



# Frequently Asked Questions **STAFF**

*Last updated 9/2/2020*

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# HEALTH AND SAFETY

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*NEW 9/2/20 As we have shared in the past, the situation with COVID-19 is always changing. Therefore, we are providing this updated guidance from the Bettendorf Community School District.*

**Note:** *The Health and Safety Committee strictly follows the guidance of the Scott County Health Department, Iowa Department of Public Health and CDC for guidance when creating these documents.*

**1. What cleaning procedures are in place?**

Custodial and maintenance staff will frequently clean high touch surfaces, like door handles and railings. Classroom electronics, tables/desks, and other shared items will be cleaned by custodians, faculty and staff. School buses will be cleaned in accordance with Department of Education guidelines. The District does own hydrostatic sprayers and will use these, in addition to traditional cleaning methods, to ensure a safe work environment for staff. We ask that staff assist in cleaning common spaces such as computer labs, furniture and keyboards in office areas and classrooms by wiping down surfaces with District-provided cleaning supplies. Further guidelines will be issued before the start of school based upon building-specific situations.

**2. How is the District keeping staff and students safe?**

It is imperative for the health and safety of all staff and students that proper social distancing, hand hygiene and the use of face coverings are observed. Research shows these are the most effective methods to prevent the spread of the coronavirus. Administrators and Directors will be monitoring the implementation of these safety measures. We want to form good healthy habits from the start and promote the success of in-person learning while implementing practices designed to keep staff safe. The District is working on common signage throughout the buildings to remind and encourage these health and safety practices.

**3. How will proper handwashing be maintained?**

Additional handwashing time will be built into the daily schedule. Teachers and staff will monitor students to ensure proper handwashing techniques. When hand washing is not feasible, hand sanitizer will be available. Teachers will provide hand sanitizer before entering or exiting the classroom.

**4. NEW 8/7/20: What happens if/when a student needs to use the restroom?**

Restrooms will be available for use during passing periods and during class time as necessary. The District is monitoring and evaluating best practices for social distancing in communal areas. To the extent possible, signage will be used to encourage social

distancing and proper handwashing procedures. Each building will communicate specific restroom expectations with staff.

5. **UPDATED 9/2/20: Will staff and students wear a face-covering at school?**

Yes, staff and students will wear a face-covering at school all day. There is an exception for eating. Some staff members may not be able to wear a face covering all day. These situations will be evaluated on a case by case basis. The [CDC recommendation for schools](#) is an excellent resource for when face coverings should be used.

The District continues to monitor COVID-19 cases across the state and in Scott County. We communicate regularly with the Scott County Health Department regarding current recommended safety practices, such as wearing face coverings during the school day. Current scientific research suggests social distancing, good hand hygiene and face coverings are the best ways to prevent the spread of the coronavirus. The CDC has an excellent [resource for wearing, making and cleaning cloth face coverings](#).

6. **NEW 8/7/20: What are the consequences if someone refuses to wear a face-covering?**

The requirement to wear a face-covering is based on state and local health departments, as well as CDC guidelines. The District will work collaboratively with staff and students who express concerns about wearing face coverings. If a staff member or student does not have a face-covering for the day, a disposable mask will be offered to the individual. If a student continues to not wear a face-covering, the Building Administrator will be contacted as well as the student's parent/guardian. If a staff member continues to refuse to wear a face-covering, there will be a conversation with the Human Resource department and potential disciplinary action. The only exception to this is for staff members who have a valid prior arrangement on file with the Human Resource department.

7. **UPDATED 9/1/20: What kind of face coverings will be allowed?**

Below is a list of face coverings currently allowed. If you do not have a face covering or forget a face covering at home, the District has a limited supply of disposable masks and face shields available for staff use.

- Paper or disposable mask
- Cloth face mask
- Scarf
- Bandana
- Gaiter
- Face shield **in addition** to one of the other approved face coverings.  
[Per CDC:](#) A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, the CDC does not currently recommend the use of face shields as a substitute for masks.
- Traditional religious face covering

**8. UPDATED 8/7/20: What Personal Protective Equipment (PPE) will be provided to staff?**

The District has a supply of face masks and face shields available for staff to use. Staff members are welcome (and encouraged) to provide their own face-coverings. Any district supplies of PPE will be coordinated with the Director of Operations. No building should order individual supplies.

**9. NEW 8/7/20: How will the District filter air particles and properly ventilate buildings?**

10. Air filters are changed in HVAC systems as a part of routine maintenance across the District. Mechanical engineering consultants have advised the District of which filters are most effective at trapping particulates and those filters are currently in use. Unlike residential systems, commercial HVAC systems provide ventilation *and* filtration, which are both risk-reducing factors. Most district buildings have the ability to modulate how much fresh air is introduced through the central HVAC system. Building staff will continually monitor HVAC controls to introduce fresh air into the buildings when exterior environmental conditions allow.

**11. What other mitigation efforts are in place in buildings?**

Water fountains will not be available for use. Staff are encouraged to bring their own water bottles that can be refilled at school. The District is working to ensure all campuses have water bottle filling stations. Plastic barriers will be put up in common stop points, such as the main office, library, nursing office, and food service lines. Automatic paper towel dispensers are preferred over hand dryers when possible. Classroom electronics and tables will be cleaned frequently. Staff lounge and common spaces will be limited and social distancing strongly encouraged. Staff are strongly encouraged to use only the refrigerator and microwave. Common items such as utensils and dishes should not be used.

**12. NEW 8/7/20: Will students be allowed to carry backpacks from class-to-class?**

Students will be permitted, on a temporary basis, to carry their backpacks throughout the school day. This is in an effort to reduce surface contact exposure in common locker areas. Bags are subject to search by school personnel and security, specifically when suspicion exists and generally on a random basis.

**13. Will there be temperature screenings prior to entering school buildings?**

No. The District asks that you take your temperature before coming to school each day. Do not report to work if your temperature is above 100.4 degrees. Call your healthcare provider and your building principal if you are presenting symptoms.

**14. UPDATED 9/1/20: When should a student be kept home from school?**

We continue to support and ask parents and staff to use the [Daily Home Screener](#) (updated 8-31-20) to make a decision to attend school. **If your student has any of**

**these symptoms, we ask that you keep your student home**, call your healthcare provider and the school attendance office. There are also [CDC guidelines if you are sick](#).

If you have **one** of the following:

- Temperature **100.4** degrees Fahrenheit or higher when taken by mouth
- New loss of taste or smell
- New cough
- Shortness of breath or difficulty breathing
- **OR at least two** of the following (with no other confirmed cause, like seasonal allergies): fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

#### **15. UPDATED 9/1/20: What happens if a person presents symptoms at work?**

A student or staff member who has a temperature or is presenting symptoms of COVID-19 will be isolated and assessed. If it is determined that your student needs to go home, the parent or guardian will be contacted to pick up the student as soon as possible and should call their healthcare provider or the “211” information hotline. Custodial staff will be informed to clean workspaces used by the symptomatic person. The siblings of the symptomatic student will also be assessed.

#### **Instructions**

The student or staff member will be sent home for 10 days AND symptoms improved for 24 hours or more. Unless after a visit to a health care provider and an alternative diagnosis has been given, such as strep throat, asthma, etc. It is recommended that the student or staff be isolated as much as possible from other family members. The school nurse will recommend that the parents of students contact their health care provider.

#### **What happens when you have symptoms**

Students, teachers, and staff ill with COVID-19 symptoms should be isolated in accordance with the guidance below.

**Persons with symptoms of COVID-19 should self-isolate** (this includes persons who test positive via diagnostic test (e.g., PCR, antigen), persons who are not tested, and symptomatic persons waiting for their test results) until after the following three things have happened:

- They have had no fever for at least 24 hours (without the use of fever-reducing medicine) AND
- Symptoms have improved (for example, when cough or shortness of breath has improved) AND
- At least 10 days have passed since symptoms first appeared

**Persons with severe, advanced immunosuppression who test positive for COVID-19** should stay home until:

- They have had no fever for at least 24 hours (without the use of fever-reducing medicine) AND
- Symptoms have improved (for example, when cough or shortness of breath has improved) AND

- At least 20 days have passed since symptoms first appeared OR
- they have had 2 negative tests in a row, 24 hours apart

**Persons with symptoms of COVID-19 who are diagnostic tested and test negative, and who are a close contact of a person who tested positive for COVID-19** should continue to self-quarantine until 14 days after their last exposure to the confirmed case.

**Persons with symptoms of COVID-19 who test negative and who are NOT a close contact of a person who tested positive for COVID-19** can go back to daily activities 24 hours after their fever and other symptoms resolve. (Example: If you started off with a headache, runny nose and cough and you still have a runny nose, you cannot return. All symptoms must be gone). The only exception to this is if there is an alternate diagnosis from a medical provider, such as asthma or allergies.

**Persons who have a positive diagnostic test for COVID-19 but do not experience symptoms** should self-isolate until:

At least 10 days have passed since the date of the first positive test AND  
They continue to have no symptoms (cough or shortness of breath) since the test.

**Persons without any symptoms and who have not been identified as a close contact of a confirmed case**, being tested for surveillance purposes only, are not required to be isolated while results are pending.

**Persons who test positive for COVID-19 on serologic testing should not be excluded**, unless they also diagnostic test positive for COVID-19 or are sick with COVID-19 symptoms and have not yet met the isolation release guidance described above.

Retesting is not recommended for a previously diagnosed person (unless immunosuppressed, see above) if it has been less than three months after the date of symptom onset (or date of test if asymptomatic persons) for the initial COVID-19 infection.

Quarantine is not recommended in the event that a person previously diagnosed with COVID-19 is in close contact with a newly infected person during the three-month time period since their diagnosis, as long as the previously diagnosed person remains asymptomatic (i.e., has not developed symptoms of a new illness).

**Please note:** ALL Positive COVID-19 laboratory results are mandated to be reported to public health by the testing site.

- Public health will conduct a case investigation and identify close contacts (persons within 6 feet of the case for more than 15 minutes)
- People with symptoms of COVID-19 can spread the virus from 2 days before symptoms started until 10 days after their symptoms started.



- Public health investigators then call the identified close contacts to direct them to self-quarantine for 14 days after their last exposure to the COVID-19 infected person.

Quarantine is NOT recommended for the exposed close contact if the close contact was diagnosed with COVID-19 infection during the previous three-month time period, as long as close contact remains asymptomatic (i.e., has not developed symptoms of a new illness).

Public health will notify the PreK-12 COVID-19 Contact to provide names of students, faculty or staff testing positive for COVID-19 and the names of those who have been identified as close contacts of confirmed cases, so that continuity of education assistance can be provided.

Public health may ask for assistance from the PreK-12 COVID-19 Contact to identify contacts in schools.

#### **16. UPDATED 8/7/20: What happens if there is a positive COVID-19 case?**

Administration will coordinate with local health officials to determine the course of action. This will allow local health officials to help the school determine appropriate next steps, including whether extended dismissal of all students and staff is needed to stop or slow further spread of COVID-19. These decisions will be on a case by case basis. If quarantine is needed, the Scott County Health Department will advise the District on which staff members need to be notified, the length of quarantine times and individuals required to quarantine.

#### **17. What are the procedures for allowing a sick student or staff member to return?**

Below are district procedures for various scenarios. PLEASE, seek guidance from and consult with your healthcare provider prior to returning to work. In all scenarios, if you, or someone in your household, are awaiting results from a COVID-19 test, do NOT report to work until your test results are received.

If a student, staff member or visitor is sent home with **symptoms of COVID-19**, they will **isolate** until the following criteria have been met:

- No fever for at least 24 hours without the use of medicine that reduces fevers  
AND
- Symptoms have improved  
AND
- At least 10 days have passed since symptoms first appeared

\*If the person develops symptoms during the time they are isolating, the 10 day period starts again.

If a student, staff member or visitor is sent home with **symptoms of COVID-19, tests negative and has not been in close contact (within 6 feet of a case for more than 15 minutes) with a positive case**, they may return to school when the following criteria have been met:

- No fever for at least 24 hours without the use of medicine that reduces fevers

AND

- Their symptoms have resolved

If a student, staff member or visitor **tests positive for COVID-19**, they will **isolate** until the following criteria have been met:

- No fever for at least 24 hours without the use of medicine that reduces fevers

AND

- Their symptoms have improved

AND

- At least 10 days have passed since symptoms first appeared.

\*If the person develops symptoms during the time they are isolating, the 10 day period starts again.

If a student or staff member **tests positive for COVID-19 and does not have symptoms** (asymptomatic), they will **isolate** until the following criteria have been met:

- At least 10 days have passed from their first positive test

AND

- They continue to have no symptoms since the test.

\*If the person develops symptoms during the time they are isolating, the 10 day period starts again.

If a student or staff member has had **close contact (within 6ft for more than 15 minutes)** with a person who has tested positive for COVID-19, they will quarantine with the following criteria:

- At least 14 days after the last contact
- Temperature checks twice a day and watch for [symptoms of coronavirus](#)

If a student or staff member is **treated with antibiotics for any illness** (such as strep throat, pink eye, pneumonia), they may return to school when the following criteria have been met:

- 24 hours after start of treatment

AND

- No fever for at least 24 hours without the use of medicine that reduces fevers

Upon returning to school after illness, the staff member will check in with the nurse. Temperature will be checked and a simple assessment will be performed.

### **18. Should I quarantine if I've traveled?**

If you have traveled, consider following [CDC Guidelines](#). If in quarantine, Monday, August 3rd is fourteen days before August 17th, when teachers report. Monday, August 10th is fourteen days before the first day of school on August 24th.

### **19. NEW 8/7/20: Will family members and visitors be allowed in the building?**

We will limit family member's entrance to buildings. To encourage social distancing and to minimize outside exposure, families will not be allowed to eat breakfast or lunch with their student(s).

In an effort to mitigate the spread of COVID-19 and to ensure the health and safety of BCSD staff and students, we will limit the number of visitors in the building. Visitors must use the intercom located near the entrance for permission to enter the school building.

When necessary, school business will be conducted inside the vestibule. All visitors are asked to wear a face-covering when entering any of our district buildings. This is to protect the health of staff, students and visitors.

**20. NEW 8/7/20: How will Drop Off and Pick Up procedures be organized?**

For the safety of staff and students, we ask that the fewest amount of people enter our buildings. Parents who walk their students to and from school are asked to maintain social distancing. Your building administrator will communicate specific building procedures before the start of the year.

**21. NEW 8/7/20: What is the procedure for picking up a student during the school day?**

If a student needs to leave school during the day for any reason, families will remain outside in their vehicle and phone the office. Students will be escorted out of the building. For elementary and middle school students, each school will have designated numbered spots for parents to park and call the school to let them know they are there and which spot they are in. At this time, the student will be escorted out. If a student leaves sick, the nurse can sign the student out. The main office can sign other students in/out based on their circumstances.

**22. NEW 9/1/20: Can I have items delivered to my school?**

For the safety of staff and students, we will not allow deliveries for staff at schools/offices from businesses. This includes meal deliveries.

**23. NEW 9/1/20: Can we have potlucks/share food in our school/office?**

Due to health risks, potlucks and shared foods are not allowed in schools and offices at this time.

**24. NEW 9/2/20: Where can I get tested for COVID-19?**

**Test Iowa**

TestIowa is an initiative in partnership with our state leaders and private corporations. Our goal is to dramatically increase the rate of COVID-19 testing so Iowans can have better access to testing and help stem the spread of COVID-19 to get us back to normal as quickly as possible. Our local site is located in the North Park Mall parking lot, northeast corner

**Do I Need A COVID 19 Test**

**Local Site - Hy-Vee - 53rd St & Utica Ridge**

**TESTING INFO**

- The tests are free

- Administered via a Hy-Vee pharmacy drive-thru testing process
- Individuals do not have to have COVID-19 symptoms to be tested
- Must [register online](#) to receive a test voucher number, testing site and appointment time
- Utica Ridge Hy-Vee, 4064 E. 53rd St., Davenport, IA 52807
- Testing Windows: 7am - 9am on Tuesdays & Thursdays 7am - 9am or 8am - 10 am Saturdays\*

\*Saturday testing hours vary by location. Contact the pharmacy for details.

### **REGISTER/TEST PROCESS**

- To register for a test voucher number, visit [www.doineedacovid19test.com/](http://www.doineedacovid19test.com/) and answer the questions/provide requested information to receive a test voucher number, testing site and appointment time.
- The person will then arrive at the specified test site pharmacy drive-thru and provide either a printed voucher number or show the voucher number on their phone before they are given a test kit.
- The Hy-Vee pharmacy employee will provide the test kit and education on how to self-administer the test and will supervise the test.
- The individual will then drop off their completed kit in a collection bin.
- The entire test process takes about five minutes.
- The Hy-Vee pharmacy collects all tests, which are shipped to a lab via UPS.
- Results will then be sent to the individual via email in three to five days.

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# HUMAN RESOURCES

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**1. Is it safe for me to return to work?**

The District has been working tirelessly to plan for your return to work and will be implementing additional safety and sanitation measures as well as various mitigation strategies to help promote a safe environment when staff and students return to buildings.

**2. What should I do if I begin to feel symptoms of COVID-19?**

If you begin to feel symptoms at home, please stay home. If you begin to feel symptoms at work, please notify the school nurse and leave the premises immediately. Enter your absence in the Absence Management system using the reason of “Other” and write your reason for the absence in the comment area so that the leave time can be coded correctly. For more details of what to do while at work, refer to the [“What happens if a person presents symptoms at work?”](#) Answer in the Health and Safety section.

**3. UPDATED 8/7/20: What type of leave is available for COVID-19 specific reasons?**

The Families First Coronavirus Response Act (FFCRA) enacted on April 1, 2020, through December 31, 2020, provides up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave for eligible employees. The link of qualifying reasons and a complete version of the [FFCRA federal guidelines](#) are included in this document. If you qualify for leave under the FFCRA, the leave reason of “Other” in AESOP will be changed by Human Resources to the COVID-19 leave reason. This applies to the first ten (10) days of leave due to COVID illness. These first ten days will NOT pull from your sick leave balance. If you use all of the COVID-19 leave provided by the FFCRA, you may be able to use your personal sick leave and/or FMLA leave, if otherwise eligible.

**4. Should I be tested for COVID-19?**

Testing is a personal healthcare decision that you should make in consultation with a healthcare provider. The District will not mandate that employees be tested. However, if an employee reports a possible exposure to COVID-19, they are strongly encouraged to complete the survey at <https://www.testiowa.com/en> to see if they need to be tested and follow the instructions provided. If you are tested for COVID-19, please DO NOT return to work before your test results are known. This protects you, your colleagues and our students.

**5. I’m nervous I might contract the virus at work. Can I work from home or use leave?**

While the District understands this is an unprecedented situation with many unknowns, generalized fear of the virus alone is not a reason to be exempted from coming to the

workplace. However, the District will try to work with you to alleviate any concerns you may have about returning.

**6. I have an underlying health condition that puts me at higher risk. What should I do?**

Please contact our Director of Human Resources, Jill Matherly at [jmatherly@bettendorf.k12.ia.us](mailto:jmatherly@bettendorf.k12.ia.us). This will generally begin an interactive process between the employer and the employee to discuss the accommodations being requested and the employer's ability to meet those accommodations without imposing an undue burden. Generally, accommodation requests will need to be supported by documentation from a healthcare provider.

**7. Someone in my household has an underlying health condition. What should I do?**

While the EEOC has stated that the ADA does not require that an employer accommodate an employee without a disability based on the disability-related needs of a family member or other person to whom the employee is associated, the District recommends that you contact Jill Matherly at [jmatherly@bettendorf.k12.ia.us](mailto:jmatherly@bettendorf.k12.ia.us) about your situation so an individual analysis may be performed to determine whether any accommodations may be able to be provided.

**8. I'm requesting an accommodation and have medical support, will it be granted?**

Every request for accommodation will be considered on a case-by-case basis and medical documentation will be part of any consideration. The District will work with the employee, in accordance with applicable laws, to try and find an accommodation that meets the employee's needs, but does not pose an undue hardship on the District.

**9. Someone in my household or someone I've had close contact has COVID-19 symptoms.**

Inform your immediate supervisor and Jill Matherly at [jmatherly@bettendorf.k12.ia.us](mailto:jmatherly@bettendorf.k12.ia.us) in Human Resources. Stay home from work until further instruction can be provided to you by the District. Seek advice from a healthcare provider.

**10. Someone in my household or someone I've had close contact with tested positive for COVID-19.**

Inform your immediate supervisor and Jill Matherly at [jmatherly@bettendorf.k12.ia.us](mailto:jmatherly@bettendorf.k12.ia.us) in Human Resources. Stay home from work until further instruction can be provided to you by the District after consultation with local public health officials. Seek advice from a healthcare provider or state and local public health official as appropriate.

**11. What if I've been or someone in my household has been tested for COVID-19?**

If an employee or someone in their household is exhibiting symptoms of COVID-19 but are undiagnosed or awaiting test results, they should remain home.

## **12. I have a trip/vacation planned in the near future. Can I go?**

At this time, the District is not imposing any travel restrictions or required quarantines for personal travel. We ask that you follow recommended safety guidelines and report to us if you feel symptoms of COVID-19 or have had close contact with someone who is experiencing symptoms of or has tested positive for COVID-19. Employees will be required to follow any state or local mandates regarding travel should they be imposed by governmental authorities. The District reserves the right to impose travel restrictions or quarantines following certain travel at any time. Should this occur, notice will be provided to employees.

## **13. If I'm quarantined, can I work remotely?**

Employees who have the capacity to work remotely during a quarantine should contact their immediate supervisor for approval.

## **14. If someone at work becomes ill and goes home, do I need to be quarantined?**

Every case will be investigated and the District will seek guidance from the public health department.

## **15. UPDATED 9/2/20: What happens if I need childcare for an online or hybrid model?**

The Board of Education unanimously voted on August 3 to begin the school year in a hybrid model. At a minimum, this will be through the end of the first quarter. The District reached out to community partners to identify options for child care. From this work, three options have been identified for Bettendorf staff:

- [Bettendorf YMCA](#) – The YMCA is currently accepting applications for their full-day program for students on a hybrid model.
- [Kindercare - Bettendorf](#) – Kindercare will be offering a full-time day program for school-aged students who attend school online. There is also space in the 4-year-old preschool program and in the sister center for infants and toddlers. Both programs are all day, and the school-aged program offers support for online learning. BCSD staff receive a discount on weekly tuition.
- [Family Museum - Bettendorf](#) – The Family Museum will be offering a part-time program for students on the hybrid model.
- [Hand in Hand - Bettendorf](#) - Hand in Hand will be offering full-day as well as after-school care options for students between the ages of 5-18 years, including students with disabilities.

Please reach out to Jill Matherly, our Director of Human Resources, if you would like to discuss further assistance at [jmatherly@bettendorf.k12.ia.us](mailto:jmatherly@bettendorf.k12.ia.us). If these solutions are not viable for your family, the Quad Cities Chamber of Commerce also has a very thorough [child care resource page](#), along with a collection of the area school district return to learn plans.

**Additional resources and contact information include:**

Referrals to childcare providers: 855.244.5301 or [childcare@caeiowa.org](mailto:childcare@caeiowa.org) (Child Care Resource and Referral of Southeast Iowa at Community Action of Eastern Iowa)

Financial aid for childcare: Apply online at <https://dhs.iowa.gov/child-care>

United Way Quad Cities resource hotline: Dial “211” or (563) 355-9900 for assistance with childcare, food, rent, utility assistance or other health and human service needs.

**16. NEW 8/5/20: Will the YMCA before & after school program continue to be offered?**

Yes, at this time, the YMCA before & after school programs will run at Grant Wood, Herbert Hoover and Paul Norton elementary schools. The YMCA staff has prescribed safety protocols they are following. For specific program questions, please contact the Bettendorf YMCA at (563) 359 - 9622.



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# CLASSROOM AND COMMON SPACES

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## 1. Where will students eat breakfast?

### **Middle School & High School**

Breakfast will be available before first period. Students will eat breakfast in their classrooms. Students will grab a prepackaged breakfast bag from a grab 'n' go station in the cafeteria or hallway. Each school has a plan which will allow for social distancing during meal times.

### **Elementary**

Students arriving between 8 am and 8:15 am will eat breakfast in the cafeteria. Socially distanced seating at tables will be enforced. Students arriving after 8:15 will eat in their classrooms. Meals will be pre-plated by a Nutrition Services staff member. Each school has a plan which will allow for social distancing during meal times.

## Where will students eat lunch?

### **Middle School & High School**

Students will eat lunch in the cafeteria or additional locations in the building. Each school has a plan which will allow for social distancing during meal times.

### **Elementary**

Students will eat in the cafeteria or their classrooms. Grade levels will be dismissed to the cafeteria one at a time to pick up a prepackaged meal. Students will return to their classrooms to eat their lunch. Each school has a plan which will allow for social distancing during meal times.

## 2. What happens if a student in my class has a food allergy?

A school nurse will be in contact with you if your student has a food allergy. All food allergies will be handled on a case-by-case basis.

## 3. UPDATED 8/7/20: Will there be recess?

Yes. Students will wash their hands before and after recess. Social distancing measures will be assessed, knowing students will be outdoors. The District will investigate options to create cohorts during recess. Initial plans are to hold recess one grade level at a time (e.g. all 5th-grade students at once).

4. **NEW 8/7/20: Classroom Expectations for Pets, Personal Items and Flexible Seating**

At this time, the District is not letting class pets into the buildings. The exception to this would be our therapy dogs or fish, as students do not handle the fish. We ask that you take all personal seating items home. Flexible seating will not be allowed this year. Staff must have furniture that is easily cleaned. Items such as bean bags or upholstery do not lend to easy or effective disinfecting. Please remove all items of this nature from classrooms. Remember that any classroom toys must also be easily cleaned after use. If there are toys that are not easily cleaned, please remove them from your room. If you have a therapy dog in your room that requires bedding, please work with your building administrator to find an appropriate space and to work on mitigating the spread of germs. Work with your building administrator if you have additional questions regarding appropriate classroom furnishings.

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# INSTRUCTION, CURRICULUM & ASSESSMENT

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## 1. **UPDATED 8/16/20: What will the school day look like?**

The Iowa Department of Education tasked school districts with creating three models for the 2020/2021 school year: on-site, online and hybrid). On August 3, 2020, the Board of Education voted unanimously to start in a hybrid model for the first quarter. The District is ready to pivot between the three models based on current community health status and guidance from the Governor and local health department. Below are summaries of each learning model with sample schedules and FAQs.

### **On-site Learning Model** (not selected to begin the 2020/21 school year)

Traditional daily schedule

### **Hybrid Learning Model**

- [Elementary Hybrid Schedule](#) **UPDATED 8-16-20**  
Please review the [Elementary Hybrid Learning Model FAQ](#) for specific questions related to the elementary hybrid learning model.
- [BMS Hybrid Schedule](#)  
Please review the [BMS Hybrid Learning Model FAQ](#) for specific questions related to the Middle School hybrid learning model.
- [BHS Hybrid Schedule](#)  
Please review the [BHS Hybrid Learning Model FAQ](#) for specific questions related to the High School hybrid learning model.

### **Remote (Online) Model** (not selected to begin the 2020/21 school year but always an option)

- [Elementary Online Schedule](#)
- [Secondary Remote Learning Expectations](#) (**UPDATED 8/7/20**)

## 2. **What does a hybrid school day look like?**

In a hybrid model, students will attend in-person for two days and at home three days a week. Siblings will go to school on the same day and be home on the same day. A sample hybrid schedule is linked above for elementary, middle and high school students. Staff will have Wednesday afternoons for PD, planning and PLC's.

## 3. **What does a continuous online (or online academy) school day look like?**

In a continuous online or online academy model, students will attend classes at home five days a week. Dedicated instruction will occur through the District selected learning

platform. We will not be using Google Classroom as we did in the Spring of 2020. Instruction will be a combination of synchronous and asynchronous learning and **CANVAS** as a learning management system. A sample schedule is linked above for all grade levels.

**4. How quickly will we transition between models and how long will we stay in each model?**

This will be determined based on current COVID-19 cases in our county, state and local recommendations. The initial selection of the hybrid model will be in place through the end of the first quarter. The District will work to communicate with staff as soon as possible if a model change is needed. The ultimate goal is to provide a safe work environment to provide in-person education for our students.

**5. Will learning standards change?**

No. Teachers will continue to provide rigorous instruction based on the Iowa Core Standards in all three learning models.

**6. What support will be offered for the Canvas learning platform?**

The District is working to provide professional development time before the start of the school and each week for staff to work on the Canvas learning platform. We understand this is a new tool and there needs to be sufficient time provided to upload content and become familiar with this learning management system. Each staff member will be trained in best practices for implementing Canvas to ensure the best experience for staff, parents and students.

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# EMOTIONAL SUPPORTS AND BASIC NEEDS

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## 1. If I am feeling emotional distress, who can I contact?

- [COVID-19 Family Resources Website](#)

- **Employee Assistance Program**

Bettendorf School District realizes that personal problems can affect an employee's performance on the job, as well as his or her personal and career goals. We also recognize that emotional stress, depression, marital or parental difficulties and or substance abuse are legitimate concerns that need to be addressed in a constructive way.

To assist our employees with these important issues, we have a new provider for our Employee Assistance Program (EAP). **Precedence, Inc.** is an experienced, high-quality EAP that is affiliated with UnityPoint-Trinity Health System. The EAP provides confidential, professional assistance to help employees and dependents resolve problems that affect their personal lives or job performance. EAP services are available free to all employees and their dependents. In addition to being confidential, the program is voluntary and is designed to allow you or your family members to seek help on your own.

To schedule an appointment in the Quad Cities area please call (309) 779.2273 or toll-free 1 (800) 383-7900. When calling to schedule an appointment, please identify yourself as being an employee of Bettendorf School District wanting to schedule an EAP appointment. The appointment will be scheduled with an EAP counselor at a time and office location to best meet your needs. The EAP is a quick, convenient, and effective way to begin resolving any personal problems you may be experiencing. EAP is FREE and CONFIDENTIAL. The School District is not notified if you use EAP and they pay for the benefit. The EAP is an option and does not replace the current behavioral health medical benefit plan or procedures. But sometimes all you may need is a different perspective or non-biased listening ear.

## 2. Who do I contact if I need assistance for basic needs like food, clothing and shelter?

Outreach Coordinators can direct you to programs based in our community. The United Way also offers a resource by phone at 211. Ask for programs to fit your needs.

### **3. How do I access child care in an online or hybrid model?**

If we are required to implement a 100% online learning environment or a hybrid learning model, we realize child care may become an issue. As we continue to make informed decisions, we will use your feedback from surveys to help guide us in our decisions. We ask that you start developing a plan in case we cannot return to buildings. Check with family members and neighbors. [This State of Iowa resource may be helpful.](#) You can also call the Iowa Child Care Resource & Referral program at 1-855-244-5301. We are also working diligently to partner with licensed child care providers to provide care to children between the ages of 5 and 10. At this time, the cost of this partnership to both the District and staff is unknown.

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# TECHNOLOGY

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**1. I do not have access to the internet at home. How can I get service?**

Staff MUST have internet access for the 2020-2021 school year. The District has hot spots available for staff. Please contact the Director of Technology [Sean McGinn](#) as soon as possible so we can work through potential solutions.

**2. I've had connectivity issues in the past. How do I troubleshoot my internet connection?**

Please contact your internet provider.

**3. Who do I contact if I am having issues with District issued technology?**

If you experience problems with District technology, you can email [helpdesk@bettendorf.k12.ia.us](mailto:helpdesk@bettendorf.k12.ia.us) or call (563) 449-1088. This support number will be staffed 8 am - 4 pm Monday through Friday.

**4. NEW 8/7/20: What if I need support as a staff member for the Canvas Application?**

In the Canvas Application, please try the "Help" feature. It allows you to search the Canvas Guides for features you are trying to incorporate into your content. If you are having difficulty, there is a live chat with the Canvas Support option and a Canvas Support Hotline dedicated to just Bettendorf Schools for teachers 855-629-7849. \*This number is not to be shared publicly or with parents. It is for teacher use only. You can also contact Jennifer Like and instructional coaches for assistance in building your content.

**5. NEW 8/7/20: Are we still using Zoom or do we use Google Meets?**

Extended Zoom features are no longer free. The Google Meets feature is free, and there is no limit on time. Teachers are welcome to use Zoom, but the free version is limited to forty (40) minutes. If you use Zoom, please be aware that your meeting length is limited, and there is no time limit warning.

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# COMMUNICATION

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1. **How will staff be notified of delivery model changes and best practice updates?**

Updates will be sent via the Bett District Update, School Messenger, Social Media and building eNews communications.

- Consider following the District on social media. [Facebook](#) | [Twitter](#)
- Be sure to keep your contact information updated in Infinite Campus
- If you have additional questions, you can always reach out to your building principal or Director of Communications, [Celeste Miller](#).