Safe Return to In-Person Instruction and Continuity of Services Plan (SRCSP)

Waynesville School District

Table of Contents

*Note: The intent of this document is to create a template to guide our district in reopening schools and is not a "one size, fits all" document. The document provides examples of protocols the district could implement, if feasible, during a "phased-in approach" to bringing students and staff back to school. The material in the document is not required by law to be implemented and is evolving as new information and recommendations are issued by federal and state agencies. The district will work with our local health departments and local stakeholders to ensure that protocols align with the most current scientific knowledge and community expectations. It is also reasonable to expect that the protocols schools implement will change as the local conditions change.

I.   Overview- Re-entry Phases

The Waynesville R-VI School District will follow policy EBB and Board approved protocols, which could include but are not limited to the following:

Phase I (Online Learning):

- Vulnerable Individuals/ High Risk Populations (See definition below pg. 18) should continue to shelter in place
- Members of these households with vulnerable individuals need to be assured before going into public that they can maximize and maintain appropriate distancing
- Employees will be social distancing in groups less than 10
- Schools remain closed to students and the district will implement online learning

Phase II (Hybrid: Online Learning and In Person):

- Vulnerable individuals should continue to shelter in place
- Schools reopen with appropriate protocols in place
- Students at risk of severe illness should consider implementing individual plans for online learning
- Social distancing will be observed.
- Consider regular health checks (ex. Temp, respiratory symptom screening) of students, staff and visitors if feasible
- Physical distancing should be maintained as well as sanitizing protocols

Phase III (In Person):

- Vulnerable individuals can go in public with maximized distancing
- Gather guidance from health care providers for staff and students with increased risk to see if they should return or what individual accommodations need to be made
- Minimize time in crowded areas for all
- Review attendance policies and protocols for students and staff
- Encourage personal protective measures among staff/ students (stay home while sick, handwashing, respiratory etiquette)
- Protocols for if a student or staff member becomes symptomatic at school
- Plans in place to transition to other phases based upon level of community transmission or impact
- Safety and exclusion criteria set forth by the Board of Education as conditions exist in the school community dictate the need to do so

II.   Board Policy and Procedural Items

Board of Education/Administration Meeting Schedule during Closure

The adopted Board of Education Meeting Schedule will continue during school closure. Additional meetings will be called, per district policy, as needed to discuss pertinent or time sensitive issues. The Superintendent is expected to maintain frequent communication with the Board of Education.

Mitigation Team

The Pandemic Guide/SRCSP will be reviewed no less than every six months by the Mitigation Team. The Pandemic Guide/ SRCSP can be made available in other languages, by contacting the Personnel Services Office. The Mitigation Team will consist of the following individuals:

Mitigation Team Members
2 Elementary Parents (1 on post, 1 off post)
2 Secondary Parents
1 Elementary Principal
1 Secondary Principal
3 Teachers
2 Classified Employees
2 Community Members
4 Students Grades 6-12
Board Member
Head Nurse
Director of Student Services
Assistant Superintendent of Instructional Services
Assistant Superintendent of Personnel Services
Superintendent
Director of Special Services

Board of Education Meeting Format during Closure/Social Distancing

The Board of Education will adhere to Board approved policies, guidance given by local, state, and/or national guidelines regarding social distancing and congregating during a pandemic/epidemic crisis if applicable, and safety criteria set forth by the Board of Education as conditions exist in the school community dictate the need to do so. When possible, the Board of Education will meet in person to conduct board business. If possible, video streaming of the meeting will be offered. If local, state, and/or national guidelines and/or conditions as they exist in the school community prevent meeting in person, the Board of Education will utilize an electronic means (e.g. Google Meets, Zoom, etc.) to conduct business. In addition, the Board of Education will utilize electronic means to conduct special meetings of the Board of Education during a time of closure.

Alternate Command Structures

In the event the Superintendent of the Waynesville R-VI School District is unable to perform his/her duties during a time of crisis, assumption of his/her responsibility will be as follows:

1. Assistant Superintendent of Personnel
2. Assistant Superintendent of Instructional Services
3. Chief Financial Officer
4. Executive Director of Operations

Online Learning Plan

Online learning will be utilized for the Waynesville R-VI School District in the event of a closure related to COVID19.   All teachers will engage in the online learning process, and paraprofessionals will continue to support instruction in the online environment. The following guidelines will be utilized by district instructional staff:

- Teachers and/or collaborative teams will organize assignments on a common template provided by the Instructional Services Department.
    - Content and grade level teams are strongly encouraged to develop consistent expectations for the volume of assignments and communicate assignments in multiple disciplines to parents through a single common template to avoid the need to monitor multiple templates.
- Students will have a minimum of two days to complete each assignment.
    - If on-line learning (Phase I) is needed for an extended time period (more than ten school days), Fridays will be utilized as intervention and support days, no new concepts or instruction will occur on Friday of each week.
- Assignments will be meaningful and linked to instructional standards.
- Online learning platforms (e.g. Canvas and Google Classroom) will be utilized to provide instruction.
    - The Instructional Services Department will provide a list of approved online educational resources that teachers can utilize.
    - The Instructional Services department will provide online help resources on utilizing and accessing the approved platforms.
- Teachers will be expected to provide opportunities to communicate online with students on a routine basis and a building-level schedule will be designed to avoid overlapping of individual help sessions.

The following will be expected of students:
- Students are expected to attend online learning sessions and will be held accountable for assignments in the online environment.
- Students are expected to engage in help sessions and live sessions, unless special arrangements have been made.
- Students are encouraged to contact teachers with specific learning issues utilizing approved district communication methods and report instances where their questions are left unanswered.

Parental recommendations:
- If your child is experiencing problems in the online environment, please contact his/her teacher. If the issues persist, please contact the building administrator, and, if you have continued concerns, contact the Instructional Services Department.
- If you are experiencing issues managing multiple students in the online environment, please contact the Instructional Services Department to discuss additional instructional support.

Criteria for Moving to Online Learning/Moving out of Online Learning

Moving to online learning (Phase I and other instances causing extended closure)
1. Based on safety criteria set forth by the Board of Education and as conditions exist in the school community dictate the need to do so, the school district will move to Phase I and close for more than one regularly scheduled school day, unless we are forced to move the school start date beyond September 8. If this occurs, online learning will start immediately upon closure of a regularly scheduled school day.
2. The final decision to close the district or remain open rests with the Waynesville R-VI School District or state mandated closure.

Moving out of online learning
1. Based on safety criteria set forth by the Board of Education and as conditions exist in the school community dictate the need to do so the school district will move to Phase II or III.

III.   Academic

Attendance

Regardless of the format (traditional or online learning), students are expected to attend classes and educational opportunities. School and district officials will work with students experiencing difficulty, but students must engage in the opportunities available to the maximum extent possible. Individual or family health emergencies and other crises will continue to be addressed through communication between school and families.

During traditional schooling, all school attendance guidelines remain in effect.

Engagement in online learning will be evaluated through attending virtual sessions as described in the Engagement Expectations section below. Additionally, students will have two days to turn in assignments at the conclusion of online learning. Students who do not turn in the assignments within two days of the conclusion of online learning will be marked absent for the class that the work was assigned for.

In short, if students log in, they will be counted present. If they turn in homework within 2 days, they will be counted present. If they did not log in or turn in homework, it will be counted absent after 2 days; however, for the purposes of grading, students can still turn in work consistent with building policy.

Make-up Opportunities

The following grading guidelines will be utilized during closures that extend through a designated grading period.

Kindergarten-6th Grade:
- In order to ensure student mastery on standards, students who fall in the below, rarely and sometimes category will receive an incomplete for the standard on the report card. Students who earn an incomplete on standards on the standards-based report card may be required to attend summer school as a condition of promotion to the next grade level.

7th-12th Grade:

Students who do not engage in the online learning environment or submit written materials assigned during an extended closure will have the following options:

- If a student did not engage in online learning or packet materials, he/she will attend summer school or after-school academic assistance sessions. During summer school and/or after-school academic assistance sessions the student will complete missing assignments to fulfill expectations in as many courses as possible. Any courses not completed during summer school will be carried over as an "Incomplete" for a semester.
- If a student does not attend summer school and/or after-school academic assistance sessions he/she will earn the grade that was recorded for the course.
- Individual cases of hardship will be reviewed by the building administrative and counseling teams.

Lesson Plan Expectations

Due to the potential of transitioning quickly to an online environment, teachers will be expected to post weekly lesson plans for administrative review utilizing the district common template. If the district is forced to move into the online format, templates will be posted for student and parental viewing.

Special Services/504

1. All K-5th grade special education teachers will utilize google classroom for the students on their caseload. For students who do not have online access, instructional materials must be available for parents to ensure that students are able to access the general ed. curriculum and work on IEP goals.
2. All 6th - 12th grade special education teachers will utilize Canvas to push out instructional videos, assignments, announcements, and hold relevant discussions. For students who do not have online access, instructional materials must be available for parents to ensure that students are able to access the general ed. curriculum and work on IEP goals.
3. Related service providers will provide tele-therapy to all of their students. If parents do not want tele-therapy, materials will be sent to parents for students to continue working on their OT, PT, speech, and language goals.
4. IEP and evaluation meetings will be held virtually.
5. IEP teams may decide the most appropriate way to grade students during virtual learning in order to ensure FAPE.
6. 504 plans must be followed. Process Coordinators will work with general ed. teachers to ensure that accommodations and modifications continue during virtual learning.

Academic Progress Teams

- Prior to the end of the current school year, teachers will meet in grade level and/or content teams to review progress in the completion of district curriculum, as well as discussing student progress. In addition, in conjunction with the building administrator, teams will create lists of students who have not engaged in online learning, identify assignments for completion, and submit these to building administration for use in make-up opportunities (summer school and afterschool).
- Transition meetings will be scheduled by the Director of Special Services for special education students and other students receiving support through the special services office (EL, Gifted, etc.). These teams will work in conjunction with the Director of Student Services to identify and implement needed supports.

The following guidelines will be in place for new students entering the district and in Phase II and III or normal operations:

Enrollment

- Students may enroll but cannot attend until they have received all required immunizations per the Missouri School Immunization Requirements, unless covered under a legal exemption.
- All parents will be required to check and update emergency contact lists, including a valid email address.

Teaching Healthy Habits/Social Distancing Guidelines

- The Waynesville R-VI Nursing Staff has created the below lessons for students at each grade level:
    - Hygiene behaviors (ex-washing hands- when and how; respiratory etiquette; not sharing utensils, food, bottles, etc.; wiping down areas after they're used)
    - Safety practices- include both social and physical distancing guidelines
    - Proper use of masks/ cloth masks and face coverings
    - Proper use of disinfectants: hand sanitizers, sprays, etc.

    Lessons will be available to building principals and scheduled in back-to-school procedures for any student dependent upon the current phase. Direction regarding mandatory lessons will be sent by the Director of Student Services before the first day students report back to school.

Secondary Reduced Attendance Staffing and Schedule
- All staff report each day. Maintain social distancing.
- Staff without classes are expected to conduct online learning from school and will assist with other duties.
- A maximum of 500 students will be allowed in the high school building and a maximum of 400 students will be allowed in the middle school building.
    - Tentatively, 125 students will be serviced on-site per grade level in the high school. Adjustments may be made based on academic need by class.
        - Classes will be socially distanced throughout the building.
    - Tentatively, 200 students will be serviced by grade level in the middle school. Adjustments may be made based on academic need by class.
        - Classes will be socially distanced throughout the building.

Sample Elementary for Reduced Attendance in Restricted Environment (Phase III)

Elementary Hygiene/Sanitization

- Time for sanitizing will be scheduled by the classroom teacher and will occur every hour of the school day.
- Handwashing will occur frequently throughout the day.
- A student sneezing, coughing, etc. will be sent directly to the nurse's office for evaluation. Student area will be disinfected.
- All classrooms thoroughly cleaned following the school day utilizing the guidelines stipulated in the Physical Plant section of this document.

Elementary Reduced Staffing and Attendance Schedule 2020-2021 School Year- Shift Schooling Based on Alphabet
- All staff report each day. Teachers should provide lessons for students to complete on the days their section of the alphabet is not in session.
- Students will report by last name (accommodations will made to allow siblings with different last name to report on the same set of days):
  - On shortened weeks, attendance days may be adjusted.
  - Standard week schedule
    - Monday and Tuesday: Letters A-M (these may be adjusted based on enrollment trends by last name)
    - Thursday and Friday: Letters N-Z (these may be adjusted based on enrollment trends by last name)
  - Wednesdays will be used for PLCs, grade level team meetings, instructional planning, virtual lesson delivery and classroom deep cleaning.
- Students will be taught to socially distance during recess times, but allowed to go outside.

Breakfast/Lunch in Restricted Environment

The following Breakfast/Lunch Precautions may be put in place by the district at any time. Site specific precautions may be necessary.

- Prevent people from self-serving food items.
- Napkins and silverware are provided directly by staff, not for individuals to grab.
- Engineering controls such as sneeze guards are in place in the cafeterias.
- Require students to eat with classmates in the lunchroom and not mingle with other classes.
- Plan to serve high-risk students separately from other students.
- Put tape marks on the floor six feet apart to promote social distancing while waiting in line.
- Prohibit food-sharing activities.

IV. Communication

District Methods of Communication

Remind
Email
Facebook
School Messenger
Website
Radio and Television

Required Communication in District Handbooks (or by supplement)

The following items will be included in all student handbooks:
- Health protocol regarding when to report to the nurse's office if a student experiences onset of symptoms while at school
- Basic COVID-19 Information
- Clear direction on when to keep a student home
- Mandatory immunizations
- Resources to assist students with mental health and wellness
- How to locate and access community resources
- Online learning procedures and expectations
- Instructions for how to contact the school outside of business hours when they have symptoms of, have been exposed to, or test positive for COVID-19

Required Signage in Buildings
- The below signage for buildings will be posted upon return to school:
  - Hygiene behaviors (ex-washing hands- when and how; respiratory etiquette; not sharing utensils, food, bottles, etc.; wiping down areas after they're used)
  - Safety practices- include both social and physical distancing guidelines
  - Proper use of masks/cloth masks and face coverings
  - Basic COVID 19 information
  - Direction on when to stay home/ keep a student home
  - Mandatory immunizations
  - Provide information on district exclusion rules on the district's webpage and in other communications.

- Training documents **will be provided** for staff on:
  - Use of Personal Protective Equipment (PPE)
  - Social and Physical distancing

- o Hygiene Behaviors (washing hands/ respiratory etiquette)
- o Signs and Symptoms of COVID 19 and direction on when not to report to work

V. Nursing/Health

Securing Appropriate Personal Protective Equipment

The Director of Student Services will coordinate with district nurses and the Executive Director for Operational Services to identify the number of masks, gowns, and gloves will be necessary to appropriately protect employees and the stakeholders they interact with on a routine basis. When the quantity of products are identified, it will be the responsibility of the Executive Director for Operations to direct the purchasing officer to solicit quotes and procure the necessary equipment. Appropriate inventory will be monitored at the building level by the school nurse, head custodian, and kitchen manager. Inventory needs will be sent to the Director of Student Services or designee, who will report their needs to the Executive Director for Operations, who is responsible for maintaining appropriate inventory.

Wearing Cloth Face Coverings, Masks, and other Personal Protective Equipment (PPE):
Some employees may be required to wear PPE when directed to do so by the district or their supervisor. In addition, persons who are coughing or sneezing due to reasons other than potential COVID-19 infections may be asked to wear a cloth face covering, a mask or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave. Any person is welcome to wear face coverings, masks, or other PPE in the school facility. The district will announce the PPE requirements for staff, students, and visitors via district communications based on recommendations from state and local health officials if applicable, policy EBB and/or Board approved safety criteria.

Screening Process for Employees, Visitors, and Students

Phase I- Food Service and Transportation.
Phase II- Food Service, Transportation, and anyone coming in direct contact with students. In addition, random screenings of students may be done daily and any staff, student, and all visitors may be screened. Screening logs will be sent to the Director of Student Services daily.

Phase III- Any staff, student, or visitor may be screened.

Any individual that is flagged during screening will follow isolation procedures as outlined in the procedures for isolating those displaying symptoms of Coronavirus.

Screening Protocols:
The following methods could potentially be used to screen students/staff for symptoms and history of exposure:

- Social Distancing Screening – The school requires parents to take their students temperature and employees are required to take their temperature prior to coming to school and verify that they do not exhibit any COVID 19 symptoms. School staff makes a visual inspection as students arrive at school.
- Temperature Screening – School staff make a visual inspection of every student for signs of illness and take each student and staff member's temperature. The staff member conducting the screening should wear appropriate PPE while conducting the assessments.
- Random Screening – The district may conduct temperature screenings on a random basis or in situations where there is reason to believe that the person may be ill.

Frequent Reporting Guidelines
Nurses will follow their protocols for reporting to the Director of Student Services.

Monitoring Staff Illness
Administrators and nurses will report staff displaying symptoms or absences due to illness to the Assistant Superintendent of Personnel Services. The Assistant Superintendent of Personnel Services will work with the Director of Student Services. Employees will follow policy EBB and the Board approved safety and exclusion criteria.

Monitoring Student Illness
Student absences will be monitored by nurses. Nurses will follow their reporting protocol for students and report to the Director of Student Services The district may exclude students from the school building following the Board approved safety and exclusion criteria.

All calls regarding student absences due to illness will be tracked by nurses and/or building designee.

Vulnerable Populations and Guidelines

Vulnerable/ At-Risk Populations: Nurses will generate a list of students we know of that fall into these areas:

Populations vulnerable or at a higher risk for severe illness from COVID-19 as defined by the CDC:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Care Rooms for Students with Physical Needs

An area separate from the nurse's office is necessary to care for students that need suctioning, tube feeding and nebulizers to minimize contact with potentially ill children. The room will be disinfected frequently, and all staff members present will wear appropriate PPE. The student will wear a mask.

- Ensure furniture and other surfaces can be easily disinfected.
- Ensure trash cans and other receptacles are no-touch.

Nurses will examine equipment such as thermometers to determine if adjustments need to be made to increase sterilization and minimize chances of reinfection or if new equipment is needed.

Prior to school starting nurses will notify all parents of students who are not immunized that the student will not be allowed to attend school until those immunizations have been completed or the first dose of an ongoing immunization is received. (See MDH immunization for school resources)

In addition, nurses will contact all parents with students on health plans and determine if they need to be revised to address minimizing infection.

The Assistant Superintendent of Personnel Services will generate a list of vulnerable staff members for each site as reported by employees. A list of recommended accommodations per their health care provider will be included in this list.

VI.   Physical Plant

Facilities

The following changes may be made to our buildings **but are not limited to the following**:

- Shut down water fountains and provide bottled water or install the refillable bottle fountains w/ some no touch signage
- There will be restrictions on certain high traffic areas, or areas where students are more likely to interact in large groups.

Cleaning Schedule for Buildings

Building Cleaning Process Prior to Reopening

Prior to students being present, all buildings will be thoroughly cleaned inside and outside touch areas. Training will be provided to all staff on site before cleaning tasks are designed. Training will include when to use PPE, what PPE is necessary, how to properly put it down, use and take off PPE, and how to properly dispose of PPE.

The District will also ensure we are committed to:

- Educate workers performing cleaning, laundry and trash pick up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last exposure to the virus.

Building Cleaning Process after Reopening

After each passing or transition period, building will be thoroughly cleaned and sanitized with emphasis on high touch areas:
- High touch surfaces: sneeze guards, seats, desks, railings, floors, mirrors, door handles, stairs, sinks, faucets, keyboards, desks, restroom facilities,

After each day building will be thoroughly sanitized to include:
- Soft surfaces: carpeted floor, rugs, and drapes.
- Building Entries: exterior rails, doors & windows, secure entry device.

Cleaning Schedule for Transportation

Transportation Cleaning Process Prior to Reopening

Prior to students being present and riding the school bus, all buses will be thoroughly cleaned inside and outside. Training will be provided to all staff on site before cleaning tasks are assigned. Training will include when to use PPE, what PPE is necessary, how to properly put it down, use and take off PPE, and how to properly dispose of PPE.

The District will also ensure we are committed to;
- Educate workers performing cleaning, laundry and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last exposure to the virus.

Buses will be thoroughly cleaned and sanitized to include;
- Seats, railings, emergency exit handles and buttons, floor, entire driver area instrument panel, windows, mirrors, emergency equipment & kits, door handles, seat belts, bus exterior.

Transportation Cleaning Process after Reopening

After each bus run, all buses will be thoroughly cleaned and sanitized with emphasis on high touch areas;
- High touch surfaces; seats, railings, emergency exit handles and buttons, floor, entire driver area instrument panel, windows, mirror, door handles, seat belts

Cleaning Chemicals may include but are not limited to the following:
- *EPA (Environmental Protection Agency) approved disinfectant for use against COVID-19* for all surfaces.
- Hillyard Window Cleaner for Windows.
- Disinfecting wipes for all Surfaces.
- Electrostatic Sprayer with Puretabs to disinfect the entire inside of the bus

VII. Personnel

Posting of Federal Leave Information

The Assistant Superintendent of Personnel Services shall ensure all required federal leave information is posted in the appropriate location to include updated COVID-19 information.

Schedule for Appropriate Hygiene

Sufficient time will be built into all building schedules for handwashing and sanitization.

Professional Development Prior to Reopening

The Assistant Superintendent for Personnel Services or his/her designee will ensure a professional development series for all staff will be conducted prior to reopening to include the following:
- Training on symptoms of COVID-19, prevention techniques, and LEA procedures relevant to the staff member to prevent and minimize exposure.
- Universal precautions when in contact with bodily fluids.
- Signs of mental health stress in co-workers and protocols.
- Signs of mental health stress in students and protocols.
- Training in trauma-informed practices.
- Mandated report obligations.
- Training on the suicide prevention policy.
- Training on the anti-bullying policy.
- Information on economic impact of COVID-19 in the community and the families of the students (sensitivity training).
- How to identify deficits in learning and how to respond.
- Individual staff member's responsibilities if shutdown occurs during the school year.
- Effective online learning techniques.
- How to use the technology the district provides for effective online learning.
- Cybersecurity.
- Maintaining professional boundaries with students and electronic communication.
- Train custodial staff on effective methods of cleaning and disinfecting work and play areas and the time schedules for cleaning.
- Crisis Response Training

Plan to Track Absences

Staff absences due to illness will be reported to the Assistant Superintendent of Personnel Services and entered into AESOP. The Assistant Superintendent of Personnel Services will maintain a spreadsheet to determine when employees can report back to work (see Report Back to Work Protocol).

The Assistant Superintendent of Personnel Services will generate a list of vulnerable staff members for each site as reported by employees. A list of recommended accommodations per their health care provider will be included in this list.

Return to Work Protocol

Symptomatic Employee with suspected or confirmed COVID-19:

Employees will follow policy EBB and the safety and exclusion criteria set forth by the Board of Education.

VIII. Emotional Health

Mental Health Implications and plans to respond

When schools reopen or students and staff return from exclusion who are having trouble recovering from recent events will be referred to the school counselor. The Director of Student Services will prepare and revise lists of professional mental health services, particularly those willing to provide services via telehealth. The Director of Student Services will contact law enforcement, juvenile office and the Children's Division to ensure the district has the most recent information on active cases with enrolled students. The Director of Students Services will provide buildings with a parent/teacher referral for students that are displaying the below at risk behavior:

- Cries often
- Sad/Withdrawn
- Worries/Anxious
- Anger outbursts
- Overt defiance
- Self-harm threats or behaviors
- Social isolation
- Suicidal talk/writings

School Counselors will coordinate referrals to the appropriate stakeholders to assess and assist in the psychological and emotional recovery of staff and students.

In addition to required staff training Counselors will also be provided additional training on the below items:

- District Crisis Response Training
- Screening tool for students displaying at risk behavior
- Process for referring to professional mental health services

IX. Fiscal

Organize and maintain the inventory for Personal Protective Equipment across the school district- Executive Director of Operations

Ensure funding is allocated to purchase sufficient infrastructure and devices to support online learning- Chief Financial Officer/Director of Information System.

The following procedures and guidelines will be implemented and may evolve as new information and recommendations are issued:

Procedures for excluding/separating those displaying symptoms of Coronavirus

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
Cough, shortness of breath or difficulty breathing
Or at least two of these symptoms: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell

*This list is not all inclusive.

When to Seek Medical Attention:
> If you see any of these emergency warning signs for COVID 19 get medical attention immediately: Trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face. *This list is not all inclusive.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

PPE/hand hygiene: Appropriate PPE such as mask and gloves must be worn when caring for a student/staff with possible COVID-19. Clean hands often, before and after caring for a student/staff. Hands should be cleaned immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Assessment of ill students/staff: Assess for symptoms listed above per CDC guidelines. If assessment of body temperature is questionable, reassess temperature using an alternative thermometer. If fever is present or student/staff show possible symptoms of COVID-19 student/staff should be placed in designated isolation immediately. Parents should be called immediately to pick the student up as soon as possible. The parent will be asked to call the

Nurses' office upon their arrival to the facility. District nurses may test the symptomatic student if they qualify for use of the Binax tests and the parent/ guardian provides written approval. The student should be escorted to their vehicle by designated staff. A medical referral should be sent with each student. Designated staff will explain to guardians our current policy for when the student should be allowed to return to school. Individual cases will be monitored closely and the district will adhere to guidance given from the local Health Department and the physician monitoring the student's care to determine their eligibility to return to school. Remember that schools are not expected to identify cases of COVID-19, but are responsible for referring those with symptoms and reporting those to the PCHD.

Exclusion Protocol: Students/staff with concerning symptoms, particularly respiratory illness symptoms, should be asked to wear a mask when possible. A mask will be provided as needed. Separation should immediately follow in the designated exclusion room. Ill students/staff should be separated from others until they can be picked up or leave. Each building has identified a "separation room" which others do not regularly pass through. The "separation room" should be separated from areas used by well students/staff for routine health activities, such as taking daily medications. Only essential staff and students assigned to the room may enter, all will sign in so that there is a record of the persons who entered the room. Staff in the "separation room" should be limited in numbers, strict social distancing is required and must wear appropriate PPE. Staff that are at high risk for severe illness if they become unwell should not enter into the "separation room." The door to the isolation room should remain open with all staff maintaining appropriate distancing at all times.

Disinfecting: The nurses' office and "sick/isolation room" should be disinfected between each use. All equipment used or possibly contaminated should be disinfected each time by the nurse or designated staff. Anything that the patient comes into contact with should be disinfected via disinfectant sprays and disinfecting wipes.

Return to School After Exclusion Due to Symptoms:
Once a student or employee is excluded from the school environment, they may return by:

Following policy EBB and the safety and exclusion criteria set forth by the Board of Education. Please see Mitigation Strategy Rubric.

Procedures for referring students to school nurse:

When a student reports or staff member observes symptoms of COVID 19 then the staff member should call the nurse's office and report the student's symptoms prior to sending them to the nurse's office. The nurse will direct the staff member as to whether they should send the student to the nurse's office or await the nurse to come accompany the student to the separation room. Once in a confidential setting, the nurse will screen the student and ask the COVID-19 symptom questions:

If the student has a new onset or worsening cough or shortness of breath or difficulty breathing with no known cause, then they will provide the student a mask and place them in the separation room. The nurse will follow protocol for isolating the student, contacting parents/ guardians, testing the student and/or sending the student home with a physician referral form.

If the student has any two or more of these symptoms: fever, chills, cough, repeated shaking with chills, difficulty breathing and/or shortness of breath, muscle pain, headache, sore throat, or new loss of taste or smell then the nurse will follow protocol for isolating the student, contacting parents/ guardians and sending the student home with a physician referral form.

If the student presents a fever of 100 or higher then they will be excluded from school until they have been 24 hours fever free without the use of fever reducing medication

COVID Testing Protocol

Physical Distancing

The following physical distancing restrictions may be implemented:

- Limitation on the mixing of cohorts of students to the extent possible.
- Space students as far apart as possible. Six feet apart is best; when that's not possible, schools should make efforts to ensure a minimum of three feet of space between students.
- Desks should be placed facing forward in the same direction so students do not sit face-to face.
- Placement of physical distancing markers and cues to remind and prompt students to remain distanced where lines assemble.
- Require hand hygiene before and after students move from one space to another within the building.

Exchange of materials/ resources between schools:

- Location for material preparation should be cleaned and disinfected.
- Staff assisting with material preparation should be screened and symptom free, trained on infection control basics, social distancing, hand washing, and use of gloves/facemasks if needed for preparation and delivery of materials.
- Paper documents can be placed in large envelopes that have a tie or use tape/labels to secure. Do not use envelopes that require moisture to secure.
- Plastics, including electronic devices should be disinfected according to manufacturer recommendations.
- If used, backpacks or cloth bags should be new or laundered.
- Materials should be prepared at least 24 hours in advance for paper materials and 72 hours in advance for plastic materials.
- For onsite pick up locations:
  - Use family drop off lanes outside at schools and have families display the student name upon arrival.
  - Create walking zones outside of school for in person pick up with tables to maintain 6 feet distance between staff and families. Use cones, chalk or tape to direct families and assist them in keeping the required distance apart.
  - Families that have an ill family member should not attend. Families can notify the school and provide permission for a replacement such as a neighbor or friend.
- For drop off procedures using school bus routes or delivery:
  - Use of gloves is recommended.
  - Staff should use hand sanitizer before and after each drop off location.
  - Materials should be left on a porch, driveway or entryway for apartments/ condos.
  - Mailing materials through USPS is an option to consider, follow school policy for mailing materials.

- Returning materials from families back to school:
  - Use family drop off lanes outside of schools and have families place the returned items in a bin with a teacher or grade level labeled on the bin for easy identification.
  - Use return bins with wheels and lids to secure prior to moving into the school lobby or another central location.
  - Create walking zones outside of school for in person pick up with tables to maintain 6 feet distance between staff and families. Use cones, chalk or tape to direct families and assist them in keeping the required distance apart.
  - Families that have an ill family member should not attend. Families can notify the school and provide permission for a replacement such as a neighbor or friend.
  - Schedule pick-up times to spread out the number of people present at any given time to less than 10 persons.
  - Clean and disinfect tables and other equipment used in the drop off.
  - Allow materials to sit for 24 hours before they are accessed by staff if paper materials, and 72 hours for electronic devices.
    - Staff should use gloves for moving the materials to an interior location.
    - Staff should be trained on school procedures to clean and disinfect items meeting this requirement.

Additional modifications for consideration:

The following are considerations for modifications which may be enacted within these specific areas/ classrooms/ activities after review by building instructional staff and administration.

Mitigation Measures:

Mitigation Strategy Rubric	Planned Response 2023-2024 School Year
Universal and Correct wearing of masks	The number of Positive and Excluded students per school will be used as a guide to determine movement between masking mitigation measures, which is depicted in the Masking Mitigation Conditions Tool for all other areas of the school. Changes in masking mitigation status will be considered by class, team, house, grade level, and building based on contact tracing information. Virus numbers and recommendations remain fluid; therefore, the district reserves the right to deviate from the Masking Mitigation Conditions Tool when the situation warrants movement. When this occurs, the district will provide a rationale for the changing mitigation response.
Physical Distancing	Pending local COVID numbers: Barriers, routing, and minimum distancing with the ability to cohort if COVID virus levels dictate the need to do so.
Handwashing and respiratory etiquette	Consistent with DHSS, or conditions as they exist in the school community that dictate the need to do so.
Cleaning and maintaining healthy facilities, including improving ventilation	Consistent with guidance from DHSS, or conditions as they exist in the school community that dictate the need to do so.

Contact tracing in combination with district exclusion criteria	Students who are positive with COVID-19 in the home environment will be excluded from school for five days with the opportunity to test and come back on day 6 of negative. Masking will be encouraged through day 10. Students identified as a close contact may utilize one of the following options to return to school: 1. Recommended to wear a mask 10 days post exposure 2. Recommended to test 5 full days after last exposure. Test can be administered at the building with signed consent from a parent. 3.
Diagnostic and screening testing	Testing provided onsite at the buildings; testing would be voluntary and with parental permission for staff and students.
Efforts to provide vaccination to educators, other staff, and students, if eligible	District will sponsor vaccination events and participate in vaccination events; vaccinations are not required
Appropriate accommodations for children with disabilities with respect to the health and safety policies; appropriate accommodations for staff and others consistent with state and federal law	Accommodations will be provided as necessary or as mandated by Individual Education Plans, Section 504 of the Rehabilitation Act of 1973, the MHRA, and/or the ADA

*Note: vaccinations are not required at this time

In the event that testing shortages occur, further modificaitons may be put in place.

Waynesville R-VI Masking Mitigation Conditions:

The number of Positive and Excluded students per school will be used as a guide to determine movement between masking mitigation measures, which is depicted below. The district will monitor student COVID cases closely.

Changes in masking mitigation status will be considered by class, team, house, grade level, and building based on contact tracing information. Virus mandates and recommendations remain fluid; therefore, the district reserves the right to deviate from the following rubric when the situation warrants movement based on conditions as they exist in the school environment. When this occurs, the district will provide a rationale for the changing mitigation response.

- Non-Relational means that through contact tracing positive cases do not appear to be connected,

Mitigation Measures	Positive (or)	Quarantined (or)	COVID Severity Based on State Average
Masks Optional	0-2% (non-Relational)	0-7%	Typical
Masks Mandatory	2-3%(non-Relational)	7-20%	Above Average (Very Likely, Monitoring of Student Numbers is Critical)
Virtual/ Hybrid Considered	4% or More	20% or More	High/Severe (Masked with the Potential of Virtual/Hybrid Learning)

  with the exception of household members.
- Masks Mandatory (Yellow) means all students and staff will be masked regardless of vaccination status.
- Schools on FLW will follow the installation's general guidelines when the precautions set forth by the installation are greater than what is currently in place by district. (Example FLW has a mask mandate; however, the number of positive students with COVID-19 in school are in the green condition)
- Percentages may vary from this rubric when looking at class, team, house, and grade level.

East Example at 950

Positive (or)	Excluded
0-9	0-66
10-19	67-190
20 +	191 +

Partridge Example at 350

Positive (or)	Excluded
0-4	0-25
5-7	26-70
8 +	71 +

WHS Example at 1500

Positive (or)	Excluded
0-15	0-105
16-30	106-300
31+	301 +