



# WCS Reopening Plan

Approved by the Elkhart County Board of Health on July 7, 2020

Approved by the Wa-Nee Community Schools Board of School Trustees on July 13, 2020

By approving this plan, the WCS Board of School Trustees allows the superintendent to amend this plan as needed in order to comply with updated local and state health guidelines

## Considerations and Recommendations for Wa-Nee Community Schools

The following guidelines were developed based upon the guidance released by the Indiana Department of Education (IDOE), the Indiana State Department of Health (ISDH), and the Indiana Family & Social Services Administration (FSSA) on June 5, 2020 titled “Indiana’s Considerations for Learning and Safe Schools (IN-CLASS).” WCS staff also evaluated guidelines submitted by other states including the Georgia Department of Education and the Georgia Department of Public Health’s “Path to Recovery for K-12 Schools” as well as Parkview Health’s “Framework for a Healthy Opening.” WCS staff met over the course of three weeks in the month of June to develop our specified protocols utilizing state-level guidance along with the CDC’s “Opening Up America Again” guidelines and Indiana’s “Back on Track” plan.

The *WCS Reopening Plan* provides a tiered approach with clear, actionable steps that are advisable before students and employees return to school buildings, along with guidance that is applicable throughout the 2020-2021 school year.

This approach is built upon the guidance and recommendations of health officials; it is strongly aligned to the reopening guidelines that have been provided by our state and federal leaders; and it’s designed to help prioritize the health and safety of students and teachers.

The WCS school board, led by the superintendent, the WCS administrative team, and staff have collaborated with appropriate stakeholders to focus on the immediate needs to prepare for school operations under the current pandemic. The following items were considered during the planning process. The information provided within this plan outline the protocols WCS staff have developed and will follow in order to meet the specified elements of IN-CLASS guidelines.

Special thanks to the following individuals for their efforts in the development of our reopening plan:

John Dougherty, Zac McGowen, Molly Wilson, Silas Grossman, Sundown Deisch, Lou Bonacorsi, Steve Bowser, Amy Rosa, Matt Hostetter, Annette Brown, Kim Jenkins, Jamie Eggers, Christina Eshelman, John Payne, Kathy Anglin, Theresa Cummings, Mike Brugh, Kelly Schmidt, Becky Baxter, Brigette Stump, Randy Cripe, Sheila Cripe, Jay Olson, Beth Beer, Rod Lone, Jeff Cramer, Kim Branham, David Maugel, Megan Jones, Kris Fielstra, Christine Ramer, Erin Haseley, Kim Moore, Mike Furfaro, Jade Sipic, Gretchen McEndarfer, Stephanie Neff, Tom Bennett, Sarah Davies, Val Anglemyer, Ryan Mattern, Brenda Beehler, Kim Harlow, Juanita Lantzer, Carrie O’Keefe, Shawn Johnson, Randi Libby, Shirley Elliott, Jodi Miller, Lindsay London, Amanda Mehl, Sandy Kurtz, Tina Green, Norm Sellers, Paul Widner, and Mindy Mattern.

In addition, WCS thanks Dr. Lydia Mertz, Ms. Lydia Spencer, and Mr. John Hulewicz of the Elkhart County Board of Health for their guidance on the development of our re-opening plan.

## Guidelines for a Healthy Open

The Federal Government's Opening Up America Again criteria include:

1. Downward trajectory of influenza-like illness reported within a 14-day period AND downward trajectory of COVID-like syndrome cases reported within a 14-day period.
2. Downward trajectory of documented cases of COVID-19 within a 14-day period OR downward trajectory of positive tests as a percent of total tests within a 14-day period.
3. Capacity for hospitals to treat all patients without crisis care AND implementation of robust testing program for at-risk healthcare workers, including emerging antibody testing.

In the State of Indiana, all organizations should be aligned with the Governor's "Back on Track" plan for Indiana. The four Guiding Principles that are leading our phased plan to re-open the State are:

1. The number of hospitalized COVID-19 patients statewide has decreased for 14 days
2. The state retains its surge capacity for critical care beds and ventilators
3. The state retains the ability to test all Hoosiers who are COVID-19 symptomatic, as well as healthcare workers, essential workers, first responders, and others as delineated on the ISDH website
4. Health officials have systems in place to contact all individuals who test positive for COVID-19 and complete contact tracing

Additionally, the IN-CLASS re-entry guidance<sup>1</sup> says schools must understand two key factors:

1. The school's ability to maintain a safe and healthy school environment, and
2. The prevalence of COVID-19 in their community.

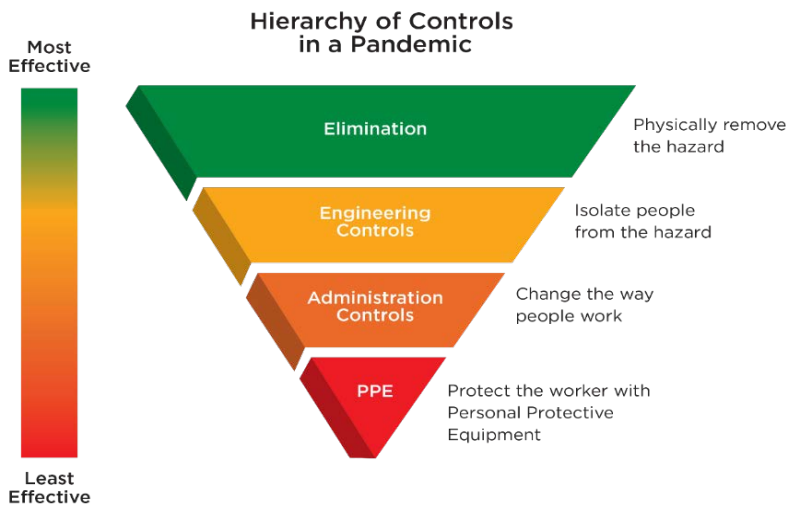
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# K-12 Schools Hierarchy of Controls

Parkview Health has encouraged schools to understand the Hierarchy of Controls. Hierarchy of controls is defined as identifying and mitigating exposures to occupational hazards before work begins. The hierarchy starts with the controls perceived to be most effective and moves down to those considered least effective. As an infographic, it looks to be a reverse pyramid or a funnel and describes the ways to do this.

Wa-Nee Community Schools will focus our efforts upon the most effective steps first, when feasible. Thus, each aspect of our re-opening plan utilized the Hierarchy of Controls to ensure we are doing the best things to slow the spread of the virus while caring for our staff and students.



<b>ELIMINATION</b>	<ul style="list-style-type: none"> <li>• Symptomatic staff and students asked to stay home</li> <li>• Offer remote learning instead of in-person classroom instruction when necessary</li> </ul>
<b>ENGINEERING</b>	<ul style="list-style-type: none"> <li>• Educate, encourage and support social distancing</li> <li>• Desks and chairs removed to ensure safe social distancing for each space</li> <li>• Lobby areas, common areas, and gyms are marked to promote social distancing</li> </ul>
<b>ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Clean hands in; clean hands out</li> <li>• Cohort students in classrooms, on bus, etc.</li> <li>• Stagger start/end times to minimize the # of people arriving/leaving</li> <li>• Frequent cleaning of high touch areas and items</li> <li>• Place hand sanitizer at entrances, lunch rooms, etc.</li> <li>• Reduce the amount of materials that need to be handed out – shift to digital sharing if possible</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• In the places you may not be able to engineer social distance, utilize facial coverings – especially when providing services for students who may be at higher risk of serious illness.</li> </ul>

# COVID-19 Symptoms

The first and most effective layer of defense to mitigate the spread of COVID-19 is to educate our students, staff, and families of the symptoms so that they are aware and can self-isolate (not enter the school) when they are present. The following infographic displays the common symptoms of COVID-19.

## COVID-19 Screening for Parents



**Every morning before you send your child to school please check the following:**

- 1** Your student does **NOT** have a fever greater than 100.4 degrees (*may be lower based on your school's policy*) OR lower if your child is not feeling well.
- 2** Other signs of illness such as:



- 3** Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks?
- If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin quarantine of your child and contact your healthcare provider. Strongly consider COVID-19 testing.

# COVID-19 Definitions

Definitions					
<p><b>Face Coverings</b></p> 	<p>Recommendations regarding face coverings differ based on the current level of community spread as determined by the Elkhart County Health Department. Any expectation regarding face coverings will be balanced with the needs of students and staff with medical issues</p>	<p><b>Hand Sanitizer</b></p> 	<p>Hand sanitizers should contain at least 60% alcohol and only used with staff and children who can safely use hand sanitizer.</p>	<p><b>Cleaner and Disinfectant</b></p>	<p>Safe and effective application of CDC approved disinfectants will be utilized.</p>

## Practicing Prevention

The following guidelines will be utilized to assist families, students, and staff with preventing the spread of COVID-19 while in the school building.

1. Staff will teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings to students.
  - a. Simple directions and programming will be developed at each building level for teachers to use to explain protocols.
  - b. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
  - c. <https://www.cdc.gov/handwashing/>
2. WCS will provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas
3. Two refillable sanitizer bottles will be provided for each classroom as well as refillable mobile sanitizing stations throughout the school building
4. WCS will post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
  - a. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
5. WCS staff will ensure cleaning/disinfection of frequently touched surfaces at least daily and shared objects after each use.
6. Each classroom will be provided with a refillable spray bottles with disinfectant and paper towels that will be used at the conclusion of each class period.
7. Students and staff will be provided with three reusable face coverings as well as additional disposable face coverings when needed.
8. Students and staff will be encouraged to bring hand sanitizer and face coverings to use from home
9. The use of face coverings will comply with the recommendation of the Elkhart County Health Department and will be expected only when social distancing cannot occur.
10. Water fountains will be turned off, but students will be permitted to bring water bottles from home.
  - a. Touchless filling stations will be available for students.
11. Ventilation systems have been inspected to ensure proper operation and increase circulation of outdoor air as much as possible so long as this does not pose a safety or health risk to students or staff
12. WCS Custodial staff will conduct deep cleaning of schools prior to students/staff returning;
  - a. Additional cleanings during weekends or school holidays/breaks will occur



## Transporting Students

The following guidelines will be utilized to ensure a safe and efficient transportation program following all established safety protocol with additional considerations for the potential spread of germs.

1. All transportation staff will receive eight hours on safety protocols including COVID-19 prevention strategies.
2. Given the setting of the school bus, we acknowledge that social distancing is not regularly feasible and therefore, the expectation for students to remain seated, facing forward using good social habits will be emphasized using assigned seating and a one stop location policy to assist with contact tracing.
  - a. To reduce the potential for spread, students may be assigned to seating arrangements with family members.
3. Staff will promote behaviors and use of personal hand sanitizer to reduce spread of germs and support school building education regarding these behaviors. Riders will be expected to wear face coverings to reduce the potential spread of germs.
4. Frequently touched surfaces will be cleaned with approved cleaning supplies that are stored safely. Cleaning protocol will be established and occur at least daily and between use as much as possible.
5. Safe and proper use of open windows and hatches along with fans will be encouraged when reasonable to allow for increased ventilation.
6. Social distancing at bus stops will be expected.
7. Drivers will evaluate and establish loading and unloading procedures customized to their route and ridership to minimize student contact where feasible.
8. Schools will evaluate and establish loading and unloading procedures customized to their building procedures to limit student contact where feasible.
9. Learning/Field trips will be suspended until further evaluation.

# Entering School Buildings

The following guidelines will be utilized to ensure a safe and efficient arrival of students, staff, and visitors.

## **WCS School Based Screening (Observational/Self-Reported Screening):**

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

- A fever of 100.4° F or greater
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
1. Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained.
    - a. The following link provides an example of the materials that will be utilized to help train students and staff with understanding the symptoms of COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
  2. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, a parent/guardian will be immediately notified to transport them home from school.
  3. Anyone who has had close contact to a person diagnosed with COVID-19 is encouraged to stay home and follow the Indiana Department of Health's guidance if symptoms develop.
  4. WCS staff will coordinate with the transportation department to allow for a staggered arrival/dismissal of students as feasible. This will include various groups including car riders, walkers, bus riders.
  5. Spaced lines will be marked to enter the buildings and designate entrance and exit flow paths
  6. Students will be expected to plan for on-time arrival and to avoid congregating in enclosed areas of buildings before/after school
  7. To begin the school year, classroom visitors will be limited to only those deemed by building administration as "essential" to learning.
  8. Approved visitors/education support services will utilize the security intercom buzzer at each building to establish a reason for visiting and to be admitted entrance into the school office.
  9. Immediately upon arrival, visitors will complete a screening checklist for documentation purposes.
  10. Upon completion of the visitor screening checklist, access to the building may be granted, however, the school retains the right to deny admittance to outside visitors.
  11. Visitors will be expected to possess an approved facial covering that will be expected to be worn if social distancing is not possible.

## Serving Meals

The following guidelines will be utilized to ensure a safe and efficient meal service for students and staff.

1. All students will be expected to wash hands before and after meal service
2. Hand sanitizer stations will be available and expected to be utilized prior to entering lunch line. Additional hand sanitizer bottles will be available at tables.
3. One-way markings in lunch lines will be utilized for entering and exiting.
4. Students/staff will be expected to social distance while in lunch lines as feasible
  - a. Approved facial coverings will be expected to be utilized while awaiting lunch service
5. Frequently touched surfaces will be regularly cleaned with approved cleaning supplies. Cleaning protocol will be established and occur between use.
6. Additional areas may be used to allow for maximum spaced seating
  - a. Since six feet of social distancing may not be possible for all students during lunch service; thus, students will be expected to sit at assigned tables
7. Longer meal periods may be provided when necessary and feasible to allow for more staggered meal delivery and time for disinfecting tables between meals.
8. Pre-packaged meal options may be made available to assist with improving line service speed.
9. Students will not be permitted to share food or utensils
10. Serving meals in students' classrooms will only be utilized as a last option and if mandated by health department officials to do so.
  - a. All classroom desks will be cleaned and sanitized prior to and after lunch breaks
  - b. Building administration will work with staff to develop a supervision schedule

# Transitioning

The following guidelines will be utilized to ensure safe and efficient travel of students and staff throughout our buildings while in session.

## WCS Elementary School Protocols:

1. Students/staff will utilize traffic patterns (left side of hall/right side of hall) and lines when traveling to and from locations.
2. We will strategically schedule classes to minimize the number of students and staff in a hallway at one time.
3. During all transitions between classrooms, both students and staff will be expected to utilize an approved facial covering.
4. Specials schedules will be modified to allow for maximum preventative measures
  - a. Specials will be change to a 40 min block (instead of 45 min) to allow for sanitizing
  - b. Student will use restroom before Specials (Use classroom bathrooms when capabilities are there)
  - c. P.E. will utilize the gym and students will be expected to be spaced
  - d. Art will utilize the art room but room and supplies will be sanitized after class
    - i. Students will be asked to help with cleaning
    - ii. Students will be asked to bring personal art boxes
  - e. Music will travel to classrooms to start the school year
    - i. WCS will follow health guidelines regarding singing in class
  - f. Library will travel to classrooms to start the school year.
    - i. Will utilize best practices for disinfecting books prior to return to circulation
    - ii. <https://www.nedcc.org/free-resources/preservation-leaflets/3-emergency-management/3.5-disinfecting-books>
    - iii. <https://georgialibraries.org/wp-content/uploads/2020/04/Recommendations-for-Library-Services-During-The-Covid-19-Pandemic.pdf>
    - iv. <https://www.njstatelib.org/wp-content/uploads/2020/03/Resources-for-Disinfecting-and-Quarantining-Library-Materials.pdf>
  - g. STEM will travel to classrooms to start the school year
  - h. Minds in Motion will not begin to start the school year based on the shared materials in the MIM Lab.
5. Grades and rooms that have Restrooms in the classroom will use those all day
6. Grades that do not have restrooms in the classroom will use the restrooms on a schedule to limit traffic in hallways and to allow for more frequent restroom sanitization
  - a. Students will be expected to thoroughly wash hands frequently
7. Staff will schedule for handwashing prior to lunch in hallway restrooms, grades with restrooms in classrooms will use those classroom restrooms
8. Schools will publish an opening of the door time to families.
  - a. To reduce potential for spread, doors will not be open until the posted time.
9. Buildings will collaborate with transportation services to establish loading and unloading procedures customized to their route and ridership to minimize student contact where feasible.
10. Increased spacing will be utilized for students waiting in halls for car pick up.
  - a. Staff will utilize tape/spots to ensure consistent location for students to wait.

**NorthWood Middle School and NorthWood High School Protocols:**

1. When students arrive at their school they will be expected to go to their locker and report to their first hour class.
2. To assist with social distancing expectations, students will be expected to limit their locker visits to before/after school or during lunch to acquire their lunch bag.
3. Signage regarding expectations about traveling on the right side of the hallway during passing periods will be posted and supported.
4. Students will be expected to travel directly to their next class and not gather in the surges or hallways.
  - a. As possible, staff will be utilized to encourage this behavior with their presence during passing periods.
5. During all transitions between classrooms, both students and staff will be expected to utilize an approved facial covering.
6. On a case-by-case scenario and as long as school safety is not impacted, students may be permitted to utilize a book bag to assist with limiting visits to their locker.
7. Buildings will collaborate with transportation services to establish loading and unloading procedures customized to their route and ridership to minimize student contact where feasible.

## **Conducting Large Group Gatherings**

The following guidelines will be utilized to ensure group gatherings are conducted in a safe manner.

1. WCS will abide by the maximum number of people allowed to congregate as defined by the Governor's and/or Elkhart County's current order
2. WCS will implement Social Distancing Protocols to allow for 6 feet of physical separation between families when feasible.
3. WCS will not permit the congregation of unnecessary congregations (i.e. students in parking lots and common areas)
4. WCS will provide hand sanitizer for students, staff, and visitors to utilize prior to entering large group gathering.
5. Students, staff, and visitors will be expected to wear face coverings when physical distancing of six feet cannot occur and the face covering does not impose a health risk to the wearer.

## Supporting Teaching and Learning

The following guidelines will be utilized to ensure a safe reopening of school for students and staff.

**Traditional School Model:** Students who wish to return to our traditional school programming will be expected to adhere to the following guidelines.

1. WCS Staff will utilize the master schedule to balance class numbers as much as possible
  - a. When possible, unused desks will be removed and repurposed in other areas of the building.
  - b. Non-essential classroom furniture will be removed to allow for maximum classroom space and physical distancing.
2. WCS will limit physical interaction through partner or group work. When possible, staff will instead provide demonstrations.
3. When physical distancing is not feasible, students and staff will be expected to utilize approved facial coverings (i.e. small group instruction, lab work, etc.).
4. Staff will minimize sharing of high touch materials to the extent possible; avoid or minimize the sharing of electronic devices, toys, books, art supplies, etc.
5. WCS will establish appropriate distance between the teacher's desk/board and students' desks; desks will be facing in the same direction
6. To begin the school year, classroom visitors will be limited to only those deemed by building administration as "essential" to learning.
  - a. Staff will be encouraged to utilize technology when guest speakers are necessary.
7. When possible, staff will utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing upon approval from administration and following school safety guidelines.

**Remote Learning:** Student/families that wish to stay home, are required to stay home due to sickness, or when the Elkhart County Health Department has required schools to close will be provided with remote learning opportunities. Students will be expected to adhere to the following guidelines:

1. Log on daily to Canvas and communicate regularly with teacher (as available)
2. Follow assigned schedule with assigned check-ins.
3. Complete all assignments as posted/delivered
4. If a student becomes frustrated or stuck, the student or parent/guardian should reach out his/her teacher for help. If any amount of work is causing an exceptional amount of stress to complete, contact the teacher.
5. Special education teachers will continue to differentiate in the most meaningful ways possible to their students through phone conferencing, video conferencing, or other means to the best of their ability while maintaining the health and well-being of students and staff.
6. School counselors will be available during school hours via email for support.
7. Mental Health Counselors will continue to support students via phone conferencing, video conferencing, or other means.
8. Speech and English Learner support will be available during school hours via email for support and will continue to differentiate in the most meaningful ways possible to their students through phone conferencing, video conferencing, or other means to the best of their ability while maintaining the health and well-being of students and staff.

## Protecting Vulnerable Populations

The following guidelines will be utilized to assist students and staff whose health conditions pose a challenge to safe return. Vulnerable populations may include elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

1. WCS will provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials
2. WCS will collaborate and work with staff to determine when special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations are necessary
3. WCS will adhere to FERPA and HIPPA requirements
4. WCS will adhere to state and federal employment law and extended leave allowances
  - a. WCS will develop a new “bucket” of paid time off – COVID Days.
  - b. All COVID time off shall only be allocated during regular working days.
5. If a staff member has been diagnosed with COVID:
  - a. Staff members will be required to isolate for **at least** 10 calendar days from when symptoms first appeared AND 72 hours past the time when they have had a temperature elevation
  - b. Staff member will be given COVID Days at 100% paid time off during this time
6. If a staff member has been identified as a close contact (A “close contact” is anyone who has been within 6 feet of a COVID-positive for longer than 15 minutes with or without a mask.)
  - a. Staff member will be required to quarantine for 14 calendar days at 100% paid time-off.
7. If a staff member is experiencing COVID symptoms and is seeking medical diagnoses
  - a. Staff member will be required to get tested and await results while quarantining
  - b. Staff member will be given up to two consecutive weeks, 80 hours of COVID days paid at 100% in alignment with FFCRA
8. WCS staff will ensure cleaning/disinfection of frequently touched surfaces at least daily and shared objects after each use.
9. WCS Custodial staff will conduct deep cleaning of schools prior to students/staff returning;
  - a. Additional cleanings during weekends or school holidays/breaks will occur
10. When physical distancing is not feasible, students and staff will be expected to utilize approved facial coverings unless the use of an approved facial covering creates a medically documented health risk to the wearer.
11. Plastic barriers may be utilized to provide additional protection for staff/students

## Social-Emotional Learning

As students and educators have been faced with new challenges through the COVID-19 pandemic WCS will provide services to support the mental and emotional health during re-entry. Social-emotional learning (SEL) has been a priority for WCS for the past few years. When faced with a crisis, response data shows that SEL is essential to recovery. Given the individual and collective trauma felt throughout our community from stay-at-home orders and the closure of our schools, SEL has moved from a “nice to do,” to a “must do” in preparing for the student and staff return.



The following guidelines will be utilized to help support the social-emotional learning of our students.

1. WCS will assist students struggling with closure from the previous school year
  - a. [School Closure Transition Activities](#) may be accessed here.
  - b. [School Closure Activities Just Fun](#) may be accessed here.
  - c. [Reflective Closure Activities](#) may be accessed here.
2. WCS staff will assist fellow staff members in need with SEL/Wellness
  - [Educator Wellness and Mental Health Supports Infographic](#)
  - [The Science of Happiness Course](#)
  - [Self-Care Action Plan](#)
  - [https://drive.google.com/file/d/1IwJobw04qCnLspQ\\_G4OvKPhlOZHnfIQD/view](https://drive.google.com/file/d/1IwJobw04qCnLspQ_G4OvKPhlOZHnfIQD/view)
3. WCS staff will utilize established Multi-tiered systems of support (MTSS) teams at the school to plan and provide enhanced student learning support and SEL activities.
  - a. [https://docs.google.com/document/d/13FTplUaXebd8w0\\_PwkhJmDyI7E0IJWdIY3GjArHFIWs/edit](https://docs.google.com/document/d/13FTplUaXebd8w0_PwkhJmDyI7E0IJWdIY3GjArHFIWs/edit)
  - b. <https://docs.google.com/document/d/17O26t6XsRTCxOeKFo96VjsjNSNBdnsRf3J0xOQVOWM8/edit>
4. WCS staff will provide training to staff on Adverse Childhood Experiences (ACEs) and Trauma Informed Resilient Schools
  - a. <https://www.acesindiana.org/>
  - b. <https://starr.org/product/trauma-informed-resilient-schools/>
5. For students in need, WCS staff will provide support to process grief over what was lost at the end of the school year.
  - a. <https://www.youtube.com/watch?v=SM1iaJX5rZY&feature=youtu.be>
  - b. <https://sesamestreetincommunities.org/topics/grief/>
  - c. <https://www.dougy.org/grief-resources/help-for-kids/>
  - d. <https://www.southbayfamiliesconnected.org/help-kid-cope-with-grief>
  - e. <https://www.brookesplace.org/>

## When a Child, Staff Member, or Visitor Becomes Sick at School

The following guidelines will be utilized to mitigate the risks associated with viral spread should a confirmed case of COVID-19 occur in one of our school buildings. Upon learning of a confirmed case, the district shall:

1. Each WCS building will work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.
2. When staff/student has symptoms, the office staff will be notified, and patient will be sent to the nurse's office for evaluation. If it is deemed that the patient is exhibiting the symptoms of COVID, the patient will be relocated to a separate waiting room and await arrival of parent for pickup (or be sent home immediately if staff member). Approved facial coverings should always be worn by both the ill individual and individuals working with an ill person.
  - a. In the event of an emergency, EMS services may be notified and requested
3. School nurse and/or district administration will notify the county health department of a suspected case and will await guidance.
4. WCS will close off areas used by a sick person and will not use before cleaning and disinfecting.
  - a. Based upon specification of approved disinfectant sprayers purchased by the district, we estimate that there will be a minimum of 30 minutes from time room is evacuated till when room can be reused.
5. WCS, in collaboration with the Elkhart County Health Department will inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow the Indiana Department of Health's guidance.

### Steps After Notification of a Positive Case

1. Notification of a positive case to school: This may come from the local health department, the Indiana Centralized Contact Tracing Program (ICCTP), or, the most likely scenario, from the positive student's parents or staff/faculty.
  - Schools should have in place a person/phone number for a designated point of contact.
  - Symptomatic Case: The point of contact should collect information on the date of symptom onset. Contact tracing starts 48 hours prior to the onset of symptoms.
  - Non-Symptomatic Case: The point of contact will need to know the date that the positive specimen was collected. Contact tracing starts 48 hours prior to collection of the positive specimen.
2. If the school finds out about the positive case from a parent/staff/faculty, the school notifies call the local health department of the positive case.
3. If one student or staff member tests positive in a classroom, it is recommended that contact tracing be done on that person. This would include all students or staff who spent greater than 15 minutes within 6 feet of the positive student/staff in the 48 hours prior to the positive student/staff's symptom onset until the date of isolation, or, if the positive student/staff is asymptomatic, the 48 hours prior to collection of the positive specimen until

- the date of isolation.
4. Start identifying the potential close contacts of the case utilizing the student's/staff's schedule, seating charts, cohort groups, extra-curricular activities, transportation, etc.
  5. Establish a line list of those contacts' names, dates of birth and phone numbers. (See Chart on Next Page)
  6. Assigned staff in each building will begin contacting families of close contacts notifying them that:
    - Students must be picked up and remain home for 14 days
    - Students must remain home 14 days
  7. Send the Close Contact Spreadsheet to the Elkhart County Health Department
    - If a local health department is unable to import the information or it is a request of the local health department or school, the school may also call 1-833-670-0067 to give the information directly to the ICCTP.
    - School officials must identify themselves as such and have available pertinent information on the positive case.
  9. Close contacts will also get follow-up messaging and monitoring from the ICCTP for the duration of their quarantine period.
  10. If any of the close contacts test positive, start the process over again.

### **Thresholds**

For one positive student, it is recommended that contact tracing be done for that student only and close contacts (students or staff) quarantine for 14 days from the date of last exposure.

If more than one student tests positive in a given classroom, it is recommended that the entire classroom quarantine for two weeks.

### **Positive Faculty/Staff**

Faculty and staff should take all precautions to keep >6 feet from students during instruction. It is understandable that one-on-one instruction is necessary at times. Both the teacher and student should wear masks during these interactions and contact should be kept under 15 minutes when possible. Faculty/staff will need to track which students they worked with one-on-one in the event the faculty or student becomes positive.

# Appendix A: COVID-19 Screening Decision Tree

## COVID-19 Screening Decision Tree

Student or staff member complains of COVID-19 or MIS-C symptoms.

Call 9-1-1 (EMS) if any the following symptoms are exhibited

- +Difficulty or Rapid Breathing
- +Chest Pain
- +Pulse O<sub>2</sub> <92%
- +New Confusion
- +Bluish Lips/Face
- +Unable to wake or stay awake

NO



Mask student or staff member

Place student in isolation area away from others



Staff should go home immediately and consult a healthcare provider.

Questions to ask:

1. When did symptoms appear?
2. Recent COVID-19 exposure?
3. Signs and Symptoms (see list on back)
4. Temp >100.4 or school board policy if lower
5. +Pulse O<sub>2</sub> <92%

Verbal, Visual, & Physical concerns out of range?

NO

Allow to rest for 10 minutes

Improving? NO

YES

Back to Class

YES

- +Isolate
- +Send home ASAP
- +Contact Medical Provider
- +Contact Public Health

FOLLOW-UP WITH

- +Student/family
- +Health Services
- +Administrator

# Appendix B: COVID-19 Return to School Protocol

## Return to School: Individual is NOT a known close contact to a COVID-19 case



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

## Return to School: Individual IS a known close contact to a COVID-19 case

Individual	Symptomatic	No Symptoms
Not tested for COVID-19	<ul style="list-style-type: none"> <li>The individual must quarantine for 14 days after the last contact with the COVID-19-positive person.</li> <li>If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.</li> <li>The individual must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>The criteria in both of the above bullets must be met before returning to school.</li> <li>Siblings, household members, and other close contacts should also follow this chart to determine quarantine length.</li> </ul>	<ul style="list-style-type: none"> <li>Must quarantine for 14 days from the date of last exposure before returning to school or day care.</li> <li>If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.</li> </ul>
Tested and negative for COVID-19	<ul style="list-style-type: none"> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios above. The individual must quarantine for 14 days after contact with the COVID-19-positive person, even if the student has an alternate diagnosis for symptoms. If the close contact tests positive, isolation starts on the day of symptom onset and isolation may end prior to the last day of quarantine or after the 14 days of quarantine.</li> </ul>	<ul style="list-style-type: none"> <li>Must quarantine for 14 days from the date of last exposure before returning to school or day care.</li> <li>If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.</li> </ul>
Tested and positive for COVID-19	<ul style="list-style-type: none"> <li>The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should also follow this chart to determine quarantine length.</li> </ul>	<ul style="list-style-type: none"> <li>Must isolate at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>

Staff/Student Name:

Date of birth:

Today's date:

# Appendix C: COVID Symptom Triage Form

*If the patient appears unstable (in clear respiratory distress or has severe chest pain)*

*Activate Emergency Medical Services, as per site policy/protocol*

*If the patient has been tested and results are still pending they are not allowed to be on site*

In the last 2 weeks has the staff/student developed any of the following symptoms that is new and of unknown cause, different from their known chronic problems, or worsening from their usual state of health.

Exposure	Yes /Patient has	Score
Have you been in close contact with someone who has known Coronavirus? Close contact is < 6 feet for ≥15 minutes		2
<b>SYMPTOMS (Self-Reported)</b>		
TEMPERATURE OVER 100.0°		2
NEW BODY ACHES/MUSCLE PAIN		2
NEW UNCONTROLLED COUGH		2
CHILLS/REPEATED SHAKING WITH CHILLS		2
SHORTNESS OF BREATH		2
NEW LOSS OF SMELL and/or TASTE		2
LOOSE STOOLS / UPSET STOMACH		1
CONGESTION (SINUS/CHEST)		1
SORE THROAT		1
More than usual SNEEZING		1
HEADACHE		1
<b>TOTAL SCORE</b>		

**Score of 2 or higher:**

**Action:** Staff/Student sent home immediately

Staff/Student will need a clearance note from a medical provider **OR** a negative COVID-19 test to return to school. Isolation is recommended until results received.

A Clearance note or Negative test results must be provided to the School Nurse.

Most testing sites are requiring an evaluation by your provider first. Please see your provider before going to a testing site.

**Score of 1:**

**Action:** Student/ Staff will be sent home and will need to self-monitor symptoms every 12 hours.

If symptoms resolve within 24hours then Staff/Student will be required to consult with the School nurse at the start of the day before they are allowed to return to class.

If symptoms progress, consultation with a medical provider is recommended.

**If Staff/Student tests positive for COVID-19:**

**Action:** You must notify the school

Staff/Student will be required to follow local health department guidelines for isolation and return to school.

Staff/Student will need a clearance note from a medical provider to return to school and provide to the School Nurse

School Nurse Signature: \_\_\_\_\_

Date/Time: \_\_\_\_\_

## Appendix D: WCS Athletics/Activity Return to Practice Protocol

The following guidance was approved by the Elkhart County Health Department on June 11, 2020 and will be followed by WCS Staff.

WCS Athletics will provide the details of this plan to all WCS coaches/sponsors prior to July 6, 2020. We will conduct coaches' meetings to answer any questions pertaining to this plan once approved. WCS is aware that this plan is fluid and may require changes to occur quickly.

The following guidance was released by the National Federation of State High School Associations (NFHS) on May 15, 2020 titled "Guidance for Opening Up High School Athletics and Activities." WCS staff compiled our specified protocols utilizing the NFHS's guidance along with the CDC's "Opening Up America Again" guidelines, Indiana's "Back on Track" plan, and Indiana's "IN-CLASS" plan. **Information in red outline the specific protocols WCS staff will follow.**

### Phase I: July 6-July 19

- Students should be limited to 15 hours per week on campus.
- Individual students are limited to 15 total hours of school contact activity per calendar week. (The Sunday Rule will be enforced)
- School contact activity includes conditioning and sport-specific activities.
- No sport/activity may have more than two activity days per calendar week. Each sport must register their activity days in the office of the Athletic Director at least 10 days in advance. Sport-specific activity days may not occur on consecutive calendar days.
- Activity days are limited to three hours per day. (Six hours per calendar week.)
- Conditioning is limited to four days per week. Conditioning sessions may be held multiple times each day, each session limited to two hours. Student athletes may attend only one conditioning session per day.
- ALL SUMMER ACTIVITIES ARE VOLUNTARY
- All State and local guidelines for group limitations must be followed and social distancing is encouraged.
- Any student who prefers to wear a face covering for activities should be allowed, if doing so will not cause a health risk.
- Students, when not engaging in vigorous activity and when practical, should wear face coverings.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. should wear face coverings at all times unless under rigorous activity or poses a health risk.
- Only essential student athletes, student participants, coaches, medical staff, related supervisors, directors, and security should be in attendance.
- Consideration should be given to vulnerable individuals and it is encouraged for those



individuals to seek medical guidance regarding his/her individual level of participation.

- An alternate command structure for coaching staff should be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSAA pre-participation physical but should provide a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.
- All students and staff should be trained and screened for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.

The following is applicable after July 19

### **Pre- Workout/Contest Screening:**

Any person who has had a fever or cold symptoms in the previous 24 hours should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.

- A record should be kept of all individuals present.
  - WCS Coaching Staff will take daily attendance and screening of all Students/students and coaching staff prior to each practice
  - WCS Coaching Staff will verbally screen each Student/student for signs/symptoms of illness such as fever/cold symptoms during the past 24-hour period.
  - WCS Coaching Staff will turn in the form **DAILY**. The form will be turned into the athletic training room or principal's office (elementary/middle school). A box will be provided in Mr. Widner's room. The form that is provided is labeled, "**COVID-19 STUDENT/COACH MONITORING FORM**"
  - Mr. Widner will then review and certify each form turned in to the athletic office.
  - Building principal will review and certify each form turned into the principal's office (elementary/middle school).
  - Students found to have symptoms will be removed from practice immediately and sent home. Communication with parents, school administration, and nurses office will be done immediately.
  - Students that are removed from practice due positive symptoms will be sent to Mr. Widner or the Building Office and a temperature will be taken and recorded for that student.
  - Students that are sent home will need to be cleared by family physician **in writing** before being allowed to return to practice.
  - Masks should be worn by students and staff when not involved in vigorous activity.
- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
  - WCS will follow local guidelines provided by Governor Holcomb's directive in phase 4 starting on July 1 and move to phase 5 on July 4 concerning social distancing.



Understanding that phase approval could change, or local guidelines may be more stringent.

### Limitations on Gatherings:

- Gathering sizes of up to 50 individuals, indoors or outdoors.
  - WCS will follow local guidelines provided by Governor Holcomb's directive in phase 4 (250) and in phase 5 (unlimited). Understanding that phase approval could change. WCS will immediately make these changes accordingly.
- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of **6 feet** between each individual. Consider using tape or paint as a guide for students and coaches.
  - WCS Coaches and Students will adhere to social distancing rules that are not directly involved in practice or contests. If social distancing is not attainable, then facial coverings should be worn when not involved in vigorous activity.

### Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
  - WCS coaches will be provided spray bottles for their specific locker rooms and will be trained by custodial staff on proper cleaning procedures.
  - WCS coaches will spray and clean the locker room areas used by their team at the completion of their practice.
  - WCS custodial staff will conduct their normal cleaning schedule prior to the start of the next practice.
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
  - If a team is utilizing an indoor facility, Students will adhere to proper hand hygiene.
  - Handwashing signs provided by the CDC will be displayed at all handwashing facilities.
  - All coaches and students will wash hands upon arrival at WCS High School.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
  - WCS will provide ample hand sanitizer throughout the indoor and outdoor facilities.
  - All students and coaches will be encouraged to frequently utilize hand sanitizer.
- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
  - Sanitizing solution will be provided at each weight room station to be wiped down at the completion of an individual use of equipment.
  - Training from qualified professional staff member will be provided to all students to ensure appropriate cleaning after use of weight equipment.

- Appropriate clothing/shoes should always be worn in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
  - WCS has a new weight room facility and all equipment is in proper condition.
  - Weight equipment will be inspected by coaches at the conclusion of each practice to ensure equipment remains in appropriate condition and will report if defective.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.
  - Students will not be allowed to store personal clothing/equipment in locker rooms until further notice.
  - Students will be trained and expected to clean/sanitize equipment at home.
  - Students will not be allowed to utilize showers in any WCS facility.

#### **Physical Activity and Athletic Equipment:**

- Moderate risk sports practices and competitions may begin.
- There should be no shared athletic towels, clothing or shoes between students.
  - WCS will not provide athletic towels for any of our facilities.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use. Other equipment, such as hockey helmets/pads, wrestling ear guards, football helmets/other pads, lacrosse helmets/pads/gloves/eyewear should be worn by only one individual and not shared.
  - WCS Coaches will limit the amount of equipment used during a practice.
  - WCS Coaches will sanitize used equipment after each practice/competition session with products that will be provided by WCS custodial staff.

#### **Hydration:**

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) may be utilized but must be cleaned after every practice/contest.
  - WCS will not be utilizing hydration stations until further notice.
  - For the safety of all students NW will provide bottled water if they forget.

#### **Definitions of Risk:**

**Higher Risk:** Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants. (*Examples: Wrestling, football, boys lacrosse, competitive cheer, dance*)

**Moderate Risk:** Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR

intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants. (*Examples: Basketball, volleyball\*, baseball\*, softball\*, soccer, water polo, gymnastics\* ice hockey, field hockey, tennis\*, swimming relays, pole vault\*, high jump\*, long jump\*, girls lacrosse, crew with two or more rowers in shell, 7 on 7 football*)

\*Could potentially be considered “Lower Risk” with appropriate cleaning of equipment and use of masks by participants

**Lower Risk:** Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

*Examples: Individual running events, throwing events (javelin, shot put, discus), individual swimming, golf, weightlifting, alpine skiing, sideline cheer, single sculling, cross country running (with staggered starts)*

### **Transportation to events**

- WCS will not provide school transportation in the month of July.
- WCS will not travel or host competitions as a school in the month of July.
- WCS will adhere to transportation requirements set forth by WaNee School Corporation.

### **Social distancing during Contests/Events/Activities**

- WCS will follow the directives of the local health department guidelines as it pertains to social distancing/ contests/ events/ activities.

### **CONTINUE TO PRACTICE GOOD HYGIENE**

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
  - Avoid touching your face.
  - Sneeze or cough into a tissue, or the inside of your elbow.
  - Disinfect frequently used items and surfaces as much as possible.
  - Strongly consider using face coverings while in public, and particularly when using mass transit.
- WCS will monitor and update students on best practices concerning personal hygiene as new information becomes available



## Appendix E: Fan Participation at Events

### Step 1: August 14-31

- No fans will be permitted in the stands
- Limited rosters for football – 55 athletes or less
- Cheer teams are expected to cheer for their level they are assigned (i.e. JV cheer leaders will not cheer at varsity games)
- Only essential personnel on sidelines

### Step 2: September 1-13

- Assuming that large group gatherings are allowed and may exceed 250 individuals – if not we will stay in Step 1
- Parents or guardians only – face masks and physical distancing required

<b>Team/Event</b>	<b>Roster Size</b>	<b>Maximum # Tix Per School</b>
<b>Football</b>	<b>55</b>	<b>220</b>
<b>Cheer</b>	<b>15</b>	<b>60</b>
<b>Volleyball</b>	<b>18</b>	<b>72</b>
<b>Soccer</b>	<b>22</b>	<b>88</b>
<b>Band</b>	<b>TBD</b>	<b>TBD</b>
<b>Unified Flag Football</b>	<b>25</b>	<b>100</b>