



# WCS Reopening Plan

## Considerations and Recommendations for Wa-Nee Community Schools

Under guidance published by the US Department of Education on May 2021 (<https://www.doe.in.gov/sites/default/files/grants/us-doe-esser-geer-faqs.pdf>), Wa-Nee Community Schools will utilize the following plan for safe return to in-person instruction and continuity of services. Per the Indiana Department of Education's review, this plan outlines specific information that addresses how WCS will maintain health and safety and how we will ensure continuity of services for academic and social-emotional needs, as well as how WCS will meet CDC guidance to the greatest extent practicable (<https://www.doe.in.gov/sites/default/files/grants/esser-iii-faq-51821.pdf>).

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 of 2020 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 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.

## 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.

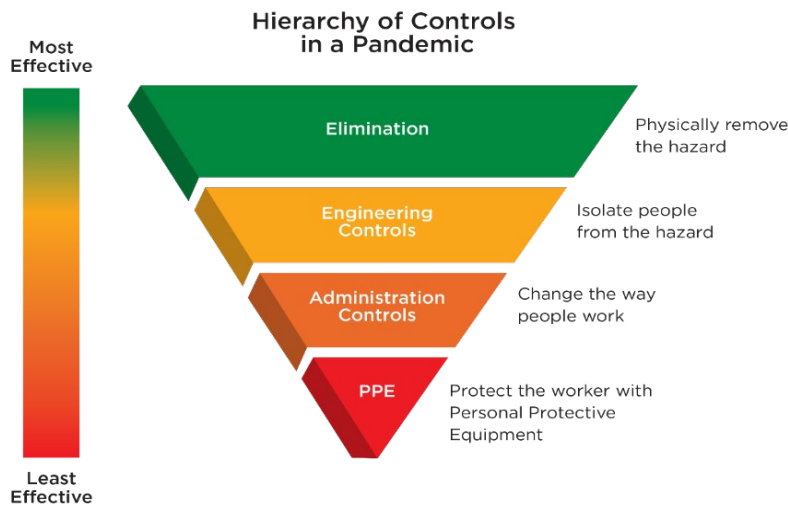
## Contents

K-12 Schools Hierarchy of Controls .....	5
COVID-19 Symptoms.....	6
COVID-19 Definitions.....	7
Practicing Prevention.....	8
Transporting Students.....	9
Entering School Buildings.....	10
Serving Meals.....	11
Transitioning .....	12
Conducting Large Group Gatherings .....	13
Supporting Teaching and Learning.....	14
Protecting Vulnerable Populations .....	15
When a Child, Staff Member, or Visitor Becomes Sick at School.....	17
Appendix A: COVID Symptom Triage Form.....	<b>Error! Bookmark not defined.</b>

# 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:



CONGESTION  
OR RUNNY NOSE



FEVER 100.4\*  
\*or school board policy  
if threshold is lower



COUGH



SHORTNESS OF BREATH OR  
DIFFICULTY BREATHING



DIARRHEA



HEADACHE



NAUSEA  
OR VOMITING



SORE THROAT



MUSCLE PAIN  
AND FATIGUE



CHILLS





NEW LOSS OF TASTE  
OR SMELL

**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					
<b>Face Coverings</b> 	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	<b>Hand Sanitizer</b> 	Hand sanitizers should contain at least 60% alcohol and only used with staff and children who can safely use hand sanitizer.	<b>Cleaner and Disinfectant</b>	Safe and effective application of CDC approved disinfectants will be utilized.

# 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. If asked, School Medical Staff will direct families to their primary care physician to determine whether or not a COVID-19 Vaccine would be beneficial to their child's and family's health.
2. 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/>
3. 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
4. Two refillable sanitizer bottles will be provided for each classroom as well as refillable mobile sanitizing stations throughout the school building
5. 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>
6. WCS staff will ensure cleaning/disinfection of frequently touched surfaces at least daily and shared objects after each use.
7. 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.
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 be recommended 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. Federal guidelines regarding student transportation will be followed (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>)
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.

# 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 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. 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.
  3. 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.
  4. Spaced lines will be marked to enter the buildings and designate entrance and exit flow paths
  5. Students will be expected to plan for on-time arrival and to avoid congregating in enclosed areas of buildings before/after school
  6. Immediately upon arrival, visitors will complete a screening checklist for documentation purposes.
  7. 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.
  8. Visitors will be encouraged to utilize an approved facial covering 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 recommended 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. Students will not be permitted to share food or utensils

# 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, it will be recommended that both students and staff utilize an approved facial covering.
4. Grades and rooms that have Restrooms in the classroom will use those all day
5. 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
6. Staff will schedule for handwashing prior to lunch in hallway restrooms, grades with restrooms in classrooms will use those classroom restrooms
7. 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.
8. Buildings will collaborate with transportation services to establish loading and unloading procedures customized to their route and ridership to minimize student contact where feasible.
9. 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, it will be recommended that both students and staff 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 encourage Social Distancing Protocols to allow for 3 feet of physical separation between families when feasible.
2. WCS will discourage unnecessary congregations (i.e. students in parking lots and common areas)
3. WCS will provide hand sanitizer for students, staff, and visitors to utilize prior to entering large group gathering.
4. Students, staff, and visitors will be recommended to wear face coverings when physical distancing of three 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. When physical distancing is not feasible, students and staff will be recommended to utilize approved facial coverings (i.e. small group instruction, lab work, etc.).
3. 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.
4. WCS will establish appropriate distance between the teacher's desk/board and students' desks; desks will be facing in the same direction
5. 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.

# 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 medically documented vulnerable student populations (504 students) 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
5. If a student or 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
6. If a student or staff member has been identified as a close contact
  - a. Staff member or student may quarantine for up to 14 calendar days
    - i. Staff members that elect to quarantine will be expected to utilize sick leave during the absence.
    - ii. Students that elect to quarantine will be marked absent and will be expected to make up any missed assignment.
  - b. Per updated guidance from the ECHD, all school based close contacts may return to school immediately but shall
    - i. Immediately quarantine if symptoms develop
    - ii. Practice good hand hygiene by washing with soap and water for a least 20 seconds or using a hand sanitizer with at least 60% alcohol
    - iii. To the greatest extent possible, remain at least 3 feet from other individuals
    - iv. Maintain three feet of physical distance from others during extra-curricular activities unless effective participation in the activity requires otherwise. In those situations, the individual will abide by the health protocols established by the particular extra-curricular activity.
7. If a student or staff member is experiencing COVID symptoms and is seeking medical diagnoses
  - a. Student or staff member may be required to get tested and await results while quarantining
  - b. Staff member will be expected to utilize sick leave while awaiting results
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 recommended to utilize

- approved facial coverings
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
4. WCS will close off areas used by a sick person and will not use before cleaning and disinfecting.
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

### COVID-19 Contact Tracing Protocol

For COVID-19, an individual is considered a close contact if any of following is true:

- Within 3 feet of someone who has COVID-19 for a total of 15 minutes or more during a single encounter of more than 15 minutes or multiple encounters within a single day that add up to more than 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection)
- Has been sneezed, coughed, or somehow received respiratory droplets
- Anyone you think has had enough exposure to transmit infection.

The following procedures will occur each time we are notified that a student or staff member has tested positive for COVID-19:

1. Send notification email to
  - a. Scot Croner ([scroner@wanee.org](mailto:scroner@wanee.org))
  - b. Amy Rosa ([arosa@wanee.org](mailto:arosa@wanee.org))
2. Send notification to Elkhart County Health Department
  - a. Fax only: 574-389-3153
3. Amy Rosa will determine bus riding Close Contacts and will notify buildings impacted
4. Assign staff to pull seating charts and attendance data to determine Close Contacts

- a. Classroom(s) – including specials
  - b. Cafeteria
  - c. Athletics/Activities/Clubs
  - d. Transportation (Amy will provide)
5. Go to <https://gateway.isdh.in.gov/Gateway/SignIn.aspx> and utilize your login and password to enter the portal.
6. Download “School Import Template” spreadsheet once in Gateway
7. If possible, speak with student (6-12), home room teacher (if positive case is student grades K-5), or staff member to determine if any additional close contacts exist outside of seating charts by asking:
  - a. “A Close Contact is anyone that has been within 3 feet of someone who has COVID-19 for a total of 15 minutes or more throughout the course of a day. Based upon this information, is there anyone else, beside those individuals on the seating chart, that you think has had enough exposure to transmit infection?”
8. Populate “School Import Template” spreadsheet
9. Assign staff in each building to notify families of Close Contacts
10. Send the “School Import Template” spreadsheet to
  - a. Scot Croner ([scroner@wanee.org](mailto:scroner@wanee.org))
  - b. Amy Rosa ([arosa@wanee.org](mailto:arosa@wanee.org))
11. Upload “School Import Template” spreadsheet to ISDH through Gateway Portal (<https://gateway.isdh.in.gov/Gateway/SignIn.aspx>) by selecting “Upload Excel” and chose file.
  - a. After uploading, you will be redirected to the main landing page where you can review the information you have imported