

OCONTO UNIFIED SCHOOL DISTRICT

COVID-Return Handbook



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INTRODUCTION

The OUSD has created this plan to assist families and staff as we navigate the reopening of our schools during the COVID-19 pandemic. While no public entity can ensure the absence of COVID-19 in its buildings and in its activities, the OUSD is working diligently to reduce the impact of COVID-19 (as feasible). The procedures in this plan are to protect the well-being of students and staff, to establish a sense of normalcy, and to provide instruction for students. The guidelines referenced in this plan are based upon guidance from the Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services (DHS). This plan is fluid as the situation with COVID-19 changes from day to day. Regular updates will be made to this plan based on information provided by the CDC, DHS, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students, the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES are first and foremost.
2. HEALTH GUIDELINES are non-negotiable but fluid as the situation with COVID-19 evolves.
3. SUPPORT FOR FAMILIES is essential in student health and learning.
4. Social Emotional well-being is a priority for staff and students

SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

Due to COVID-19 transmission, visitation in schools will be restricted. The following protocol will be used at each school:

1. Visitors will contact the front office via phone for entrance into the building if necessary.
2. In most cases, visitors will not be allowed into the building. Rather, visitors can relay messages through phone communication with the front office.
3. If deemed necessary (deliveries/approved guest speakers/etc.), visitors will be screened (temperature, COVID-19 specific questions, etc.) before entry into the building during normal business hours. Allowable visitors will be required to wear a mask in public areas.
4. At this time, parents/guardians will not be allowed to eat breakfast/lunch or visit classrooms/activities during the school day.

TRAVEL RESTRICTIONS

All staff travel to conferences and workshops until further notice must be pre-approved by the office of the Superintendent. All schools will discontinue student travel to field trips until further notice unless pre-approved by the office of the Superintendent. (see Extracurricular Activities/Athletics for guidance regarding those activities)

Any student or staff member who voluntarily travels using mass transportation or plane out of state or country, will have to monitor symptoms upon return.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and students, employees will complete a self-screening each morning, which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

EMPLOYEE HEALTH PROTOCOL

- If an employee is exhibiting symptoms of COVID-19 at work, they will be asked to leave work and seek medical attention as it relates to symptoms.
- Employees who test positive for COVID-19 will be required to meet re-entry criteria (listed below).
- Employees returning to work from an approved medical leave will contact the principal and may be asked to submit a healthcare provider's note before returning to work.

Employees who have been diagnosed with COVID-19 may return to work when all three (3) of the following criteria are met:

1. A quarantine of 10 days has been met; and
 2. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
 3. Respiratory symptoms have improved (cough, shortness of breath, etc.)
- If an employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed the employee has COVID-19 and may not return to work for 14 calendar days.

STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, students will participate in a daily symptoms screening. **Personal health information cannot be shared with the general public.** Additional screening may occur at athletic facilities prior to entering practice or after-school activities.

Students who have been diagnosed with COVID-19 may return to school when all three (3) of the following criteria are met:

1. A quarantine of 10 days has been met; and
 2. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
 3. Respiratory symptoms have improved (cough, shortness of breath, etc.)
- If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed the student has COVID-19 and may not return to school for 14 calendar days. **Parents are required to notify the school if their child has COVID-19 or someone in the home has COVID-19 or if the child/family has been exposed due to close, direct contact to COVID-19.**

NURSE (NON-COVID SITUATIONS)

The school nurse will maintain regular duties including, but not limited to, parent contacts, student/staff health education, health and wellness checks, first aid, prevention awareness education, and maintaining and supervising student prescriptions brought to school by parents and guardians.

GUIDANCE IF EXPOSED

Exposure to COVID-19 is likely in most public atmospheres if social distancing and other preventative measures are not feasible and/or not followed. If employees and/or students have been exposed to the virus, the district's first concern is for the health and safety of the individual and for those who have come in direct, close contact with the individual. Direct, close contact is being within 6 feet of a COVID-positive person for longer than 15 minutes.

Please do the following:

1. The CDC and DHS recommend self-quarantine in a specific room away from others in the home.
2. Contact the following (in order of priority), let them know of the exposure to COVID-19, and then follow their instructions.
 - a. Healthcare provider - most providers in the county have COVID-19 testing capabilities
 - b. (Students and Employees) School Administration
3. (Employees and Students) Administrators will work with HR/teachers to determine appropriate next steps.
4. At this time, the CDC and DHS recommend a 14-day quarantine if a student/employee has close, direct contact with a COVID-19 positive individual.
5. **ONLY THOSE who have DIRECT, CLOSE CONTACT will be asked to quarantine.**

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. OUSD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others as feasible. However, in the school setting, proper social distancing is not feasible in all areas of operation (buses, some classrooms, athletics, etc.). Procedures will be in place to help eliminate direct exposure:

- Limiting student movement during the day where feasible (i.e. staggered class changing, staggered meal times, some meals in rooms, small group play time, etc.)
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the common areas of the building in order to maintain the social distancing requirement of 6 feet. Signage will also be visible in hallways and public entrances about social distancing guidelines.
- Gatherings – Non-essential/informal meetups and visiting will be avoided during this time (i.e. large group assemblies, break area gatherings, etc.)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Masks/Facial Coverings:** Face masks/facial coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. **FACE MASKS OR DISPOSABLE MASKS FROM HOME WILL BE ALLOWED BUT MUST MEET CURRENT DRESS CODE POLICY (specifically as it relates to slogans), MUST NOT BE CONTROVERSIAL, AND MUST NOT BE INAPPROPRIATE.**
- The CDC and DHS encourage masks or face shields for students and staff (when feasible) while in the school building.
- Masks/Facial coverings are required under the Governor's Executive Order..

Gloves: Touching one's face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Be mindful that washing hands properly is the number-one defense against any virus.

Hygiene Procedures:

- Wash hands often with soap and water for at least 20 seconds (sing the "Happy Birthday" song twice).
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Cover mouth and nose with a tissue during a cough or sneeze, or use the inside of the elbow.
- Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning.

PERSONAL WORKSPACE/CLASSROOM

Teachers and staff will use signage provided to indicate hygiene protocols and COVID-19 information. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to keep their assigned spaces free of clutter or unnecessary furniture and/or personal items. In addition to daily, general sanitation efforts by the custodial staff, employees will disinfect their own personal workspaces (teacher desk, knobs and switches, etc.) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. The district has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. Custodial staff will clean all workspaces and classrooms at their designated cleaning times.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces and classrooms.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– Schools will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. Staff meetings with more than ten people will be conducted outdoors, in a larger meeting room where social distancing is possible, or on Zoom.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces will be closed for gathering until further notice. The use of shared appliances such as coffee machines, refrigerators, and microwaves will require sanitation prior to and after each individual use.

Copy Machines – There will be limited access to the copy machines. Practice social distancing and use disinfectant cleaners stationed nearby to sanitize prior to and after each use.

FACILITIES CLEANING

The safety of employees and students is the district's first priority. Upon reopening, schools have been completely cleaned and disinfected, and daily cleaning will be maintained. In addition to the deep clean of the school before employees and students return, other cleaning procedures are in place to help reduce the spread of COVID-19.

MINIMAL GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Throughout the day
Buses	Bus seats, handles/railing, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups as feasible
Outdoor Areas	Playground, Break Areas, Outdoor Athletic Surfaces/Equipment	General cleaning

GENERAL DISINFECTION MEASURES PROTOCOL

General disinfection measures should be followed regularly.

Specific disinfecting equipment (foggers/misting machines, etc.) will run daily in each room that has been occupied prior to students/staff entering the space the following day.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

COVID-19 SIGNAGE

Signage will be placed throughout each school.

FOOD DELIVERY - STAFF

Special consideration should be had for sharing of refreshments with other employees or students. Food should be kept at employees' assigned spaces. There will be no potlucks or staff-sponsored meals until further notice. Personal deliveries such as packages should not be delivered to the school.

FOOD DELIVERY - STUDENTS

Students may not have food from restaurants brought into the office. Exceptions will be made for students who have a documented, medical reason for dietary exceptions. Students may bring lunch from home. Due to staff limitations, student microwaves cannot be sanitized between each use. Therefore, they will be off limits to students until further notice. **Students will be encouraged to bring a water bottle from home for a drink during the day. Water fountains will be limited but use of bottle filler stations will be available.**

PREVENTIVE MATERIAL INVENTORY

1. Each school will work to keep an adequate supply of soap, disinfectants, hand sanitizer, paper towels, and tissues. Due to supply shortages, attainment of some materials may be delayed. Every effort will be made to have these supplies readily available each day.
2. Proper PPE equipment will be provided as necessary for nurses, staff, students, and symptom-bearing students.
3. Touchless thermometers will be used at each school for employee and student screening as needed.

BUS DRIVERS/BUS PROTOCOLS

Families have the option of using school bus services; however, families who can provide private transportation for their children are encouraged to do so.

On buses, students living in the same household will sit together as often as possible. **Face masks/coverings are required on school buses due to the inability to social distance.**

Bus drivers will disinfect buses as follows:

1. Before starting a route to pick up students
2. After the afternoon routes

Bus drivers must not report to work if they suspect they are sick, if they have symptoms such as fever or difficulty breathing, or have been in contact with a COVID-19 positive individual.

COVID-19 CASE IDENTIFICATION

If an employee or student becomes ill at school, he/she will immediately report to the **the isolation room** and a case form will be completed.

Once the employee or student arrives at the isolation room, he/she will be isolated in the room. This procedure is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse or assigned staff must complete the Suspected COVID-19 Case Form.
- The nurse or assigned staff and others attending the suspected infected person should wear the proper PPE while working with the suspected infected person.
- The nurse or assigned staff will direct the ill employee to leave work or call the parent of the student to be picked up. Proper health officials will be contacted as needed.
- The nurse and school/district supervisor must identify persons who may have come in close, direct contact with the suspected infected person. This is called "contact tracing." **Only those in direct, close contact with the infected person will be contacted and directed to watch for symptoms and begin a 14-day quarantine.**
- **Personal health information cannot be shared with the general public.**
- Advise employees who have been in close, direct contact with a person who is a suspected COVID-19 case and to carry out self-screening every morning; CDC and DHS require a 14 day quarantine for those individuals.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces shared by the employee or student.

DAILY PROCEDURE GUIDANCE

RESTROOM USAGE DURING THE DAY

Students and staff will be trained on proper handwashing technique as well as proper restroom etiquette to prevent the spread of COVID-19. Restrooms will be cleaned throughout the day. Students and staff will be encouraged to use social distancing while in restrooms and other public areas. In K-4 restrooms, touchless faucets will be installed to assist with handwashing.

LOCKER ROOMS

While in locker rooms, students are to practice social distancing as feasible. Personal contact, such as handshakes, should be limited. Avoid touching surfaces touched by others to the extent feasible. Athletes should use their own personal equipment as feasible (towels, water bottles, etc.). Handwashing and hand sanitizer use should be frequently used, especially between equipment use as feasible.

VISITORS ON School Grounds

The safety of our staff and students remains the school's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to staff and students, the district is not allowing visitors in buildings unless essential. Any visitor approved to enter buildings must wear a mask at this time in public areas.

CAFETERIA AND MEAL PERIODS

Students may purchase/receive a breakfast each morning. Breakfast will be eaten in classrooms. All other students will report directly to each classroom each morning.

Lunches will be served in the cafeteria at OES & OMS/BCA. High School will eat in their classrooms. However, lunch times will be staggered to allow for social distancing during lunch as feasible. Some classes will eat in classrooms due to the inability to social distance. **Visitors are not allowed to participate in lunch at this time.**

CLASSROOM ARRANGEMENTS

Teachers and staff will maintain a clean environment free of clutter and unnecessary furniture/personal belongings. Student desks will be arranged so that students will be spaced as far apart as possible. Until further notice, any collaborative work students are working on should be completed in an appropriate social distancing learning platform or masks/face coverings will be worn during those activities. Student supplies will not be shared among the class. Instead, each student will be responsible for his/her own supplies to be kept with him/her during the day. Likewise, textbooks will not be shared. Teachers will either sanitize between use or make copies to be used by students as needed. Learning materials will also be placed online for virtual learning.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS & STAFF

The social-emotional impact of COVID-19 should not go unnoticed. The district/campus counselors will provide resources for parents and teachers to access. Each counselor will work with students individually or in small groups to address any well-being needs. Parents/Guardians are encouraged to contact their child's school counselor with concerns.

STAFF/STUDENT TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness
2. **First Day Training/Orientation**
Align local protocols and procedures \
3. **Custodial/Staff Cleaning Protocols**
Disinfection methods, schedules, and comprehensive cleaning training

It is very important that all employees/students understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

The training plan will be structured at each school to effectively disseminate information to all audiences.

Content Covered:

1. Hygiene protocols
2. Disinfection Measures
3. Transportation
4. Isolation protocols
5. On-site health screening
6. Daily self-screenings
7. Visitor policy
8. Custodian/Staff Cleaning Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website (www.oconto.k12.wi.us).
3. Follow social media platforms. Facebook, Instagram, and Twitter accounts.
4. Please check email from the district, school, and teachers.
5. Answer phone calls from the district and school through its mass call system or School Status program. These calls will have a generic number, but will give information that is important for families.

ACADEMICS AND Virtual Learning

The Oconto Unified School District is planning operations using three learning models. It is expected schools may have to utilize all models at some points during the school year due to spikes in COVID-19 cases. All learning models will meet the appropriate minutes of instruction as necessary for continued learning at all levels. ***Decisions will be made on how many cases are in a school district within a 14 day period. Along with the level of community spread, based upon state and local public health numbers.***

1. Traditional Learning Model--CURRENT MODEL

The traditional model is face-to-face instruction at designated times for students and staff. Recommended safety guidelines are followed as feasible. Schools and activities operate on a normal schedule.

2. Hybrid Learning Model--ONLY USED IF IT WOULD HELP MITIGATE SPREAD

The hybrid model operates with different sets of students having face-to-face instruction on certain days and virtual learning on other days. For example, Group A attends school on Mondays and Tuesday and Group B attends school on Thursdays and Friday. All students are virtual learners on Wednesday.

3. Virtual Learning Model--WILL USE WHEN A SCHOOL OR DISTRICT HAS HIGH COVID CASES

The virtual learning model operates with students learning at home for the school week. This will occur online on the district's two learning management systems (Google Classroom, SeeSaw and Zoom).

THE BEGINNING OF SCHOOL

The OUSD will begin school on September 1, 2020, using the Traditional Learning Model. A normal school schedule will run in the Traditional Learning Model on days **Monday through Friday**. Schools will follow specific safety protocol, screening procedures, and other precautions.

Those who chose to participate in Oconto Virtual Academy had to commit for the first semester. Students that fail to meet attendance requirements, fail to complete assignments, fail to follow rules, or fail to be successful in the Oconto Virtual Academy may have this privilege revoked. This decision will be individually based upon student data and will be made by teachers, administrators, counselors, and parents of the student.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for courses for both Traditional and Virtual Learning, students are expected to complete assignments on time. The grading policy is located on our district's web page in the student [handbook](#).

Completion Protocols

Students not making progress, not completing academic coursework, or opting not to participate during a closure, will be subject to district promotion/retention policies. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy.

ONLINE INSTRUCTION

The district will use Google Classroom, SeeSaw and Infinite Campus. These LMS will house assignments, videos, resources, and learning material for students and families. Participation will be required for attendance. There may be specific log in times will be expected to be followed and will be communicated by staff. Also, Zoom and other video conferencing applications may be used for student learning. Staff will be required to communicate with students and families during the day. This may occur in their “office hour” or at other times designated by staff.

Content can be uploaded on a daily and/or weekly basis. Staff will be responsible for recording attendance for students and ensuring communication is occurring between staff and families/students. Learning is required to mimic the traditional classroom setting with similar assignments and project-based learning activities.

ONLINE BEHAVIOR EXPECTATIONS

Students and families will be expected to adhere to proper online behavior protocols during all distance learning. This includes but is not limited to the following:

Students and staff will be dressed appropriately during live or self-recorded online instruction (see the student handbook *Dress Code*).

Foul language/behavior or any innuendo will not be permitted on any online platform. Online environments shall follow school rules as it relates to treatment of others and staff.

Cheating/Plagiarism is forbidden on assignments. Students found to be cheating or plagiarizing content will receive a zero (0) for the assignment.

Students will follow staff directions and rules as it pertains to online assignments, live videos, and archived lessons.

Students will be expected to follow all attendance requirements (i.e. logging on to the LMS, time stamp attendance requirements, etc.). Students failing to meet attendance requirements will be truant and subject to truant law.

Staff expectations during a closure or a staff quarantine

Staff will be expected to commit to a regular work schedule during a closure or a contact traced quarantine period, in which they remain healthy.

If staff were home due to COVID, positive contraction or close contact, and healthy enough to work, the expectations would be to work synchronously with an assigned staff supervising their classroom. If the teacher is unable to work because of the COVID illness they would receive a sub and work within the guidance of the coverage available to them.

If there was a school or district emergency closure due to COVID all staff would be expected to report to work after the disinfection period was completed. The staff would work within the expectation of their contracts or schedules at their respective buildings until an alternative plan was otherwise denoted.

EXTRACURRICULAR/ATHLETICS

All athletics and extracurricular activities will follow the set safety protocols, screening protocols, and facility usage/sanitation set forth in this manual, by the district, and by the WIAA/Packerland Conference.

The CDC/DHS recommended guidelines and OUSD policies/procedures for COVID- 19 positive tests, contact tracing, and quarantines will be followed by all athletics and activities in the OUSD. Students subject to quarantine in one activity MAY NOT participate in another activity during the quarantine.

Athletic and activity seasons will be set by the WIAA/Packerland Conference and followed by the OUSD. The OUSD may impose stricter sanctions/procedures/policies than allowed by the WIAA/ Packerland Conferenceas it relates to the conference we are in.

The WIAA/Packerland Conference has given guidance regarding sports and activities which may prohibit/promote the following:

- Out of conference play
- Out of state play
- Reduced seasons
- Reduced/No spectators
- Restricted ticketing and seating

Students will be screened for COVID-19 symptoms on days in which screening does not occur at school. Students may also be screened daily upon entering their athletic/activity period if needed.

Students should use their own personal equipment as feasible (i.e. water bottles, towels, equipment, etc.). Sanitation will occur daily in athletic/activity settings. While on buses, film study, and areas where 6 ft. social distancing cannot be controlled outside the playing surface, students will be required to wear a face mask/covering to protect themselves in others. Band should social distance more than 6 ft. when feasible due to the nature of playing instruments.

Guidance concerning game/event protocols will be forthcoming.