

# Return to School Plan

2020-2021



We Care.  
We Contribute  
We LEARN.



## School District of Washington

Washington, MO 63090

[www.washington.k12.mo.us](http://www.washington.k12.mo.us)

*Serving the Missouri counties of Franklin, St. Charles, and Warren*

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# Re-Entry Plan for Regular School Term 2020-2021

## Introduction

As the School District of Washington prepares to return to school for the 2020-2021 school year, there are still many question marks for school districts locally and across the nation. In times like these, we must prepare for multiple scenarios and ultimately educate students in the best way possible under any given circumstances. In order to do this, teamwork is necessary. It takes leaders, teachers, support staff, parents, and students working together to generate the most positive educational experiences in times of significant uncertainty. Public education provides for learning, connection, belonging, exploration, social interaction, friendship, mentorship and so much more. Equitable access to education for all students is extremely important, and this is the role of public education in our communities and world. This is why the School District of Washington has planned for multiple scenarios, as we understand the complexities of this situation and the need to pivot, if necessary.

As the world evolves and the nature of this situation changes, the adults must remain positive. It is the job of parents and school personnel to inspire our students and to model how we behaviorally manage difficult situations. Over the last several months, superintendents and others have been meeting with medical professionals, public health officials, and state and national leaders to prepare for this school year in the given time and circumstances. We have reviewed countless documents providing guidance, conducted surveys and professional conversations, and established phased protocols aligned to feedback and research in the best way possible.

The mission of the School District of Washington is to inspire achievement, character, and personal growth in all students as they pursue and succeed in college, careers and in life. We foster a culture of collaboration grounded in understanding, acceptance and mutual respect while remaining focused on student achievement, staff development, and the well-being of our students as they grow, mature and learn.

We recognize that without student safety, our mission cannot be realized. During these difficult times, we must keep our expectations high, persevere, and adapt to a changing environment. Although our actions may not reflect our progressive desires during this pandemic, our efforts must safely generate forward progress. The three scenarios outlined in our plan takes into consideration the complexities of the pandemic and our response. We appreciate the cooperation of our staff, students, parents and patrons.

## Academic Schedule Scenarios (Overview Graphic)

### The School District of Washington Re-Entry Plan for 2020-2021

Scenario 1: On campus	Scenario 2/3: Hybrid Model (in-person & e-learning)	Scenario 4: E-Learning
<p>Vision: The School District of Washington will provide an inspiring educational environment by means of challenging, relevant and purposeful learning experiences designed to prepare students for their future. We are committed to an engaged and customized approach to education. We encourage innovation and development of creativity to help students explore their purpose and passions as they acquire the skills and attributes necessary to be college and career ready.</p>		
<p><b>5 days/in-person</b></p> 	<p><b>In-person</b> &amp; <b>Classroom Online</b></p> 	<p><b>Exclusive (e-learning)</b></p> 
<ul style="list-style-type: none"> <li>◆ <b>On-campus/In-Person:</b> Students attend school on campus and meet in person for instruction from certified SDOW educators.</li> <li>◆ Curriculum is taught and the Google Classroom learning management system used to support classroom content, organization and student intervention.</li> <li>◆ Implementation of health practices as advised by CDC guidance and local public health departments (screening, distancing where applicable, scheduled transitions, frequent hand washing/sanitizing, etc.).</li> <li>◆ Masks may become required for staff and students in certain grades/buildings, water bottles only (drinking fountains closed).</li> </ul>	<ul style="list-style-type: none"> <li>◆ <b>Scenario 2 (Secondary Schools only, Elementary remains in Scenario 1):</b> Students attend on a modified schedule designed to reduce class sizes (on campus two days, e-learning three days) on A or B days (A days last names A-K, B days last names L-Z).</li> <li>◆ <b>Scenario 3 (Secondary &amp; Elementary Schools)</b> All students attend on a modified schedule designed to reduce class sizes (on campus two days, e-learning three days) on A or B days (see schedule, coming soon).</li> <li>◆ Curriculum is taught with an emphasis on focus skills and the Google Classroom learning management system used to support classroom content, organization and student intervention.</li> <li>◆ Implementation of health practices and other recommendations (same as scenario 1). Masks may become required.</li> </ul>	<ul style="list-style-type: none"> <li>◆ <b>E-learning at Home:</b> Students participate in newly designed e-learning at home.</li> <li>◆ Teachers will be using the Google Classroom learning management system to support classroom content, organization and student intervention.</li> <li>◆ Curriculum is taught by SDOW certified educators.</li> <li>◆ An all virtual learning program may also include courses provided by external, but SDOW approved, online vendors with SDOW educators serving as the teachers of record.</li> </ul> <div style="background-color: #FFD700; padding: 5px; margin-top: 5px;"> <p><b>Parent Choice:</b> Families will have the option to enroll in SDOW facilitated or approved virtual learning environment for students in grades K-12, regardless of whether or not the District is in Scenario 1-4 above. Registration coming soon.</p> </div>
<p>Any of the above scenarios could occur within the school year. Please plan accordingly. Subject to change at any time. We appreciate your cooperation.</p>		

## Academic Schedule Scenarios

After analyzing parent and staff survey data, meeting with public health officials, medical experts, emergency management officials and school leaders from all across the region, state and nation, the School District of Washington has prepared for several scenarios that may dictate our schedule for the 2020-2021 school year. It is our desire to be prepared for changes in requirements and guidance so we can respond as directed by the health department. The following scenarios provide for an all in attendance on campus option, along with hybrid options that reduce the number of students attending school each day and thus creating more opportunity for social distancing, thus reducing risks. Students would be assigned to groups based on the first letter of their last name. Schools will work to ensure students in a family with different last names can attend school on the same schedule. This will allow families to appropriately plan for children on days that are designated as e-learning. Additional considerations may be given as required. By communicating our plans early, families are provided some advanced notice.

# SCHOOL DISTRICT OF WASHINGTON 2020-2021 SCENARIOS (DETAILED)

## SCENARIO 1: REGULAR WEEK, WITH FIVE DAYS OF IN-PERSON LEARNING

1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
in-person learning for all students				

## SCENARIO 2: **SECONDARY SCHOOLS ONLY**- MODIFIED WEEK, WITH TWO GROUPS OF IN-PERSON LEARNING (50% OF STUDENTS PER GROUP) E-LEARNING ALL OTHER DAYS (GROUP A: LAST NAMES A-K, GROUP B: LAST NAMES L-Z)

2

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A: in-person Group B: e-learning	Group A: in-person Group B: e-learning	e-learning for all students	Group A: e-learning Group B: in-person	Group A: e-learning Group B: in-person

## SCENARIO 3: **ELEMENTARY AND SECONDARY SCHOOLS (ALL)**- MODIFIED WEEK, WITH TWO GROUPS OF IN-PERSON LEARNING (50% OF STUDENTS PER GROUP) E-LEARNING ALL OTHER DAYS (GROUP A: LAST NAMES A-K, GROUP B: LAST NAMES L-Z)

3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A: in-person Group B: e-learning	Group A: in-person Group B: e-learning	e-learning for all students	Group A: e-learning Group B: in-person	Group A: e-learning Group B: in-person

## SCENARIO 4: E-LEARNING ONLY, NO IN-PERSON LEARNING

4

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
e-learning for all students				

Data collected from the parent survey indicated a desire to prioritize elementary education. In elementary schools far fewer transitions exist, and physical distancing in the halls and in other areas, is much more controlled. Contact tracing in elementary schools is far less difficult because students do not switch classes throughout the day to the extent in which secondary students do. In addition, child care is more necessary in the younger grades and scheduling may be more difficult for working parents. Monitoring of class sizes and other considerations may occur and influence the scheduling decisions due to social distancing requirements, along with student and staff safety. We will follow the recommendations of the public health departments to determine when Scenarios 2-4 are most appropriate. Details of this plan will be communicated with families and posted on our website. It should also be noted that plans may be revised or improved at any given time.

**In person instruction days** will give teachers the opportunity to provide direct instruction and/or active project, lab or support time. **E-learning days** will require students to participate in zoom meetings with teachers, complete independent practice assignments, conduct research, complete readings, review videos and narrated power point presentations or other instructionally supportive documents. Google also offers students an opportunity to collaborate on projects and documents as assigned by the teacher in some instances.

**Hybrid Model (Yellow)**- The yellow (hybrid) model will mean the teacher is in their classroom every day, delivering instruction four days per week to students as outlined in the scenarios, and one day per week with students online. Teachers will have a daily plan time, a schedule on the Wednesday e-learning day for students to follow, and communication protocols for students and parents to follow (similar to office hours).

Rationale for A Days (Monday and Tuesday) and B Days (Thursday and Friday):

- Provides teacher with two days of continuity with the same group of students, especially helpful in lab settings, presentation work, project completion, or direct instruction associated with more difficult concepts.
- Keeps cohorts of students together for safety purposes and allows for more efficient contact tracing in situations where we may be required to initiate quarantines due to close contact or COVID-19 positive cases.

**Virtual Model (Red)**- Teachers will be working from their classrooms (unless an accommodation to teach remotely has been approved). All course material will be converted for distance learning purposes. Direct instruction will shift online and Google Classroom/Schoology will continue along with other remote supports as determined by the classroom lessons prepared by the faculty and staff. If the District has to move to the red level, the schedule will be revised from yellow to red and communicated with families at that time.

**Parent Choice (E-Learning from Home)**- Families are provided the Parent Choice: E-learning from Home option if any of the other scenarios cause them pause. Although education is best when interactive, hands-on, and engaged in face to face social interaction, our Parent Choice option is an alternative for families that may desire the safest environment during this outbreak of COVID-19. This option requires a semester commitment. Registration will be offered before first semester and again before second semester for those who may wish to continue. The Parent Choice: E-learning from Home program will provide for instruction Monday through Friday via Zoom or Google Meets. Upon receiving all registrations, District leaders can best determine the level of interest by grade level and employ District teachers to deliver our curriculum. In some instances, where specialized courses may be of interest, or student enrollment dictates the use of a School District of Washington approved online vendor to be used, arrangements will be made by our counselors and curriculum staff. For more information regarding this program option go to [www.washington.k12.mo.us/parents/parent\\_choice\\_e\\_learning](http://www.washington.k12.mo.us/parents/parent_choice_e_learning).

Note regarding participating in extra-curricular activities: Although, we ask parents and students to consider their reasoning for choosing to go exclusively online as it relates to COVID-19 and determine if the same concerns materialize for them with extra-curricular activities, we will follow Board policy and the corresponding Administrative Procedure IGD-AP(3). The procedure states students may participate as long as:

1. Enrolling in, attending and completing the requisite number of courses required by MSHSAA and the district;
2. Earning adequate grades; and
3. Meeting MSHSAA and district eligibility requirements including, but not limited to, the requirements in procedure IGD-AP (3).

***Enrollment in Parent Choice: E-learning from Home is active July 21-30. An extension may be provided; however initial interest is important for planning purposes.***

**Curriculum, Instruction, Assessment and Connectivity:** Students will be expected to complete all coursework regardless of how we are in attendance. Academic progress has always been a high priority. For students that either can't afford or obtain internet access (in the event we are in the hybrid (yellow) or all virtual (red) model, accommodations may be made. We may use this mechanism or others to ensure assignments and course materials are downloaded onto a flash drive or printed in situations only where internet concerns can't be rectified. We intend to run our bus service as long as the District is in the in-person (green) or hybrid (yellow) model.

**Gifted (Challenge Program):** The Gifted (Challenge Program) will follow the schedule chosen by the School District of Washington and their classroom protocols will be aligned to this plan. Enrollment in the program may dictate adjustments to the schedule throughout the year. The teachers of the program will communicate with parents prior to the first day of attendance.

**Special Education:** The District's comprehensive Return to School Plan includes all students enrolled in the District, including students with disabilities. Therefore, all students will follow the plan that is in place for each student's appropriate building or the District as a whole. If or when your child's school is attending classes on-site based upon the in-person (green) plan, hybrid (yellow) plan, or the all virtual (red) plan, all students will follow that plan. We recognize The Individual Education Plan of each student may have additional considerations and/or requirements associated as appropriate.

IEP/504 meetings will be held on campus unless parents request another format (by phone or virtually). If the District is in the red scenario, all IEP meetings will be held virtually. District screening protocols and other safety measures outlined in this plan will be required of parents, guardians, or advocates arriving for meetings.

**Early Learning Special Education and Pre-K Programs:** The Early Learning Center will implement safety precautions that are in alignment with this plan. Because the programming, schedule and staffing considerations are so unique in this setting, further communication will be provided directly by the Director of Early Learning regarding classroom protocols, class sizes, entry/dismissal procedures, and programming changes that may need to occur. **Parents as Teachers** will employ alternative methods of delivery when conducting visits. More information will be forthcoming.

**Human Resources:** All staff will be provided the Comprehensive Return to School Plan. Training sessions will be held with staff to ensure protocols are implemented as intended. Keeping our staff safe as we return to school is critically important to us. The health of the staff plays an important role in the delivery of academic and support services in any school system. Specific information regarding annual trainings, leave policies, accommodations, and other related information will go directly to our staff by means of the Human Resources Department in conjunction with their building supervisor/administrator. Any employee related questions or concerns can be expressed directly to them.

**Open House/Parent Conferences-** The administrative team will announce modifications to the typical open house and parent conference nights in early August, after the finalization of this plan. Further information will be communicated once these dates, times and procedures have been finalized.

## **Special Classes/Electives**

Special area classes and electives are an important part of the education process. We value well-rounded experiences and our special/elective teachers, but we will have to make adjustments this year in order to protect the safety and well-being of everyone involved. To the extent possible, the School District of Washington expects classroom activities to be in adherence to recommendations, including but not exclusive of the following:

- Elementary specials may push into the classroom in order to limit transitions between classrooms, or they may utilize outdoor areas and outdoor spaces as scheduled by the building principals.
- Physical education and music will be performed outside, weather permitting, as much as possible or held inside with face coverings and physical distancing as practically able.
- Locker rooms may not be used or will be scheduled to manage occupancy, and face coverings will be required during use.
- Larger classrooms will be considered to accommodate for physical distancing, if designated rooms are too small as much as applicable in each building or facility.
- Equipment will not be shared unless properly sanitized between uses.
- Seating charts and cohorts (grouping of students) will be required.

**Four Rivers Career Center (CTE)** will develop protocols and schedules that align to this plan and accommodate sending school district students and Washington students. If the School District of Washington is in green (5 days per week in session, on campus), Four Rivers will follow suit. If the School District of Washington is in yellow (hybrid model), Four Rivers Career Center will establish a customized schedule with sending school districts. Each school district may be on entirely different schedules than Washington, therefore schedules will require some flexibility which may mean certain schools attend on specific days in order to reduce class sizes, social distance, and meet all building protocols aligned to this plan. Four Rivers Career Center instructors will be using

Google Classroom to post lessons, reading materials, modules and assignments. More information will be forthcoming by the Director of Four Rivers Career Center, as schedules and protocols are solidified by each respective school.

## Classroom/Academic Spaces

Teachers and support staff, along with school leadership, play a critical role in student safety. In addition, the safety of our staff is at the forefront of our minds as we value their expertise and desire to serve students. For the purposes of spacing, all unnecessary furniture will be removed from the classroom to make more room for student seating and distancing. In addition, teachers will maintain a seating chart in all classrooms. Consistent classroom procedures and routines and established protocols will be implemented during the school year. Along with consistent classroom procedures associated with social distancing, teachers and students will have to assist in maintaining cleanliness within the classroom during the school day. Custodians will be trained in proper sanitizing and cleaning protocols for use building wide during the day and during the second shifts in preparation of the next day (see cleaning and sanitizing protocols section). However, during the school day and when the classrooms are in use, teachers and students will need to assist in keeping surfaces clean. Classroom care instructions for cleaning have been broken down for appropriateness by Pre-K, Grades K-6, Grades 7-8 (Middle School) and Grades 9-12 (High School). These classroom cleaning procedures can be found in the Cleaning and Disinfecting Protocols section of this document.

## Extracurricular and Co-Curricular Activities

### **Extracurricular Activities (including Athletics, Cheer, Dance, and Marching Band):**

The School District of Washington believes that participation in extracurricular activities plays a key motivational role in school. It is our intent to participate in these activities as long as we can safely do so while adhering to the CDC, Franklin County Health Department, St. Charles County Health Department, and Warren County Health Department recommendations.

The Missouri State High School Activities Association (MSHSAA) and the Gateway Athletic Conference may further outline guidelines as to what or how participation can occur. As a District, we know how important these activities are to our students, and we will make an effort to participate within the confines of the situation. However, we know that decisions may be made that are beyond our control due to quarantines as it relates to close contact or COVID-19 positive cases, either locally or with one of our opponents. These situations may cause an inability to field a team, travel, or participate.

As long as the District is in green or yellow status, and the Health Department, Athletic Director, administration and Board of Education believe it is safe to participate, we will compete by following the MSHSAA guidelines and recommendations. Coaches and athletes will use face coverings during practice and games, when not engaged in strenuous exercise or activity. They

will follow the handwashing protocols, physical distancing as reasonably able and screening protocols as outlined.

The links below provide Athletic Directors and school/district personnel with additional guidance. More information will be forthcoming as our conference, school and programs do the best they can to adhere.

[Guidelines and Recommendations for Opening for Sports/Activities- MSHSAA July 16, 2020.](#)

[MSHSAA Return to Play Flow Chart](#)

Note regarding participating in extra-curricular activities: Although we ask parents and students to consider their reasoning for choosing to go exclusively online (Parent Choice: E-Learning from Home) as it relates to COVID-19 and determine if the same concerns materialize for them with extra-curricular activities, we will follow Board policy and the corresponding Administrative Procedure IGD-AP(3). The procedure states students may participate as long as:

1. Enrolling in, attending and completing the requisite number of courses required by MSHSAA and the district;
2. Earning adequate grades; and
3. Meeting MSHSAA and district eligibility requirements including, but not limited to, the requirements in procedure IGD-AP (3).

**Co-Curriculum Activities (including Scholar Bowl, Band, Choir, Orchestra, Theatre, TSA, Pro-Start, Yearbook, NJROTC competitions, etc.):**

Again, the School District of Washington believes that participation in co-curricular activities are equally as important as athletics and other related opportunities. Participation in these activities must also be in adherence with CDC and public health guidance and recommendations. Certain opportunities may be modified, limited or even canceled if adherence is not possible. Some of these co-curricular events can be converted through virtual delivery, if necessary. If these activities are able to continue the following considerations will need to be made:

- Use of larger spaces to provide room for physical/social distance.
- Multiple practice sessions to break into smaller groups.
- Wearing of face coverings as required.
- Adjustments in competition sizes and locations.

There are many question marks that remain (at the time of publishing this document) regarding athletic and co-curricular activities for 2020-2021. Please anticipate further details in early August and also understand that plans are subject to change at any time.

## Center for Disease Control Guiding Principles

*(Note: These guidelines may change.)*

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices such as [handwashing](#), [staying home when sick](#) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

### Reducing the Spread

- **Staying Home when Appropriate**
  - Educate staff and families about when they/their child(ren) should [stay home](#) and when they can return to school.
    - Actively encourage employees and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.
    - [Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
    - Staff and students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
  - CDC's criteria can help inform when employees should return to work:
    - [If they have been sick with COVID-19](#)
    - [If they have recently had close contact with a person with COVID-19](#)
- **Hand Hygiene and Respiratory Etiquette**
  - Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
  - Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- **Cloth Face Coverings**
  - Teach and reinforce use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#).
    - Note: [Cloth face coverings](#) should **not** be placed on:
      - Children younger than 2 years' old
      - Anyone who has trouble breathing or is unconscious
      - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
    - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.

## Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Contact tracing will be necessary when students or staff test positive for COVID-19. Although guidance on this seems to be changing, the general rule is that anyone within 6' of a positive case

for more than 15 minutes, will require testing due to close contact and quarantined for 14 days. Information pertaining to our nursing department's protocols, contact tracing and how we will respond to students and staff exposures and cases can be found later in this document. Our schools will work under the leadership of our local health departments to identify who was in close contact and may require quarantine, as well as for how long. By having seating charts (in the classroom, on the bus, at lunch, etc.) or utilizing a hybrid model, the number of students and staff that may be required to be quarantined can be minimized.

## **Universal: We All Must Practice and Teach These Precautions**

### Handwashing

- Wash hands often with soap and water for 20 seconds
- Where soap and water aren't readily available or social distancing is difficult, utilize hand sanitizer that contains at least 60% alcohol

### Social/Physical Distancing

- Avoid close contact with others
- Physical distance at 4-6' from others
- While in public or in areas where social distancing may be difficult, wear a face covering

### Face Coverings

- Cover your face and mouth with a cloth or other appropriate face covering when around others and especially upon a time when you can't be socially distant. See Face Covering Protocols later in this document.

### Cover Your Cough and Sneezes

- When you are in a private setting and unable to wear a face covering, remember to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water isn't available, utilize hand sanitizer that contains at least 60% alcohol.

### Clean and Disinfect

- Clean high touch surfaces frequently throughout the day and after school. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, computers, toilets, faucets and sinks. Detergent or soap and water may be used in addition to household/commercial disinfectants.

## Face Coverings/School Arrival/Dismissal Processes

Research suggests that face coverings provide some protections, playing an important role in stopping the spread of the virus. With that said, and since we can't guarantee social distancing at all times in the school setting, face coverings are necessary as we work together during this pandemic.

All staff are required to wear cloth face coverings. Face coverings should be washed daily. Staff may provide their own face covering (as long as appropriate for school) or one will be provided for them. Exemptions to the face covering requirement for staff:

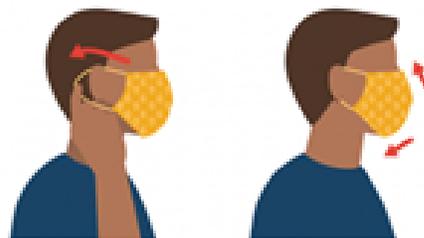
- Documented (by a physician) medical condition, or disability that makes it unreasonable to wear a face covering.
- When participating in physical activity or when engaged in other activities like eating, performing, presenting, playing an instrument, that would make it difficult or impractical to wear a face covering.
- When providing direct instruction to the class from the front of the room when able to properly social distance from 6' or beyond.

Students in grades 4-12 will be required to wear a cloth face covering. Students in grades K-3 are encouraged, if comfortable not overly touching their face covering, trading face coverings, or losing their face covering, but it will not be required. Face coverings should be washed daily. Parents may provide their student with a face covering that is appropriate for school. If a face covering is not available in the home, one will be provided. Exemptions to the face covering requirements for students:

- Documented (by a physician) medical condition, or disability that makes it unreasonable to wear a face covering.
- When participating in physical activity or when engaged in activities like eating, performing, presenting, playing an instrument, that would make it difficult or impractical to wear a face covering.

### **Wear your Face Covering Correctly (CDC Guidance):**

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



### **Entry and Dismissal Procedures:**

Entry and exit points during high traffic times: Building principals will align building procedures to the social distancing considerations found in the various areas of this plan. Principals may require certain grade levels (or other determining factors) or individuals to enter and exit the building from specific locations in order to space traffic flow and improve social distancing procedures. Screening mechanisms will be implemented while keeping social distancing in mind. Traffic patterns will be analyzed and staggered drop off times may be implemented as necessary. Specific procedures will be communicated by each building principal accordingly. We appreciate everyone's patience as we work to begin these new protocols and procedures. We expect adjustments will need to be made throughout the process.

## **Nursing Care/COVID-19 Care and Exposure Protocols**

The plan has been developed to provide clear direction for safe operations through the prevention, early detection and control of COVID-19 in schools. It is our desire to promote the safety, health and well-being of our students and staff and thus act quickly and efficiently to ensure a safe return to school. Please note:

### **Initial Re-entry Activities:**

- All employees and students will be directed to stay home if ill.
- Alerts will be sent to parents reminding them to keep their student(s) home if they exhibit symptoms.
- The School District of Washington will follow the Center for Disease Control (CDC), Missouri Department of Health and Senior Services (DHSS), Franklin County Health Department, St. Charles County Health Department, and the Warren County Health Department guidelines and recommendations regarding health screening of staff, students, and visitors upon arrival to school as deemed applicable and feasible.

### **Screening procedures will include (these are subject to change):**

Parents are required to screen their children for symptoms each morning, checking their temperature and assessing them for symptoms. After assessing your child for symptoms, if they possess any of the symptoms below, keep your child home, contact your physician and your school nurse.

- A fever of 100.0 or higher or a sense of having a fever
- A cough that cannot be attributed to another health condition
- Shortness of breath or trouble breathing
- Loss of taste or smell
- Muscle aches or pain that cannot be attributed to another health condition

- A sore throat
- Chills or shaking not attributed to another health condition
- A headache not attributed to another health condition

**Staff screening procedures:**

Staff members (including substitutes) will be asked to self-assess before reporting daily to work. The same assessment of symptoms used to screen students is appropriate for staff. Staff or substitutes that exhibit symptoms as outlined above will be asked to contact their physician and their school nurse (or lead nurse if employee is a district employee not assigned to a particular building).

**Schools officials may visually screen or assess students and staff upon entry to the building if such protocols don't create wait times and overcrowding, thus making physical distancing an issue. More information regarding how to monitor and report screening procedures will be communicated by your building principals before school starts.**

**Other procedures:**

In addition to the above, both staff and students should remain home and contact their physician or local health care provider if any of the following conditions apply to them:

- An immediate member of your household has a suspected or confirmed case of COVID-19.
- The staff member or student has had close contact with a suspected or confirmed case of COVID-19.
- The staff member or student has tested positive for COVID-19.
- The staff member or student/parent is awaiting COVID-19 test results.

Additional information regarding screening procedures will be provided to building principals as the beginning of the year approaches.

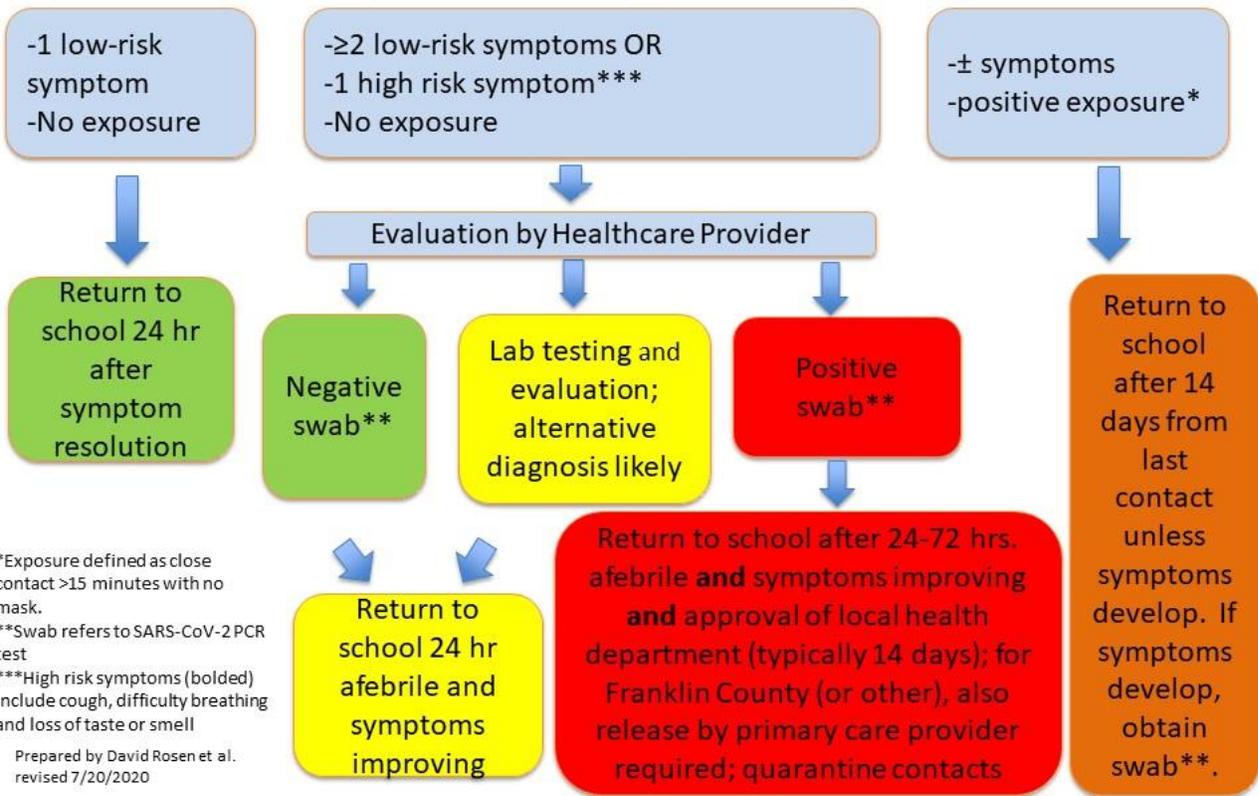
**Student with fever/symptoms that reports to the nurse's office once at school will be assessed in the following manner:**

- Assessment by nurse will result in following checks:
  - temperature
  - lung sounds
  - pulse oximetry
- If student has one or more of the following the student will be given a face covering to wear and moved to an isolation area away from other students and staff:
  - temperature >100.4
  - pulse oximetry <90%
  - audible adventitious lung sounds
  - cough
  - SOTB (shortness of the breath)

- headache
- chills
- muscle pain
- new loss of taste or smell
- The parent will then be contacted and asked screening questions. If there is reason to believe the student has been in contact with someone who is positive for COVID-19 or they are displaying symptoms of COVID-19, they will be sent home with parent/guardian for further testing with their medical doctor or the health department.
- Students with temperature of >100.4 are to be sent home with parent/guardian.

**School Nurse Algorithm Chart:**

School Nurse Algorithm: Screen all students for potential COVID-19 symptoms or exposure:  
Any new **cough, difficulty breathing, loss of taste/smell**, fever ( $\geq 100.4^{\circ}\text{F}$ ), congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, myalgia, or exposure\* to COVID-19 positive person?



**Staff with symptoms at school:**

Teachers or staff members (including substitute teachers) who develop symptoms consistent with infection of COVID-19 should leave the building as soon as possible to be evaluated and tested. If they are identified as a “case” by positive testing or a presumptive diagnosis based on a high clinical suspicion, then the students who had close contact would be quarantined for 14 days from the last contact and would need to be monitored for signs and symptoms which would prompt the

need for testing, and potentially an extended period of exclusion from school. Close contacts will be determined by examining factors such as distance in the classroom and use of face coverings. Close contact is defined by face to face contact within 6 feet for longer than 15 minutes. This is why seating charts, small cohorts, and reduced mixing of groups may be recommended.

**Students who have been in close contact of a COVID positive person:**

If the local health department determines through contact tracing that a student has been in “close contact” of a positive or presumptive positive case, then the student will be quarantined for 14 days from the last date of contact and would also need to be monitored for symptoms which would prompt the need for testing, and potentially an extended period of exclusion from school.

*Note: The majority of schools in the District are in Franklin County. However, we will need to coordinate with the St. Charles County or Warren County Health Departments as it relates to Augusta Elementary School and Marthasville Elementary School. Although their guidance is similar to that of Franklin County, there may be slight differences in guidance provided.*

### **Food Service (Breakfast and Lunch Services)**

All food and nutrition staff are trained in food safety. Breakfast and lunch meal services will continue and schedules will be developed by building principals before the first day of school. In an effort to minimize crowd size and maintain sanitary conditions, elementary students will eat in their own classrooms. Principals may make arrangements for use of the cafeteria in situations where more space is needed or as protocols change. Students will be expected to wash their hands or utilize one of the hand sanitizer stations before picking up their tray and eating. They will also wash their hands or sanitize after discarding their tray and returning to their classrooms. Meal substitutions and seating accommodations will be made for students with food allergies/intolerances. If the District has access to the federal food service program that is currently funding the Grab and Go service for take home meals, we will provide take home meals on days in which students on free and reduced lunch (or otherwise as the program allows) are not on campus (if executing a hybrid model).

At the secondary level (7-12<sup>th</sup> grade), principals will be developing a lunch schedule and plan that may include limited seating in the cafeteria, cohort and assigned seating and alternative locations to sit and eat during lunch. This may include some outside seating, as well as seating in various places of the building. Cafeteria tables and eating surfaces will be sanitized in between uses to the extent possible. The same protocols will be followed in terms of hand washing and hand sanitizing. Lunch periods may be spread out more throughout the day to accommodate the schedule. More information will be coming from each of our building principals in the coming days and weeks before school starts.

## Transportation Services

The School District of Washington contracts bus services through First Student. Because the District does not have the ability to guarantee social/physical distancing on the school bus, we do ask parents to make arrangements to bring their students to school, if at all possible. Face covering protocols that we utilize in our school buildings will also be in place on our bus rides. Hand sanitizer will be available on the bus and First Student will employ their cleaning and sanitizing protocols each day. Regardless of whether or not the District is in the green or yellow scenario, bus service will run as typically scheduled.

## Building Visitors/Volunteers/Substitute Teachers/Public Use of Facilities

We will be limiting visitors to the buildings as we work to reduce the number of adults in school during this pandemic. Parents picking up or dropping off their students during the school day, will be screened by means of a series of questions. Visitors will be required to wear a face covering (properly as illustrated in this document). Substitute teachers will be screened in the same manner as all employees. Although we value the extra assistance, we will temporarily discontinue the use of volunteers. Additionally, public use of our facilities will also be discontinued as we make getting back to school safely our top priority. This is necessary in order for us to properly clean and disinfect our facilities for use the following day. We will not have screening procedure capabilities beyond that of our typical school and extra-curricular functions. We appreciate everyone's patience during this time.

## Cleaning and Disinfecting Protocols

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools. Effective cleaning and disinfecting of environmental surfaces, including "high touch" or frequently touched surfaces, significantly decreases the number of environmental pathogens on those surfaces, which in turn, reduces the risk of transmission and infection. These "frequency areas" and items to be known or likely to be contaminated will be disinfected daily.

Protocols:

- Custodial team members will undergo a thorough disinfectant and sanitation training and a review of CDC and State of Missouri health department cleaning expectations for during school and after hours.
- Procedures to clean frequent touchpoints will be implemented for cleaning crews to disinfect critical areas daily. Inventory quantities will be regularly tracked and documented to properly supply the schools.
- Drinking fountains will be turned off, but refillable bottle water stations can be used for individual drinking containers.
- First Student bus drivers will undergo sanitation training, and all school buses will be thoroughly sanitized before and after each route.

- Staff will encourage use of hand sanitizer or handwashing when students are entering classrooms, before and after lunch and after using the restroom.
- Teachers and students (as age appropriate) will disinfect desks and chairs between groups of students as outlined in classroom protocols.
- Daily checklists of cleaning/disinfecting times and locations will be documented and records will be maintained by the custodial department.

**Items to be specifically disinfected regularly:**

- Restrooms:
  - Doorknobs/handles
  - Light switches
  - Paper towel dispensers
  - Faucet handles
  - Toilet and urinal flush levers
  - Toilet and urinal partitions, doors including knobs, levers or slides
- Lunchrooms:
  - Refrigerator door handles
  - Table tops
  - Doorknobs/handles
  - Light switches
  - Commonly touched serving areas
  - Keypads used for Lumen numbers
- Locker rooms:
  - Doorknobs/handles
  - Light switches
  - Locker handles, levers or slides
  - Faucets/handles
- Classrooms:
  - Doorknobs/handles
  - Light switches
  - Telephones
  - Student/teacher desks and chairs
  - Other commonly touched items (keyboards, keypads, etc.)

**Additional measures:**

- All employees will keep their workspace as clean as possible by cleaning and disinfecting their workstations, surfaces they commonly use and other touchpoints. Employees should also avoid using others' workstations, supplies, tools and equipment. Shared standard office equipment should be wiped down prior to and following use.
- Use technology instead of paper when possible.

- Use virtual manipulatives/tools as much as possible.
- Limit multiple students touching/interacting with the same materials.
- Conduct any meetings or gatherings in accordance with recommended restrictions for public gatherings regarding the number of participants. Virtual meetings are encouraged when possible.

**Playgrounds:**

- High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.

**Classroom Safety Protocols**

**Pre-K – Performed by the classroom teacher or other adults assigned to the room.**

At the conclusion of meals/snacks	Assistive technology
Desks – wiped clean with approved sanitizing cleaner Chairs – wiped clean with approved sanitizing cleaner Other high touch areas as appropriate	If the device travels with the student, it needs to be wiped down upon arrival and dismissal. If the device stays at school, it needs to be wiped down prior to use and after each use
Protocols with bodily fluids	Toys and classroom materials
Wear additional PPE when changing diapers or assisting in toileting Disinfect affected areas Staff and students change affected clothes	Spray after use Limit community supplies AM/PM toys
End of day	Personal end day consideration
Wipe down devices used by students Wipe down other student personal belongings	Cell phone – wipe down Keys – wipe down Badge- wipe down Other personal belongings

- Wash/sanitize hands frequently throughout day as activities within the classroom dictate.
- Wash hands for 20 seconds before and after lunch (or hand sanitizer stations).
- Wash hands for 20 seconds after using the restroom.

**K-5 Classrooms – Performed by the classroom teacher or other appropriate staff (students may help as appropriate)**

At the conclusion of lunch	Personal considerations/recommendations
Desks – wiped clean with approved sanitizing cleaner Chairs – wiped clean with approved sanitizing cleaner Door knobs/other high touch areas -wipe clean as able	Cell phone – wipe down Keys- wipe down Badge – wipe down Other personal belongings
End of day	
Wipe down any devices used by students	

- Wash/sanitize hands frequently throughout day as activities within the classroom dictate.
- Wash hands for 20 seconds before and after lunch (or hand sanitizer stations).
- Wash hands for 20 seconds after using the restroom.
- Stay socially distant from classmates in the room and during transitions as much as feasibly possible.
- Cough and sneeze in sleeve.
- Limit the use of community supplies.
- Limit multiple students touching/interacting with the same materials as much as feasibly able.

**6-8 Classrooms – Performed by classroom teacher or other appropriate staff (students may help as appropriate)**

At the conclusion of each class and lunch	Personal considerations/recommendations
Desks – wiped clean with approved sanitizing cleaner Chairs – wiped clean with approved sanitizing cleaner Door knobs/other high touch areas -wipe clean as able Shared equipment sanitized between use as much as feasibly possible	Cell phone – wipe down Keys – wipe down Badge – wipe down Other personal belongings

- Wash/sanitize hands frequently throughout day as activities within the classroom dictate.
- Wash hands for 20 seconds before and after lunch (or hand sanitizer stations).
- Wash hands for 20 seconds after using the restroom.
- Stay socially distant from classmates in the room and during transitions as much as feasibly possible.
- Cough and sneeze in sleeve.
- Limit the use of community supplies.
- Limit multiple students touching/interacting with the same materials.

**9-12 Classrooms – Performed by classroom teachers or other appropriate staff (students may help as appropriate)**

At the conclusion of each class and lunch	Personal considerations/recommendations
Desks – wiped clean with approved sanitizing cleaner Chairs – wiped clean with approved sanitizing cleaner Door knobs/other high touch areas -wipe clean as able Shared equipment sanitized between use as much as feasibly possible	Cell phone – wipe down Keys – wipe down Badge – wipe down Other personal belongings

- Wash/sanitize hands frequently throughout day as activities within the classroom dictate.
- Wash hands for 20 seconds before and after lunch.
- Wash hands for 20 seconds after using the restroom.
- Stay socially distant from classmates in the room and during transitions.
- Cough and sneeze in sleeve.
- Limit the use of community supplies.
- Limit multiple students touching/interacting with the same materials.

## Safety (Social/Emotional/Physical Health)

**Counseling staff:**

School District of Washington counselors will work closely with teachers and students to identify any social or emotional concerns associated with the stress and impact of COVID-19. Guidance counselors will assist with transitions to new schedules, provide small group or one-on-one counseling, and work through advisement to keep students progressing toward graduation. Additionally, counseling staff assists building principals and teachers with the facilitation of restorative circles within the classroom (in-person or virtual) as means of establishing the classroom community, discussion of topics relating to social and emotional well-being, or conflict resolution. The guidance staff institutes a curriculum that supports and promotes confidence, coping skills, conflict resolution, and academic success.

When students are online, they are expected to follow the expectations of the District in terms of appropriate use. Although the District blocks harmful sites and gets alerts regarding inappropriate use, supervision at home is still advised.

**Protective equipment:**

- All staff will be provided a cloth face covering to wear if they do not have one for general use as required. Face coverings will be especially important in areas in which social

distancing is difficult (locker rooms, upon need for proximity within classrooms, transition/passing times, buses, meetings, etc.) or class size dictates (See face covering information found earlier in this document for specifics on these protocols).

- Cleaning and sanitization assignments and checklists will be used to execute recommended cleaning practices.
- For areas that are frequented by multiple students, shields or other protective solutions may be installed, adapted or removed in some areas of the building.
- Nursing staff will be provided appropriate PPE, including but not limited to face coverings, gloves, face shields, gowns, etc. when conducting assessments on students that possess COVID-19 like symptoms.
- Isolation areas will be identified in each building where students will be supervised by the nurse during the assessment of symptoms that are consistent with COVID-19 and guidance.

## Closing Comments and Final Note to Readers

**As medical professionals, health departments and school district leaders learn more about COVID-19, this document and the protocols included within it will be revised.** It should be known that we may be directed to implement less or more stringent measures as the conditions change. It should also be known that the District must keep the best interest of our students and staff in mind as it relates to their health, safety and well-being. With quarantining rules due to close contact, the time frame in which test results may be final, and the myriad of other issues we may encounter, we must realize that staffing our classrooms may become challenging. With that said, we must also prepare to shift to online delivery when quarantines occur. Please know that COVID-19 is present in our community and we must take precautions both at home and at school. It is unrealistic to assume that COVID-19 will not be present in our schools and community; however, we recognize the importance of education and we want our students back now more than ever. We feel our plan is thoughtful and comprehensive; and with that said, we can't wait to see our students!

## Reference List

Missouri Department of Elementary and Secondary Education:

<https://dese.mo.gov/communications/coronavirus-covid-19-information>

MSBA Pandemic Response Planning Guidance: <https://www.mosba.org/2020/04/05/msba-resources-for-the-covid-19-pandemic-2/>

Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

American Academy of Pediatrics: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Missouri State High School Activities Association Guidelines:

<https://www.mshsaa.org/resources/PDF/2020-2021%20MSHSAA%20Guidelines-Recommendations%20for%20Opening%20Sports%20and%20Activities.pdf>

EducationPlus Return to School Guidance:

<https://www.edplus.org/cms/lib/MO01928355/Centricity/Domain/4/Return%20to%20School%20Guidance.07.2020..pdf>

Franklin County Health Department- weekly regional meetings with superintendents, Mercy Washington

St. Louis County Health Department- meeting in conjunction with EducationPlus

Warren County and St. Charles County Health Departments- meetings with superintendents

Mercy Hospital Doctors and staff, Washington, MO- weekly regional meetings with regional superintendents, health department