



School City of Hammond will endeavor to ensure that we do all that is possible to ensure the safety of our students through communicating a plan that will allow students, staff, parents and community to understand the importance of safety during this time. Health and safety guidelines as outlined by the CDC and Local Health Department will be emphasized and trained throughout this plan. As a solid reminder, we must reiterate that any person feeling ill or suffering COVID-19 symptoms should refrain from entering any building. IF YOU ARE SICK-PLEASE STAY HOME.

COVID-19 SYMPTOMS:

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

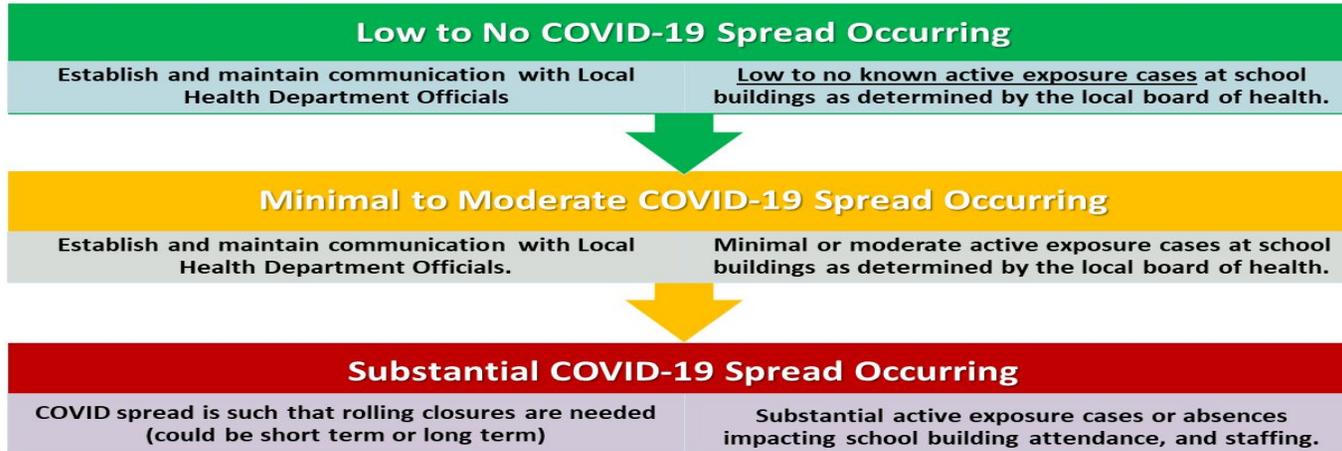
- Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache,
- New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

Level of Spread



1: Creating an atmosphere that is health conscious and safe for all SCH stakeholders (Students, Teachers, Staff, Parents and Community):

<p>Safety and Health accountability through training and action</p>	<ul style="list-style-type: none"> • All staff and students will be required to wear face masks/coverings during the school day when in motion or speaking • Health Services Staff will wear scrubs, mask and gloves. • Isolation areas will be available for students that exhibit Covid-19 symptoms. • Covid-19 questionnaire will be completed on any suspected case and prior to entry. • CDC guidelines will be followed for all positive Covid-19 	<p>Resources/Responsible Party:</p> <p>School Nursing Staff Indiana Department of Health Training Sessions and Posters Testing Center information</p>
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<p>Head Start Accountability</p>	<p>cases.</p> <ul style="list-style-type: none"> ○ Notification to parents via media ● Uniform posters and flyers posted in every building about Covid-19 information. ● All visitors entering buildings must wear a mask. ● Adequate supply of PPE will be provided as needed. ● Students and staff will be trained on signs and symptoms of Covid-19, and protection against the spread of germs and viruses. <ul style="list-style-type: none"> ● Temperatures will be taken on all students before entering the classroom. Will use a Daily Health Checklist. ● Social distancing will be practiced in all work and play areas for staff and students. ● Materials (e.g. crayons, glue, markers, scissors, etc.) will be stored in individual containers for each student. ● Masks will be required for all staff and students. ● Staff will wear protective(scrub type) coverings over their clothing. ● Plastic panels will be used to divide students when sitting at tables (will allow for interaction while providing protection). ● Hybrid class structure: Maximum of half of students in class at a time. Each half will attend in-class two consecutive days with the other two days Virtual Learning. Fifth day will be used for cleaning, sanitizing and planning. Shortened class session to allow for cleaning between a.m. and p.m. sessions. ● Option available for parents to choose all instructional days as Virtual Learning only ● Parent Orientations, Home Visits, Parent 	<p>Resources/Responsible Party:</p> <p>SCH Head Start Administrative, Classroom and Family Support staff in accordance with District, Head Start and State requirements/regulations, policies and protocols</p>
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	Meetings/Trainings, etc. to be conducted Virtually	
Visitor Protocols	<p>These protocols apply to anyone on school campuses, including but not limited to all students, staff, contractors, vendors, suppliers and visitors.</p> <p>Protocols include:</p> <ul style="list-style-type: none"> • Wearing a face mask in most indoor settings and during interactions, and outdoors if social distancing cannot be maintained. • New building signage and other measures to promote social distancing will be followed. • No visitors in classrooms until further notice (decreased health threat) 	<p>Resources/Responsible Party</p> <p>Administrative staffing review of procedures and communication with parents and community</p>
Training on risk and procedure for identifying health risk	<p>Prior to school commencing for the year, students and staff will be trained on COVID-19 Safety Procedures:</p> <ul style="list-style-type: none"> • Identifying the symptoms of COVID-19. • Daily self-screening • Proper hand-washing and the use of hand sanitizer. • Techniques from proper removal, care and storage of masks • Social distancing expectations. • Wiping down personal space for safety 	<p>Resources/Responsible Party</p> <p>Human Resources and Nursing Screening checklist Posters and signs Tape on floors to show distancing Wipes for personal cleaning of space</p>

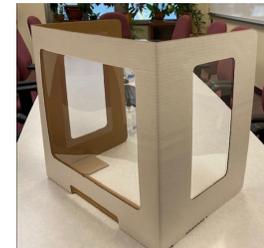
2: Providing Instructional options for students and identifying when the level of threat dictates a change:

Instructional offerings for students during	The opening of schools will be guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, Indiana Department of	<p>Resources/Responsible Party:</p> <p>Determination of movement from Plans</p>
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<p>COVID 19 threat</p>	<p>Education, and the Local Board of Health.</p> <p>To accommodate students and families who are medically fragile or who choose not to return to school in person, School City Hammond will offer the following options:</p> <ul style="list-style-type: none"> ● Families will be able to choose, fully informed of the details of the on-campus and E-Learning options, whether they want to take courses live on campus or online in the fall, choices are for FULL SEMESTER unless illness dictates a change. ● IHSAA requirements will dictate sports involvement based on enrollment status. <p>Secondary Plan A - Traditional School Schedule (Green)</p> <p>At the secondary level, we have different dynamics to our buildings. We have stand alone middle schools, stand alone high schools, and combined middle-high schools. Given this fact, we have come up with plans that have shared requirements when it comes to planning for re-entry.</p> <ol style="list-style-type: none"> 1. Precautions will be taken to eliminate and/ or decrease on-site visits from parents and community. All orientations, open houses, Title 1 parent meetings, parent conferences and parent workshops will take place virtually. 2. Extracurricular activities are prohibited at this time. Unless meetings can take place virtually. 3. To promote social distancing among the staff, all faculty meetings will be virtual. Grade level meetings and 	<p>A-C will be based on needed changes in active COVID cases and spread ratio as identified by the county Board of Health and national CDC recommendations.</p>
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department meetings can take place onsite and in person if the room will accommodate social distancing.

4. Masks must be worn by everyone in common areas such as the hallways, washrooms, cafeteria, library, main office and teacher work rooms.
5. Signs will be posted to remind everyone of the mask expectation.
6. The use of water fountains is prohibited but students can use water bottles (8 oz or less).
7. Social distancing will be practiced to the extent possible in every school/classroom.
8. Class sizes are limited to 30 or less.
9. Students will be provided with a desk divider.
10. All teachers will be required to submit their seating charts into powerschool. They must be posted.
11. We ask that teachers limit the amount of items on display and posted to decrease student distractions. This also helps when it comes to deep cleaning because it decreases the amount of things that the cleaning staff have to attend to.
12. Staggered bell schedules are created to reduce the movement of students. Limited movement can take place for electives, pull-outs, and lunch.
13. Washroom, hand-washing, and water breaks should be established to avoid congregating and maintain social distancing.
14. Hand sanitizer will be readily available for all students and staff.



15. Most instruction should take place in one class where the teachers will move from class to class and the students will remain in the homeroom. (when possible)
16. Group work and / or small group activities will be prohibited.
17. Students will wipe down desks at the end of each period.
18. Students who receive additional support from Special Education and / or the Language Development Program will be allowed to be pulled out (class size of support must remain below 30 students)
19. Electives or Specials should refrain from allowing students to share equipment or supplies.
20. Choir and Instrumental music programs will be limited to “theory” classes and refrain from singing and the use of instruments.
21. Physical education should be limited to walking when possible outside or indoors (while practicing social distancing), mindful practices, and yoga. The areas of the gym area should be marked to maintain social distancing. This can be combined with or supplemented with PE PLATO or other electronic programs.
22. Block schedules have been created in most buildings to decrease the movement of students.
23. One-way movement in the halls will be established.

Secondary Plan B: Hybrid Scheduling

1. In case of the next level, the yellow light plan will follow most of the same perimeters as the green light plan.

2. Google Classrooms should be established and blended with traditional class instruction.
3. The maximum class size will go to 15 students to create Group "A" and Group "B."
4. Group "A" will attend classes on Monday and Tuesdays. Group "B" will attend classes on Thursdays and Fridays. Wednesdays will be reserved for e-learning, deep cleaning and sanitizing and PD.
5. When creating the teams, it is imperative that siblings are scheduled on the same groups. This may include vertical planning with other schools to make sure that siblings from all schools (elementary, middle and high) are attending on the same days.

Secondary Plan C: E-Learning Schedule

1. Google Classrooms should be established at the beginning of the school year and used to deliver instruction.
2. Students will be required to virtually follow their schedule.
3. Teachers will be required to either come to the building to deliver remote instruction or remain home.
4. Class meeting times should be shortened on meal distribution days to allow students to pick up their meals from the designated schools.

Communication of changes in delivery will be provided through parent contact (Calls, Social Media, Parent Square, Website and letters)

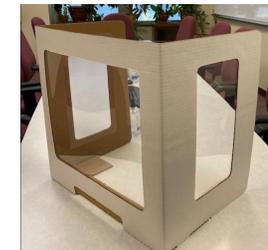
Co-planning -

LDP instructors assign one lesson per week to supplement or support general education teachers; they also establish small group or individual office hours for additional support. TOR may need to modify assignments and reteach lessons to support students with the general education curriculum

Elementary Plan A:

1. Masks will be provided and mandatory for all students/staff.
2. All students will be provided with a desk divider.
3. Students remain in one class (homeroom class) /breakfast in the classroom
4. Mandatory seating charts to be used as documentation for possible contact tracing
5. No departmentalization in elementary schools
6. Social distancing will be practiced to the extent possible in every school/classroom.
7. Other School and classroom expectations; anti-bullying; start a series on SEL and mindfulness
8. Desks, not tables
 - All students facing the same direction
9. Teachers will not assign group or paired activities
10. New enrollees will be directed to the central office.
 - Require ONLINE registration
 - Staff must report COVID-19 status to HR.
11. Specials
 - Outdoors whenever possible
 - No combining of classes
12. All materials are wiped down with alcohol based wipes
13. Teachers will travel to classrooms
14. No sharing of supplies
15. Co-teach whenever possible
16. Limit student travel from class to class
17. Staggered pull-out for basic skills (Special Education and LDP) - teachers escort to and from their

Plan A:



Virtual Open House & Back to School
Title Requirements: Virtual
Side-by-Sides, parent/family
workshops, conferences, meetings -
conduct virtually as circumstances
allow

	<p>assigned homeroom classes</p> <p>Elementary Plan B - Hybrid:</p> <ol style="list-style-type: none"> 1. In case of the next level, the yellow light plan will follow most of the same perimeters as the green light plan. 2. Google Classrooms should be established and blended with traditional class instruction. 3. The maximum class size will go to 15 students to create Group "A" and Group "B." 4. Group "A" will attend classes on Monday and Tuesdays. Group "B" will attend classes on Thursdays and Fridays. Wednesdays will be reserved for e-learning, deep cleaning and sanitizing and PD. 5. When creating the teams, it is imperative that siblings are scheduled on the same groups. This may include vertical planning with other schools to make sure that siblings 	<p>Music Programs virtually only Parent/Teacher Conferences will be held virtually Special Education conferences are preferred to be virtual but arrangements can be made for face to face if parents request Staff meetings and PD held virtually Grade Level meetings (social distancing) Lunch Schedule changes Flex Scheduling Masks in common Areas Visible indicators for social distancing</p> <p><u>Plan B:</u></p> <p>Maximum 15 Students:</p> <p>Group A Monday/Tuesday</p> <p>Group B Thursday/Friday</p> <p>Wednesday DEEP CLEAN DAY PD/Office Hours</p>
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from all schools (elementary, middle and high) are attending on the same days.

Elementary Plan C - Elearning:

1. Google Classrooms should be established at the beginning of the school year and used to deliver instruction.
2. Students will be required to virtually follow their schedule.
3. Teachers will be required to either come to the building to deliver remote instruction or remain home.
4. Class meeting times should be shortened on meal distribution days to allow students to pick up their meals from the designated schools.

Communication of changes in delivery will be provided through parent contact (Calls, Social Media, Parent Square, Website and letters)

E-Learning alternative for critical need students:

SCH recognizes that some students and families will be in need of a safe space for full-time eLearning. Based on how many students require this support, SCH will work with community partners and utilize a portion of our buildings to provide these safe spaces for eLearning.

Plan C:

eLearning / 100 % student devices

Not all eLearning time has to be screen time!
Potential opportunity for teachers to teach from their classrooms to students at home

Virtual Expectations

Instruction should include SEL and mindfulness activities

Grading and attendance policies will be enforced. **This will be a change from last spring.**

**Masks required
Social distancing
Deep Cleaning Daily
Limited movement**

ADULT EDUCATION

The Hammond Adult Education will operate this Fall with an in-person four days a week schedule. Registration for classes will be from August 3 through August 13,2020. Orientation for our adult learners will take place the week of August 17th. Classes will begin Monday, August 24, 2020. The morning session runs Monday through Thursday from 9:00 a.m. to 1:00 p.m. The evening session will also run Monday through Thursday from 6:00p.m. to 8:30 p.m. Our adult learners as well as the AE Staff will be required to wear masks when entering the building but will be permitted to remove their masks once they enter the classroom at the teacher's discretion and are practicing social distancing. The Hammond Adult Education Program will follow all cleaning and sanitizing procedures described by the School City of Hammond and all other Indiana entities.

The Hammond Adult Education Program will operate this Fall with an in-person schedule that will provide opportunities for our adult learners. These options include:

Option 1: Our adult learners will attend in-class sessions with the opportunity to request a distant learning activity if necessary.

Option 2; Distance learning can be requested by our adult learners based on family health concerns. The adult learner will be responsible for all class work as their in-person peers. The Hammond Adult Education Program will follow all cleaning and sanitizing procedures described by the School

Plan A - Green

Plan B -Yellow

City of Hammond and all other Indiana entities.

The Hammond Adult Education Program will provide distance learning sessions to our adult learners based on family health concerns and with valid medical verification.

Performing and Visual Arts:

Physical Considerations

The health of our students and fellows educators are of utmost importance. Making accommodations to classrooms like class density, instrument storage, and traffic patterns should be considered to help prevent any possible spread of COVID-19.

Physical Set-up

Recording Set-up- large space
If available, consider using gym, cafeteria, larger rooms, outdoors
Arrows and dots on the floor for traffic flow- map out the room
Cut down on paper exchange- scanned music
Student helper handing things out-instrument manager and student helpers to cut down on interactions
Require students to use their own wire stands
Shields for instruments- especially flutes.

Curriculum Considerations

Educators can make curriculum accommodations, such as smaller ensembles or changing specific procedures, in order to limit contact.

Plan C - Red

Validated Scientific Research in the Value of Music Education

Beyond the inherent value of music-learning as its own form of cognition, there is a mountain of evidence that the study of music can aid in a student's success in other academic subjects. The following links share research that shines light on the profound connection between the arts and other disciplines.

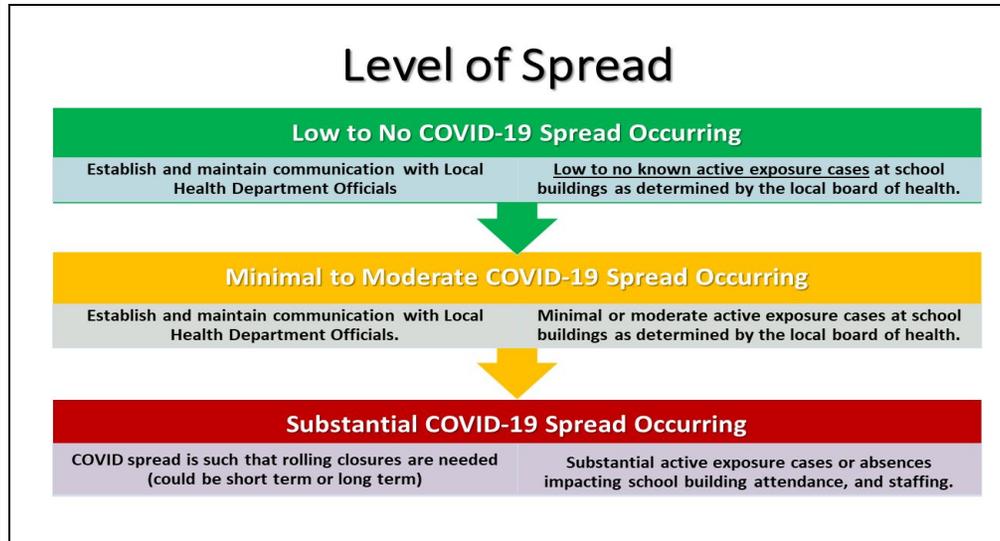
- a. There is [evidence](#) that music education positively affects standardized test scores, IQ tests and academic proficiency.
- b. Music training can improve [spatial](#)

	<p>Schedules Be proactive about schedule Hybrid mix is possible, having virtual and in-person Do ww vs. brass vs. perc. class- small ensembles</p> <p>Assessment Performances can still happen, just in a different way Virtual Concert- stream or record concerts from class Develop solo repertoire- especially virtually HS and MS kids zoom to work together Portfolios- students working at their own pace Virtual solo and ensemble from ISSMA Setting up masterclasses with colleges- coordinate and have content readily available for schools/teachers</p> <p>Sanitization/Cleaning Considerations Bring in music dealers to help Use prescribed models (NFHS) Pads or personal towels for brass instruments</p>	<p>reasoning and math achievement.</p> <p>c. Arts education can enhance students' exam scores and college admissions opportunities.</p> <p>d. Scientists continue to uncover connections between music and the brain.</p>
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Instructional Options determined by the Level of COVID-19 Spread

Instructional Options are determined by the Level of COVID-19 Spread
The opening of schools are guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, Indiana Department of Education and the Local Board of Health.

**When a particular county is in Low to No COVID-19 Spread Occurring according to the Local Board of Health the Plan A: TRADITIONAL SCHOOL SCHEDULE will be followed and schools will be open.
 Attendance On Campus OR E-Learning/Online**



***When in Substantial COVID-19 Spread Occurring according to the Local Board of Health the district will be advised as to whether to go to Plan B or Plan C.**

Resources:

Students will be expected to attend sessions and complete all work following the traditional school schedule according to the time instruction is offered for each class, participate, and do assignments.

- E-Learning will provide instruction from the teacher.
- Technology tools will be used during lessons to permit E-Learning students to participate simultaneously.
- Counselors are available for students.
- **COVID-19 Symptomatic and Positive Cases are moved to E-Learning.**
- **If a particular school is deemed by the local board of health to need closing due to exposure concerns, E-Learning would be used.**
- **Masks are required as**

**E-LEARNING SCHOOL SCHEDULE- Plan C (Facility is Closed)
Attendance E-Learning/Online**

WHEN SCHOOL BUILDINGS ARE CLOSED.

- E-Learning will provide instruction from the teacher. Students will be expected to attend sessions and complete all work.
- Counselors are available.
- Counselors are available for students.

- **Staff and students/families must self-screen for symptoms of COVID-19 before coming to school. Use the designated software program to report.**
- Staff and students must communicate information to the school when symptomatic.
- Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

In all situations, 6-foot social distancing will be enforced, however when not possible, a mask is mandatory. The mask must be worn to and from school on SCH Transportation, as well as when in open (common) areas and into each class. The mask may be removed when eating and when sitting within a classroom facing forward.

All students may bring their own masks to school for everyday use. One mask will be supplied that must be washed and cared for. Ask for a mask if you do not have one.

directed by the local board of health.

- School buildings are open following the CDC guidelines with many additional cleaning, safety, and protective measures in place.

Self -Daily Screens

Masks

	<ul style="list-style-type: none"> • Classrooms will be aligned with all seats facing front of the room with as much distance between seats as possible. • Masks are required when entering school and walking hallways, when in bathrooms and with other students interacting face to face. • Students can remove masks during class when all students are facing the same direction and spread out as much as possible. • Masks are required for students while talking or moving in the classroom. Students are to avoid face to face interaction without masks on. • Masks are not required when distancing appropriately; close, face to face interaction should be avoided. • Teachers and staff will wear masks when they cannot social distance or when in close, face to face interaction with student(s). • Masks are required at bus stops and bus travel. • Masks are required when not eating lunch and face to face interaction occurs. • Staff and students who wish to wear masks at all times, may wear masks. <ul style="list-style-type: none"> • <u>Masks are required throughout the day as directed by the local board of health.</u> 	
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3: Sports and Extra-Curricular Procedures and Openers		
Sporting and Competitive Sports	<p>Several safeguards in Phase 1 exceed the state recommendations.</p> <p>1) School City of Hammond athletics will begin Phase 1 on Monday, July 6th. The number of athletes returning July 6th will only include fall high school athletes. Winter and spring athletes will not return to workouts tentatively till phase 3. Additionally, Hammond Middle School athletes will not be</p>	<p>Resources/Responsible:</p> <p>https://docs.google.com/document/d/1PYWn3qELW5E2MFcFGBVU6nl93wPalb8RfyUAg-tegs0/edit?usp=sharing</p>

attending any school athletic activities or workouts until August. This date will be released in August.

- 2) A schedule will be implemented that staggers the times teams will gather each day so that all athletes can be screened upon their arrival to practice. Verbal screening by coaches will take place before conditioning/activity regarding COVID-19 symptoms that may have occurred in the last 24 hours. Athletes will be asked if they have experienced a fever, chills, nausea or diarrhea, an absence of taste or smell, or coughing and/ or shortness of breath. Additionally, they will be asked if they have been exposed to someone with COVID-19.
- 3) With the exception of volleyball, all teams will practice outside. Neither individual athletes or teams will be allowed inside unless there is an outside safety threat such as lightning. Locker rooms are off-limits, and athletes are to come dressed ready to participate each day. All athletes will be required to wash their practice clothes daily. There will be access to an appropriate number of designated restrooms which will be sanitized each day.
- 4) Athletes will provide their own water bottles, towels, and masks for their personal use only. Community water sources will not be used.
- 5) Coaches will host a drive thru prior to July 6th to disseminate informational materials to both parents and students. Additionally, athletic department personnel will meet with all coaches regularly.
- 6) Due to the risk brought on by close proximity, the weight room facilities will not be used in July by any teams.
- 7) Athletic staff and coaches will be required to complete the IDOE training modules when they become available.

Follow the Phases and County Implications by Governor's Executive Orders:

[Indiana's Considerations for Learning and Safe Schools \(IN-CLASS\)](#)

Extra-Curricular and Co-Curricular Re-entry

- **Phase I: July 6-19**
- **Phase II: July 20-August 15**
- **Phase III: August 15**

	<p>8) Participants will be screened for illness prior to practice or entry into sporting events/practices-sick students will be excluded from participation.</p>	
<p>Know the Symptoms</p>	<p>Know the symptoms impacting consideration for exclusion from school students and following COVID-19-related symptoms: employees will be trained to recognize these as well.</p> <ul style="list-style-type: none"> ● A fever of 100.4° F or greater ● Cough ● Shortness of breath or difficulty breathing ● Chills ● Repeated shaking with chills ● Muscle pain ● Headache ● Sore throat ● New loss of taste or smell <p>Students and employees will be excluded from school events if they test positive for COVID-19 or exhibit one or more of the COVID symptoms based on CDC Guidance that is not otherwise explained.</p>	<p>Resources:</p> <p>“ that is not otherwise explained”</p> <p>Refers to symptoms that may be explained by another condition that is not COVID related.</p> <p>Example: Cough due to allergy</p>
<p>Self-Screen Daily</p>	<ul style="list-style-type: none"> ● <u>Staff and students/families must self-screen for symptoms of COVID-19 before coming to school. Use the designated software program to report.</u> ● Staff and students must communicate information to the school when symptomatic. ● Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately. ● Temperature checks 	<p>Resources/Responsible:</p> <p>Nursing supplied Checklist Posters and information sheets</p>

<p>Masks</p>	<p>In all situations, 6-foot social distancing will be enforced, however when not possible, a mask is mandatory. The mask must be worn to and from school on SCH Transportation, as well as when in open (common) areas and into each class. The mask may be removed when eating and when sitting within a classroom facing forward.</p>	<p>Resources:</p> <p>Training on wearing a mask correctly to avoid transmission</p>
	<p>All students may bring their own masks to school for everyday use one mask will be supplied that must be washed and cared for. Ask for a mask if you do not have one.</p> <ul style="list-style-type: none"> ● Classrooms will be aligned with all seats facing front of the room with as much distance between seats as possible. ● Masks are required when entering school and walking hallways, when in bathrooms and with other students interacting face to face. ● Students can remove masks during class when all students are facing the same direction and spread out as much as possible. ● Masks are required for students while talking or moving in the classroom. Students are to avoid face to face interaction without masks on. ● Masks are not required when distancing as much as possible; close, face to face interaction is to be avoided. ● Teachers and staff will wear masks when they cannot social distance or when in close, face to face interaction with student(s). ● Masks are required at bus stops and bus travel. ● Masks are required when not eating lunch and face to face interaction occurs. ● Staff and students who wish to wear masks at all times, may wear masks. <ul style="list-style-type: none"> ● <u>Masks are required throughout the day as directed by the local board of health.</u> 	

<p>Good Practice Reminders in all situations</p>	<ul style="list-style-type: none"> ● Practice keeping hands from touching face ● Reinforce hand washing, covering coughs, and keeping hands to self. ● Learn how to safely remove, apply and store masks. ● Hand sanitizing should be done upon entering the building and new spaces, as well as whenever handwashing is unavailable. ● Desk and surface cleaning with wipes/sanitizer for personal spaces upon exiting a class. 	<p>Resources/Responsible:</p> <p>Everyone Sanitizer, masks and wipes supplied</p>
	<ul style="list-style-type: none"> ● All desks face the same direction with students facing the same direction. ● If desks are shared, they are wiped between use by the student who used before the class exits with sanitizer wipes. ● The use of shared supplies and materials will be minimized. Sanitization will occur between each use if shared. ● Students and staff are encouraged to bring water bottles from home. Water bottle filling stations may be used with appropriate rules followed — rules will be posted. Water fountains will be turned off. Water filling stations will be accessible. 	
<p>Large Group Gatherings and Visitation</p>	<ul style="list-style-type: none"> ● Providing hand sanitizer for students, staff and visitors ● Limiting unnecessary congregations and meetings ● Abide by the maximum number of people allowed to meet based on conditions ● Discourage the congregation of students in parking lots and common areas. ● Social distancing required. Masks required for face to face interactions. ● Stagger the schedule for large group gatherings (i.e. recess and school meals). ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing. 	<p>Resources/Responsible:</p> <p>Building Leadership Students and Staff Reminders</p>

	<ul style="list-style-type: none"> Follow Indiana & IHSAA guidelines for performing arts and sporting events and practices 	
<p>When a Child, Staff Member, or Visitor Becomes Sick at School</p>	<p>COVID-19 Symptom Isolation Clinic Use for Screening</p> <ul style="list-style-type: none"> An isolation room or area will be used to separate anyone who exhibits COVID-like symptoms. Each school will designate an office or center for this isolation area. School nurses and healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. Nursing or Human Resources will notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Close off areas used by a sick person and do not use before cleaning and disinfection. Ensure safe and correct application of disinfectants for deep cleaning.. Advise sick staff members and children not to return until they have met Department of Health criteria to discontinue home isolation. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow state ISDH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state ISDH guidance for home quarantine. 	<p>Resources:</p> <p>Indiana Department of Health recommendations</p>
<p>Exclusion From School and Return to School</p>	<p><u>Non-Tested</u> Return to school after having one symptom and <u>NO COVID-19 test</u>:</p> <p>Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:</p>	<p>Resources:</p>

	<ul style="list-style-type: none"> • They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and • Other symptoms have improved (for example, when your cough or shortness of breath have improved); and • At least 10 calendar days have passed since your symptoms first appeared. • <u>Return to school after having one symptom and testing negative for COVID-19:</u> • Return when the fever has been gone for 24 hours without the use of medicine that reduces fevers or upon feeling better. 	
	<p>TESTED POSITIVE Return to school after <u>testing POSITIVE</u> for COVID-19:</p> <p>Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:</p> <ul style="list-style-type: none"> • The individual no longer has a fever (without the use medicine that reduces fevers); and • Other symptoms have improved (for example, when your cough or shortness of breath have improved); and • At least 10 calendar days have passed since symptoms first appeared with physician approval • The individual has <u>received two negative tests</u> at least 24 hours apart. 	<p>Resources:</p> <p>CONTACT TRACING:</p> <p>The local health department will work to determine who has been in close proximity (closer than 6 feet for more than 15 minutes) to trace for exposure. SCOH will maintain seating charts for classrooms, buses, and the cafeteria.</p>
	<p>Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student’s health care provider.</p>	<p>Resources:</p>

	<p>HOUSEHOLD MEMBER If someone in your home <u>has symptoms or is being tested for COVID-19:</u></p> <p>Students and employees should remain home for 72 hours if someone in the household has COVID-19 symptoms or is being tested for COVID-19.</p>	<p>Resources:</p>
	<p>HOUSEHOLD MEMBER - TESTED POSITIVE If someone in your home <u>has tested positive for COVID-19:</u></p> <p>If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should isolate for five days to see if symptoms develop.. This could be longer if the individual becomes symptomatic. Return to school after documented infection with COVID-19 should be directed by the individual's health care provider.</p>	<p>Resources:</p>
	<p>TESTED POSITIVE - IMPACT ON SCHOOL OPERATIONS:</p> <p>Work with the local health department in following the CDC guidance. A positive case without direct contact will not automatically close the entire school.</p>	<p>CONTACT TRACING:</p> <p>See above</p>

4. Food Service		
<p>Food Service Consideration</p>	<ul style="list-style-type: none"> All Students will be kept moving throughout the building by mandating that masks must be worn when in common areas. Once in the cafeteria, the mask may be removed in favor of social distancing and assigned seating. 	<p>Resources/Responsible: Food Service Department Personnel/Building Principals</p> <ul style="list-style-type: none"> Food Services will print and laminate ID cards that can be

	<ul style="list-style-type: none"> • Students will need to keep their 'lunch cards'/ids with them that have the barcode for cashiers to scan so that students aren't having to touch pin-pads • There will be assigned seating at both breakfast and lunch meals in the cafeteria • Food Services will inquire about purchasing additional convertible tables that can be put against walls in the hallways <ul style="list-style-type: none"> ○ Will also look into utilizing approximately half of the gyms space at the schools (will be finalized on a school by school basis) • All items will be pre-packaged and we will not be participating in OVS this year 	<p>provided to students - students can also use their regular school issued ID</p>
	<p><u>BREAKFAST SERVICE</u></p> <p><u>Breakfast Service - Secondary Schools:</u> Breakfast doors will open at 6:45am</p> <ul style="list-style-type: none"> ○ Students may be eating in their classrooms – but it will be like last year with the grab and go model of carts in the hallways ○ Students may eat in the cafeteria/other designated areas in assigned seating if they get to school early enough <p><u>Breakfast Service - Elementary Schools:</u> Breakfast doors will open at 8:30am at the elementary schools</p> <ul style="list-style-type: none"> ○ The only people eating breakfast in the classroom will be students who arrive late (just like last year) ○ Students will have assigned seating in the cafeteria and other designated areas in the building 	<ul style="list-style-type: none"> • Floor is marked to space students while they wait to receive their meals. • Hand wipes will be provided with each breakfast so that the students can wipe their hands and desks after eating their breakfast meals

	<p><u>LUNCH SERVICE:</u> Students come through cafeteria lines to pick up their meals and sit in their assigned seats for lunch</p> <ul style="list-style-type: none"> • Elementary will have 20 minute lunch periods that fit somewhere in an 11am to 1:30pm window • There will be at least 5 minutes between lunch periods to allow for cleaning • Secondary will have limited entrée choices (hot option, cold option) daily to decrease the amount of time needed to get through the lines 	<p>Spaced seating (utilize outdoor space as practicable and appropriate).</p> <ul style="list-style-type: none"> • Allow student hand washing before and after meal service.. • No self-serve service lines are available. • Pre-packaged boxes or bags for each student instead of traditional serving lines. • Food and utensils should not be shared. • Food Service will look at purchasing All-In-One Mobile convertible table/benches that could be utilized in alternate eating areas (i.e. gyms)
	<p><u>HEAD START & PACT</u> students will continue to eat in their classrooms - students may be separated by partitions.</p> <ul style="list-style-type: none"> • For the group of students that attend on Mondays & Tuesdays - food service will provide meals for the students to take home with them at the end of the day on Tuesdays for the rest of the week • For the group of students that attend in person at the end of the week - food services will provide a Cambro insulated cart to the HS/PACT classrooms and work with those department directors to set up a time where families can come to the buildings to pick up their child's meals for the first part of the week (like our current curbside meal model) 	<ul style="list-style-type: none"> • Students go in small groups to dispose of trash in cans spread throughout the cafeteria.
	<p><u>VIRTUAL STUDENTS:</u></p> <ul style="list-style-type: none"> • Specific dates (depending on USDA waivers that are issued) and times will be set up for virtual SCH students to pick up meals 	

	<p>should they want to that would mirror our current summer meal service</p> <ul style="list-style-type: none"> ○ Secondary between 8:30am-9:30am ○ Elementary between 9:45am – 10:45am 	
	<p>Snacks, treats and other celebration items may not be brought into schools by individual families</p>	<ul style="list-style-type: none"> ● Conduct cleaning of cafeterias and high-touch surfaces throughout the school day.

5. Transportation		
Transportation	<p>Students who travel to and from school using the school city of Hammond Transportation must adhere to strict guidelines utilizing assigned seating and required mask wearing. The mask will be required to board the bus and must remain on the student for the duration of the bus ride to or from the school.</p> <p>Transportation Re-Entry</p> <p>1) Mass Transit Transport</p> <ul style="list-style-type: none"> a) All students wear CDC recommended face coverings at all points while being transported using SCH transportation <ul style="list-style-type: none"> i) Students encouraged to provide their own, but they will be made available on a limited basis ii) Failure to wear face coverings will be addressed from disciplinary aspect progressively per SCH Transportation Behavior Matrix b) Other PPE will be optional. 	<p>Resources/Responsible:</p> <p>Transportation Personnel Building Staff Nursing/Health Office</p>

- i) Gloves will be available for driver use if desired, students would need to provide their own. Drivers, if desired, may wear a face shield but must be worn in conjunction with a mask.
- ii) Students will be permitted to wear other PPE that are deemed appropriate
- c) Seating Charts - students will be assigned a seat and required to use seat assigned by driver/monitor
 - i) Failure to sit in assigned seat will be addressed through progressive discipline
- d) Signage- Signage posted and visible throughout bus advocating handwashing and respiratory etiquette
 - i) Students will be encouraged to wash hands/use sanitizer before and after entering bus
 - ii) Students are encouraged to provide their own sanitizer, however, driver will make available upon entry and exit if desired
 - iii) Respiratory etiquette communicated on signage

2) Special Ed Transport

- a) Students will be socially distanced on the bus whenever possible; if ridership increases than mass transport protocols will be implement
 - i) Drivers will create a seat chart to promote social distance
 - ii) PPE required for driver; optional for students (unless no social distancing)

3) Sick Students

- a) Sick students should not ride a school bus. If a student exhibits symptoms of illness then

- i) Transportation will contact parent/home and to get permission for child to return home (mass)
 - ii) If no contact is made or child cannot return home, child will be transported to school
 - iii) Upon arriving at school, the student will be released to the school administrator or designee to be taken to health services; Child will not be transported until cleared by the SCH health office of the school he/she attends..
 - b) If a student arrives to bus (going home) then driver or monitor
 - i) Note name of student and location
 - ii) Dispatch will contact parent/home to arrange transportation while student remains at the school
 - iii) If no contact is made/alternative transportation cannot occur, then an alternative transport will occur to get the student to home/bus stop.
 - c) Students will be restricted from transportation until medical clearance is provided for Covid-19
- 4) Cleaning of Buses**
- a) Daily Sanitation
 - i) Each school bus will be sanitized daily using disinfectant wipes and sprays that are approved by EPA to effectively treat surfaces against the spread of SAR-2/COVID-19 virus
 - ii) Drivers will be required to use wipes to clean common surfaces in between transport of groups

	<ul style="list-style-type: none"> iii) Drivers will be required to sanitize common surfaces and remove all debris from bus floor and seats iv) Bus porter will sanitize each bus daily using mister prior to AM departure b) Weekly Sanitation <ul style="list-style-type: none"> i) Bus cleaning procedures that are currently in place for weekly cleaning will continue with driver responsible for sweeping and mopping bus using approved disinfectant ii) Bus porter will review cleaning and do a thorough cleaning of using approved disinfectant 	
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6: Social Emotional Learning		
<p>Social Emotional Learning Considerations Throughout the Re-Opening</p>	<p>Re-establish connections considering virtual learning</p> <p>PD - SEL, ACEs, Cultural Humility & Equity, Trauma-informed practices. Use IDOE & CASEL SEL Competencies & activities to model in staff meetings for classroom use as well.</p> <p>Prioritize trauma informed professional development for all staff.</p> <ul style="list-style-type: none"> ■ Establish Mental Health Team for adults & students; ASCA webinars; provide PD 	<p>Resources/Responsible:</p> <p>Monthly Themes</p> <p>IDOE Road Map for SEL Re-entry</p> <p>1) Reestablish connections because we are connecting differently.</p>

from Health specialists (nurse, psychologist, social worker, counselor if applicable); use of SHAPE Assessment; GCN for ACEs; use of GCN portal to add tutorials for all levels; increase partnerships with local centers like Crown Counseling, PNW, Regional Mental Health, Edgewater, Geminus; Panorama.

Discuss the environmental stressors that might exacerbate stressors.

Promote self-care for staff (“secure your oxygen mask first”); use of the NAMI assessment for self-care; create modules/units within the suspended curriculum during the BOY; conversations about feelings of either pandemic (student, staff, community); Science of Happiness coursework and modules

Provide explicit instructions with SEL implementation.

Resources (closure & new school year); CASEL & IDOE resources; scheduling time in school day for this to occur; use of free apps; establish co-regulation plans for staff and students; establish Tier 2 and Tier 3 supports within the building; Panorama.

Develop a clear process to identify needs.

Establish MTSS to identify and evaluate school needs; district SHAPE assessment data; get stakeholder feedback; survey

2) Prioritize trauma informed professional development for all staff.

3) Discuss the environmental stressors that might exacerbate stressors.

4) Provide explicit instructions with SEL implementation.

5) Develop a clear process to identify needs.

Cultural and Linguistic Awareness

Ensuring that materials are submitted in native language (translation and parent contact by individuals that speak the language of the family)

Awareness of poverty and

	<p>staff, students, and community; town-hall meetings to communicate district initiatives and plans; Panorama</p> <ul style="list-style-type: none">➤ Communicate SEL as Important for All Students and Adults➤ Define and Coordinate SEL and Mental Health Supports➤ Disseminate SEL Practices in the time of the Pandemic➤ Provide Professional Learning and Support for Adult SEL Competencies, Capacities, and Wellness➤ Leverage Data for Continuous Improvement➤ Encourage Use of Funds	<p>socio-economic obstacles that students are facing in completing virtual and school setting studies.</p> <p>Professional Development on cultural awareness and responsiveness for all staff.</p>
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7. Internal and External Communications

<p>Ensuring that information is communicated to appropriate stakeholders in a timely fashion and understandable format.</p>	<p>Internal and External</p> <ol style="list-style-type: none"> 1. Town Hall meetings. 2. Survey to all stakeholders. 3. Parent square updates 4. Website and Social Media 5. Recorded training video for parent, students, staff and community <p>Engage with a broad range of stakeholders to encourage the stakeholders to become familiar with the plan.</p> <ul style="list-style-type: none"> ● We will collaborate and partner with leaders of Hammond and Lake County communities on ways to create a solid and sustainable plan for operating a successful school system aimed at the education and growth of Hammond students. 	<p>Resources/Responsibility:</p> <p style="text-align: center;">GNC Nursing and Human Resources Technology Department</p>
<p>Communication of plan changes in light of anticipated increase in spread.</p>	<p>Utilization of media and direct external communication with stakeholders:</p> <ul style="list-style-type: none"> ● Contingency planning is also taking into account what is happening in the surrounding community, and federal and state guidelines. ● To prepare for future scenarios of the viruses spread, however likely or unlikely, the SCOH is taking into careful consideration the Local Board of Health's guidance on quarantining, contact tracing, and school closures based on data and protocol they are required to follow during COVID-19. ● Existing efforts, such as E-Learning, can be adapted if a student must be isolated following a positive virus test, supports our contingency planning. 	

8. Special Education

<p>Special Education during substantial Covid spread</p>	<p>Teacher of Record (TOR) supplements the general education curriculum as outlined in students' IEP. Also establish small group or office hours for additional support.</p> <p>All TOR follow the Accommodations and Modifications guidance document for ELearning</p> <p>Special Education Self-Contained Classrooms: Teachers responsible for core curriculum lessons. Supplement and support general education curriculum as outlined in students' IEP.</p> <p>Speech Services will move toward the Teletherapy model. Also continue to utilize the Google Site for speech/language support.</p> <p>Related Services of Occupational Therapy and Physical Therapy will continue with Google site recommendations for parents and teachers on a case by case basis. Services will also establish small group or individual office hours for additional support</p> <p>Social Work: Services will also establish small group or individual office hours for additional support. Also continue to utilize the Google site for Social work support</p>	<p>Resources/Responsibility:</p> <p style="text-align: center;"><u>Accommodations and Modifications guidance</u></p>
<p>Special Education general guidelines</p>	<p>Psychologists: Psychological evaluations can take place in a virtual setting.</p> <p>Case Conferences: To ensure sufficient conference room space and to</p>	

<p>Special Education</p>	<p>ensure social distancing, case conferences can continue to be offered virtually; however, this must be mutually decided with the parent. Parents may continue to prefer in-person meetings. Only if the school is closed will the in-person option not be provided for meetings.</p> <p>Parents who choose to keep their student in Elearning for the semester will need to have a case conference to outline the individualized statement of Elearning services.</p> <p>Medically fragile students can receive services remotely; a case conference will be needed to outline the individualized statement of services.</p> <p>Para Educators who provide 1:1 level of support will be provided with additional PPE to maintain safety protocols. This also applies to TOR who provide 1:1 level of support within classrooms</p> <p>Psychological evaluations taking place face to face will require the proctor and student to wear masks. The table and testing materials will need to be sanitized for each new evaluation</p> <p>Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives within a possible Elearning setting.</p> <p>Applied Skills classrooms community outings need to be limited, with a focus on virtual activities. Activities and lessons should be done within the school building as much as possible</p> <p>Transportation: progressive discipline for non-compliance for not wearing</p>	
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<p>Preschool</p>	<p>a mask will need to follow the Manifest Determination procedures</p> <p>Non-compliance for not wearing a mask or non-compliance with social distancing/seating charts as it pertains to Code of Conduct, the special education manifestation determination procedures will be followed</p> <p>Small group pull-out services provided by TOR, Speech Language Pathologist/Speech Language Assistant, Occupational Therapist, Physical Therapist, Social Worker, will follow social distancing seating guidelines and mask wearing protocols</p> <p>Edison, Jefferson, O'Bannon, Whiting students will follow the Headstart and PACT schedule. Maximum of half of students in class at a time. Each half will attend in-class two consecutive days with the other two days Virtual Learning. Fifth day will be used for cleaning, sanitizing and planning. Shortened class session to allow for cleaning between a.m. and p.m. sessions.</p> <p>Class space will be reserved for the Preschool students who will need placement from the evaluations that were in process in March-June</p>	
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What are Safe Zone school sites?

These are school sites that will host students that cannot remain at home during school hours. These sites will be available for the normal school day; however, they will not provide an on-site teacher. Students will engage in virtual learning with a supervising adult

in the room. The rooms will be set up to observe 6 feet of social distancing. Desks will be 6 feet apart and masks will be required. Principals and security will be on site, as well as health services staff.

Safe Zone is an opportunity to offer a service to the community. Please note that ALL students are still engaging in virtual learning and are expected to keep in synchronized learning with their classroom teacher.

How do I enroll in Safe Zone?

Please complete the online registration found on our website. Once your application has been processed, you will receive an email stating if you have been accepted or placed on a waiting list. Space is limited and preference will be given to children of essential workers. Once accepted into the Safe Zone, we will expect your continued attendance to retain your seat. If for any reason the student or a family member has been suspected of being exposed to COVID, please contact the nurse (by phone or email) immediately. You will not attend Safe Zone until you have been medically cleared by a physician.

What are the Safe Zone safety measures?

- Prior to leaving home: Parents must complete the self-check form
 - o Sick Students/family with suspected illness with one or more symptoms must stay home
 - o Bring form to Safe Zone media room /Turn in to room supervisor
- School Arrival:
 - o Temperature check
 - o Self-check form collection
 - o Students to assigned room
 - o Aides, Nurses Administration will assist with check-in utilizing separate entries to avoid students congregating
 - o Distancing markers (signs) on floor/walls to keep adequate distancing at entry, in halls, and in cafeteria

- Classroom: Social Distancing with masks and partitions (when necessary)
 - o Students asked to wipe their table/desk every hour
 - o Custodial wipe down of all railings, doorknobs, common surfaces every two hours
 - o Contactless assistance with frequent hand washing or sanitizing of hands
 - o No Shared Chromebooks
 - o Students will wipe down their own Chromebook before use, at lunch and at the end of the day
 - o No Lockers, cubies, water bottles or backpacks needed. Water will be supplied in the morning and in the afternoon
 - o No seating under vents
 - o End of day: Chromebook cleaning and charging, Custodial deep clean of room, desks and floors

- Lunch
 - o Table distancing
 - o Hand washing and sanitizing before entering lunch area
 - o Table Partitions when needed
 - o Mask on as entering and leaving meal area
 - o Disposable material in Cafeteria
 - o Wash hands after leaving area
 - o Café Staff sanitize before and after each lunch rotation/Deep clean at end of day

- Bathroom Breaks
 - o Class rotations scheduled utilizing alternating bathrooms to ensure proper (frequent) cleaning
 - o Custodial cleaning of classrooms every hour (additional custodian at each site)
 - o Sanitized after each rotation
 - o Individual bathroom emergencies escorted by staff

- Sick at school
 - o Students will be sent to the Nurse in the COVID holding room (if COVID related symptoms)
 - § Nurse will assess and determine if COVID related
 - o Parents called as well as notification of Board of Health
 - o Closure of the class on that day for immediate deep cleaning
 - o Notification to all in close contact
 - o Re-open after 24-hours pending severity, Board of Health consultation and cleaning

Do I have to wear a mask during Safe Zone?

Yes, failure to keep the mask on will result in students being asked to complete virtual assignments at home. Student who disregard the expectations of the SCH Code of Conduct will also be asked to remain home for eLearning.

Who will be teaching in the Safe Zone?

Your student's teacher will teach virtually. The supervision at the Safe Zone will be: Classroom Aides, Para-Professionals, Administration with Nurses and Security at each site.

How do Safe Zone sites differ from Virtual Learning while at home?

They are the same, both will work online with the classroom teacher. However, the Safe Zone site will provide an option for students who have parents who may be essential workers, or parents who need safe childcare options for their children. Safe Zones will follow the same virtual teaching schedule that students who are working from home will follow.

Will SCH be picking up children from home to transport them to a Safe Zone site?

No, not at this time. Parents will be required to pickup and drop off their children.

Will students attend Safe Zone at their regular school and will they have their same teacher?

Preference will be given to a student's address when selecting which Safe Zone site they will attend; however, they will virtually have their assigned teacher from their regularly attended school. Currently, we plan to offer the following Safe Zone sites:

- Area Career Center
- Gavit Middle High School
- Washington Irving Elementary Schools
- Maywood Elementary School
- Harding Elementary School

How will students receive their meals during virtual and Safe Zone learning?

Lunches will be served at the Safe Zone for students who are onsite. Safe Zone students will be seated at tables for lunch while distanced and with seating partitions where distancing is not possible. Lunch will be served in the cafeteria after students are escorted to the area by supervising staff. Lunches will be served using disposable materials (hot and cold meals). For virtual students who are at home, we will continue to host drive-through contactless pick up lunches at several more school sites. A listing will be published with days, sites, and times.

If I stop attending Safe Zone, can I begin again if the need arises?

No, if you give up your placement through written, verbal or simply by not attending, you will have to go back on the waiting list unless space is available.

Appendix: A

SELF CHECK FORM

1. Do you have a fever this morning, if so what was your temperature?

2. Please circle any of the symptoms that you are experiencing:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

· Trouble Breathing

3. Have you been around anyone who is COVID Positive or are you currently COVID Positive?

**Response of yes or circling of any symptom will indicate that you should stay home and seek the advice of your Physician.*

Disclaimer:

This Re-entry plan is intended to offer guidance regarding best practices for general operations of buildings in an effort to reduce the risk of disease transmission, specifically novel coronavirus SARS-CoV-2 and the disease it causes, COVID-19. Adherence to any information included in this document will not ensure successful treatment in every situation, and users should acknowledge that there is no “zero risk” scenario. Users should acknowledge that each building and situation are unique and some of the guidance contained in the document will not apply to all buildings. Furthermore, the document should not be deemed inclusive of all proper methods nor exclusive of other methods reasonably directed to obtaining the same results. This document is in no way intended to override or supersede guidance from government and health organizations, including, without limitation, the Centers for Disease Control and Prevention, the World Health Organization, the United States Government, and or any States. The information contained herein reflects the available information at the time the document was created. Users should recognize that details and information are changing daily, and new information and/or the results of future studies may require revisions to the document (and the general guidance contained therein) to reflect new data. We do not warrant the accuracy or completeness of the guidance in this document.