have the correct information regarding what the virus is, how to protect yourself and your child, and what to do if you suspect a possible case.

COVID-19 is a new respiratory virus that was first detected in Wuhan, Hubei Province, China. It is being closely monitored by the Centers for Disease Control and Prevention (CDC).

Reported illnesses of COVID-19 have ranged from infected individuals with little or no symptoms to individuals who are severely ill and dying. Public health officials are unclear as to how COVID-19 spreads from person to person.

#### WHAT YOU SHOULD KNOW:

The symptoms include mild to severe respiratory illness with:

- Fever
- Cough
- Difficulty breathing

Having these symptoms alone does not mean that someone has the virus. Symptoms may appear in as few as two days or as long as 14 days after exposure. According to the CDC, the greatest risk of infection is for individuals who have traveled to Wuhan China.

These symptoms mimic flu-like symptoms and there are currently no specific treatments for COVID-19. However, preventive measures for the COVID-19 are similar to other respiratory viruses such as the flu.



#### WHAT ARE FLU SYMPTOMS?

Flu symptoms can include a cough, sore throat, fever, runny or stuffy nose, body aches, headaches, chills, and fatigue. Symptoms may include vomiting and diarrhea. Some people with the flu may not experience all these symptoms.

#### WHAT IF MY CHILD HAS THESE SYMPTOMS?

- You should contact your healthcare provider immediately. Don't wait for symptoms to worsen.
- Parents/guardians are encouraged to keep children home when sick.

#### WHAT ARE SOME WAYS I CAN PROTECT MY CHILD?

- According to the CDC, proper hand-washing with soap and water is one of the best ways to prevent illness.
- Demonstrate proper hand-washing for 20 seconds. Have your child visit <https://www.cdc.gov/hand-washing/index.html> to watch a video on proper hand-washing.
- Demonstrate to your child how to cover their nose and mouth with a tissue when coughing or sneezing. They should throw the tissue away after use and wash their hands. If a tissue is not available, THEY SHOULD NOT USE THEIR HANDS. They should cover their mouth and nose with their sleeve.
- Children should avoid touching their eyes, nose, or mouth. Germs spread this way.
- If possible, avoid people who are sick.
- Clean and disinfect frequently touched surfaces or objects.

FOR FAQs AND MORE INFORMATION REGARDING  
COVID-19, PARENTS & GUARDIANS CAN CALL 311.

[WWW.CDC.GOV](http://WWW.CDC.GOV)





# Communication - March 3-8, 2020

## Additional Protocols for Illness:

- Disinfect common contact surfaces
- Install hand sanitizer dispensers at entry ways
- Supplied all classroom teachers with disinfectant spray bottle
- Equipment prepped for large scale disinfection with hospital grade products
- Additional supplies on hand as needed
- Handwashing signs posted in restrooms
- Principals and custodial staff educated on cleaning procedures
- Buildings divided up into sections. Custodians follow written checklist. Turn in the written checklist into principals each day
- Special focus on Kindergarten, Pre-K, high risk populations
- Authorized additional time for employees to complete additional procedures
- Clean and wipe down all buildings over the March 12,13,14 weekend
- Buses will be misted and additionally wiped down on March 13 weekend



# Communication - March 4, 2020

“The South Bend Community School Corporation and the St. Joseph County Health Department are working together to follow the recommended guidelines of the CDC regarding Coronavirus Disease 2019 (COVID-19).

SBCSC building custodians regularly clean "high touch" surfaces (doors, door knobs, desks, push plates) in all of our buildings to maintain a clean and safe environment.”

This letter was sent out to all staff and was posted on social media.



March 4, 2020

The South Bend Community School Corporation and the St. Joseph County Health Department are working together to follow the recommended guidelines of the CDC regarding Coronavirus Disease 2019 (COVID-19). SBCSC building custodians regularly clean "high touch" surfaces (doors, door knobs, desks, push plates) in all of our buildings to maintain a clean and safe environment.

It is recommended, based on current conditions, that students and staff with flu-like illness stay home for at least 24 hours after they no longer have a fever or signs of a fever.

The CDC emphasizes washing hands, respiratory etiquette and staying home when sick:

- Practice good hand hygiene. Students and staff members should wash their hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand sanitizers are also effective.
- Practice respiratory etiquette. Illnesses can spread from person to person in the droplets produced by coughs and sneezes, so it is important to cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands.
- Stay home if you are sick. Keeping sick students home means decreasing the spread of germs to others.



# Communication - March 6, 2020

“Governor Eric Holcomb declared a public health emergency in Indiana related to Coronavirus and COVID-19. Rest assured that we will continue to monitor the situation closely.

Our building engineers, school nurses, principals, and teachers are taking every measure to ensure that classrooms, buildings and all other ‘high touch’ surfaces are sanitized as often as possible.

For the most up to date information and guidelines, please visit the Centers for Disease Control’s website, [cdc.gov](https://www.cdc.gov).”

This letter was shared with staff, made available on our website, and was published on social media.



# Communication - March 10, 2020

- Dr. Cummings and Rene Sanchez attended a planning and preparation meeting along with leaders from other school districts in the county at the **St. Joseph County Department of Health**.



# Communication - March 11, 2020

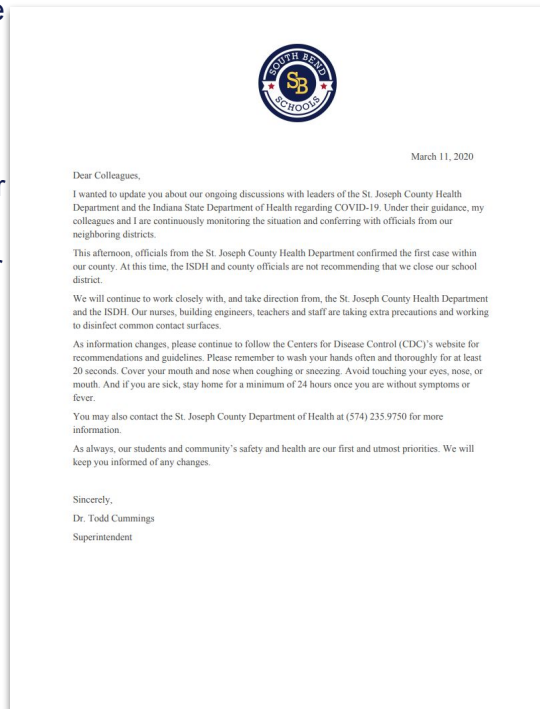
“Officials from the St. Joseph County Health Department confirmed the first case within our county. At this time, the ISDH and county officials are not recommending that we close our school district.

As information changes, please continue to follow the Centers for Disease Control (CDC)’s website for recommendations and guidelines. Please remember to wash your hands often and thoroughly for at least 20 seconds. Cover your mouth and nose when coughing or sneezing. Avoid touching your eyes, nose, or mouth. And if you are sick, stay home for a minimum of 24 hours once you are without symptoms or fever.

You may also contact the St. Joseph County Department of Health at (574) 235.9750 for more information.”

This letter was sent out to all staff and was posted on social media.

- Mr. Sanchez, Mr. Kubicki, Mr. Jones, and Ms. Leyes attended the latest Health Department press briefing at University of Notre Dame.
- This letter was shared with all staff and was posted on all social media outlets.



# Communication - March 12, 2020

- On March 12, an email to all staff was sent out in order to assist them in answering parent and guardians' questions.
- The email was also to make them aware that students would be excused from school for now with a note from a parent or guardian.
- The email also reiterated information from the Centers for Disease Control, the Indiana State Department of Health, and the St. Joseph County Health Department.

Phone calls regarding COVID-19

Department of Communications <communications@sbcc.k12.in.us>  
to bcc: staff

Dear Colleagues,

Many of you have been receiving phone calls from our community asking about potential school closures.

The South Bend Community School Corporation has been working closely with the department of health and has been advised to keep schools open for the time being.

Please note that for now, student absences will be excused with a note from a parent or guardian.

Please use these points from Dr. Cummings' letter to families and colleagues last night:

"At this time, the Indiana State Department of Health and St. Joseph County health officials are not recommending that we close our school district.

We will continue to work closely with, and take direction from, the St. Joseph County Health Department and the ISDH. Our nurses, building engineers, teachers and staff are taking extra precautions and working to disinfect common contact surfaces.

As information changes, please continue to follow the Centers for Disease Control (CDC)'s website for recommendations and guidelines.

Please remember to wash your hands often and thoroughly for at least 20 seconds. Cover your mouth and nose when coughing or sneezing. Avoid touching your eyes, nose, or mouth. And if you are sick, stay home for a minimum of 24 hours once you are without symptoms or fever.

You may also contact the St. Joseph County Department of Health at (574) 235.9750 for more information. "

You may also direct callers to our [webpage](#) with information about COVID-19.

(Parents should click on the image of the hands being washed on the rotating link carousel.)

We will keep you informed of any changes.

Thank you for all of your help.



# Communication - March 13, 2020


- All principal meeting to discuss school closure plan (eLearning, meal locations, community supports)



# Communication - March 13, 2020

## Activate Healthcare - Update

- Letter from Tobias Barker, MD, Chief Medical Officer with Paladina Health regarding COVID-19 to SBCSC employees.



9302 N. Meridian Street, Suite 385  
Indianapolis, IN 46260  
317.542.3104  
activatehealthcare.com

March 12, 2020

Attn: South Bend Community School Corporation-Employees

We want to keep you updated about our continued efforts to address the outbreak of COVID-19. Our top priority is taking care of our patients, care teams and partnering with our clients to guide employees through this ever-evolving situation.

We encourage you to communicate with your employees and members about what to do if they are experiencing symptoms related to COVID-19 and how their Activate Healthcare provider can help:

- If they are experiencing mild symptoms (cough or fever) they should first call their Activate Health provider for guidance on what to do next. This may include how to get tested and what locations are providing testing in each state. There are different testing options but the most likely will be a swab of the back of your nose or mouth. With current tests it typically takes 3-4 days to receive test results. If someone tests positive for the virus, they should work with their Activate Health provider to discuss next steps and devise a plan of care.
- If they are experiencing severe symptoms related to COVID-19 such as inability to breathe or high fever, they should go directly to the hospital or call 911.

We are aware there may be visits to our clinics by individuals exposed to or infected with the virus. The clinical teams are taking this possibility very seriously and have implemented necessary measures to prevent the spread of the virus:

- Providing masks for patients who presents in the clinic with symptoms of cough, fever and shortness of breath, placing patients experiencing symptoms in an exam room immediately and ensuring a plan for testing and care is created as soon as possible.
- Elevating clinic cleaning procedures:
  - Deep cleaning of exam rooms after each patient visit.
  - Use of a detergent or soap and water prior to disinfection.
  - Use of diluted bleach solutions, alcohol solutions with at least 70% alcohol, and EPA-registered household disinfectants for continual disinfection activities.

It's important to remember that contracting the COVID-19 virus is low risk for developing severe complications. In fact, 80% of those who contract the virus have either mild or no symptoms. Most of the population will not be affected (or only mildly affected), as the virus runs its course. Saying this, there are standard precautions we should all take:

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing, your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

We will continue to update our policies and procedures as needed, based on the most [up to date disease protocol and guidelines](#) from the CDC and state Departments of Health. If you have questions, please contact your Vice President of Operations, Cathy Jarvis at 574-807-1612, or your Regional Medical Director, Dr. Mary Jean Vorwald, at 317-694-8293.

Sincerely,  
Tobias Barker, MD, Chief Medical Officer  
Paladina Health





# Communication - March 14, 2020

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District Digital Integration Specialists worked Saturday to organize chromebooks for Monday morning distribution.



# Communication - March 15, 2020

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The COVID-19 Crisis Response team met to discuss updates and modifications to our school closure plan.



# Communication

## COVID-19 resources on our district homepage

**SOUTH BEND COMMUNITY School Corporation**  
South Bend, IN 46601  
574-393-6000  
574-283-8143

District Information Enrollment Families School Board Employees Programs Calendars News Referendum

**Magnet Applications**  
Magnet enrollment is open.

2020-21 SCHOOL YEAR CALENDAR  
TRANSPORTATION CALL CENTER  
ALUMNI SPOTLIGHTS

March 13 UPDATE: Letter to families and school closure details.

Communications

### Coronavirus and Flu Season Information

*South Bend Community School Corporation / District Information / Departments / Communications / Coronavirus and Flu Season Information*

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#### Coronavirus Family Letter

March 13, 2020	English	Spanish	Letter to parents and school closure details
March 11, 2020	English	Spanish	
March 6, 2020	English	Spanish	
March 4, 2020	English	Spanish	

#### Important Links

- Centers for Disease Control
- Fact sheet
- Frequently Asked Questions
- Symptoms and how to protect your child
- Informacion acerca del coronavirus y la temporada de influenza
- What you should do
- Stop the spread of germs
- What to do if you are sick
- Proper hand washing demonstration
- Indiana State Department of Health
- Guidance for Schools
- Paladina Health
- Letter from Tobias Barker, MD, Chief Medical Officer



# Communication

## Social media alerts:

Sharing the latest information regarding (COVID-19) Coronavirus and other flu season resources with parents/guardians.

- Facebook
- Twitter
- Instagram



# eLearning Adjustments Due to Illness

## Full guidelines available at [sb.school/elearning](https://sb.school/elearning)

### Devices

- Grade 6-12: Students take home devices. Primary instruction is via E-Learning.
- Grade 3-5: Chromebooks coming out of the supported lifecycle are identified in buildings by DIS and building staff for student use at home. Primary instruction is via E-Learning, paper packets are provided for those without internet access.
- Grade K-2: Primary instruction is via E-Learning, paper packets are provided for those without internet access.

### Access

- Students will ***not*** be expected to find access in public spaces such as libraries or community centers
- 9-12 grade students were offered internet hotspots through the Sprint 1Million Project

### Content

- Websites for eLearning content available on the [South Bend EdTech website](#). Teachers curate and select web activities from available material and sites
- Video interaction:
  - [Flipgrid](#) enables student discussions to happen at different times
  - [Hangouts Meet](#) enables instruction to students when all students are available at the same time.
  - [Screencastify](#) record your screen and/or webcam, share directly to google classroom.

### Grades and Attendance

- Attendance is based upon student completion of a google form or other polling means.
- Grades are based upon assignments and assessments and should align with weight of in person assignments.



# Student and Family Hotline

Staffing Hotline Tuesday -- 574 393 7000

Student Chromebook Pickup Available at Enrolled School

- Hours 9am-3pm Tuesday-Friday Until further notice
- Please have a student ID number
- Call School before arriving so arrangements can be made to serve you in the most efficient manner



# Academics

- eLearning plan will support students who have 1:1 devices (intermediate and high school campuses)
- Students who have access to devices and internet availability will be able to complete eLearning instruction planned and support from their teacher
- 3rd-5th grade students in need will be given chromebooks to use at home
- Students without devices in their home and who are not assigned a device (K-2) will be provided instructional materials to support their learning while face-to-face school is suspended
- Materials will be aligned to core curriculum and Indiana Academic Priority Standards
- State testing windows will be extended in the case of school or district closures



# Testing Updates

- IREAD-3 and ISTEP FTA windows have been suspended
- The IDOE is coordinating with the Governor's office and the U.S. Department of Education on broader testing forgiveness. We anticipate most standardized testing windows will be cancelled.
- We will await further guidance regarding the impact on graduation requirements.
- We will coordinate with the College Board regarding impact on upcoming SAT administrations





# Continuation of Food Services

- Food Services will provide USDA-compliant sack lunch and dinner to be eaten off-site per the IDOE waiver.
- Meals will be available for pick-up from 11am-1pm on every day school would have been in session.
- We will serve USDA-compliant sack lunch and dinner at the following sites.
  - Brown Community Center
  - Coquillard Elementary School
  - Harrison Elementary School
  - Lincoln Elementary School
  - Muessel Elementary School
  - Monroe Elementary School
  - Madison Elementary School
  - East of Town Elementary School

**These meals will be available to all students in the district.**



# Additional Food and Other Accommodations

## Collaboration with Cultivate:

- Provide continued service to Madison, Marquette, Coquillard, Harrison but will expand weekend backpack service, to the four other meal site schools, as needs are identified.
- Bridging the gap with locations that aren't easily accessible for students.

## Collaboration with Burton's Laundry to open Western (3706 W. Western Ave) location Wednesday's (8 am - 8:00 pm):

- Principals & Social Workers will I.D. SBCSC families
- 25 to 30 pounds per family including laundry detergent
- These vouchers will be provided to principals at the 6 meal sites to distribute to identified families in need of laundry services.

## WiFi enabled buses:

- WiFi enabled buses will be parked around the city to assist students with eLearning



# National Reddit-98K Views

↳ Crossposted by u/alancostello 22 hours ago

56

Is this actually us? I sure hope so!

r/Damnthatinteresting · Posted by u/thenewyorkgod 1 day ago 🗨️ 🗳️ 🗳️ 3 🗳️

**Image** After a local school district closed, they parked their WiFi equipped school buses in areas where students lack internet, acting as free hotspots



**Jason Critchlow** 4 hrs · 🌐

With schools closed, SBCSC buses equipped with free Wi-Fi will be parked throughout city neighborhoods for families that don't have access at home.

**BUT DID YOU KNOW?** SB Schools have been doing this throughout the entire year on evenings and weekends!

This is another innovative way that SB public schools



# CNN

help each other. [twitter.com/drtoddc/status/1511111111](https://twitter.com/drtoddc/status/1511111111)



**Arne Duncan**  @arneduncan · 8m

Would love to see your work, once I can travel again...

Please keep leading [@drtoddc](https://twitter.com/drtoddc), and anything I can do to help just let me know.

We all have to create together, learn together, solve problems together and help each other!



**drtoddc** @drtoddc · 22m

Thank you Secretary @arneduncan for your @CNN mention of @SouthBendCSC utilizing bus WiFi so all of our students can participate in eLearning. I'd like to invite you to visit us to see our innovative approach to education.



# Athletics

IHSAA Statement on COVID-19 (Coronavirus) The Indiana High School Athletic Association, Inc. is aware of the case of COVID-19 in Marion County, IN that was reported the morning of March 11. We will continue to monitor the developments and listen to medical experts and if it becomes necessary to make adjustments to high school sporting events, we will work with our member schools to take every precaution to ensure a healthy and safe environment for everyone involved. (This statement was released March 6th, 2020)

*As for SBCSC sponsored athletic events, we will continue to follow directions given to the corporation by the Health Department and act accordingly.*



# Athletics - IHSAA Spring Sports Update

## IHSAA Spring Sports Update (March 13, 2020)

- Regular season contests are conducted at the discretion of our member schools. Currently, the guidance being provided by the State of Indiana allows for events with less than 250 individuals in attendance to be conducted. Local jurisdiction shall prevail with regard to whether contests in the regular season are conducted.
- Some schools in our state have closed and will implement extended break periods. Once students return to school, all provisions of Rule 9-14 - Practice Attendance to Participate in a Contest shall be enforced. This health and safety measure within the by-laws will not be waived. Should a previously scheduled contest fall before the completion of said separate days of practice, the contest must be rescheduled or cancelled.
- A decision on meeting a minimum number of contests to become eligible for IHSAA tournament series events will be made at a later date.
- At this time, the IHSAA is planning on staging all spring sport tournament series events as scheduled.



# Athletics/Extracurricular Activities

- All district extracurricular activities and sporting events, and competitions are canceled until further notice.



# Human Resources

Payroll - Payment for Paraprofessionals, Bus Drivers, Service Center, Food & Nutrition Workers, building engineers, etc.

- If the School Board passes a resolution to authorize payment to employees during emergency closure, then all employee groups will be paid their usual wages.
- Administration will then determine which employee groups are essential to continue the daily educational process and regular district operations for students.
  - Teachers and other certified staff will continue following e-learning protocol and are considered to be working at this time.
  - Central office staff, campus administrators, and some other staff will continue reporting to work as usual.
  - Emergency leave will compensate non-certified employees who do not have job responsibilities under extended e-learning.
- On the district side, we will determine a procedure for calculating, then entering time for payroll purposes.





# Human Resources

## ALL SBCSC EMPLOYEES WILL BE PAID DURING CLOSURE.

Direct guidance will come from your Chief/Supervisor.

Bargaining Group	Report to Work	Must Work From Home	Paid
NEA-South Bend	No	Yes	Yes
AFSCME	Depends on Role	No	Yes
Teamsters	Depends on Role	No	Yes
All non-Union Non-Certified Staff	Depends on Role	TBD	Yes

To ensure a smooth transition and operational efficiency, ALL Central Office Staff will report to work. Guidance will come from your Chief/Supervisor.



# Human Resources

Board of Health recommends that our employees first go to their primary care provider instead of the emergency room.

Should an employee be told to stay home by a physician due to symptoms, they will need to take a sick day. After sick days are exhausted, they will need to refer to the Family and Medical Leave Act.

Should an employee test positive for the Covid-19 virus, upon returning back to work all necessary documents and physician sign-off will be required.



# Coronavirus Memo-Financial

We've received the recommendations from the Indiana State Board of Accounts State Examiner, Paul Joyce, concerning the impact of the coronavirus on operations and implementation of policies. We will continue to update as forthcoming information is published.



# Travel Guidelines

- The district requests that if students are traveling out of the country, or to an area of the U.S. that is known to have coronavirus, parents/guardians should notify the school principal.
- The district requests that if staff members are traveling out of the country, or to an area of the U.S. that is known to have coronavirus, they should notify their immediate supervisor.
- ***The district is suspending all employee conference travel until the end of the school year.***





Questions?