

COVID-19 School Health and Safety Protocols

West Salem School District
Reopening Plan
2020-2021

District Values and Beliefs

We will maximize learning and empower all students to prepare for tomorrow's opportunities.

The West Salem School District is an integral community function providing leadership through service to students, families, staff and the community. Creativity and innovation are hallmarks of the district approach to achieving excellence.

In partnership with the community, our school will be an innovative leader in education with excellent, focused, collaborative programs and staff.

Thank you to our parents, school board, teachers, and administration for their participation in the development of this plan.

Key District Priorities

Safety: Student and staff safety is a top priority. Plans will reflect guidance from the CDC, State and La Crosse County Health Departments, American Academy of Pediatrics

Learning: Plans will reflect a focus on in-person learning done using safety guidance. Plans will be flexible and allow choice for either in person instruction or remote learning.

Equity: Plans will provide equitable service to all so student learning can progress.

Communication: Plans will allow for clear communication so all families stay informed.

Assumptions

Learning:

Students will be engaged in learning to the greatest extent possible throughout the pandemic.

Budget:

We will not have more money or resources than we currently do.

Family Decisions:

Some families will not want/be able to have their student attend school until effective treatments or a vaccine is available.

Caring for Students:

Many parents will not be able to supervise their children during the day at home. Child care and meal options for families may be limited.

Classroom Arrangement

Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast.

- If alternate spaces are not available, ensure classroom groups sit together in lunchrooms.

Rearrange student desks and common seating spaces to maximize the space between students.

- Desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Consider using visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing. Arrange classrooms to allow teachers to practice social distancing.
- Turn teachers' desks to face in the same direction (rather than facing students) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

Source: WI DPI Education Forward and COVID-19 Infection Control and Mitigation Toolkit

Can physical distance between student in the classroom be less than 6ft? According to CDC when maintaining 6ft of distance is not feasible, try keeping as close to 6ft apart as possible. Important to wear face coverings, utilizing plexiglass guards and hand washing.

District Communication Plan

Regular Updates:

Families will be sent updates regarding the reopening plan and other relevant information via postal mail and Skyward messenger.

Social Media:

The district will use Facebook to update families regarding the reopening process and throughout the school year.

Website:

The website will be continually updated and be the primary source for current information.

Masks/Protective Barriers

All students and staff who are able to properly and safely wear and remove a cloth face covering should wear one upon entering the school building, except when eating or drinking.

Exception: the district will be in compliance with ADA (Americans with Disabilities Act) guidelines. (ex: individuals who cannot remove face coverings without assistance, have significant sensory needs, or other related to ADA may use a face shield, or other alternative (ie: plexiglass divider)

4K and K will be offered frequent mask breaks, but must apply masks with singing and when in common areas.

All students will be offered mask breaks as appropriate.

Two washable masks will be provided per student; students may bring their own school appropriate masks if preferred. Masks/cloth face coverings must be worn over nose and mouth.

Plexiglass screens will be placed at high traffic areas - secretaries, library, food service, health office

Pre-Screening Expectations Students and Staff

Pre Screening for Students

- Parents will screen their children at home prior to coming to school.
- Do not give Tylenol or Ibuprofen before sending your student to school.
- Call a medical professional for guidance if symptomatic.

Pre Screening for Staff

- Staff will self-screen at home prior to coming to school/work.
- Call a medical professional for guidance if symptomatic.
- Students and staff should stay home if they have symptoms of COVID-19, been tested, or exposed to someone who tests positive.

Pre Screening for Symptoms of COVID-19:

- fever (100.4 degrees Fahrenheit without medication) 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.
- Call a medical professional for guidance if symptomatic.

Hand Washing and Hand Sanitizing/ Touch Surface Areas and Cleaning

- Hand sanitizing stations will be located at entries to buildings and in each classroom
- Students and staff wash or sanitize their hands upon entering the building, entering and exiting individual classrooms, after using the bathroom, after recess, exiting the building, and other points through the day
- Enhanced cleaning protocols in place throughout the day. Desks, tables and other surfaces will be disinfected between classes. Bathrooms will be cleaned several times throughout the day.
- Sanitizing machines will rotate through classrooms throughout the day
- Hard to clean items have been removed from classrooms.
- Bathrooms are equipped with touch free soap and towel dispensers, and faucets.
- Classroom doors will be propped open when possible.
- Computers and cases must be wiped down at beginning of each day in the classroom.

Physical Distancing Guidelines

- Physical distancing of approximately 6 feet will be expected in classrooms when physically possible
 - Classrooms have been adjusted to maintain physical distancing between desks
 - Class sizes will be reduced by using additional staff and space where necessary
 - Student movement will be structured to minimize congestion in hallways
 - Drinking fountains will be used for water bottle filling only
 - Students are encouraged to bring water bottles
 - Single use cups will be available
 - Spacing will be expected between people in line
- Close contact is defined by DHS as being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (usually 10-15 minutes) while they were symptomatic or in the 2 days prior to symptom onset. Close contacts are considered traceable contacts if someone at school or in a classroom tests positive for COVID-19.

Response to Students/Staff who become COVID symptomatic during the day

- If a student or staff member becomes sick with COVID-19 symptoms during the school day, the student/staff member will be sent home. Students showing symptoms of COVID-19 will wait to be picked up in designated safe space, away from students who are not symptomatic.
- Parents/Guardians should call the school when they arrive for pick up, remain in their vehicle and the student will be released
- Classroom(s) the student was in will be thoroughly cleaned.
- Staff should report to their direct supervisor and leave the building
- If there is a covid lab-confirmed exposure at school, there will be communication sent out to staff and families.

COVID-19: When a student, or faculty/staff member can return to school

Purpose: The purpose of this document is to assist school health care staff and public health officials in determining if a student, or faculty/staff member needs to be excluded from the facility for COVID-19 quarantine or isolation. The chart uses three criteria to determine this: close contact, symptoms, and COVID-19 test status.

How to use: The first step is to determine if the individual was a close contact to a COVID-19 case based on the definition below and then selecting the appropriate chart on the next page. The second step is to determine if the individual is showing symptoms of COVID-19 (symptomatic) or not. Finally determine if they were tested for COVID-19 and the result of the test. Key definitions are provided below.

Definitions:

Isolation means keeping sick people away from healthy ones. This usually means that the sick person rests in their own bedroom or area of your home and stays away from others. This includes staying home from school.

Quarantine means separating people who were around someone who was sick, just in case they get sick. Since people who were around other sick people are more likely to get sick themselves, quarantine prevents them from accidentally spreading the virus to other people even before they realize they are sick. Usually people who are in quarantine stay at home and avoid going out or being around other people. This includes staying home from school.

Close contact: An individual is considered a close contact if **any** of following is true:

- Were within 6 feet of a positive person for more than 15 minutes total in a day.
- Had physical contact with the person.
- Had direct contact with the respiratory secretions of the person (i.e., from coughing, sneezing, contact with dirty tissue, shared drinking glass, food, or other personal items).
- Lives with or stayed overnight for at least one night in a household with the person.

These close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers. The only exception is if a health care worker in a school setting is wearing the proper personal protective equipment. When an individual's symptom, contact, or test status changes, their quarantine or isolation requirements should be reassessed.

Symptoms

Symptoms are considered consistent with COVID-19 when one of the symptoms marked with a (^) or two of the other symptoms are present above baseline for that individual.

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

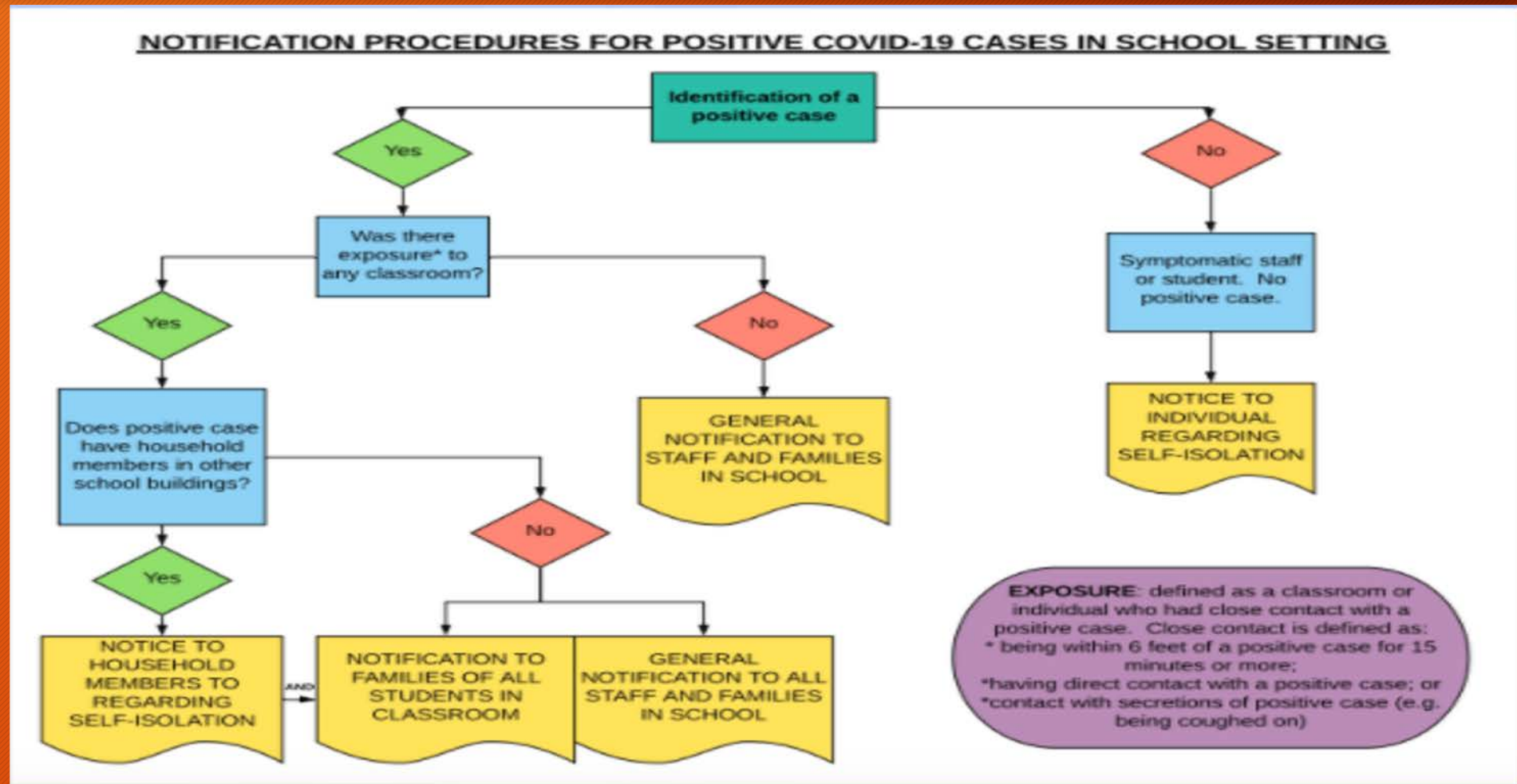
Individual is **NOT** a known close contact to a COVID-19 case:

Individual	Symptomatic	No Symptoms
Not tested for COVID-19	<ul style="list-style-type: none"> The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms. Siblings and household members should follow the close contact chart below for exclusion. If diagnosed with another condition that explains the symptoms, such as influenza or strep throat, no isolation or quarantine of close contacts is necessary. Follow guidance from the health care provider and exclusion period of the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart. 	May attend school.
Tested and negative for COVID-19	<ul style="list-style-type: none"> The individual must be fever free for 24 hours without the use of fever-reducing medications If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart. An alternative diagnosis is not required. 	May attend school.
Tested and positive for COVID-19	<ul style="list-style-type: none"> The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school. Siblings, household members, and other close contacts should follow the close contact chart below. 	<ul style="list-style-type: none"> Must isolate at home for 10 days after the day the sample was collected. Siblings, household members, and other close contacts should follow the close contact chart below.

Individual **IS** a known close contact to a COVID-19 case:

Individual	Symptomatic	No Symptoms
Not tested for COVID-19	<ul style="list-style-type: none"> The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case. The individual must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms. The criteria in both of the above bullets must be met before returning to school. Siblings, household members, and other close contacts should also follow this chart to determine quarantine length. 	Must quarantine for 14 days from the date of last exposure before returning to school or day care. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.
Tested and negative for COVID-19	<ul style="list-style-type: none"> The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case. The individual must also be fever free for 24 hours without the use of fever-reducing medications AND if diagnosed with another condition, they must complete the exclusion period for the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart. An alternative diagnosis is not required. The criteria in both of the above bullets must be met before returning school. 	Must quarantine for 14 days from the date of last exposure before returning to school or day care. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.
Tested and positive for COVID-19	<ul style="list-style-type: none"> The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school. Siblings, household members, and other close contacts should also follow this chart to determine quarantine length. 	<ul style="list-style-type: none"> Must isolate at home for 10 days from the day the sample was collected. Siblings and household members and other close contacts should also follow this chart to determine quarantine length.

Notification Procedures for Positive COVID-19 Cases in School Setting



Social and Emotional Needs

- To increase health and a sense of calmness, students will be positively taught clear expectations for protocols:
 - Wearing Masks
 - Washing Hands
 - Physical Distancing
 - Covering Coughs and Sneezes
- Create a safe and supportive learning environment
- Monitor student attendance and engagement to intervene early
- Universal signs will be used to teach and remind of protocols
- Families will be educated regarding our protocols

Attendance

- Parents will contact school to report your student's absence.
 - Information should include the student's complete name, symptoms of illness and a contact phone number.
- All students who have not opted for remote learning, will attend in person.
- Students learning from home will be expected to attend and follow norms.
- Students who are sick will stay home using the pre-screening protocol.
- The student will attend school from home if he or she has been in contact with someone who has been diagnosed with COVID-19 or showing symptoms.
 - Student can physically return to school by following the guidance of their medical professionals.

Pick-up / Drop-Off of Students

- Bus riders and student drivers will enter through cafeteria doors. Car riders will enter through front doors by main office.
- Congregating at the entrance or exit area while waiting for students is discouraged
- Students walking will be released to parents/guardians after school from elementary exit
- Parents/guardians are asked to stay in their vehicles during pick-up and drop-off when possible. Parents/guardians are asked to follow physical distancing guidelines and wear a mask if they need to leave their vehicle.
- **Students:** Be mindful of physical distancing and wear mask as they enter the school building.
 - HS - Students will sit in commons and then at 730 will go to homeroom.
 - MS - Grade Level Entrance.
 - ES - Students will enter through an assigned door.

Entering and Exiting the Building

Entering:

- Physical distancing practices will be in place for entering and exiting the building.
- Students will go straight to their classroom//homeroom

Exiting:

- Walkers dismissed first; Students riding on buses dismissed next; Students riding with a parent/guardian exit last. Parents stay in vehicle.
- Exit multiple points

Cafeteria and Meals

- All district students will have access to school meals
 - Parent pick-up of breakfast and lunch for students who are learning remotely (families will need to sign up for this option).
- Elementary breakfast/lunch will be eaten in the classroom
- Middle school and high school lunch will be assigned to the cafeteria, other eating options such as eat outside or spread out into the BGC area.
- Middle school and high school breakfast will be eaten in their homeroom.
- If utensils are required, they will be disposable.
- Individual/prepackaged shared snacks only (no home-made items in building for students or staff)
- Staff lounge will be closed group meals. Tables and chairs will be spaced to honor social distancing.

Bathrooms/Locker Rooms/ Recess (Outside)

Bathrooms/Locker Rooms:

- Physical distancing will be promoted in all bathrooms through the use of signage and training
- Limit people in bathroom to 3 or less. No loitering
- Locker rooms will not be used

Recess: (outside)

- The playground will be divided into sections and each homeroom will stay within their assigned section
- Students will be taught activities that promote physical distancing
- When physical distancing is maintained, masks may not be required
- Grade levels will be assigned balls and playground equipment
- Playground equipment (small items ie: balls, jump ropes, and structural ie: slide, monkey bars) will be disinfected daily
- Physically distance when preparing to go outside (putting on snow pants, boots, etc)

Hallways

- Students will wear masks and walk on the right side of the hallway
- Physical distancing emphasized with safety signage in high traffic areas
- Student release times for each class will likely be staggered
- Lockers/cubbies will only be available during beginning and end of the day transitions
 - 6-12 students will carry their backpack with them throughout the day.
- Lockers/cubbies - only used for clothing and winter items. Elementary will also keep their backpacks in lockers/cubbies. Middle school/high school students can store cell phones in lockers or backpacks (cell phones should not be visible or in use during class time)
- All student's personal items go home each day

Transportation

Personal Protection:

- Masks will be required of students and drivers
 - No food, drinks or sharing of items
 - Students must ride the same bus to and from school
 - Hand sanitizer will be available on every bus as students enter and exit.

Activities:

- Students/Teachers/Coaches to load and unload all equipment and sit in same seat to and from activity.
- Drivers will disinfect in between transport, and remain at location.

Cleaning and Disinfecting:

- Buses will be cleaned and disinfected, after each morning and afternoon bus route (All commonly touched surfaces within the entry, passenger and driver's areas of the bus, including car seats, seat belts, and booster seats will be disinfected)

Visitors to School

- Limit non-essential visitors and visits
- Visitors will not be allowed past the school office.
- Pre-Screening and sign-off will take place in the main office of all visitors.
- The school office will be only open to visitors who are wearing a mask.
- For all students who need to leave the building (have an appointment, are ill, need to leave early, etc.) parents will call the school office upon arrival to the building and the student will be released after the parent has been identified either through the entry camera or direct identification by a staff member.
- Meetings with parents and visitors will be held virtually as much as possible.

Facility usage by outside organizations, Extracurricular Activities, and Evening Events

Facility Usage:

- No outside organizations are allowed in the building at this time.

Extracurricular Activities and Evening Events:

- Guidance from the WIAA, Department of Public Instruction, and local public health officials will be followed for all extracurricular activities
- The district will follow the La Crosse County Health Officials for out of county or state travel following Compass guidelines.
- Limit and monitor conditions before final approval for evening events using Compass guidelines (ex: concerts, family reading nights, awards banquets).
- Activities and clubs will take place when possible with physical distancing and safety measures in place.

Physical Education

- Classes will be outside as much as possible. Limiting time spent in close contact and in big groups
- Limit shared equipment, shared spaces
- Encourage hand hygiene if equipment is shared.
- Make a protocol to clean and disinfect
- At this time, masks will be worn during PE classes. Mask breaks are possible when 6ft distancing is maintained and it is low endurance activity.
- Locker rooms will not be used
- Team huddles and high fives will be avoided
- Limit activities that involve close physical contact and aerosolizing activity
- Students maintain a minimum of 6 feet of physical distancing (recommended 8-10 feet)
- Sport specific strategies will be considered when possible (ie: not switching sides of a court/field)
- Weight room limited to 5 people (see weight room procedures-replace below)
 - Equipment six feet apart
 - Cleaned by the user after each use
 - Tape off safe distances on floor

Middle and High School Band

- Distance between musicians to be at a minimum of 6 feet (recommended 8-10 ft)
- Cleaning and sanitizing instruments will be done carefully, including the disposal of any droplets
- High touch surfaces, such as music stands must be disinfected between use
- Lessons will include physically distancing measures
- Outdoor lessons and rehearsals are recommended if possible
- Use of instrument protective coverings
- No sharing of printed music

- When students are not singing or playing an instrument that requires the use of their mouth, they should wear a cloth face covering in music class (unless class is outdoors and distance can be maintained).
- [Social distancing](#) helps protect students in music class.
- While students are singing or playing an instrument, use visual cues to keep them at least 6 feet apart. If it's safe and weather permits, consider moving class outdoors where air circulation is better than indoors and maintain at least 6 feet distance between students.

ES, MS and HS Choir and Music Education

- Masks are expected
- Students should stand in a straight line and physically distance at least 6 feet (Recommended 8-10 ft)
- Group size adjusted students do not stand behind another
- Lessons will include physically distancing measures
- Outdoor lessons and rehearsals are recommended if possible
- No sharing of printed music
- Alternatives to singing is encouraged (ie: listening to music)

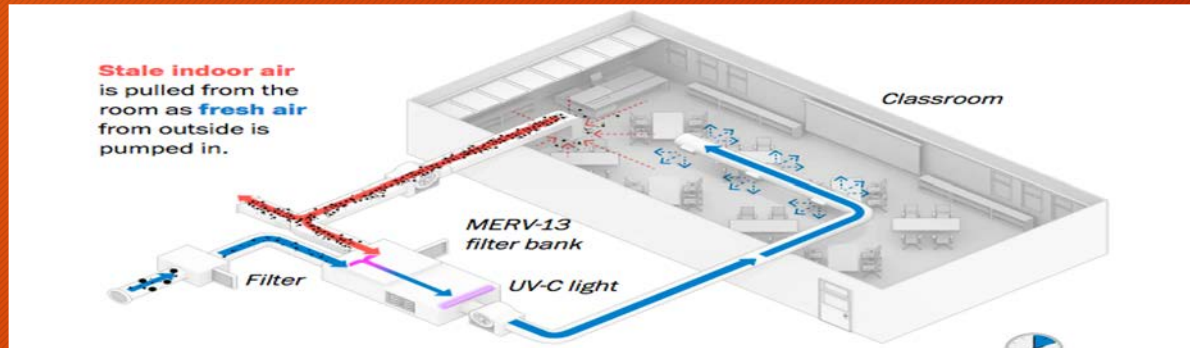
- When students are not singing or playing an instrument that requires the use of their mouth, they should wear a cloth face covering in music class (unless class is outdoors and distance can be maintained).
- [Social distancing](#) helps protect students in music class.
- While students are singing or playing an instrument, use visual cues to keep them at least 6 feet apart. If it's safe and weather permits, consider moving class outdoors where air circulation is better than indoors and maintain at least 6 feet distance between students.

LMC

- Grades 4K-4 will have library checkout within the classroom. Library materials will be taken to the classroom for the students to select from on a weekly basis.
- Grades 5-12 will utilize the online library catalog. Students will make book requests and the books will be delivered to the classroom. (homeroom-elementary, English class-middle and high school, additional arrangements will be made for students in high school not taking an English class)
- All families and students will have access to additional library resources using the library website from anywhere internet access is available.
- Library books may be taken home, but must be returned to the library drop box outside the library doors (elementary doors, lobby doors and cafeteria doors). All library materials will be quarantined in accordance with guidelines set forth by the DPI (Department of Public Instruction) and the ALA (American Library Association). Quarantine library materials for 72 hours.

HEPA Filters and Ventilation

- Air change (ACH) rate accounts for the volume of the room. A minimum of 3 times per hour should be the goal. This allows for circulating and filtering the air. The more frequent to the ACH the faster the room air will be cleaned. Stale indoor air is pulled from the room as fresh air from the outside is pumped in.
 - WSSD Air Change (ACH) is 45 minutes
- Do not open windows and doors if they pose a safety or health risk.



Attendance

- Parents will commit their student to a trimester plan: either in person OR virtual. This initial choice will rollover to the next trimester unless parents inform the district 30 days prior to the next trimester starting. Special exceptions will be considered on a case by case basis.
- Parents: contact school to report your student's absence Information should include the student's complete name, reason for the absence, and a contact phone number
- Students learning from home will be expected to attend and follow norms
- Student attendance will be taken daily based on students' presence (in person or online synchronous)

Students with a Section 504 Plan/ELL Plan

Students with a Section 504 Plan:

- Section 504 plans are required to be met by law.
- Accommodations for students with these plans will need to be accounted for in the delivery of instruction. Digital supports should address needs.
- If support is needed during digital instruction, administration will work with the family and staff to address those needs.

Students with an English Language Learner Plan:

- Remote instruction should address the language needs of students with an ELL plan.
- If support is needed during digital instruction, administration will work with the family and staff to address those needs.

Students with an Individual Education Plan

Students with an Individual Education Plan:

- Please refer to this document for a detailed approach for supporting students with special needs. (conceptualized - WSSD SPED Reopening Plans)
- **Learning Environments**
Access to education may be adjusted for individual students including opportunity for individualized learning, small group instruction, remote, or virtual learning.
- **Communication**
Ongoing and systematic communication from case managers will occur in any instructional delivery model.
- **Resources**
Resources for student instructional needs may be adjusted to support the specific learning needs of students with disabilities.
- **Moving Between Instructional Delivery Models**
If there is a need to move between instructional models, accommodations will be made for safe delivery of services, utilizing the student Individual Educational Plan.

Staying Safe and Panther Pride

We welcome your feedback and appreciate your support as we navigate this unique year together.

This plan is subject to change.