

**Western Boone County Community School Corporation  
Re-Entry Plan for 2020-21 School Year**

\*This plan is subject to change at any time.\*

A. **2020-21 Master Calendar**

For the 2020-21 school year, Wbccsc will follow the board approved Master Calendar adopted on March 9, 2020. The calendar can be found here:

<https://www.weboschools.org/information/calendars/school-calendars/735-2020-2021-school-calendar/file>

B. **Instructional Day Format**

School will be conducted in a traditional in-person format. Wbccsc will provide online instruction per parent request based on parent concerns and/or medical need.

C. **Remote Learning Guidelines**

**Wbccsc will provide online instruction per parent request based on the following criteria:**

1. Instruction and assignments will require the student to participate during the normal school hours.
2. Wbccsc is mandated to adhere to 180 days of instruction by the Indiana Department of Education during the 2020-2021 school year. Remote Learning students must also meet this requirement.
3. Remote learning will require attendance 5 days a week.
4. Preschool students are not eligible for Remote Learning.
5. Students must have had a successful experience with online learning in the Spring of 2020 as determined by building administrators. Students who earned a failing grade during the final grading period of the 2019-2020 school year may not be eligible for remote learning.
6. Students should expect an equivalent workload to that which they would experience with in-person instruction. Remote learning will be every day and due dates will not be delayed as with our traditional (planned/unplanned) eLearning guidelines.
7. Students enrolled in the remote learning option will not be allowed to participate in extracurricular or athletic activities.
8. Students will be required to participate in local formative assessments (classroom tests, quizzes, NWEA, final exams) as well as state mandated tests (ILEARN, IREAD). Students will be responsible for scheduling tests after hours.
9. Students must use their district issued device and applications. Reliable internet service is required.
10. Questions emailed to teachers will be answered during the normal school day or by appointment.
11. Jr.-Sr. High coursework may consist of content from a contracted vendor.
12. A minimum number of participants in each grade level/class will be required in order to offer Remote Learning.

For parents wishing for their child to participate in remote learning, an online request will be submitted by July 8th.

Parents will be notified of their child's enrollment in Remote Learning by July 30, 2020.

**D. Daily Screening**

Each day, parents or guardians will be expected to screen their student(s) utilizing the following questions

1. Have you had new onset of loss of taste or smell over the past day?
2. Have you been exposed over the past day to any person who has tested positive for COVID-19?
3. Have you developed a new cough or sore throat over the past day?
4. Have you had a fever greater than 100.4 degrees over the past 24 hours?

Students who answer “Yes” to any of the above questions will need to remain at home until they can provide a written form by a primary care provider, indicating they have been cleared to return to school after evaluation. Students who opt not to be seen by a primary care provider may return to school once they have been fever free without the use of medication for 72 hours, symptoms have improved, and 10 calendar days have passed since the symptoms first appeared.

*See Section J – Re-entry of Negative and Positive Cases for additional clarification*

**E. PPE**

Masks are recommended for students and staff, but not required to attend school. The school will make cloth masks available to anyone needing one. Students and staff will be responsible for the care and maintenance of their own mask.

**F. Social Distancing Guidelines**

WBCCSC will observe local health department social distancing guidelines to the fullest extent possible. Social distancing guidelines may be implemented differently in the various educational settings.

**1. Classrooms**

Size: If possible, classroom sizes will be balanced to allow for equal number of students in grade level sections and/or subject offerings.

Set Up: Classroom furnishings will be arranged to provide appropriate social distancing. Arrangements such as forward-facing student desks and designated stations that provide spacing for small groups may be employed to support social distancing.

Supplies: Students will not share school supplies.

Snacks: With teacher consent students will provide snacks for their personal consumption. Daily snacks and special birthday treats will not be allowed at this time.

**2. Hallways**

Passing Periods - traffic flow may be directed to minimize cross-contact between students in hallways.

Use of lockers - students will be encouraged to minimize locker stops and plan accordingly to carry necessary materials

**3. Cafeteria**

Lunch tables will be filled at half capacity with students being seated in every other seat. Students will have an assigned seat.

**4. Playground**

Classes will be assigned designated areas of the school yard and equipment will be disinfected daily. When inside recess is necessary students may remain in the classroom under the supervision of their classroom teacher.

**5. Weight Room**

Frequent sanitation procedures will be in place. Safety procedures and social distancing will be encouraged.

**6. Office Areas**

Plexiglass shields will be installed in school office reception areas to minimize contact with visitors.

**7. Clinic**

Students presenting with COVID-19 symptoms will be kept separate from students reporting for non-COVID-19 related needs; within the clinics, students will wear a mask and separate to the fullest extent possible.

**8. Media Center**

The Media Center will be scheduled one class at a time. Furniture will be arranged to encourage social distancing. Teachers will call the media center prior to sending students to the media center for individual needs. Books returned to the library will be out of circulation for 72 hours.

**9. Staff Workrooms**

Staff will be encouraged to observe social distancing guidelines in common work areas. Sanitation supplies will be available to clean commonly touched surfaces, such as copiers, paper-cutters, mailboxes, etc.

**10. Gym**

Occupancy will be limited to provide ample space for social distancing.

**11. Auditorium**

Occupancy will be limited to provide ample space for social distancing.

**12. Therapy**

Occupancy in therapy spaces will be limited to provide ample space for social distancing. For services which require physical contact between providers and students, masks will be required for the provider.

**13. Field Trips**

Field trips will not be permitted until further notice.

**14. Water Fountains**

Water fountains will not be used. Students will be encouraged to bring their own water in a clear container for consumption. Each school will provide bottle-filling locations and water at lunch.

**15. Large Gatherings**

Large group activities will be limited to provide for social distancing.

**16. B.A.S.E.**

B.A.S.E. will be in operation in the elementary buildings. State and local safety guidelines will be followed.

**G. Cleaning & Disinfecting**

**1. Cleaning Supplies:**

- a. CDC Approved Disinfectant will be used.

**2. Cleaning Protocols**

- a. Custodians will clean every area every day with a focus on heavily touched areas.
- b. Student desks will be disinfected prior to use by another student.
- c. Teachers should be the only individuals to touch doors (if possible) and sanitize door handle after each use.

### **3. Handwashing/Sanitizing Guidance**

- a. Students and staff will wash hands for 20 seconds before meals, after restroom breaks, and after activities outside the classroom.
- b. Hand sanitizer will be available in all classrooms and common areas throughout the school buildings.
- c. Students and staff will sanitize hands after blowing nose, coughing, and/or sneezing.

#### **H. Staff/Student Training**

##### **Staff Training/School Procedure-**

When: First Staff Day

Where: Individual Buildings with school nurse and building administration

How: Presentation with possible use of Safe School Training

##### **Student Training/School Procedures-**

When: First student day – shared during first hour (7-12), early on day 1 (elementary)

Where: First hour/homeroom

How: Presentation or locally recorded video

#### **I. Re-entry of Negative & Positive Cases**

##### **Health Protocol for Schools**

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program. Please note that WBCSC may be required to close based on county and state health mandates.

##### **Symptoms Impacting Consideration for Exclusion from School**

Students and employees should be trained to recognize the following COVID-19-related symptoms:

- 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

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

### **Return to School After Exclusion**

Once a student or employee is excluded from the school environment for symptoms not otherwise explained, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

#### ***Untested***

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms not otherwise explained may return if the following conditions are met: An untested person will need to provide a written form by a primary care provider indicating that the patient is clear to return to school after evaluation or will need to meet the following requirements.

1. Untested person has 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
2. Other symptoms have improved (for example, cough or shortness of breath have improved); and
3. At least 10 calendar days have passed since your symptoms first appeared.

#### ***Tested Positive- Symptomatic***

***Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:***

1. The individual has gone without a fever for 72 hours (without the use medicine that reduces fevers); and
2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
3. At least 10 calendar days have passed since symptoms first appeared.
4. Documentation from primary care provider indicates that it is safe to return to school.

#### ***Tested Positive- Asymptomatic***

***Persons who have not had symptoms but test positive for COVID-19 may return to school when the following conditions are met:***

1. Asymptomatic person may return 10 days from the date of the positive test.
2. Documentation from primary care provider indicates that is safe for patient to return to school.

**Upon receiving a positive COVID-19 result, it is the responsibility of the parent or staff member to immediately notify the school nurse and provide a copy of the positive test.**

J. **Contact Tracing**

**Parents and staff members will be contacted by a school representative if they are believed to have been exposed to COVID-19 by another student or staff member. Upon notification, the student or staff member along with any family members in the same household that attend or work at any WBCSC school would be expected to follow the guidelines below.**

If a student or staff member is considered to be at high risk of COVID-19 due to exposure based on the primary care provider or contact tracing recommendation, the student or staff member must quarantine for 14 days .

K. **Clinic Guidelines**

1. Teachers who have students who present with COVID-19 symptoms will call the nurse to report the student's symptoms. Students who presents with COVID-19 symptoms will be instructed to put on a mask immediately by the teacher, met at the classroom by an adult. The nurse will determine if the student requires further assessment for COVID-19. Students who presents with COVID-19 symptoms will be treated in a separate location from asymptomatic students. Students and adults will follow social distancing guidelines and wear a mask while in the COVID-19 treatment room. Parents will be contacted to pick up their child immediately.
2. Students will continue to report to the clinic for treatment of all other health needs not related to COVID-19. While in the clinic students will wear a mask and adhere to social distancing guidelines to the greatest extent possible.

L. **Signage**

1. Building Entry signage will document symptoms for COVID-19. Signage will require individuals who have symptoms or have been exposed to COVID-19 to not enter.
2. Signage will be provided to encourage handwashing, hand sanitizing, social distancing when possible, and mask-wearing is encouraged but optional.
3. Food Service Signage will be posted provided by the Boone County Health Department and Indiana Department of Education.

M. **Community Usage of Buildings & Visitors**

Any person with COVID-19 symptoms, should not enter our school buildings. Upon entering, visitors will be asked screening questions when checking in with the Safe Visitor check-in process. If the visitor answers "Yes" to a screening question they will not be admitted inside the building and will be directed to see a healthcare provider. Future re-entry will require written clearance from a healthcare provider.

**1. Outside Organizations/Community Use of School Facilities**

To help mitigate risks associated with the spread of COVID-19, community use of school facilities will not be allowed until further notice.

**2. Parent Volunteers and Classroom Helpers**

To help mitigate risks associated with the spread of COVID-19, parent volunteers, classroom helpers, and lunch guests will not be allowed until further notice.

**3. Delivery Protocol**

Delivery drivers should only enter the building if they can answer "NO" to all screening questions.

**N. Food Service**

**Food Service Staff**

Food service staff will self-screen daily before coming to work.

1. Food service staff will be screened daily with the screening questions before entering the food preparation area. Data will be logged by the kitchen manager.
2. Any staff member answering yes to any of the questions will be referred to a healthcare provider for instructions on return to work.
3. Upon successful entry, food service staff will wash hands and be equipped with PPE. HACCP binders with instructions on proper techniques will be available.
4. Food service staff will be retrained on cleaning, disinfecting, and sanitizing all areas.
5. Food service staff will be encouraged to practice social distancing when possible.
6. Food service staff will wash hands and change gloves every twenty minutes while working, or sooner as work necessitates.
7. Food service staff will be checked out at the end of each shift to ensure work areas have been properly cleaned, disinfected, and sanitized, through SMART System protocols.

**Breakfast**

Elementary: Students wanting to eat breakfast will get the meal in the cafeteria and take it to the classroom to eat.

Jr-Sr High School: The cafeteria will open at 7:45 a.m. Students will eat breakfast in the cafeteria at a safe distance.

**Lunch**

a. Elementary

1. Students will not serve themselves reducing unnecessary touching.
2. Students will be seated with their homeroom classroom and sit in assigned seats.
3. Students will be seated in every other seat at the lunch tables.
4. Other locations in the building will be utilized to foster social distancing.
5. Sharing of food between students will not be allowed.
6. Students and staff will utilize a card for touchless pay.

b. Jr-Sr High School

1. Students will not serve themselves reducing unnecessary touching.
2. Students will sit in assigned seats.
3. Students will sit in every other seat at the lunch tables.
4. Other locations in the building be utilized to foster social distancing.
5. Sharing of food between students will not be allowed.
6. Students and staff will utilize a card for touchless pay.

**O. Transportation**

1. Bus drivers will self-screen each morning answering the screening questions.
2. Any driver answering “YES” to any question in the screening will be required to see a healthcare provider before returning to work.
3. Buses will be cleaned and sanitized after each route using approved cleaning techniques.
4. Bus drivers will be encouraged to wear a cloth or disposable masks while transporting

students.

5. Students will be encouraged to wear a mask while on the bus.
6. All students will be assigned seats and spaced as far apart as possible. Students living in the same home may be seated together.

**P. At-Risk/Medically Fragile**

1. Staff members who believe themselves to be medically fragile will be required to fill out a medical history form.
2. Staff members with pre-existing health conditions and/or are 65 years of age are highly encouraged to wear a mask and keep socially distant from others when possible. They should also wash hand every hour or more often if possible.
3. Students having a medical issue that raises the risk for contracting COVID-19 may choose an online option. Medical documentation should be presented to building administration to qualify for this option. If the in-person option is chosen, the student will be encouraged to take extra precautions such as wearing a mask, frequent hand washing, no facing touching, and social distancing when possible.
4. Students and staff members who are at high risk for contracting COVID-19 should provide a list of health recommendations from their primary care provider. Once the plan is developed, the plan should be shared with building administrator and the school nurse.

**Q. Corporation Reporting Guidelines**

All positive COVID-19 test results will be reported to county health department. All positive COVID-19 test results will be reported to Principal or school nurse by county health department. Guardians/Family of all students and staff members who are deemed to be high risk for COVID-19 exposure will be directly contacted by county health department or building administration as per contact tracing protocols. Names of students or staff members deemed at high risk of documented COVID-19 exposure will be reported to county health department/state health department by the school nurse, appropriate health care system representative, and/or school administration.

**R. Special Education Students**

Student services, annual case reviews, and evaluation timelines will be observed and provided as required by law and written in Individual Education Plans and Consent for Evaluation forms, either in person or remotely.

**S. Professional Development Plan/Staff Meetings**

Per IN-CLASS recommendation, WCCSC will follow social distancing guidelines and sanitation protocol when conducting staff meetings. When necessary, alternative meeting formats will be utilized.

**T. Social-Emotional Needs/Lessons**

1. School-based mental health services will continue in person or remotely to social/emotional needs of students.
2. Staff will be trained to recognize and refer students who need social/emotional support.
3. Teachers and staff will continue to employ neuroscience strategies to address acute social/emotional needs in the classroom.



U. **Review Student Handbooks & Master Contract**

School administration recommends language pertaining to punitive consequences for student attendance to be waived for affected students who have followed the measures in this plan and communicated with school administration for the 2020-2021 school year. In addition, students will not be recognized for perfect attendance. Additionally, school administration recommends that staff attendance incentives be removed from the WCCSC Master Contract for the 2020-2021 school year.