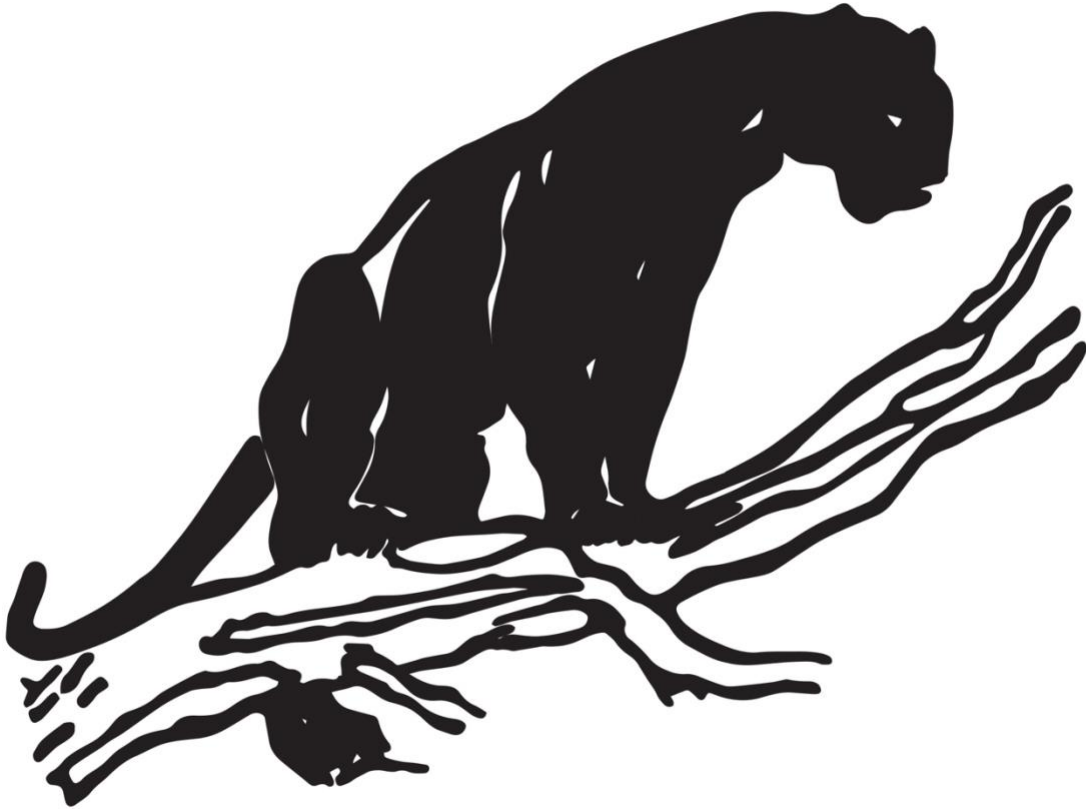


# **School Reopening Plan**



**2020-2021**

Serve with Passion to Ignite Creativity, Innovation, and Excellence

August 24, 2020



# SCHOOL DISTRICT OF WEST SALEM

---

RYAN G. RIEBER, SUPERINTENDENT  
405 EAST HAMLIN ST. WEST SALEM, WI 54669  
(608)-786-0700

Dear West Salem Community,

I hope that this letter finds you healthy and safe. Since March 17, 2020, our community has seen so many changes in the way that education is delivered not only in our community but across our nation due to the worldwide pandemic that we are currently experiencing. The amount of collaboration and cooperation shown by our students, our families, and our staff to make our “new normal” work, has been remarkable. I cannot thank you enough for your patience and understanding. While our district greatly appreciates our staff and families for adapting to this difficult situation, we know that we will need to remain flexible with changes as we continue through the 2020-2021 school year.

The best scientists in the world have not been able to predict what will happen with this virus. We will be following guidance from the Department of Health Services and the Coulee Covid Collaboration to help us determine which model of instruction that we will be providing to our students. The District will be reviewing and revising this document as conditions change and more information is learned throughout the course of the school year.

The District will continue to work hard on behalf of our students and their families, and look to do so in the safest environment we can establish. There will be many things beyond our control that will cause us to pivot in a new direction during the school year, but we are confident that our plans will allow us to change more smoothly when needed. Thank you for your patience and understanding as we look at the beginning of the 2020-2021 school year.

Be Well,

Ryan G. Rieber  
Superintendent

## Table of Contents

Our Challenge	4
How Was This Guidance Developed?	4
What Do We Know About COVID-19?	4
Our Need	5
Our Plan	6
Instructional Models	6
Plan A: Traditional Model with Safety Precautions	7
Plan B: Blended Learning Model with In-Person Safety Precautions	7
Plan C: West Salem Online Learning	9
Other Instructional Considerations	10
Special Education/English Language Learners	10
Recess/Physical Education	10
Student and Staff Health Considerations	10
Health Screenings	10
Response to Students and Staff Related to COVID-19	11
School Day Considerations	11
Buses and Transportation	11
Drop-Off and Pick-Up/Arrival and Departure	12
Social Distancing and Minimizing Exposure	12
Hand Hygiene	13
Face Coverings	14
Student Flow, Entry, Exit and Common Areas	14
Operational and Facilities Considerations	15
Facility Cleaning	15
Classroom and Student Materials	15
Classrooms and Therapy Rooms	15
Food Service	16
Co-curricular Activities and Use of Facilities Outside of School Hours	16
Online Resources	17
Our Return to School Health Protocols	18

## OUR CHALLENGE

### How Was This Guidance Developed?

In collaboration with multiple individuals and organizations, West Salem School District is bringing forward this plan in an effort to bring back a sense of normalcy in our school buildings to the greatest extent possible for our students, staff, parents, community-at-large, and the Board of Education come September 1. Our sincere hope is that this plan does not need to be utilized beyond the 2020-21 school year, yet the public health emergency we find ourselves in has not allowed for normalcy to exist for several months and does not appear to be subsiding to the degree necessary to allow for a “traditional” model for the public education services delivery.

In order to safely protect all children, families and staff, Governor Evers directed the Department of Health Services to close all public and private schools on Wednesday, March 18, 2020. On April 17, 2020, under Emergency Order #28, schools were directed to remain closed for the rest of the 2019-2020 school year which ended on June 30, 2020.

On April 20, 2020, Governor Evers implemented the Badger Bounce Back plan as a gradual, phased process using gating criteria (metrics and data) to determine when the state could safely open. This plan is based on the science of the virus and public health practices recommended to protect and promote our health. In addition, La Crosse County Public Health released the Coulee Covid Compass to offer data and guidance for how and when we could interact in ways with the least amount of risk.

On June 22, 2020, the Department of Public Instruction released Education Forward: Safely and Successfully Reopening Wisconsin Schools as a resource “for district and school leaders to plan and implement a safe, efficient, and equitable return to school.” This plan was created through the efforts of multiple stakeholders and educational leaders across the state. It was recently updated on Aug 5, 2020.

Please take the time to utilize this document as a means to re-engage our students in the learning process that is public education, and please be reminded that this plan is subject to change. We strive to and are committed to doing those things necessary to deliver those public education services in the safest manner to the greatest extent possible given our...because we care.

### What Do We Know About COVID-19?

(taken from the CDC website and Wisconsin Department of Health Services website)

#### **Transmission of COVID-19**

- COVID-19 is spread through respiratory droplets that are released when a sick (infected) person coughs, sneezes, or breathes. These droplets can remain in the air and on surfaces for an extended period of time. When people breathe in (inhale) the droplets, or touch surfaces that have been contaminated and then touch their mouth, face, or eyes, the virus can make them sick.

#### **Prevent Spread by Those Without Symptoms**

- While people who are sick or know that they have COVID-19 should isolate at home, COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That’s why it’s important for everyone to practice social distancing (staying at least 6 feet away from other people) and wear cloth face coverings in public settings. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

**Why practice social distancing?**

- COVID-19 spreads mainly among people who are in close contact (within about 6 feet). Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. A person who is becoming ill with COVID -19 may spread the virus for two days before they show symptoms of the illness.

**Why frequent handwashing?**

- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Frequent handwashing with soap and water for 20 seconds or using hand sanitizer that contains at least 60% alcohol has been effective at reducing the spread of COVID-19.

**Why wear face coverings?**

- We now know from recent studies that a significant portion of individuals with COVID-19 lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

## OUR NEED

Any scenario in which multiple people gather together poses a risk of transmission of COVID-19. While there is still much to be learned about COVID-19, there have been a number of studies and research gathered in the past several months that indicate school-age children present much less risk related to the transmission of the disease. This is not to say that risk is not present, but rather to acknowledge that the scientific data collected thus far supports in-person education when safety precautions are put in place and followed.

**Teaching and Learning Considerations**

Teachers worked with their professional learning communities (PLC) and/or departments to develop plans for the first eight days of school to ensure the safe, warm and welcome transition back to school through online learning. During the first two weeks of school, our focus will be on building relationships, teaching, and modeling new online instruction procedures and community building. These decisions were based on the now-discontinued La Crosse County Coulee Covid Compass.

## Priority Areas

Educational Health

Mental Health

Physical Health

**Our goal is to create a plan which mitigates the risk and allows for as many of our students as possible to return to an in-person school setting five days a week and to maximize learning - academically, socially, emotionally, and physically.** Beyond the science, there are several additional reasons to support returning to in-person attendance five days a week:

- Schools, by their very nature, are tasked with mitigating risks of many types to the greatest extent possible in order to create a safe and healthy environment for students and staff. Risk assessment and solutions are an accepted part of the daily operations within our organizational structure.
- Schools have a number of required safety protocols already in place to mitigate the risk of transmission of COVID-19 per Wisconsin state statutes, federal law, Occupational Safety and Health Administration, Food and Drug Administration and school board policies.
- Schools have resources in place and access to additional resources to provide hygiene, protective measures, and facility cleaning protocols to mitigate the risk of transmission of COVID-19.

**This plan presents a clear set of health and safety requirements for in-person learning based on the most up-to-date scientific studies and research. We understand that as knowledge about COVID-19 evolves, these requirements may need to be modified to continue to provide for an environment with the least risk possible. Therefore, this plan also includes blended learning and at-home learning models for short- or long-term needs based on COVID-19 metrics.**

### **How Should This Back to School Plan Be Used?**

This plan should be used as guidance to understand what health and educational practices will be in place when students return to school.

### **Who Will Decide How Schools Can Reopen and Stay Open Safely?**

The school board and district administrator, in conjunction with guidance from the Wisconsin Department of Health Services and La Crosse County Public Health, has the authority to determine how schools will reopen and whether to increase or ease restrictions in this plan.

### **Who Will Decide If Schools Should Close?**

The authority to close schools, should that need to occur, lies with the Wisconsin Department of Health Services, La Crosse County Public Health, and/or the district administrator.

## **OUR PLAN**

### **Instructional Models**

Three instructional models have been developed, depending on what restrictions are necessary when school opens or at any time in the school year, to control the spread of COVID-19.

**PLAN A:** Traditional Face to Face for all is the preferred plan. Based on numerous scientific studies and COVID-19 data, this is feasible using the safety precautions outlined in the plan.

**PLAN B:** Blended learning would be utilized depending on data and metrics within La Crosse County and requirements of La Crosse County Public Health along with the Department of Health Services.

**PLAN C:** Online learning would be used for short- or long-term needs based on COVID-19 data and metrics and direction from the Department of Health Services and/or La Crosse County Public Health.

**PLAN A: Traditional Model with Safety Precautions (Five Days per week)**

**Our Challenge:**

- Address family child care needs.
- Eliminate family burden of teaching and working from home.
- Provide needed social-emotional interactions with same-age peers.
- Allow staff to better monitor and address mental health and social-emotional needs of students.
- Align curriculum and instruction with plan B and plan C.
- Maintain a safe environment for students and staff.

**Our Plan:**

- Students will return to the classroom with operational safety procedures in place to reduce the spread of COVID-19.
- Students will have minimal movement and co-mingling of students to retain consistent groupings.
- Daily class schedules may be modified to minimize student movement and co-mingling throughout the day.
- Instruction may be modified to focus on essential learning targets curriculum.
- Students with disabilities will have ongoing support in accordance with their IEP or 504 plans.
- A common use of learning management systems across grade levels (Seesaw, Google Classroom, and Schoology).
- Standards-based or traditional grading will be used at all grade levels.
- Grade point averages will be calculated at high school.
- Extracurricular codes of conduct will be in place at middle and high school.
- Food service will be provided to support the health and safety of all students.
- Ongoing communication with students and families will be provided using Seesaw, Google Classroom, Schoology, Skyward grade book, Skyward messenger, district website, district Facebook.
- Staff may be reassigned to support academic and social-emotional learning, operational safety procedures, and staffing needs.

**PLAN B: Blended Learning with In-Person Safety Precautions  
(hybrid of face-to-face and at-home activities for grades 6-12; our K-5 students would follow the traditional model as stated above)**

**Our Challenge:**

- Reduce the number of students utilizing bus transportation and those present in the school buildings on any given day.
- Address some family child care needs, but create new child care needs due to part-time attendance.
- Reduce family burden of teaching and working from home.
- Provide needed social-emotional interactions with same age peers.
- Allow staff to better monitor and address mental health and social-emotional needs of students.
- Address staff burden of simultaneously planning and leading in-person and at-home instruction.
- Address concern of adequately covering curriculum with partial rotating attendance.

**Our Plan:**

- Students will be placed into a cohort consisting of about half of our student population. The common schedule will consist of two days of traditional classroom learning and two days of online at-home learning. Families with students in multiple buildings in grades 6-12 will be in the same cohort and therefore on the same schedule.
- Cohort groups will return to the classroom on an alternating schedule with operational safety procedures in place to reduce the spread of COVID-19.
- Students will use district devices and district provided educational materials to continue learning remotely.
- WIFI hotspots may be provided for families to use with district devices.
- Daily class schedules may be modified to minimize student movement and co-mingling throughout the day.
- Instruction may be modified to focus on priority standards and learning targets.
- Ongoing support for students with disabilities will be provided in accordance with their IEP or 504 plans.
- Common use of learning management systems will be used across grade levels (Seesaw, Google Classroom and Schoology).
- Standards-based or traditional grading will be used at all grade levels.
- Grade point averages will be calculated at middle and high school.
- Extracurricular code of conduct will be in place at middle and high school.
- Food service will be provided to support the health and safety of all students.
- Ongoing communication with students and families will be using Seesaw, Google Classroom, Schoology, Skyward grade book, Skyward messenger, district website, district Facebook.
- Staff may be reassigned to support academic and social-emotional learning, operational safety procedures, and staffing needs.

**West Salem School District (Grades 6-12) Blended Learning Model  
with In-person Safety Precautions**

Student Grouping	Monday	Tuesday	Wednesday	Thursday	Friday
“WEST” Group Last Names (A-K)	IN PERSON	<b>At home learning</b>	IN PERSON	<b>At home learning</b>	- Building Cleaning - At Home Learning - Professional Learning Communities
“Salem” Group Last Names (L-Z)	<b>At home Learning</b>	IN PERSON	<b>At home learning</b>	IN PERSON	- Building Cleaning - At Home Learning - Professional Learning Communities



### **Examples of Blended Learning Models**

- Grade levels or homerooms (depending on age) are split into two equal size groups
- Two teams alternate between Traditional with Safety Precautions learning and at-home activities.

#### **EXAMPLE:**

- Team WEST has Traditional with Safety Precautions learning on Monday and Wednesday, with at-home activities on Tuesday and Thursday.
  - Team SALEM has at-home activities on Monday and Wednesday, with Traditional with Safety Precautions learning on Tuesday and Thursday.
  - Fridays are a day for deep cleaning of our school facilities, Tier 1, 2, & 3 Panther Time, required homeroom meetings, individual required meeting time for struggling students, catch up day for students, teacher meeting and planning time
- Calendars will be created in advance to allow family planning

### **PLAN C: West Salem Online Learning**

#### **Our Challenge:**

- Use for short- or long-term needs based on COVID-19 data and metrics and direction from the Department of Health Services and La Crosse County Public Health Guidelines.
- Use for students who may need to continue with at-home learning due to developmental, medical or behavioral health needs.
- May be classroom, building or district specific depending on exposure risk.
- Allows for continued learning while isolation measures are in place.
- Pay special attention to the social-emotional health of students and staff during closure(s).
- Allows for rapid identification and outreach to disengaged or struggling students or staff.

#### **Our Plan:**

- Students will use district devices and district provided educational materials to continue learning remotely.
- WIFI hotspots may be provided for families to use with district devices.
- Online learning resources may be used for students who will be continuing with at-home learning due to developmental, medical or behavioral health needs to ensure the least amount of educational disruption and provide continuous learning support and engagement.
- Daily class schedules may be modified to support student engagement at age appropriate levels and lengths of time.
- Daily class schedules may be modified to focus on essential learning targets with common assessments.
- Ongoing support will be provided for students with disabilities in accordance with their IEP or 504 plan.
- Common use of learning management systems will be used across grade levels (Seesaw, Google Classroom and Schoology).
- Standards-based or traditional grading will be used at the high school level.
- Grade point averages will be calculated at the high school level.
- Extracurricular code of conduct will be in place at middle and high school.
- Synchronous (real time) teaching, asynchronous (recorded) teaching, and at-home activities may be used.
- Food service will be provided to support the health and safety of all students.

- Ongoing communication with students and families will be provided using Seesaw, Google Classroom, Schoology, Skyward grade book, Skyward messenger, district website, district Facebook.
- Staff may be reassigned to support academic and social-emotional learning remotely.

### **Other Instructional Considerations**

#### **Special Education/English Language Learners**

- Ongoing support, accommodations, and modifications will be provided for students with disabilities in accordance with their IEP or 504 plans.
- Ongoing support, accommodations, and modifications will be provided for English Language Learners through their ELL plan.
- Team meetings for the purpose of developing plans of support will be conducted virtually when possible.
- Questions and concerns should be addressed to Eric Jensen, Pupil Services Director.

#### **Recess/Physical Education**

##### **Our Plan:**

- Staggered recess times will be held at the elementary and middle school to ensure social distancing to the extent possible.
- Classroom groups will be kept together and separated from other groups as much as possible.
- Playground equipment will be disinfected between uses by classroom groups.
- Additional recess times may be added in recognition that physical and social activities are important pieces of the overall well-being of children as they adjust to the school setting.
- Physical education classes will be held outdoors whenever possible to promote physical activity and easier social distancing.
- Activities allowed in physical education classes will adhere to the sports guidance provided by La Crosse County Public Health and Wisconsin Department of Health Services.
- Masks/face coverings should not be worn during physical education or recess which means that social distancing should be maintained at all times whenever possible.

## **STUDENT AND STAFF HEALTH CONSIDERATIONS**

We must recognize and respond to all phases of the COVID-19 pandemic by complying with the Center of Disease Control (CDC), Wisconsin Department of Health Service and La Crosse County Public Health guidelines. We must also provide reasonable accommodations for staff and students who are at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of masks/face coverings.

#### **Health Screenings**

##### **Our Plan:**

- Share self-screening protocols with families and employees and are required to be administered prior to coming to school.
- Screen students who have been out ill on the first day they return back to school.

- Post signs at main entrances requesting people who have been symptomatic with fever and/or cough to not enter.
- Educate students, families and staff about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Enforce employees and students staying home if sick or have any COVID-19 like symptoms.
- Encourage self-monitoring throughout the day, especially noting symptoms of a fever, cough, or shortness of breath.

## **Response to Students and Staff Related to COVID-19**

### **Our Plan:**

- School nurse or designated school staff needing to provide direct patient care will wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE. Equipment may include a face shield, mask/face covering, protective goggles, gloves, and gown.
- Touchless thermometers will be used to take temperature readings.
- Anyone exhibiting COVID-19 like symptoms will be directed to a dedicated medical room that will not be used for other purposes.
- Symptomatic individuals will remain under supervision by a staff member at least 6 feet away. The supervising staff member will wear a mask/face covering and eye protection.
- Symptomatic individuals are required to wear a mask/face covering while waiting to leave the school unless the individual is distressed and unable to wear a mask. Masks will be provided if necessary.
- Parent/guardian will be contacted promptly to pick the child up as soon as possible if symptoms are confirmed.
- School guidelines for ill students and staff will be followed to determine when to return to school. The school nurse will provide clarification as needed.
- Cleaning and disinfecting protocols will be followed after the symptomatic individual has left the dedicated medical room.
- If a school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the district must immediately notify local health officials of a confirmed case while maintaining confidentiality.
- If exposure occurred at school, students and staff may be able to continue coming to school based on exposure assessment. Determination will be made by school officials following county and state health department guidance.
- Contact tracing for all positive COVID-19 cases will be completed by La Crosse County Public Health in conjunction with the school nurse.
- Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 minutes) of laboratory-confirmed or probable COVID-19 patients.

## **SCHOOL DAY CONSIDERATIONS**

### **Buses and Transportation**

#### **Our Plan:**

- Require bus riders to wear masks/face coverings.
- Maintain social distancing to any possible extent depending on the size of the bus route. Seats will be assigned; this may require children of the same family to sit together.

- Windows will be kept open while the vehicle is in motion if appropriate and safe to help reduce spread of the virus by increasing air circulation.
- A hand sanitizer station will be provided in all buses for students and staff.
- Frequently check and refill hand sanitizers.
- Clean and disinfect following morning, mid-day and afternoon routes with special attention given to high-touch surfaces (surfaces in driver's area, hard seats, door handles, belt buckles, doors, windows, grab handles).
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to school.
- Keep doors and windows open, whenever possible, when cleaning the vehicle and between trips to let the vehicle air out.
- May modify bus drop off zones to accommodate building entry and exit plans.
- Students will not be allowed to share personal items while on the bus.
- Students must keep hands to themselves at all times while riding the bus.
- Keep all conversations within your personal surroundings, no shouting.
- Social distancing should be practiced at the bus stop.
- No eating, drinking or chewing gum on the bus.

**The following information is for parents or guardians:**

- Any child who is exhibiting signs of illness such as fever, runny nose, cough, or upset stomach must remain home for 72 hours after the last symptom.
- If your child is already at school, and exhibits signs of illness, you will be required to make arrangements to pick up your child at school.
- If your child has been exposed to, or tested positive for COVID-19, please contact the school and Transportation Department as soon as possible.

**Drop-Off and Pick-Up/Arrival and Departure**

**Our Plan:**

- Parent drop off zones may be modified to accommodate building entry and exit plans and increased traffic due to self-transport.
- Parent drop off and pick up times may be staggered to accommodate building entry and exit plans and increased traffic due to self-transport.
- Parents/guardians may be asked to wait in the front vestibule when picking up children, or may briefly enter the main office area to drop off/pick up student materials or drop off/pick up students. Office staff will sign in/sign out students.

**Social Distancing and Minimizing Exposure**

**Our Plan:**

- Provide social distancing floor/seating markings in reception areas.
- Place physical barriers such as plexiglass for protection at reception desks.
- Limit nonessential visitors and activities involving external groups and organizations.
- Minimize opportunities for sustained exposure (15 minutes or more) by ensuring sufficient social distancing with at least 6 feet between people whenever possible.

- Provide frequent reminders for students and staff to stay at least 6 feet apart from one another whenever possible.
- Have staff monitor arrival and dismissal of students to discourage congregating.
- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times when they may congregate.
- Allow the carrying of backpacks to class for students in grades 6-12 to minimize time in the halls. Lockers in common areas will not be utilized. In the elementary school, locker use will be limited when possible in the fall.
- Designate sides of the hallway as one-way for traffic flow using a line divider on the floor.
- Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- Arrange desks or seating so that students are separated from one another by 6 feet whenever possible, and have all students sit facing the same direction or use barriers between students.
- Keep students in classroom groups that stay together as much as possible during the day, and from day to day. Limit mixing between groups as much as possible (during recess, lunch in the cafeteria, arrival and dismissal).
- Discontinue use of drinking fountains; however, water bottle fillers will remain on. Students and staff are encouraged to bring their own bottles clearly labeled with their name.
- Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing including assemblies, in-person field trips, large groups using the playground equipment simultaneously, etc.
- Incorporate virtual events such as parent/family meetings and conferences, assemblies, and performances when possible.
- Limit visitors allowed into the building to maintenance personnel, personal service contractors, food service contractors and delivery personnel. All visitors entering into the building beyond the main office area must wear a mask/face covering. Office staff will sign in/sign out visitors.
- Train all employees on the required Protective Measures Guidelines established with Wisconsin Department of Public Instruction.

## Hand Hygiene

### Our Plan:

- Provide adequate supplies to promote healthy hygiene behaviors including soap, hand sanitizer with at least 60% alcohol, paper towels and tissues.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer.
- Supervise use of hand sanitizer by students.
- Ensure that children with skin reactions and contraindications to hand sanitizer use soap and water.
- Reinforce handwashing during key times such as: before, during and after preparing food, before and after eating food, after using the restroom, after blowing their noses, coughing or sneezing, and after touching objects with bare hands that have been touched by others.
- Provide hand sanitizer at every building entrance and exit, in the cafeteria, and in every classroom.
- Check and refill soap dispensers and hand sanitizer regularly.
- Incorporate frequent handwashing and sanitation breaks into classroom activity.
- Encourage staff and students to cough and sneeze into their elbows or to cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately with soap and water for at least 20 seconds or hand sanitizer used if soap and water is not readily accessible.
- Train all employees on the required Hygiene Guidelines established with Wisconsin Department of Public Instruction.

## Face Coverings

### Our Plan:

- At least two mask/face covering will be provided to all students and staff. Students and staff are permitted to wear their own mask/face covering as long as it fits properly over the nose and mouth and the fabric on the covering does not have any designs, symbols, markings, or words that violate our dress code policy or disrupts the school environment.
- Students in early childhood, 4 yr. kindergarten and kindergarten are strongly encouraged to wear a mask/face covering whenever possible.
- Students in first grade and above are required to wear a mask/face covering that covers their nose and mouth.
- Face shields may be an option for students with medical or behavioral challenges who are unable to wear masks/face coverings. A note from your health care provider will be required.
- Adults, including administrators, certified teachers, and support staff, are required to wear masks/face coverings.
- Exceptions to mask/face covering requirements will be considered for those for whom wearing one is not possible due to medical conditions, disability impact or other health factors. A note from a health care provider will be required.
- Mask/face covering breaks will occur regularly throughout the day. Breaks will occur when students can be 6 feet apart and outside or by open windows.
- Masks/face coverings may be removed during outdoor activities where students and staff can maintain physical distancing and have ready access to put them back on as needed when activity stops.
- Staff may take off their mask/face covering in select circumstances when physical distancing cannot be maintained, such as when a parent/caregiver is hearing impaired and reads lips to communicate.
- Masks/face coverings are required to be worn by all students on the bus during school bus transportation.
- It is recommended that masks/face coverings be washed daily.
- Students and staff will be provided guidance and training on the proper use of a mask/face covering based on guidance from the Center for Disease Control (CDC).
- A mask/face covering should not be placed on anyone who has trouble breathing or is unconscious, who is incapacitated or otherwise unable to remove the mask/face covering without assistance, or who cannot tolerate a face covering due to developmental, medical or behavioral health needs.

## Student Flow, Entry, Exit and Common Areas

### Our Plan:

- Entrance and exit plans will be created at each building using multiple doors to maximize social distancing and lessen crowding in the halls upon entry and exit.
- Daily schedules will minimize movement of students throughout the building.
- Flow of students in the building will be closely monitored, and steps will be taken to minimize groups of students meeting or passing in the halls.
- One-way traffic flow will be created in hallways using a line divider on the floor.
- Large common areas will have floor markings indicating places to stand with 6 feet social distancing.

## OPERATIONAL AND FACILITIES CONSIDERATIONS

### Facility Cleaning

#### Our Plan:

- Allow time between activities for proper cleaning and disinfection of high-touch surfaces.
- Establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas (door handles, stair rails, faucets, faucet handles, toilet handles, playground equipment, drinking fountains, light switches, desks, tables, chairs, kitchen and cafeteria equipment, service tables, carts and trays) with an EPA approved disinfectant for SARS-CoV-2.
- Increase frequency of disinfection during high-density times.
- Disinfect all shared objects (gym or physical education equipment, art supplies, shared textbooks, toys, games) between uses. Students should wash/sanitize hands before and after use.
  - Paper-based materials, such as loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection.
  - Library materials should be kept held for 72 hours before being recirculated.
- Ensure safe use and correct use and storage of products that clean and disinfect, including securely storing and using products away from children, and allowing for adequate ventilation when staff use such products.
- Train all employees on the required Facility Cleaning Guidelines established with Wisconsin Department of Health Services.

### Classroom and Student Materials

#### Our Plan:

- Limit sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers and backpacks.
- Allow backpacks to be carried to class for students in grades 6-12 to minimize time in the halls. Lockers in common areas will not be utilized. Elementary school students will limit their locker use.
- Limit use of classroom materials to small groups and disinfect between uses, or provide adequate supplies to assign for individual student use.
- Avoid shared use of soft items or other items that cannot be easily cleaned or disinfected, (stuffed toys, clay).
- May ask students to provide their own materials depending on the class/grade.

### Classrooms and Therapy Rooms

#### Our Plan:

- Rooms set up for social distancing to the maximum extent possible with a goal of 6 feet between desks and student workstations.
- Maximum class size in any classroom will be 20-24 people including students and staff per recommendations from La Crosse County Public Health.
- If social distancing is not possible, masks/face coverings are strongly recommended for students in early childhood, 4 yr. kindergarten and kindergarten, and are required for all students in 1st grade and above.
- Masks/face coverings are always required for staff.

- Non-essential furniture will be removed from classrooms to allow for greater social distancing between student work areas.
- Student desks will be used to the greatest extent possible to allow for personal space.
- Individual desks or individual tables will be used whenever possible.
- Classroom libraries will remain in the classroom.
- Play centers and learning centers will not be utilized.
- Toys will be used under supervision and will be disinfected between use.
- Markings will be used on floors to indicate 6 feet distancing when lining up to exit the room.
- Seating assignments will be made for each class at each grade level.

## **Food Service**

### **Our Plan:**

- Cafeteria seating will be set up for 6 feet social distancing as much as possible.
- If social distancing is not possible in the cafeteria, meals may be eaten in the classroom or other areas.
- Handwashing or hand sanitization will be scheduled before and after lunch period.
- Staggered eating times will be used to allow for social distancing and limited group size in the cafeteria area.
- Tables, seats and desks will be disinfected between use by groups.
- K-5 classroom groups will remain together in the same area during use of the cafeteria whenever possible to minimize co-mingling or mixing of students.
- Food sharing will be prohibited, and staff will give ongoing reminders.
- Self-serve options such as salad bar and condiments will be eliminated.
- All hot lunch meals will be plated by food service staff.
- Plastic utensils will be used and discarded by students after use.
- Trays will be cleaned and sanitized per sanitation requirements.
- Meals may be subject to change, at times with limited notice, depending on vendor supplies.
- Bag lunches may be used as an alternative to a hot lunch per the nutritional guidelines for the National School Lunch Program.
- Pre-packaged ala carte items will be sold during the lunch period at the middle/high school with a clear set of guidelines for social distancing, and the number of students in the ala carte area at one time will be limited.
- Food service will be offered to students who are not onsite in the blended learning model and the online learning models.

## **Co-curricular Activities and Use of Facilities Outside of School Hours**

### **Our Plan:**

- Coaches and athletes will follow the guidance of the WIAA and La Crosse County Public Health for school athletics.
- If athletics are allowable, safety precautions for each sport will be established and shared with all athletes and parents/guardians.
- Non-athletic co-curricular activities including clubs and academic teams may meet with 6 feet social distancing followed whenever possible.
  - Mask/face coverings must be worn at the meetings.
- Competitions for athletic and non-athletic groups are subject to change based on the guidance of the WIAA, La Crosse County Public Health and our local school data and metrics for COVID-19.



- Extracurricular club events outside of school hours must be approved by the building principal and are subject to guidance from La Crosse County Public Health and our local school data and metrics for COVID-19.

## RESOURCES

*This plan was created with adaptations from the following sources:*

[Coronavirus Disease 2019 \(COVID-19\)](#), Centers for Disease Control and Prevention

[Preparing for a Safe Return to School](#), Centers for Disease Control and Prevention

Coulee Covid Compass 2020, La Crosse County Health Department, Return to School Guidelines. Discontinued 8/3/20. Updated guidelines to be released by Aug 14, 2020. (Link is no longer live)

[Coronavirus disease \(COVID-19\) advice for the public: Myth busters](#), who.int

[Cloth Face Covering in Schools](#), Wisconsin Department of Public Instruction

[Debunking COVID-19 Myths](#), Mayo Clinic News Network, mayoclinic.org

[Debunked myths about face masks](#), Mayo Clinic News Network, mayoclinic.org

[Education Forward: Safely and Successfully Reopening Wisconsin Schools](#), Wisconsin Department of Public Instruction

[The Road Back: Restart and Recovery Plan for Education](#), New Jersey Department of Education

[StrongSchoolsNC Public Health Toolkit \(K12\)](#), NC Department of Health and Human Services

[Initial Fall School Reopening Guidance](#), Massachusetts Department of Elementary and Secondary Education

[A Strong and Healthy Start: Safety and Health Guidance for Reopening Schools](#), Fall 2020, Vermont Agency for Education and the Vermont Department of Health

[Reopening Schools 2020-2021](#), Stevens Point Area Public School District

[Research Shows Virus Undetectable on Five Highly Circulated Library Materials After Three Days](#), Institute of Museum and Library Services

[From the Frontlines: The Truth About Masks and COVID-19](#), American Lung Association

[Children are not COVID-19 superspreaders: time to go back to school](#), Alasdair P. S. Munro, Saul N. Faust

[Schools for Health: Risk Reduction Strategies for Reopening Schools](#), Harvard T. H Chan School of Public Health

[COVID-19: Schools and Child Care](#), Wisconsin Department of Health Services

**Return to School-Health Protocols**  
**August 20, 2020**  
*All plans are subject to change*

The La Crosse County School Districts will follow guidelines as determined by the La Crosse County Health Department (LCHD), Wisconsin Department of Health Services (DHS) and Wisconsin Department of Public Instruction (DPI).

<b>Protocol</b>	<b>Action</b>
<b>Pre-Screening Students</b>  <b>Parents/Guardians Action</b>	<ul style="list-style-type: none"> <li>● <b>Parents/Guardians:</b> Screen students at home for fever &gt;100.4 without medication, chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea/vomiting, or diarrhea</li> <li>● <b>Parents:</b> check your student's temperature daily before school. Do not give Tylenol or Ibuprofen before sending your student to school</li> <li>● <b>Parents:</b> keep your student at home if symptomatic</li> <li>● <b>Staff:</b> Self-screen at home before coming to school.</li> <li>● <b>Staff/Students:</b> If you feel sick, stay home.</li> </ul>
<b>Reporting Student Absence</b>	<ul style="list-style-type: none"> <li>● <b>Parents:</b> contact school to report your student's absence</li> <li>● Information should include the student's complete name, symptoms of illness and a contact phone number</li> </ul>
<b>Pick-up/Drop-Off Students</b>	<ul style="list-style-type: none"> <li>● No congregating at the entrance/exit area</li> <li>● <b>Parents:</b> Remain in their vehicle during pick-up and drop-off</li> </ul>
<b>Entering School Building</b>	<ul style="list-style-type: none"> <li>● Practice social distancing</li> <li>● <b>Students:</b> will enter through an assigned door and wear their masks</li> <li>● HS – Students will sit in commons and then at 730 will go to homeroom</li> <li>● MS – Grade Level Entrance</li> <li>● ES – Students will enter through an assigned door</li> </ul>
<b>Masks Face Coverings</b>  <b>Education: Importance of Wearing Proper Use Care of Face Covering</b>	<ul style="list-style-type: none"> <li>● <b>Students/Staff:</b> will wear masks/face covering in school buildings. These are required.</li> <li>● Masks/face coverings promote the safety, health and well-being of students, staff and community</li> <li>● Two washable masks/face coverings will be provided; students may bring their own mask</li> <li>● Grade 4K to 12 will wear masks/face coverings. However, 4K and K will only wear during activity, singing and where social distancing is difficult.</li> <li>● <b>Exception:</b> individuals who cannot remove face coverings without assistance and/or significant sensory needs or use lip reading for communication may use a face shield as an alternative</li> <li>● Education will be provided</li> <li>● Mask breaks will be provided regularly by teachers and staff throughout the day.</li> </ul> <p style="text-align: center;"><b>Be Safe, Healthy, Responsible</b></p>
<b>Hand Washing Hand Sanitizing</b>  <b>Education:</b>	<ul style="list-style-type: none"> <li>● <b>Students/Staff:</b> will wash or sanitize their hands when entering the building, entering/exiting classrooms, entering and exiting cafeteria, after using the bathroom, after recess, exiting building and as needed</li> <li>● Hygiene stations will be located throughout the buildings</li> </ul>

<b>Hygiene Practices</b>	<ul style="list-style-type: none"> <li>• Education will be provided</li> </ul>
<b>Touch Surface Cleaning</b>	<ul style="list-style-type: none"> <li>• Enhanced cleaning protocols in place throughout the day</li> <li>• Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles) within the school as much as possible.</li> <li>• Increase cleaning frequency for restrooms, showers and locker rooms, and / or consider design change.</li> </ul>
<b>Cafeteria / Meals</b>	<ul style="list-style-type: none"> <li>• Elem: Breakfast/Lunch in classroom</li> <li>• HS: Social Distancing, assigned seating in commons, no sharing of food, open campus allowed</li> <li>• MS: Social Distancing, assigned seating in commons. no sharing of food</li> </ul>
<b>Response to Students who become COVID symptomatic at School</b>	<ul style="list-style-type: none"> <li>• La Crosse County School Districts will follow guidance from the La Crosse County Health Department</li> <li>• If a student develops COVID-19 symptoms during the school day, the student will be sent home and the parent should contact their health provider, and all classroom contacts will be contacted regarding possible exposure.</li> <li>• <b>Parents/Guardians</b> should call the school when they arrive for pick up, remain in their vehicle and the student will be released</li> <li>• Classroom will be thoroughly cleaned and sanitized</li> </ul> <p>When a positive COVID-19 case is confirmed in a school, that individual will be excluded and allowed to return based upon current guidance from CDC at the time.</p> <p><b>Health Departments will work with schools to consider the following questions when determining how that case will impact others in their classroom and/or school building.</b></p> <ul style="list-style-type: none"> <li>• What is the level of community spread outside the school building?</li> <li>• Was the individual with COVID-19 wearing a mask most of the time?</li> <li>• Were other students and staff who were within 6 feet of the individual with COVID-19 for more than 15 minutes masked?</li> <li>• Was the individual with COVID-19 part of a cohort within the building or did they interact with a large number of students and staff throughout their day?</li> <li>• To what extent is the school community implementing other non-pharmaceutical interventions (handwashing, hand sanitizers, etc.)?</li> </ul> <p><b><u>The answers to these questions will determine</u></b></p> <ol style="list-style-type: none"> <li>1) the number of close contacts,</li> <li>2) if the close contacts who are not symptomatic may stay in the classroom, and</li> <li>3) the number of other students and staff who will need to be quarantined.</li> </ol>

<b>Response to Staff who become COVID symptomatic at School</b>	<ul style="list-style-type: none"> <li>● <b>Staff</b> should report to their direct supervisor and leave the building</li> <li>● <b>Staff</b> should contact their health provider</li> </ul>
<b>Return to School Post Illness Covid-19 / Other Illness</b>	<ul style="list-style-type: none"> <li>● COVID- 19 - Staff/students may return to school when cleared by their health provider or the La Crosse County Health Department</li> <li>● Other Illness - Staff/students may return to school when they have not experienced symptoms of illness for 24 hours. <a href="https://www.cdc.gov/flu/school/guidance.htm">https://www.cdc.gov/flu/school/guidance.htm</a></li> </ul>
<b>Positive Cases and Response Communication</b>	<ul style="list-style-type: none"> <li>● La Crosse County School Districts will follow guidance from the La Crosse County Health Officials</li> <li>● Communication to families as recommended by the La Crosse County Health Officials</li> </ul>
<b>Water Fountains</b>	<ul style="list-style-type: none"> <li>● Water fountains are closed, no mouth drinking will be allowed</li> <li>● Water bottles only and disposable cups will be offered in classrooms to fill</li> <li>● Bottle Fillers available</li> </ul>
<b>Passing Periods</b>	<ul style="list-style-type: none"> <li>● <b>Students/Staff</b> will walk on the right side of the hallway</li> <li>● No lockers; students will carry all supplies in backpacks</li> <li>● MS/HS carry backpacks to class, assigned lockers, can go at beginning of day and end of day.</li> </ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>● Physical distancing: 6 feet when physically possible.</li> <li>● Outdoor classrooms as feasible</li> <li>● If 6 feet cannot be established between individual students, students will be seated in pods of two and socially distanced as the classroom allows</li> <li>● PE and Art Education Activities, 6ft when physically possible, but 8-10ft is recommended.</li> </ul>
<b>Exiting the Building Multiple Points</b>	<ul style="list-style-type: none"> <li>● <b>Elem:</b> Walkers dismissed first; then bus riders – staggered dismissal</li> <li>● <b>MS:</b> Grade Level exit points, staggered dismissal</li> <li>● <b>Parents</b> stay in vehicle for pickups</li> <li>● <b>HS:</b> Multiple exit points, staggered dismissal</li> </ul>
<b>Visitors/Parents</b>	<ul style="list-style-type: none"> <li>● <b>Visitors/parents</b> call office</li> <li>● Face covering required, if visitor is unable to mask, should call the office upon arrival.</li> <li>● <b>Students:</b> Early pick up for appointments, report to the office</li> <li>● <b>Parents:</b> Call the school office upon arrival to the building and the student will be released</li> <li>● <b>Parents:</b> Stay in vehicle</li> <li>● Visitors may be invited in for special meetings such as IEPs, health-related meetings, discipline issues, or other meetings</li> <li>● Limit any nonessential visitors, volunteers and activities involving external groups and organizations</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>● <b>Students:</b> assigned seats, wear face coverings, physical distancing</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Bus driver:</b> wear face covering</li> <li>● Surfaces: clean/sanitizing between routes</li> <li>● Students with special needs will be spaced as far apart as possible in vehicles.</li> </ul>
<b>Facility usage by outside organizations</b>	<ul style="list-style-type: none"> <li>● Outside groups and After School Programs will follow La Crosse County Health Department and Wisconsin DHS guidance</li> </ul>
<b>Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>● Incorporate guidance from WIAA, and the La Crosse County Health Department</li> <li>● Travel monitored/current guidelines</li> <li>● WSSD will follow La Crosse County Health Department regarding out of state travel.</li> <li>● Cancel field trips, student assemblies and other large gatherings.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>● WSSD will have recess at the elementary level</li> <li>● Recess will be organized to minimize interaction between classes</li> <li>● The playground will be divided into sections and each homeroom will stay within their assigned section</li> <li>● Students will be taught activities that promote physical distancing</li> <li>● When physical distancing is maintained, masks may not be required</li> <li>● Grade levels will be assigned balls and playground equipment</li> <li>● Playground equipment (small items i.e.: balls, jump ropes, and structural i.e.: slide, monkey bars) will be disinfected daily</li> <li>● Physically distance when preparing to go outside (putting on snow pants, boots, etc.)</li> </ul>
<b>Classroom Capacity</b>	<ul style="list-style-type: none"> <li>● Utilize requirements from La Crosse County Health Department and WI DPI. Maintain six feet of physical distancing. Discourage direct person to person contact (i.e., no hand shaking, no high fives, no hugs).</li> </ul>
<b>Cohort Restrictions</b>	<ul style="list-style-type: none"> <li>● Interactions among groups of students will be limited as much as possible utilizing requirements from the La Crosse County Health Department.</li> <li>● School specific protocols will be developed to minimize mixing of students.</li> </ul>
<b>Infection Control Protocol</b>	<p>To help prevent the spread of COVID-19, everyone should:</p> <ul style="list-style-type: none"> <li>● Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol. (it is okay to use alcohol based hand sanitizer in our buildings.</li> <li>● Put distance between yourself and other people (at least 6 feet). I know this is a challenge at school, but we will do the best we can.</li> <li>● Wear your cloth face covering.</li> <li>● Cover your cough or sneeze with a tissue, then throw the tissue in the trash.</li> <li>● Clean and disinfect frequently touched objects and surfaces daily.</li> </ul>

## **MASKS**

According to the CDC, local and state health officials and community pediatricians, COVID-19 can be spread by people who do not have symptoms and do not know they are infected. Symptoms of COVID-

19 may appear 2-14 days after exposure. Symptoms range: none - mild – severe, symptomatic and asymptomatic individuals can spread the COVID-19 virus.

Everyone needs to wear cloth face coverings in public settings, practice physical distancing (6 feet away from others) and practice hand hygiene.

Cloth face coverings provide an extra layer to help prevent your respiratory droplets from traveling in the air and onto others.

### **Resources**

La Crosse County School Districts continue to follow the guidance of our health experts, medical advisors at DPI, DHS, CDC, La Crosse County Health Department.

<https://dpi.wi.gov/education-forward>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.dhs.wisconsin.gov/covid-19/schools.htm>