

PROJECT RELAUNCH WAUSAU SCHOOL DISTRICT



JULY 2020

THIS DOCUMENT IS IN DRAFT FORM. GUIDELINES AND PLANS CAN CHANGE WITH LITTLE NOTICE.

Universal Guidelines

Category	Guidelines
Day to Day Operations	Illness <ul style="list-style-type: none">• All staff, students, and visitors <u>must</u> stay home if they are ill. Visitors <ul style="list-style-type: none">• Visitors will be limited - Essential visitors only• All visitors must abide by the following protocols<ul style="list-style-type: none">○ They must wash their hands upon entry○ They must be masked at all times○ They must follow social distancing guidelines (6 feet)
	Student interactions <ul style="list-style-type: none">• Limited interactions between students<ul style="list-style-type: none">○ Elementary students will stay in their classrooms○ Secondary students' transitions between classes will be planned with precautionary measures and may be limited• The District will maintain social distancing practices in high traffic areas to the best of our abilities by rerouting traffic flow, provide signage and verbal reminders
	Field Trips <ul style="list-style-type: none">• None in quarter #1; will reassess throughout the year

Large Gatherings

- Large gatherings are restricted until further notice.

Student arrival and departure times

- Staggered times will be scheduled and multiple entrances may be utilized for students to arrive/depart, avoiding large groups gathering in the same area.

Personal Protective Equipment (PPE)

- **Face coverings will be required to be worn by all staff, students, and visitors.**

Face coverings are meant to protect other people in case the wearer does not know they are infected. Types of allowable face coverings include: Paper or disposable mask, cloth face covering, scarf, bandanna, religious face covering.

A reusable cloth face covering will be provided to every staff member and student. Staff and students may also provide their own face covering. They should be made of two-ply material. Face coverings should be washed daily or as often as possible. Teachers, staff, and students must wash or sanitize their hands before putting on and after removing a cloth face covering. Students must be able to put on and remove a face covering independently and properly.

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible.

Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

Staff, students, and other people present in the school building or in district offices may temporarily remove their face covering or face shield in the following situations:

- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g., during recess, after school sports, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.
- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.
- People who are entering the school building during the day may be required by school staff to briefly remove their face covering for the purposes of checking identification.
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

It may be recommended that some staff wear an optional face shield in addition to a face covering if the teacher or para will have direct physical contact with a student or a student's body fluids. Face shields will be provided for teachers and other staff that may need them.

- The school district will purchase the following PPE:
 - Plexiglass dividers for administrative assistant desks
 - Masks for staff and students
 - Face shields for paras and teachers who cannot maintain 6 feet of distance from their students
 - Hand sanitizer
 - Cleaner and disinfectant (custodial dept.)

	<ul style="list-style-type: none"> ○ Stickers to indicate 6 feet of distance, signage, any other adhesives or posters necessary. We want signage to be consistent across the district. ○ Additional thermometers for health rooms ● Masking and 6 feet of distance between students/adults are the most effective mitigation measures we can use to keep everyone safe. Plexiglass dividers in classrooms are not necessary when social distancing and masks are used. ● Please add the following to the dress code section of your handbooks: <ul style="list-style-type: none"> ○ Students will not be permitted to wear a mask that contains references or content related to, pictures of and/or writing about alcoholic beverages, tobacco products, sexual acts, profanity, promotion of gambling, illegal drugs, disruptive symbols of hatred or intolerance (e.g., confederate flags, a swastika or other Nazi symbols, white supremacist symbols, etc.), and/or gangs.
	<p>Furniture</p> <ul style="list-style-type: none"> ● All soft furniture needs to be removed from classrooms. The fabric on furniture is unable to be cleaned and sanitized appropriately. All teacher owned furniture should be taken home by teachers. All school district owned soft furniture should be stored at each building. ● Please have staff remove refrigerators and microwaves from their classrooms. All high touch surfaces have to be cleaned appropriately every day. Custodians will not have enough time to clean the handles on multiple microwaves and refrigerators. ● Lounges will be open for staff to use the refrigerator and microwave but they cannot stay in the lounge to eat. Staff should wash their hands before they enter the lounge to use the appliances.

	<p>Fire and Tornado Drills</p> <ul style="list-style-type: none"> ● We are waiting on DPI guidance.
<p>Health</p>	<p>Exclusion</p> <ul style="list-style-type: none"> ● Staff and students must stay home from school if they are ill or go home if symptoms appear while at school. If families have questions about whether their child should be in school, they should contact their school nurse or their health care provider. ● An ill individual should contact a health care provider immediately for instructions and possible COVID-19 testing. <ul style="list-style-type: none"> ○ If a COVID-19 test is positive, the Marathon County Department of Health will provide instructions. ○ If a COVID-19 test is negative, the individual must stay home until the fever has resolved (fever-free for 24 hours without medication) and other symptoms have improved. ○ If a COVID-19 test is not done, the individual should stay home at least 10 days from the onset of symptoms or be fever-free for 24 hours without medication AND have improvement of other symptoms, whichever is longer. ● Siblings and household members must stay home for 14 days after their exposure to the original contact person. If they then become symptomatic, they will need to continue to stay home at least 10 additional days from the onset of <u>their</u> symptoms or be fever-free for 24 hours without medication AND have improvement of other symptoms, whichever is longer. <p>Screening</p> <ul style="list-style-type: none"> ● Staff should take their temperature daily at home before coming to school. Staff will self-screen and verify that they are symptom- free upon entering the building per Human Resources protocol. Staff should not come to school with symptoms of COVID-19 or if they

have had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19.

- Signs with symptoms will be posted at each school entrance. Staff will wear a mask on entering the building.
- Staff will use hand sanitizer or wash hands immediately upon entering the building.
- CDC does not currently recommend universal symptom [screenings](#) (screening all students grades K-12) be conducted by schools. Families will be asked to [check](#) their child's temperature and any symptoms of COVID-19 at home before school. A child may not come to school with symptoms consistent with COVID-19 including: new onset or worsening cough or shortness of breath, fever (100.4 degrees or higher); sore throat; new onset of severe headache, especially with fever; diarrhea, vomiting or abdominal pain; or if they have had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19.

Health Office

- Nurses, principals and custodians will identify appropriate areas/room arrangement to be designated for the health office and a separate isolation area.
- Hand sanitizer, masks, face shields, gloves, smocks will be ordered in adequate amounts so that each health para has two reusable cloth masks, one face shield and two smocks.
- It is recommended that there be a health para at each elementary school for most of the day.
- Health paras will wear a mask, gloves, and a gown/smock when caring for students. A face shield will also be available if the para will have direct contact with a student's body fluids.
- Health paras must wash hands before and after wearing gloves and between every student.
- Tape will be placed six feet in front of the elementary health para's desk as a reminder to students not to get too close.
- A sneeze guard will be placed at the health office desk in the secondary schools.
- Areas used by a sick person will be closed off and not used until after cleaning and disinfecting. The custodian will be notified immediately after the student vacates the isolation room of the need to clean and disinfect the room. If possible, the room should be left empty for 24 hours before cleaning.
- Thorough cleaning of the health office will be done daily.

Management of Ill children

- Health paras will check the temperature of every student who enters the health office, regardless of reason for visit..
- If a student has a temperature of 100.4 degrees or more, the student will put a mask on and be isolated from others. If a student "looks ill" the student will put on a mask.
- If coughing, the student will put on a mask and be isolated from others.
- If a child meets the screening for possible COVID-19, families/guardians will be immediately contacted and told to pick up their child within an hour or less. If a family member or emergency contact is unable to be reached, school personnel may go to a family's home or workplace to notify the family member of the need to pick up the ill child.
- When the family arrives for pick-up, the ill child will be escorted to the school entrance.
- Families will be advised to contact their health care provider for advice and possible testing for COVID-19.
- Isolation rooms have been designated in each school. If more than one student must be isolated at the same time, they will be kept six feet apart. There will be two chairs set apart in each isolation room or a curtain divider between students.
- If a child or a staff member tests positive for COVID-19, the Health Department will notify the school and direct further action. The school may need to be closed for two days for deep cleaning. Other students in the class and teachers may be required to quarantine for 14 days on recommendation of the Health Department.
- Family phone numbers must be kept updated and there should be at least three emergency contacts.
- A student with non-COVID symptoms, such as a headache, will be permitted to rest in the health office for only ten minutes unless they have a health plan that states otherwise.
- Students will not be permitted to "take a rest" in the health office.
- Teachers will be supplied with first aid supplies for minor injuries to decrease visits to the health office.

Medication Administration

- The health para will go to the elementary student's classroom to dispense medication.
- At the secondary level the health para will dispense medication from behind a screen at her desk.

Special Medical Procedures

- Nebulized medications should be discouraged at school and if needed, will be done in a private room outside the health office.
- Trach suctioning will be done by the student's private duty nurse in a private room outside the health office per the nurse agency policy.
- Staff doing diaper changes must wear a gown, mask, face shield and gloves. Follow district protocol.
- Staff doing tube feedings must wear a gown, mask, and gloves.

Students with Health Concerns

- The school nurse will collaborate with the child's family and physician on safety precautions to take at school or whether the child should attend in-person school.

Health Office Visitors

- Families/visitors will be met at the door when dropping off medication or other items.
- Students being sent home will be escorted to the door for family pick-up.

Surveillance

- Families will be asked for their child's symptoms when calling the child in ill. A [symptom monitoring form](#) will be given to all attendance secretaries/health paras to document.
- Teachers will be advised to notify the attendance secretary if a family member notifies the teacher that a student is ill.
- Health paras will notify the school nurse immediately of any symptomatic children in the health office.
- School nurses will monitor attendance daily for increase in absenteeism. If 15%-20 % of students are absent in a school, the school nurse will consult with the Marathon County Health Department on whether to close that school or all schools.
- The lead school nurse will report to the Marathon County Health Department with any increase in illness among staff and students.
- The school nurses may be involved in contact tracing at the direction of the Marathon County Health Department.

Social Distancing

- A six foot area will be taped off around the teacher desk to discourage students from approaching the desk unless directed to do so by the teacher.
- Student desks will be six feet apart, if possible. All desks, including the teacher's desk, will be arranged so that students and teachers are not facing each other.
- Students and staff must wash their hands upon entering the building, upon entering a classroom, before eating, after using the bathroom, and throughout the day. Washing the hands for 20 seconds with soap and water is the preferred practice. If soap and water are unavailable, the use of hand sanitizer is acceptable.
- Visitors to the school will be required to self screen (signs at entrance to school), wear a face covering and use hand sanitizer before entering the building. Their location in the building will be restricted.

Staff/Student Learning

- All staff and students will be trained on [symptoms of COVID-19](#)
- All staff and students will be trained on [how to correctly use a face covering](#)
- All staff and students will be trained on [hand hygiene](#) and [respiratory etiquette](#).
- All staff and students will be trained on avoiding touching their face and to wash their hands if they do, so.
- Nurses will provide resources for all teachers to train their students on proper handwashing technique and covering cough.
- Signs about proper masking, hand washing, social distancing, and symptoms of COVID-19 will be posted throughout the school buildings., [Stop the Spread for Elementary](#), [Stop the Spread- Secondary](#), [What You Should Know About COVID-19](#), [COVID-19 Symptoms](#), [Wash Your Hands](#)

CPR

- Hands only CPR should be performed in the event of a cardiac emergency. [CPR adult](#) instructions, [child](#) instructions
- Disposal face masks will be placed in each AED box.

Resources

[School Health Services Interim COVID-19 Infection Control and Mitigation: Toolkit](#)

<p>Cleaning and sanitation</p>	<p>Personal Sanitization</p> <ul style="list-style-type: none"> ● Hand sanitizer provided in all rooms lacking a sink and soap ● Routine cleaning continues as normal ● Daily sanitization of frequently touched surfaces ● Sneeze guards at desks where 6' separation is not physically possible ● Sanitizing wipes provided as needed for intermittent cleaning ● Athletic coaches trained on sanitization and social distancing measures <p>Air filtration</p> <ul style="list-style-type: none"> ● Building air handling equipment is supplied with MERV 11 filtration, changed as needed based on operating parameters ● Air supplied to all areas with a minimum of 6 air changes per hour ● Areas with higher pupil density or activities are supplied with additional air changes, up to 10 changes per hour ● Depending on the specific design, most systems exchange 100% of the return air with fresh, outside air and do not re-circulate air returning from the school ● Due to quantity of air changes, we are not employing "air sanitizers" as the building supplies more fresh air than these units are capable of "sanitizing".
<p>Protocol if we have a COVID case in a building</p>	<ul style="list-style-type: none"> ● If a staff member or student is diagnosed with COVID-19, their classroom will be quarantined for 14 days. ● It is possible that other classrooms will be quarantined. ● Family members of the person diagnosed will be quarantined for 14 days. ● It is reasonable for families to expect that their child's school will close at some point during the 2020-2021 school year.

Transportation

- Drivers and monitors will be asked to wear a mask when it does not interfere with driving and students are required to wear a mask or follow the same rules in place while they are at school.
- Loading protocol - students will remain at least 6' apart while loading and unloading the bus. Students will sit nearest the window and in separate seats whenever possible. Students from the same family will be asked to share seats.
- Emergency procedures and unloading will be rehearsed with proper social distancing precautions in mind.
- Buses will be routinely cleaned and disinfected.
- All necessary training for drivers and monitors will take place before the start of the school year.
- All extra curricular trips and field trips will carry the same restrictions as home to school transportation. Trip requestors will need to be mindful of these limitations as availability of buses and cost of transportation may be limiting factors.
- City Metro Ride buses may have different limitations that will need to be accommodated. Longer pickup wait times may occur.
- Families are encouraged to provide safe transportation alternatives as they are available.

Mental Health/Emotional Wellbeing - Students

- Support to students and families
 - Pupil Service department will continue to provide responsive mental health (emotional wellbeing and social development) services centered around COVID related issues
 - Continued efforts to increase virtual student/family engagement
 - Professional development for staff regarding trauma informed care, childhood ACEs, suicide prevention, and compassion fatigue (could also present to families/guardians)
 - Pupil Service department refresher for staff on adolescent mental health signs and symptoms, ACEs, and suicide awareness. Including the referral process for a concerned student or family.
 - Quick reference resource list will be provided to faculty and staff
 - Pupil Service PLC's to maintain up to date student needs and responsive services
 - School-based counseling referrals and shared community resources
 - Implementation of Leader in Me and the 7 Habits - focus on social emotional learning and relationship building

<p>Mental Health/Emotional Wellbeing - Staff</p>	<ul style="list-style-type: none"> ● Support for staff <ul style="list-style-type: none"> ○ Human Resources will continue to provide resources to support all staff members through the following program communications <ul style="list-style-type: none"> ■ Partnering with our Employee Assistance Program, Peaceful Solutions Counseling, to provide individual counseling to those in need ■ Promoting additional Employee Assistance Program options linked to our disability program ■ Community resources related to our insurance programs ■ Additional required training sessions through SafeSchools related to COVID-19 and appropriate response measures to mitigate exposures ○ Continued availability of Human Resources staff to address questions and individual circumstances that staff members experience ○ Self care presentation by Dr. David MacIntyre from the Centre of Well-Being
<p>Special Education /504s</p>	<p>In Plan A or B...</p> <ul style="list-style-type: none"> ● Individualized Education Plan (IEP) meetings, special education evaluation meetings, 504 meetings, 504 evaluations, and transition planning conferences will be held virtually. ● Specialized Instruction, related services, modifications, accommodations, and supports will be delivered virtually unless the IEP team determines the need for services in person with safety protocols in place at locations designated by WSD. <ul style="list-style-type: none"> ○ Alternative methods, virtual, teleconference, hard copy materials, teletherapy, in-person delivery, alternate virtual platforms, neutral site, or any combination thereof, as determined by the IEP team. ● PPE-Specialized equipment to be provided to staff based on level of risk presented within job responsibilities ● Continue to assess specialized individual programming, environments, and procedures to keep all meeting needs ...individuals safe <ul style="list-style-type: none"> ○ Restructure use of sensory rooms and activities to include sanitizing in between individual student use

- Frequent sanitization and/or rotation of student adaptive equipment and sensory items
- Designated space in each building for delivery of related services
- Related Service/Specially Designed instruction schedules may be adjusted to limit transitions within the building
- Professional Development for Special Education Staff
 - Use of specialized PPE
 - Conducting Virtual IEP meetings, Evaluations, Related services
 - Delivering high quality specialized instruction, related services, and supports virtually
- All special education services throughout any of the district's pandemic plans will be provided in conjunction with students Individualized Education Plan (IEP) will be monitored and delivered to the greatest extent possible in compliance with Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA) and safety/health guidelines.
- 504 Plan accommodations will take place in the virtual or blended setting.

In Plan C

- Individualized Education Plan (IEP) meetings, special education evaluation meetings, 504 meetings, 504 evaluations, and transition planning conferences will be held virtually
- Virtual options for the delivery of special education services will be considered first in Plan C.
 - Specialized instruction, related services, modifications, accommodations, and supports will be delivered virtually in conjunction with Individualized Education Plan (IEP) goals and disability related needs.
- The IEP team may consider other options for individuals, in accordance with district safety protocols and Individuals with Disabilities Act (IDEA). These may include:
 - Alternative methods, virtual, teleconference, hard copy materials, teletherapy, in-person delivery, alternate virtual platforms, neutral site, or any combination thereof, as determined by the IEP team.

	<ul style="list-style-type: none"> ● Continued monitoring of student progress, specialized individual programming, environments, and adherence to safety procedures ● Professional Development for Special Education Staff <ul style="list-style-type: none"> ○ Use of specialized PPE ○ Conducting Virtual IEP meetings, Evaluations, Related services ○ Providing high quality specialized instruction and related services virtually ● All special education services throughout any of the district's pandemic plans will be provided in conjunction with students Individualized Education Plan (IEP) will be monitored and delivered to the greatest extent possible in compliance with Individuals with Disabilities Education Act (IDEA), Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), and safety/health guidelines.. ● 504 Plan accommodations will take place in the virtual setting. <ul style="list-style-type: none"> ○ Parents/guardians will have the option to maintain current accommodations and/or conduct a reeval
<p>Human Resources</p>	<ul style="list-style-type: none"> ● Decision matrix of leaves related to COVID-19 ● Letter to all Staff from Dir of HR re: RTW/ notification ● COVID-19 Employee Guidelines document ● Resources for emotional wellbeing support for staff (See Mental Health/Emotional Wellbeing - Staff section above) ● Q&A of Staff questions (ongoing and updated)

<p>Staff training - COVID practices</p>	<ul style="list-style-type: none"> ● All staff and students will be trained on symptoms of COVID-19 ● All staff and students will be trained on how to correctly use a face covering ● All staff and students will be trained on hand hygiene and respiratory etiquette. ● All staff and students will be trained on avoiding touching their face and to wash their hands if they do. so. ● Nurses will provide resources for all teachers to train their students on proper handwashing technique and covering coughs. ● Signs about proper masking, hand washing, social distancing, and symptoms of COVID-19 will be posted throughout the school buildings., Stop the Spread for Elementary, Stop the Spread- Secondary, What You Should Know About COVID-19, COVID-19 Symptoms, Wash Your Hands
<p>Student/family training - COVID practices</p>	<p>Videos are in process. The videos will be sent to students and families two weeks before school starts.</p> <ul style="list-style-type: none"> ● All staff and students will be trained on symptoms of COVID-19 ● All staff and students will be trained on how to correctly use a face covering ● All staff and students will be trained on hand hygiene and respiratory etiquette. ● All staff and students will be trained on avoiding touching their face and to wash their hands if they do. so. ● Nurses will provide resources for all teachers to train their students on proper handwashing technique and covering coughs. ● Signs about proper masking, hand washing, social distancing, and symptoms of COVID-19 will be posted throughout the school buildings., Stop the Spread for Elementary, Stop the Spread- Secondary, What You Should Know About COVID-19, COVID-19 Symptoms, Wash Your Hands

<p>Extra and Co-Curricular Activities</p>	<ul style="list-style-type: none"> ● Athletics, clubs and organizations will follow the recommendations of State associations, and State and local government. ● Determination for viable activities will rely on current health risks assessments. ● Assessments of high, medium and low will determine what level of engagement activities may assume. <p>WIAA Guidelines</p>
<p>Communication</p>	<ul style="list-style-type: none"> ● Constant communication with stakeholders. Priority: Families, staff, and students. Also included: <ol style="list-style-type: none"> 1. Bus Drivers 2. Law Enforcement 3. Marathon Co. Juvenile Detention Center 4. Marathon Co. Highway Dept./Wausau Public Works 5. Media 6. Chamber of Commerce 7. Hmong American Center/Hispanic Community Liaison, Local Tribal Communities, etc. 8. Private Schools 9. Mayor Katie Rosenberg's Office, Administrator Lance Leonhard's office 10. NTC 11. Boys and Girls Club 12. Neighbors' Place 13. Child Care Centers ● Communication accomplished through email, phone calls, district website, and social

	media pages. News release likely, possible press conference (virtual)
Nutrition Services	<ul style="list-style-type: none"> ● "NO SHARE" - food rule in place to avoid food allergen cross contamination in all classrooms and dining areas ● Food Donation Locations , School Food Pantries, as well as remote pantry foods stored in classrooms will cease for the 2020-2021 SY ● Closed Campus at High School level ● All meals will need to be pre-ordered using an on-line meal ordering system by parents and/ or classroom teachers. ● All grade levels will be served through a Cafeteria line(or meal pick up site)following health and safety guidelines for social distancing, entry/exit points ● Social distancing measures will be used in Common Dining areas or other school building areas utilized as dining facilities , as necessary (all students facing one direction, spaced 6 feet apart). ● Hand Sanitizer will be available upon entry to each cafeteria line ● Students will be socially distanced, wearing a mask as they enter any food court or food service areas. Elementary Students will make fruit or vegetable selections while in line to create reimbursable meals all food will be placed on trays by kitchen staff, trays will be handed to the student at the end of the service area. Students will select milk choices on their own at some point in the line. ● Secondary Students will select a pre-portioned /wrapped fruit or vegetable selection while in line to create a reimbursable meal, some entree selections may be pre-portioned/wrapped and others will be served by kitchen staff . Students will select a milk choice. No salad bars will be available at any grade level. Pre- plated salads only. ● Touchless Point of Sale available at all grade levels. Secondary students will utilize a bar code reader for student ID cards. Elementary students will drop bar-coded meal cards into a collection bin at the end of the serving line. The meal cards will be scanned by kitchen staff, sanitized and returned to Teacher mail boxes. ● Nutrition staff will follow safe and sanitary personal practices while serving food to students (masks, gloves, aprons, handwashing as needed) ● Regular lunch trays to be used for cafeteria dining ● Increased frequency of sanitizing high touch areas inside the kitchen as well as dining areas ● Payment for all meals will occur via WSD Nutrition Services online payment service,

	<p>"PayPams". Each WSD family will need to set up an account with PayPams to be able to pre-order meals and allow for money deposits and meal accounting. The meal accounting will follow federal guidelines (Free, Reduced, Paid) for National School Lunch Program (NSLP) and National School Breakfast (NSB) program at this time (SUBJECT TO CHANGE).</p>
Child Care	<p>Families can contact Childcaring for assistance with finding a child care provider.</p>

Plan A: Fully return to school

Criteria	<15%-20% student and staff absences
Days per week	Monday-Friday
Social Distancing	<ul style="list-style-type: none"> ● 6 feet of social distancing will not be possible. ● Students and staff will be kept as far apart as feasible with all bodies in the buildings. ● Full sized, in-person classes, activities, and events.
Masks for staff	Face coverings will be required to be worn by all staff, students, and visitors
Masks for students	Face coverings will be required to be worn by all staff, students, and visitors
Staff health screening	<p>Before the school day starts:</p> <ul style="list-style-type: none"> ● Staff should take their temperature daily at home before coming to school. Staff will self screen and verify that they are symptom- free upon entering the building per Human Resources protocol.
Student health screening	<p>Before the school day starts:</p> <ul style="list-style-type: none"> ● Students will not have their temperatures checked on arrival to school. Families will be asked to check their child's temperature and any symptoms of COVID-19 at home before school. A child may not come to school with a temperature of 100 degrees or greater. <p>During the school day:</p> <ul style="list-style-type: none"> ● Teachers will visually screen each student before class for signs of illness: coughing, sneezing, red cheeks, or ill appearance. Symptomatic children will be immediately sent/brought to the health office for evaluation.
Hygiene practices	<ul style="list-style-type: none"> ● Students and staff will wash their hands or use hand sanitizer: <ul style="list-style-type: none"> ○ Upon entry to the building

	<ul style="list-style-type: none"> ○ Upon entry to each classroom ○ Before and after eating ○ After using the restroom
Cleaning and sanitation	<p>If no quarantine situations exist</p> <ul style="list-style-type: none"> ● Hand sanitizer provided in all rooms lacking a sink and soap ● Routine cleaning continues as normal ● Daily sanitization of frequently touched surfaces ● Sneeze guards at desks where 6' separation is not physically possible ● Sanitizing wipes provided as needed for intermittent cleaning ● Athletic coaches trained on sanitization and social distancing measures <p>Additionally if a room is quarantined</p> <ul style="list-style-type: none"> ● Electrostatic spray disinfectant on all surfaces ● Shampoo carpets, disinfect floor
Lunch - Elementary	<ul style="list-style-type: none"> ● Breakfast and lunch will be eaten in the regular classroom ● All meals pre-ordered by teacher ● "To-Go" containers and utensils will be utilized ● Classroom groups released to the cafeteria following a staggered "after the bell" breakfast schedule and lunch meals as per set daily meal schedule ● Extended meal time frames for breakfast and lunch meal service to accommodate all student classes, bus delivery schedules (if necessary)
Lunch - Secondary	<ul style="list-style-type: none"> ● Students will be released to cafeteria for Breakfast and Lunch meals by class as per usual set daily lunch schedule following universal district nutrition guidelines
Recess	<ul style="list-style-type: none"> ● Follow five-day, block rotational schedule (Elementary) ● Follow traditional daily schedules (Secondary)
Instructional Delivery	<ul style="list-style-type: none"> ● Students will be instructed using traditional delivery models in the classroom ● Flipped lesson design and Enriched Virtual Instruction Model will continue to be available as some individual students who may still need to learn from home

	<ul style="list-style-type: none"> ○ Webcams used to support the opportunity for synchronous learning ○ ItsLearning and SeeSaw for elementary used to support asynchronous learning
Encore, Allied, Electives	<ul style="list-style-type: none"> ● Follow five-day, block rotational schedule (Elementary) ● Follow traditional allied/elective schedules (Secondary)
Interventions and Gifted and Talented	<ul style="list-style-type: none"> ● Will follow traditional instructional practices and procedures (Elementary, Secondary)
Transportation	<ul style="list-style-type: none"> ● Families are encouraged to provide safe transportation alternatives as they are available. ● Bus riders will arrive and depart at staggered times to allow for social distancing on First Student buses or Metro Ride buses
Student materials	<ul style="list-style-type: none"> ● Students use individual supplies
Attendance	<ul style="list-style-type: none"> ● Attendance will be monitored and recorded using traditional DPI recommended processes and procedures using Infinite Campus
Assessments	<ul style="list-style-type: none"> ● Assessments will be administered using our assessment matrix and traditional administration procedures
Grading	<ul style="list-style-type: none"> ● Students will be graded using traditional grading practices across all PK-12 classrooms
After school classes	<ul style="list-style-type: none"> ● Will not be offered during the first quarter - will reassess throughout the year
Extracurricular Activities	<ul style="list-style-type: none"> ● No intramural sports or activities will be offered the first semester - will reassess throughout the year (Elementary) ● Athletics, clubs and organizations will follow the recommendations of State associations, and State and local government (Secondary)

Plan B: Alternate Schedule: A/B Weeks

Criteria	20% or more students absent per building
Days per week	Monday-Thursday Friday will be used for collaborative planning and professional learning
Social Distancing	<ul style="list-style-type: none"> • 6 feet of social distancing will be possible • 50% or less students in the buildings at a time • Groups of students stay together and with the same teacher (elementary) throughout/across school days and groups do not mix
Masks for staff	Face coverings will be required to be worn by all staff, students, and visitors
Masks for students	Face coverings will be required to be worn by all staff, students, and visitors
Staff health screening	<p>Before the school day starts:</p> <ul style="list-style-type: none"> • Staff should take their temperature daily at home before coming to school. Staff will self screen and verify that they are symptom- free upon entering the building per Human Resources protocol.
Student health screening	<p>Before the school day starts:</p> <ul style="list-style-type: none"> • Students will not have their temperatures checked on arrival to school. Families will be asked to check their child's temperature and any symptoms of COVID-19 at home before school. A child may not come to school with a temperature of 100 degrees or greater. <p>During the school day:</p> <ul style="list-style-type: none"> • Teachers will visually screen each student before class for signs of illness: coughing, sneezing, red cheeks, or ill appearance. Symptomatic children will be immediately sent/brought to the health office for evaluation.
Hygiene practices	<ul style="list-style-type: none"> • Students and staff will wash their hands or use hand sanitizer: <ul style="list-style-type: none"> ○ Upon entry to the building

	<ul style="list-style-type: none"> ○ Upon entry to each classroom ○ Before and after eating ○ After using the restroom
Cleaning and sanitization	<p>Rooms that are used and if no quarantine situations exist</p> <ul style="list-style-type: none"> ● Hand sanitizer provided in all rooms lacking a sink and soap ● Routine cleaning continues as normal ● Daily sanitization of frequently touched surfaces ● Sneeze guards at desks where 6' separation is not physically possible ● Sanitizing wipes provided as needed for intermittent cleaning ● Athletic coaches trained on sanitization and social distancing measures <p>Additionally if a room is quarantined</p> <ul style="list-style-type: none"> ● Electrostatic spray disinfectant on all surfaces ● Shampoo carpets, disinfect floor
Lunch - Elementary	<ul style="list-style-type: none"> ● Breakfast and lunch will be eaten in the regular classroom ● All meals pre-ordered by teacher ● "To-Go" containers and utensils will be utilized ● Classroom groups released to the cafeteria following a staggered "after the bell" breakfast schedule and lunch meals as per set daily meal schedule ● Extended meal time frames for breakfast and lunch meal service to accommodate all student classes, bus delivery schedules (if necessary)
Lunch - Secondary	<ul style="list-style-type: none"> ● Classroom groups released to the cafeteria following a staggered "after the bell" breakfast schedule and lunch meals as per set daily meal schedule ● Extended meal time frames for breakfast and lunch meal service to accommodate all student classes, bus delivery schedules ● "To-Go" containers and utensils will be utilized (for in classroom dining if needed) ● Will meals be eaten in a cafeteria with social distancing? Will meals be eaten in a homeroom with social distancing? ● All meals pre-ordered by students/parents/guardians

Recess	<ul style="list-style-type: none"> ● Potentially schedule each section/classroom a 15-minute recess sometime throughout the day (Elementary) ● Lunch recess will be by grade level monitored by a para-educator following the procedures listed above (Elementary) ● No use of the playground equipment (Elementary, MS/HS) ● Gross motor options using wide open spaces
Instructional Delivery	<ul style="list-style-type: none"> ● Flipped lesson design and Enriched Virtual Instruction Model <ul style="list-style-type: none"> ○ Webcams used to support the opportunity for synchronous learning for students learning from home ○ Utilize ItsLearning and SeeSaw (Elementary) to support asynchronous learning for students not able to join during traditional school hours
Encore (Elementary) Allied & Electives (Secondary)	<ul style="list-style-type: none"> ● Elementary: Encore teachers will remain in their classrooms and teach lessons virtually with all students <ul style="list-style-type: none"> ○ Webcams used to support synchronous learning for students learning from home ○ Utilize itsLearning to support asynchronous learning for students not able to join during traditional school hours ● Secondary: Teaching and learning will occur in allied and elective classrooms/labs. Routines, procedures, and/or projects will be adapted for social distancing and related precautions.
Interventions and Gifted and Talented	<ul style="list-style-type: none"> ● Interventionists and GT staff will remain in their classrooms and teach lessons virtually with all students <ul style="list-style-type: none"> ○ Webcams used to support synchronous learning for students learning from home ○ Utilize itsLearning to support asynchronous learning for students not able to join during traditional school hours
Music classes (secondary)	<ul style="list-style-type: none"> ● Curriculum, ensemble size, routines and procedures, and/or teaching locations will be adapted for social distancing and related precautions. Alternatives to traditional concerts will be explored.. Staff PPE will be tailored to music instruction. (Secondary)

Transportation	<ul style="list-style-type: none"> ● In addition to the universal strategies the following elements apply. ● Limit capacity to one family per seat in a bus, this could be as few as 22 or as many as 35. ● Maintain the same routes as with all students, transporting approximately half of the students. In some cases single runs will need two runs. If this is anticipated, other available buses will be used to make the second run wherever possible. If additional buses and drivers are not available, pick-up and drop off times will need to be adjusted. ● All extra curricular trips and field trips will carry the same restrictions as home to school transportation. Trip requestors will need to be mindful of these limitations as availability of buses and cost of transportation will be limiting factors.
Student Materials	<ul style="list-style-type: none"> ● Students use individual supplies
Attendance	<ul style="list-style-type: none"> ● Attendance will be monitored and recorded using traditional DPI recommended processes and procedures in Infinite Campus for students receiving face-to-face instruction. ● Students learning from home will be marked as present.
Assessments	<ul style="list-style-type: none"> ● Assessments will be administered using our assessment matrix and traditional administration procedures
Grading	<ul style="list-style-type: none"> ● Students will be graded using traditional grading practices across all PK-12 classrooms.
After school classes	<ul style="list-style-type: none"> ● Will not be offered during the first quarter - will reassess throughout the year
Extracurricular Activities	<ul style="list-style-type: none"> ● No intramural sports or activities will be offered the first semester - will reassess throughout the year (Elementary) ● Athletics, clubs and organizations will follow the recommendations of State associations, and State and local government (Secondary)

Plan C: Full remote learning

Criteria	15%-20% or more staff absent per building 15%-20% of subgroup employees absent - bus drivers, food services, custodial, etc.
Days per week	Monday-Thursday Friday will be used for professional learning and prep with colleagues
Social Distancing	Students learn virtually from home
Masks for staff	Face coverings will be required to be worn by all staff, students, and visitors
Masks for students	NA
Staff health screening	Before they leave home: <ul style="list-style-type: none"> • Staff should take their temperature daily at home before coming to school. Staff will self screen and verify that they are symptom- free upon entering the building per Human Resources protocol.
Student health screening	NA
Hygiene practices	NA
Cleaning and sanitization	<ul style="list-style-type: none"> • Hand sanitizer provided for remaining staff • Routine cleaning continues as normal • Daily sanitization of frequently touched surfaces

	<ul style="list-style-type: none"> ● Sneeze guards at desks where 6' separation is not physically possible ● Rooms that are not used will be cleaned, sanitized and locked
Lunch - Elementary	Students will eat at home. Meals will be made available for pick up at designated locations via an on-line ordering system through the student's PayPams account. Each family will need to set up an account for their student to be able to order, pick up and pay for meals. Payment for meals will follow WSD meal pricing as well as the NSBP, NSLP menu guidelines .
Lunch - Secondary	Students will eat at home. Meals will be made available for pick up at designated locations via an on-line ordering system through the student's PayPams account. Each family will need to set up an account for their student to be able to order, pick up and pay for meals. Payment for meals will follow WSD meal pricing as well as the NSBP, NSLP menu guidelines .
Recess	NA
Instructional Delivery	<ul style="list-style-type: none"> ● Flipped lesson design and Enriched Virtual Instruction Model <ul style="list-style-type: none"> ○ Staff are instructing from home assuming reentry to buildings will not be permitted
Encore (Elementary) Allied & Electives (Secondary)	<ul style="list-style-type: none"> ● Flipped lesson design and Enriched Virtual Instruction Model <ul style="list-style-type: none"> ○ Staff are instructing from home assuming reentry to buildings will not be permitted
Attendance	<ul style="list-style-type: none"> ● Attendance will be monitored and recorded using traditional DPI recommended processes and procedures in Infinite Campus for students receiving face-to-face instruction.
Grading	<ul style="list-style-type: none"> ● Students will be graded using traditional grading practices across all PK-12 classrooms

Interventions and Gifted and Talented	<ul style="list-style-type: none"> ● Flipped lesson design and Enriched Virtual Instruction Model <ul style="list-style-type: none"> ○ Staff are instructing from home assuming reentry to buildings will not be permitted
Extracurricular Activities	<ul style="list-style-type: none"> ● No intramural sports or activities will be offered (Elementary) ● Athletics, clubs and organizations will follow the recommendations of State associations, and State and local government (Secondary)

Resources:

[Marathon County Health Department Dashboard](#)

[Project WSD Board Presentation - June 29, 2020](#)

[CDC Guidelines for reopening schools](#)

[Wisconsin Education Forward Plan](#)

[Risk Assessment Tool for Reopening Buildings](#)