

# *Reopening Schools*



## *2020-2021*

**School District of Lodi**

July 13, 2020

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## OUR CHALLENGE

### How Was This Guidance Developed?

In order to safely protect all children, families and staff, Governor Evers directed the Department of Health Services to [close all public and private schools](#) on Wednesday, March 18, 2020. On April 17, 2020, under [Emergency Order #28](#), schools were directed to remain closed for the rest of the 2019-2020 school year which ended on June 30, 2020.

On April 20, 2020, Governor Evers implemented the [Badger Bounce Back](#) plan as a gradual, phased process using gating criteria (metrics and data) to determine when the state can safely open. This plan is based on the science of the virus and public health practices recommended to protect and promote our health. In addition, Dane County released the [Forward Dane](#) plan on May 18, 2020, a phased approach that provides Dane County data and guidance for how and when we can interact in ways with the least amount of risk.

On June 22, 2020, the Department of Public Instruction released [Education Forward: Safely and Successfully Reopening Wisconsin Schools](#) as a resource “for district and school leaders to plan and implement a safe, efficient, and equitable return to school.” This plan was created through the efforts of multiple stakeholders and educational leaders across the state.

Public Health Madison Dane County recommendations for schools document was scheduled to be released on July 6, 2020, but this release has been delayed.

**What Do We Know About COVID-19?** (taken from the [CDC website](#) and [Wisconsin Department of Health Services](#) website)

#### Transmission of COVID-19

- COVID-19 is spread through respiratory droplets that are released when a sick (infected) person coughs, sneezes, or breathes. These droplets can remain in the air and on surfaces for an extended period of time. When people breathe in (inhale) the droplets, or touch surfaces that have been contaminated and then touch their mouth, face, or eyes, the virus can make them sick.

#### Prevent Spread by Those Without Symptoms

- While people who are sick or know that they have COVID-19 should isolate at home, COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That’s why it’s important for everyone to practice [social distancing](#) (staying at least 6 feet away from other people) and wear cloth face coverings in public settings. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

### **Why practice social distancing?**

- COVID-19 spreads mainly among people who are in close contact (within about 6 feet). Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. A person who is becoming ill with COVID -19 may spread the virus for two days before they show symptoms of the illness.

### **Why frequent handwashing?**

- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Frequent hand washing with soap and water for 20 seconds or using hand sanitizer that contains at least 60% alcohol have been effective at reducing the spread of COVID-19.

### **Why wear face coverings?**

- We now know from [recent studies](#) that a significant portion of individuals with COVID-19 lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

## **OUR NEED**

Any scenario in which multiple people gather together poses a risk of transmission of COVID-19. While there is still much to be learned about COVID-19, there have been a number of studies and research gathered in the past several months that indicate school age children present much less risk related to the transmission of the disease. This is not to say that risk is not present, but rather to acknowledge that the scientific data collected thus far supports in-person education when safety precautions are put in place and followed.

**Our goal is to create a plan which mitigates the risk and allows for as many of our students as possible to return to an in-person school setting five days a week and to maximize learning - academically, socially, emotionally and physically.** Beyond the science, there are several additional reasons to support returning to in-person attendance five days a week:

- Schools, by their very nature, are tasked with mitigating risks, of many types, to the greatest extent possible in order to create a safe and healthy environment for students and staff. Risk assessment and solutions are an accepted part of the daily operations within our organizational structure.
- Schools have a number of required safety protocols already in place to mitigate the risk of transmission of COVID-19 per Wisconsin state statutes, federal law, Occupational Safety and Health Administration, Food and Drug Administration and school board policies.
- Schools have resources in place, and access to additional resources, to provide hygiene, protective measures and facility cleaning protocols to mitigate the risk of transmission of COVID-19.
- A significant factor in mitigating risk of transmission is limiting the groups in which people interact. Student contact groups can more easily remain the same if students are in school five days a week. Students attending school in a blended model are more likely to be expanding their contact group outside of school due to childcare needs required by the family, thus increasing the risk of transmission.
- School closures reduce expected student learning gains, which can have lifelong consequences and exacerbate educational and economic inequalities.
- Of the guardians that responded to our survey, 60% indicated that they prefer in-person education (73% for the respondents with children at the primary school level).

***This plan presents a clear set of health and safety requirements for in-person learning based on the most up-to-date scientific studies and research. We understand that as knowledge about COVID-19 evolves, these requirements may need to be modified to continue to provide for an environment with the least risk possible. Therefore, this plan also includes blended learning and at-home learning models for short or long term needs based on COVID-19 metrics.***

### **How Should This Back To School Plan Be Used?**

This plan should be used as guidance to understand what health and educational practices will be in place when students return to school.

### **Who Will Decide How Schools Can Reopen and Stay Open Safely?**

The school board and district administrator, in conjunction with guidance from Public Health Madison Dane County and Columbia County Public Health, has the authority to determine how schools will reopen and to increase or ease restrictions in this plan.

## Who Will Decide If Schools Should Close?

The authority to close schools, should that need to occur, lies with the Wisconsin Department of Health Services, Public Health Madison Dane County, Columbia County Public Health, and/or the district administrator.

## OUR PLAN

### Instructional Models

Three instructional models have been developed depending on what restrictions are necessary when school opens, or at any time in the school year, to control the spread of COVID-19. **Plan A is the preferred plan. Based on numerous scientific studies and COVID-19 data, this is feasible using the safety precautions outlined in the plan.** Plan B would be utilized dependent on data and metrics within Columbia County and Dane County and requirements from Public Health Madison Dane County. Plan C would be used for short or long term needs based on COVID-19 data and metrics and direction from the Department of Health Services, Columbia County Public Health, and/or Public Health Madison Dane County. Plan C will also be used for students who may need to continue with online learning due to developmental, medical or behavioral health needs.

### Plan A: Traditional Model with Safety Precautions (Five Days per week)

#### Our Challenge:

- Address family child care needs.
- Eliminate family burden of teaching and working from home.
- Provide needed social-emotional interactions with same age peers.
- Allow staff to better monitor and address mental health and social-emotional needs of students.
- Align curriculum and instruction with plan B and plan C.
- Maintain a safe environment for students and staff.

#### Our Plan:

- Students will return to the classroom with operational safety procedures in place to reduce the spread of COVID-19.
- Minimal movement and co-mingling of students to retain consistent groupings.
- Daily class schedules may be modified to minimize student movement and co-mingling throughout the day.
- Instruction may be modified to focus on essential learning targets curriculum.
- 
- Ongoing support for students with disabilities in accordance with their IEP or 504 plan.
- Common use of learning management systems across grade levels (Seesaw and Google Classroom).
- Traditional grading used at all grade levels.
- Grade point averages calculated at high school.

- Extracurricular code of conduct in place at middle and high school.
- Provide food service to support the health and safety of all students.
- Ongoing communication with students and families using Seesaw, Google Classroom, Infinite Campus grade book, Infinite Campus messenger, district website, district Facebook.
- Staff may be reassigned to support academic and social-emotional learning, operational safety procedures, and staffing needs.

**Plan B: Blended Learning with In-Person Safety Precautions (hybrid of face-to-face and at-home activities)**

Our Challenge:

- Reduce the number of students utilizing bus transportation and present in the school buildings on any given day.
- Address some family child care needs, but create new child care needs due to part-time attendance.
- Reduce family burden of teaching and working from home.
- Provide needed social-emotional interactions with same age peers.
- Allow staff to better monitor and address mental health and social-emotional needs of students.
- Staff burden of simultaneously planning and leading in-person and at-home instruction.
- Concern of adequately covering curriculum with partial rotating attendance.

Our Plan:

- Students will be placed into a cohort (Team Lodi or Team Pride) with a common schedule. The common schedule will consist of two days of traditional classroom learning and two days of online at-home learning. Families with students in multiple buildings will be in the same cohort and therefore on the same schedule.
- Cohort groups will return to the classroom on an alternating schedule with operational safety procedures in place to reduce the spread of COVID-19.
- Students will use district devices and district provided educational materials to continue learning remotely.
- Wifi hotspots may be provided for families to use with district devices.
- Daily class schedules may be modified to minimize student movement and co-mingling throughout the day.
- Instruction may be modified to focus on priority standards and learning targets.
- Ongoing support for students with disabilities in accordance with their IEP or 504 plan.
- Common use of learning management systems across grade levels (Seesaw and Google Classroom).
- Traditional grading used at all grade levels.
- Grade point averages calculated at middle and high school.
- Extracurricular code of conduct in place at middle and high school.
- Provide food service to support the health and safety of all students.

- Ongoing communication with students and families using Seesaw, Google Classroom, Infinite Campus grade book, Infinite Campus messenger, district website, district Facebook.
- Staff may be reassigned to support academic and social-emotional learning, operational safety procedures, and staffing needs.



## Lodi School District Blended Learning Model With In-Person Safety Precautions



Student Grouping	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Team Lodi</b>	 <small>publicschools.org</small>	 <small>publicschools.org</small>	  	 	 
<b>Team Pride</b>	 	 	  	 <small>publicschools.org</small>	 <small>publicschools.org</small>

### Definition of Pictures

 At Home Learning	 Catch up Day for Students	 Professional Learning Communities and Planning Time for Staff
 <small>publicschools.org</small> Traditional with Safety Precautions	 School Enhanced Cleaning	

## Examples of Blended Learning Models

- Grade levels or homerooms (depending on age) are split into two equal size groups (Team Lodi and Team Pride).
- Two teams alternate between Traditional with Safety Precautions learning and at-home activities.
  - Team Lodi has Traditional with Safety Precautions learning on Monday and Tuesday, with at-home activities on Thursday and Friday.
  - Team Pride has at-home activities on Monday and Tuesday, with Traditional with Safety Precautions learning on Thursday and Friday.
  - Wednesdays are a day for deep cleaning of our school facilities, teacher planning day, and catch up day for students.
- Calendars will be created in advance of the school year to allow family planning for childcare and learning from home.
- If Blended Learning Model with In Person Safety Precautions is utilized after the beginning of the year, a calendar will be created to allow family planning for childcare and learning from home.

## Plan C: Online Learning

### Our Challenge:

- Use for short or long term needs based on COVID-19 data and metrics and direction from the Department of Health Services, Columbia County Public Health, and/or Public Health Madison Dane County.
- Use for students who may need to continue with at-home learning due to developmental, medical or behavioral health needs.
- May be classroom, building or district specific dependent on exposure risk.
- Allows for continued learning while isolation measures are in place.
- Special attention paid to the social-emotional health of students and staff during closure(s).
- Rapid identification and outreach to disengaged or struggling students or staff.

### Our Plan:

- Students will use district devices and district provided educational materials to continue learning remotely.
- Wifi hotspots may be provided for families to use with district devices.
- Online learning resources may be used for students who will be continuing with at-home learning due to developmental, medical or behavioral health needs to ensure the least amount of educational disruption and provide continuous learning support and engagement.
- Daily class schedules may be modified to support student engagement at age appropriate levels and lengths of time.
- Daily class schedules may be modified to focus on essential learning targets with common assessments.

- Ongoing support will be provided for students with disabilities in accordance with their IEP or 504 plan.
- Common use of learning management systems across grade levels (Seesaw and Google Classroom).
- Traditional grading used at the high school level.
- Grade point averages calculated at the high school level.
- Extracurricular code of conduct in place at middle and high school.
- Synchronous (real time) teaching, asynchronous (recorded) teaching, and at-home activities may be used.
- Provide food service to support the health and safety of all students.
- Ongoing communication with students and families using Seesaw, Google Classroom, Infinite Campus grade book, Infinite Campus messenger, district website, district Facebook.
- Staff may be reassigned to support academic and social-emotional learning remotely.

## **Other Instructional Considerations**

### **Special Education/English Language Learners**

- Ongoing support, accommodations, and modifications will be provided for students with disabilities in accordance with their IEP or 504 plan.
- Ongoing support, accommodations, and modifications will be provided for English Language Learners through their ELL plan.
- Team meetings for the purpose of developing plans of support will be conducted virtually when possible.
- Questions and concerns should be addressed to Tiffany Loken and Nick Karls (608-592-3851).

### **Recess/Physical Education**

#### **Our Plan:**

- Staggered recess times will be held at the primary, elementary and middle school to ensure social distancing to the extent possible.
- Classroom groups will be kept together and separated from other groups to the extent possible.
- Playground equipment will be disinfected between uses by classroom groups.
- Additional recess times may be added recognizing that physical and social activities are important pieces of the overall well-being of children as they adjust to the school setting.
- Physical education classes will be held outdoors whenever possible to promote physical activity and easier social distancing.
- Activities allowed in physical education classes will adhere to the sports guidance provided by Public Health Madison Dane County.
- Masks/face coverings should not be worn during physical education or recess which means that social distancing should be maintained at all times whenever possible.

## **Fine Arts/Career and Technical Education**

### **Our Plan:**

- Schedules and classes per week will vary based on the needs of the building.
- Fine arts teachers may be used to support core academic instruction and minimize group size as needed.
- Elementary fine arts (art, music, and LMC) teachers will come to the classroom to minimize classroom groups moving throughout the day or will provide virtual instruction into the classroom.
- Music classes will be scheduled with guidance from the Department of Public Instruction, Public Health Madison and Dane County, Columbia County Public Health, National Association for Music Education, and National Federation of State High School Associations.

## **Student and Staff Health Considerations**

We must recognize and respond to all phases of the COVID-19 pandemic by complying with the Center of Disease Control (CDC), Wisconsin Department of Health Service and Public Health Madison Dane County guidelines. We must also provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of masks/face coverings.

## **Health Screenings**

### **Our Plan:**

- Daily self-screening protocols will be shared with families and employees and are required to be administered prior to coming to school daily.
- Individual screening of students who have been out ill on the first day they return back to school.
- Signs posted at main entrances requesting people who have been symptomatic with fever and/or cough to not enter.
- Educate students, families and staff about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Enforce employees and students staying home if sick or have any COVID-19 like symptoms.
- Self-monitoring throughout the day will be encouraged especially noting symptoms of a fever, cough, or shortness of breath.

## Response to Students and Staff Related to COVID-19

### Our Plan:

- School nurse or designated school staff needing to provide direct patient care will wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE. Equipment may include a face shield, mask/face covering, protective goggles, gloves, and gown.
- Touchless thermometers will be used to take temperature readings.
- Anyone exhibiting COVID-19 like symptoms will be directed to a dedicated medical room that will not be used for other purposes.
- Symptomatic individuals will remain under supervision by a staff member at least 6 feet away. The supervising staff member will wear a mask/face covering and eye protection.
- Symptomatic individuals are required to wear a mask/face covering while waiting to leave the school unless the individual is distressed and unable to wear a mask. Masks will be provided if necessary.
- Parent/guardian will be contacted promptly to pick the child up as soon as possible if symptoms are confirmed.
- [School guidelines for ill students and staff](#) will be followed to determine when to return to school. The school nurse will provide clarification as needed.
- Cleaning and disinfecting protocols will be followed after the symptomatic individual has left the dedicated medical room.
- If a school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the district must immediately notify local health officials of a confirmed case while maintaining confidentiality.
- If exposure occurred at school, students and staff may be able to continue coming to school based on exposure assessment. Determination will be made by school officials following county and state health department guidance.
- Contact tracing for all positive COVID-19 cases will be completed by Columbia County Health Department and/or Public Health Madison Dane County in conjunction with the school nurse.
- Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 minutes) of laboratory-confirmed or probable COVID-19 patients.

## School Day Considerations

### Buses and Transportation

### Our Plan:

- Bus riders are required to wear masks/face coverings.
- Seats will be assigned on all bus routes.

- Social distancing will be maintained to the extent possible depending on the size of the bus route. This may require children of the same family to sit together, sit one student per seat, sit students nearest the window, sit every other seat.
- Consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- Provide hand sanitizer to support healthy hygiene behaviors on all school transportation vehicles for use by staff and students.
- Frequently check and refill hand sanitizers.
- Enforce that if a student becomes sick during the day, they must not use bus transportation to return home.
- Clean and disinfect following morning, mid-day and afternoon routes with special attention given to high-touch surfaces (surfaces in driver's area, hard seats, door handles, belt buckles, doors, windows, grab handles).
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to school.
- Keep doors and windows open, whenever possible, when cleaning the vehicle and between trips to let the vehicle air out.
- Bus drop off zones may be modified to accommodate building entry and exit plans.

### **Drop Off and Pick Up/Arrival and Departure**

Our Plan:

- Parent drop off zones may be modified to accommodate building entry and exit plans and increased traffic due to self-transport.
- Parent drop off and pick up times may be staggered to accommodate building entry and exit plans and increased traffic due to self-transport.
- Parents/guardians may be asked to wait in the front vestibule when picking up children, or may briefly enter the main office area to drop off/pick up student materials or drop off/pick up students. Office staff will sign in/sign out students.

### **Social Distancing and Minimizing Exposure**

Our Plan:

- Provide social distancing floor/seating markings in reception areas.
- Place physical barriers such as plexiglass for protection at reception desks.
- Limit nonessential visitors and activities involving external groups and organizations.
- Minimize opportunities for sustained exposure (15 minutes or more) by ensuring sufficient social distancing with at least 6 feet between people whenever possible.
- Provide frequent reminders for students and staff to stay at least 6 feet apart from one another whenever possible.
- Have staff monitor arrival and dismissal of students to discourage congregating.

- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times when they may congregate.
- Backpacks will be carried to class for students in grades 6-12 to minimize time in the halls. Lockers in common areas will not be utilized.
- Designate sides of the hallway as one-way for traffic flow using a line divider on the floor.
- Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- Arrange desks or seating so that students are separated from one another by 6 feet whenever possible and having all students sit facing the same direction or using barriers between students.
- Keep students in classroom groups that stay together as much as possible during the day, and from day to day. Limit mixing between groups as much as possible (during recess, lunch in the cafeteria, arrival and dismissal).
- Drinking fountains will not be used, but water bottle fillers will remain on. Students and staff are encouraged to bring their own bottles clearly labeled with their name.
- Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using the playground equipment simultaneously, etc.
- Incorporate virtual events such as field trips, parent/family meetings and conferences, assemblies, and performances where possible.
- Visitors allowed into the building will be limited to maintenance personnel, personal service contractors, food service contractors and delivery personnel. All visitors entering into the building beyond the main office area must wear a mask/face covering. Office staff will sign in/sign out visitors.
- Train all employees on the required [Protective Measures Guidelines](#) established with Public Health Madison Dane County.

## Hand Hygiene

### Our Plan:

- Provide adequate supplies to promote healthy hygiene behaviors including soap, hand sanitizer with at least 60% alcohol, paper towels and tissues.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer.
- Supervise use of hand sanitizer by students.
- Ensure that children with skin reactions and contraindications to hand sanitizer use soap and water.
- Reinforce handwashing during key times such as: before, during and after preparing food, before and after eating food, after using the restroom, after blowing their nose, coughing or sneezing, and after touching objects with bare hands that have been touched by others.
- Provide hand sanitizer at every building entrance and exit, in the cafeteria, and in every classroom.
- Regularly check and refill soap dispensers and hand sanitizer.

- Incorporate frequent handwashing and sanitation breaks into classroom activity.
- Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately with soap and water for at least 20 seconds or hand sanitizer used if soap and water is not readily accessible.
- Train all employees on the required [Hygiene Guidelines](#) established with Public Health Madison Dane County.

## Face Coverings

### Our Plan:

- At least one mask/face covering will be provided to all students and staff. Students and staff are permitted to wear their own mask/face covering as long as it fits properly over the nose and mouth and the fabric on the covering does not have any designs, symbols, markings, or words that violate our dress code policy or disrupts the school environment.
- Students in early childhood and 4 yr kindergarten are strongly encouraged to wear a mask/face covering whenever possible.
- Students in kindergarten and above are required to wear a mask/face covering that covers their nose and mouth.
- Face shields may be an option for students with medical or behavioral challenges who are unable to wear masks/face coverings.
- Adults, including administrators, certified teachers, and support staff, are required to wear masks/face coverings when physical distancing cannot be maintained.
- Exceptions to mask/face covering requirements will be considered for those for whom it is not possible due to medical conditions, disability impact or other health factors.
- Mask/face covering breaks will occur regularly throughout the day. Breaks will occur when students can be 6 feet apart and ideally outside or if windows can be opened.
- Masks/face coverings may be removed during outdoor activities where students and staff can maintain physical distancing and have ready access to put them back on as needed when activity stops.
- Staff may take off their mask/face covering in select circumstances when physical distancing cannot be maintained, such as when a parent/caregiver is hearing impaired and reads lips to communicate.
- Masks/face coverings are required to be worn by all students on the bus during school bus transportation.
- It is recommended that masks/face coverings be washed daily.
- Students and staff will be provided guidance and training on the proper use of a mask/face covering based on guidance from the Center for Disease Control (CDC).
- A mask/face covering should not be placed on anyone who has trouble breathing or is unconscious, who is incapacitated or otherwise unable to remove the mask/face covering without assistance, or who cannot tolerate a face covering due to developmental, medical or behavioral health needs.

## Student Flow, Entry, Exit and Common Areas

Our Plan:

- Entrance and exit plans will be created at each building using multiple doors to maximize social distancing and lessen crowding in the halls upon entry and exit.
- Daily schedules will minimize movement of students throughout the building.
- Flow of students in the building will be closely monitored and steps will be taken to minimize groups of students meeting or passing in the halls.
- Create one way traffic flow in hallways using a line divider on the floor.
- Large common areas will have floor markings indicating places to stand with 6 feet social distancing.

## Operational and Facilities Considerations

### Facility Cleaning

Our Plan:

- Allow time between activities for proper cleaning and disinfection of high-touch surfaces.
- Establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas (door handles, stair rails, faucets, faucet handles, toilet handles, playground equipment, drinking fountains, light switches, desks, tables, chairs, kitchen and cafeteria equipment, service tables, carts and trays) with an EPA approved disinfectant for SARS-CoV-2.
- Increase frequency of disinfection during high-density times.
- Disinfect all shared objects (gym or physical education equipment, art supplies, shared textbooks, toys, games) between use. Students should wash/sanitize hands before and after use.
  - Paper-based materials, such as loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection.
  - Library materials should be kept held for 72 hours before being recirculated.
- Ensure safe use and correct use and storage of products that clean and disinfect, including securely storing and using products away from children, and allowing for adequate ventilation when staff use such products.
- Train all employees on the required [Facility Cleaning Guidelines](#) established with Public Health Madison Dane County.

## **Classroom and Student Materials**

### Our Plan:

- Limit sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers and backpacks.
- Backpacks will be carried to class for students in grades 6-12 to minimize time in the halls. Lockers in common areas will not be utilized.
- Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- Avoid shared use of soft or other items that cannot be easily cleaned or disinfected, (stuffed toys, clay).
- Students may be asked to provide their own materials depending on the class/grade.

## **Classrooms and Therapy Rooms**

### Our Plan:

- Set up for social distancing to the maximum extent possible with a goal of 6 feet between desks and student workstations.
- Maximum class size in any classroom will be 25 people including students and staff per recommendations from Public Health Madison Dane County.
- If social distancing is not possible, masks/face coverings are strongly recommended for students in early childhood and 4 yr kindergarten, and required for all students in kindergarten and above.
- Masks/face coverings are always required for staff when physical distancing cannot be maintained.
- Non-essential furniture will be removed from classrooms to allow for greater social distancing between student work areas.
- Student desks will be used to the greatest extent possible to allow for personal space.
- Individual desks or individual tables will be used whenever possible.
- Classroom libraries will remain in the classroom.
- Play centers and learning centers will not be utilized.
- Toys will be used under supervision and will be disinfected between use.
- Markings will be used on floors to indicate 6 feet distancing when lining up to exit the room.
- Seating assignments will be made for each class at each grade level.

## **Food Service**

### Our Plan:

- Cafeteria seating will be set up for 6 feet social distancing to the extent possible.
- If social distancing is not possible in the cafeteria, meals may be eaten in the classroom or other areas.
- Handwashing or hand sanitization scheduled before and after lunch period.
- Staggered eating times will be used to allow for social distancing and limited group size in the cafeteria area.
- Tables, seats and desks will be disinfected between use by groups.
- K-5 classroom groups will remain together in the same area during use of the cafeteria whenever possible to minimize co-mingling or mixing of students.
- Food sharing will be prohibited with ongoing reminders from staff.
- Self-serve options such as salad bar and condiments will be eliminated.
- All hot lunch meals will be plated by food service staff.
- Plastic utensils will be used and discarded by students after use.
- Trays will be cleaned and sanitized per sanitation requirements.
- Meals may be subject to change, at times with limited notice, depending on vendor supplies.
- Bag lunches may be used as an alternative to a hot lunch per the nutritional guidelines for the National School Lunch Program.
- Pre-packaged ala carte items will be sold during the lunch period at the middle/high school with a clear set of guidelines for social distancing and limiting the number of students in the ala carte area at one time.
- Food service will be offered to students who are not onsite in the blended learning model and the online learning model.

## **Extracurricular Activities and Use of Facilities Outside of School Hours**

### Our Plan:

- Follow the guidance of the WIAA and Public Health Madison Dane County for middle and high school athletics.
- If athletics are allowable, safety precautions for each sport will be established and shared with all athletes and parents/guardians.
- Non-athletic extracurricular activities including clubs and academic teams may meet with 6 feet social distancing followed whenever possible.
  - Mask/face coverings must be worn at the meetings.
- Competitions for athletic and non-athletic groups are subject to change based on the guidance of the WIAA, Public Health Madison Dane County and our local school data and metrics for COVID-19.
- Extracurricular club events outside of school hours must be approved by the building principal and are subject to guidance from Public Health Madison Dane County and our local school data and metrics for COVID-19.

## Resources

This plan was created with adaptations from the following sources:

[Coronavirus Disease 2019 \(COVID-19\)](#), Centers for Disease Control and Prevention

[Forward Dane: Phased Reopening Plan for Dane County During the COVID-19 Pandemic](#), Public Health Madison Dane County

[Public Requirement for All Phases and Employers](#), Public Health Madison Dane County

[Forward: Safely and Successfully Reopening Wisconsin Schools](#), Wisconsin Department of Public Instruction

[The Road Back: Restart and Recovery Plan for Education](#), New Jersey Department of Education

[StrongSchoolsNC Public Health Toolkit \(K12\)](#), NC Department of Health and Human Services

[Initial Fall School Reopening Guidance](#), Massachusetts Department of Elementary and Secondary Education

[A Strong and Healthy Start: Safety and Health Guidance for Reopening Schools, Fall 2020](#), Vermont Agency for Education and the Vermont Department of Health

[Reopening Schools 2020-2021](#), Stevens Point Area Public School District

[Research Shows Virus Undetectable on Five Highly Circulated Library Materials After Three Days](#), Institute of Museum and Library Services

[From the Frontlines: The Truth About Masks and COVID-19](#), American Lung Association

[Children are not COVID-19 superspreaders: time to go back to school](#), Alasdair P. S. Munro, Saul N. Faust

[Schools for Health: Risk Reduction Strategies for Reopening Schools](#), Harvard T. H Chan School of Public Health

[Cloth Face Covering in Schools](#) and [Frequently Asked Questions About Cloth Face Coverings in Schools](#), Wisconsin Department of Public Instruction