



Monona Grove School District
School Facilities Operating Plan
2022-23

This plan covers safety, learning, and operating procedures for the facilities of the Monona Grove School District.

As of 8/19/22

Contents

Introduction	2
Before Arriving At School	3
Checking for symptoms at home	3
COVID-19 Incident Response Plan	4
Isolation Procedure	4
Exposure to COVID-19 in Classroom or Community Settings	5
Regular Updates	5
Classroom Notifications	5
Reporting	5
Contracted Service Providers	6
Ineligibility to Work in MGSD Facilities	6
MGSD Decision-Making Factors for School Closure	6
Temporary School Closures	6
Proactive Measures in Buildings	7
Cleaning	7
Cleaning and Disinfecting Supplies	7
Face Coverings	7
Cough and Sneeze Etiquette	7
Hand Hygiene	8
Instructional Model	8
Instructional Safety	9
Athletics/Activities	9
Transportation	9
Bus Service	9
School bus preparation and disinfecting	9
Staff training expectations	10



MONONA GROVE SCHOOL DISTRICT

Introduction

As we continue to provide in-person instruction, ensuring the safety of our students and staff remains our highest priority. In accordance with the guidelines and recommendations issued by the [Centers for Disease Control and Prevention \(CDC\)](#), the [Wisconsin Department of Health Services \(DHS\)](#), and the [Public Health Department of Madison and Dane County \(PHMDC\)](#), we have developed this plan that will allow for in-person instruction in the safest way possible.

Due to the changing conditions of the COVID-19 pandemic, parts of this plan are subject to change.

Consistent in-person learning remains our priority; in order to achieve this we must keep our students and staff safe and healthy. Beyond supporting the educational development of children and adolescents, schools play an essential role in their development and wellbeing. Monona Grove schools provide academic instruction; social and emotional skills; safety; reliable nutrition; physical, occupational, and speech therapies; mental health services; and opportunities for physical activity, among other benefits. Families and students rely on schools to provide these services and opportunities to students. During the pandemic, from when schools initially closed and throughout the phased reopening and return to in-person instruction, our staff developed processes to continue to provide these services when and as best as they could. Instituting key safety practices allows our families to receive the fullest and most complete range of what schools provide. We encourage you to read the entire document to get a full understanding of our safety protocols, but some highlights are below.

Key Practices for Safety

- **Vaccination** to protect against serious illness and infection of COVID-19 is strongly recommended for those eligible.
- **Frequent hand washing and sanitizing** practices will be followed.
- **Symptom monitoring and exclusion of symptomatic individuals** continues.
- **HVAC systems** are circulating clean air throughout our buildings.
- **Face coverings are recommended and encouraged.** Wearing a well-fitting mask or respirator consistently and correctly reduces the risk of spreading the virus that

causes COVID-19. At a high COVID-19 Community Level, universal indoor masking in schools and ECE programs is recommended, as it is in the community at-large.

On February 25, 2022, the CDC provided a specific, measurable [guide](#)—based on the total number of new COVID cases, hospital admissions, and hospital beds being used. We have aligned our plan with these recommendations. See the image below for prevention steps based on community levels of COVID, then click [here](#) and scroll down to “How CDC Measures the COVID-19 Community Levels” for more details.

Low	Medium	High
<ul style="list-style-type: none"> Stay up to date with COVID-19 vaccines Get tested if you have symptoms 	<ul style="list-style-type: none"> If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions Stay up to date with COVID-19 vaccines Get tested if you have symptoms 	<ul style="list-style-type: none"> Wear a mask indoors in public Stay up to date with COVID-19 vaccines Get tested if you have symptoms Additional precautions may be needed for people at high risk for severe illness
<p>People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.</p>		

Before Arriving At School

Checking for symptoms at home

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students, families and staff, all individuals coming to MGSD buildings should complete a daily self-screening for symptoms related to COVID-19 symptoms ([CDC COVID-19 symptoms](#)). Staff and students should not come to school or enter any MGSD building if they have or develop:

- Fever** (100° or higher), chills, or shaking chills
- Shortness of breath** or difficulty breathing
- New loss of taste or smell**
- Muscle or body aches**
- Cough** (not due to other known cause, such as chronic cough)
- Sore throat**, *when in combination with other symptoms*
- Nausea or vomiting**, *when in combination with other symptoms*
- Headache**, *when in combination with other symptoms*
- Fatigue**, *when in combination with other symptoms*
- Nasal congestion or runny nose** (not due to other known causes, such as allergies), *when in combination with other symptoms*

**Vomiting and fever may or may not be associated with COVID-19. If your student is experiencing only one of these symptoms, they may return to school once the symptom has resolved after 24 hours without the use of medications.*

1. Keep the student home.

2. Contact your school's attendance email and report all symptoms. Be sure to leave a phone number where you can be reached. After hours and on the weekends, contact mgsdcontacttracing@mgschools.net.

3. **A PCR test or rapid antigen test administered at a pharmacy or clinic (not a home test), will be required for symptomatic students.** PCR results may take up to 48+ hours, depending on testing volume; families may want to consider scheduling a test right away to expedite your healthy child's return to school. Onsite rapid antigen and PCR testing is currently available at the following locations:

- Glacial Drumlin School **Monday, Wednesday and Friday 9am-1pm**
- Monona Grove School District Office (5301 Monona Dr.) **Monday, Wednesday and Friday 8am-12pm**
- Granite Ridge School **Tuesday and Thursday 8am-12pm.**

School Attendance Contacts
Cottage Grove School
cgs.attendance@mgschools.net
Glacial Drumlin School
gds.attendance@mgschools.net
Granite Ridge School
grs.attendance@mgschools.net
MG21
(608) 316-1924
MGHS
mghs.attendance@mgschools.net
Taylor Prairie School
tps.attendance@mgschools.net
Winnequah School
ws.attendance@mgschools.net

No appointments are currently required and tests are available for MGSD students and staff. In order to receive a test, participants must complete a one-time patient registration using the [COVID Connect 2](#) website. Rapid tests will be available immediately and PCR results can take anywhere from 1-3 days. Both options are available.

School health staff will follow up with you on next steps. When a student can return to school safely is guided by PHMDC using the [tables and additional references found here.](#)

COVID-19 Incident Response Plan

Isolation Procedure

There may be times when a student becomes ill at school and may show symptoms of infectious illness. The district nurse and health room professionals have received additional training to address COVID-19 concerns and will serve as the school's primary health agent in regard to the assessment of COVID-19 symptoms. Containment and timely removal from the school is very important. Parents will need to pick up their child as soon as possible. If a parent is unable to arrive within a recommended 30 minutes, please consider having an emergency contact in place for transition to home or health care as needed. **Students exhibiting signs of illness at school will be isolated from other students and will be required to wear a face covering while waiting to be picked up.**

Exposure to COVID-19 in Classroom or Community Settings

You can develop COVID-19 anytime during the 10 days after your last close contact with someone who has COVID-19, including exposure in the classroom. If you know your student has been exposed to COVID-19, follow the guidance below.

- If your student has symptoms, you should
 - Get tested as soon as possible. Stay home from school, work, and other activities until you know their results. If positive, follow isolation guidance for people who test positive; if negative, continue masking for 10 days after your exposure.
 - Wear a mask around others, including at home.
 - A negative **clinically administered rapid antigen or PCR test** will be required for a close contact who has symptoms before they can return to school. Send a copy of the negative test result to your school attendance email (see above) or mgsdcontacttracing@mgschools.net (outside of school hours).

- If your student hasn't developed symptoms, you should
 - Get them tested at least 5 days after exposure if possible.
 - If positive, follow isolation guidance for people who test positive; if negative, continue masking for 10 days after your exposure.

Regular Updates

The Monona Grove School District will provide regular COVID-19 updates on our [website](#). Changes in the frequency of these updates will be determined based on need and will be noted on the website.

Classroom Notifications

A classroom notification will be sent if there is a positive case in your student's elementary (4K-5) classroom and the individual was present in the classroom within the period as defined by the CDC and PHMDC (48 hours before illness onset - or if no symptoms, 48 hours before the date of the test). If the individual testing positive was not present during this time, a notification may be sent to the classroom, depending on conditions in the school and in the community.

- From time to time, there may be multiple positive cases or close contacts in a classroom at a time. Following communicable disease best practice, a separate notification will not be sent for each positive case within the timeframe of likely transmission.
- We strive to complete classroom notifications as quickly as possible after receiving information regarding a positive test result.

Reporting

In accordance with the requirements outlined by PHMDC in the [Action Plan for a COVID-19 Case in a Dane County School](#). MGSD has been asked to report all staff and students who have a positive test for COVID-19 to PHMDC and will do so when the number of cases and workload allows. This will apply to all individuals regardless of the instructional model.

Contracted Service Providers

MGSD and its contracted service providers (i.e. repair, construction, etc.) are responsible for their own contact tracing which may require an exchange of information about cases and contacts while in schools or on our grounds.

Ineligibility to Work in MGSD Facilities

Together with PHMDC, we have identified instances when a contracted service provider employee will not be eligible to work onsite. The following is a list of instances that would make them ineligible to work in our buildings. Contracted service provider employees:

- Tests positive with COVID-19 whether with illness (symptomatic) or asymptomatic
- Develops illness (symptomatic) and is awaiting COVID-19 test results

Those who experience any of the [COVID-19 symptoms](#) while **away from work** will not report to facilities. Those who experience any of the [COVID-19 symptoms](#) while **at work** will notify the building or department leader and leave the facilities.

MGSD Decision-Making Factors for School Closure

Temporary School Closures

We are committed to remaining in-person and are committed to making every effort possible to maintain safe, in-person instruction for staff and students and we are hopeful that we are beyond the point in the pandemic that school closures would be necessary. However, if conditions were to drastically change, the determination to temporarily close an individual school building or all the schools in the District will be made by the Superintendent in consultation with state and county health departments after monitoring relevant information, including the following:

- Orders from Wisconsin Department of Health Services (DHS) or Public Health Madison & Dane County (PHMDC)
- Rate of transmission within a building or across the District
- The number of absences among school staff impedes vital school and district functions
- Other metrics as determined appropriate

The safety of students and staff will be the number one priority in the decision-making process for closing and reopening schools.

Proactive Measures in Buildings

Cleaning

Cleaning and Disinfecting Supplies

The Monona Grove School District will ensure that adequate cleaning and protective supplies are available to support healthy hygiene and proper cleaning and disinfecting practices. Only supplies provided by the school district will be used for cleaning and disinfecting. All cleaning and disinfecting agents are approved by the United States Environmental Protection Agency (EPA) to be effective against the virus that causes COVID-19. All cleaning and disinfecting agents have Safety Data Sheets (SDS) on file which specify proper use, storage, and disposal. Cleaning supplies are kept locked and inaccessible to students.

Buildings will be cleaned and disinfected routinely, with extra focus on surfaces and objects that are frequently touched throughout the day. This includes cleaning regularly touched objects/surfaces (e.g., doorknobs, light switches, classroom sink handles, countertops). Approved cleaning and disinfecting products will be used in addition to electrostatic and standard distribution systems. Disinfectant will be placed out of the reach of students when not in use.

Face Coverings

Wearing a well-fitting mask or respirator consistently and correctly reduces the risk of spreading the virus that causes COVID-19. At a high COVID-19 Community Level, universal indoor masking in schools and ECE programs is recommended, as it is in the community at-large

Exceptions to this include:

- In the health office when displaying symptoms consistent with COVID-19 before being sent home
- When returning early (Days 6-10) from isolation after testing positive for COVID-19

Cough and Sneeze Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Remember to immediately wash your hands after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

Hand Hygiene

Washing your hands is one of the most effective ways to prevent yourself and others from getting sick, especially at key times when you are likely to get and spread germs. Each building and/or classroom will have signage referencing proper hand washing routines and hygiene procedures.

Hand hygiene is performed by washing hands with soap and water for at least 20 seconds. If soap and water are not readily available, the use of an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands may be utilized. If hands are visibly soiled, the use of soap and water must occur. Signs will be placed throughout the buildings to help remind everyone of the importance of handwashing/sanitizing. [When and How to Wash Your Hands](#)

Staff and students will frequently be provided the opportunity to wash their hands or use hand sanitizer throughout the day. It is recommended practice to either wash your hands or use a district supplied hand sanitizer upon entry and exit from the building and/or classrooms. Students will be reminded to wash their hands often with soap and water for at least 20 seconds, especially if hands are visibly dirty, after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing. Staff and students should wash their hands before and after using shared materials. If soap and water are not readily available, hand sanitizer will be provided.

Instructional Model

Monona Grove School District's instructional model is in-person instruction five days a week for students in 4K-12. By following health and safety protocols, our schools have been able to remain open.

Our MG teachers are devoting their time and attention to the students in their classes, using a traditional in-person instructional model.

In addition, MGSD administration will continue to monitor the rate of infection and the impact on classes and schools. There may be situations that arise that would require a different instructional model to be implemented temporarily. Concurrent teaching, 100% virtual teaching, or other scheduling changes may need to be implemented if the environment in a class or a school becomes unsafe/unhealthy for staff and students.

Instructional Safety

In addition to the previously described mitigation strategies, some instructional courses may require further mitigation efforts. Below is a list of courses and the mitigation strategies that will be utilized. Updates to this list will be made in conjunction with the guidance and recommendations issued by the CDC, DHS, and PHMDC.

- Choir
 - Singing indoors is permitted; staff will consider distancing to the extent practicable and monitoring intervals of active singing to allow for air circulation.
- Band
 - Playing of wind instruments indoors is no longer limited.
 - Fabric bell covers may be used.
 - Students who return to school on Day 6 after a positive case or close contact are required to keep their masks on and these students will be unable to remove their masks to play their instrument during the required masking window of Days 6-10.

Athletics/Activities

Athletics and activities will be allowed in conjunction with the guidance and recommendations issued by the CDC, DHS, PHMDC, and the WIAA.

Activities involving travel and/or overnight stays will be evaluated and planned on a case by case basis with the advisors and administration involved.

Students who return to school on Day 6 after a positive case or close contact are required to keep their masks on and these students will be unable to remove their masks to swim/dive during the required masking window of Days 6-10.

Transportation

Bus Service

The District will continue to offer bus transportation to students of the Monona Grove School District including qualifying private school families in accordance with state statute.

School bus preparation and disinfecting

In addition to all buses used to transport MGSD students being inspected daily for cleanliness and safety, each bus will be thoroughly disinfected on a more frequent basis using products recommended by the CDC.

Students are encouraged to wash or disinfect their hands prior to entering the bus either at home or after leaving school.

Weather permitting, windows and roof hatches will remain open as much as possible to increase the circulation of outdoor air.

Staff training expectations

All Nelson’s Bus Service staff will be properly trained in the use of the tools and products related to the cleaning of buses and other transportation vehicles. Additionally, all Nelson’s Bus Service staff will be properly trained in topics related to the pandemic, including but not limited to:

1. Information about COVID-19, how it spreads, symptoms, and risk of exposure
2. How to properly fit, wear, and dispose of the PPE they will be using
3. Appropriate methods for cleaning and disinfecting the high touch areas of the bus, including proper ventilation
4. Techniques for mitigating exposure such as: using gloves when handling and disposing of trash, avoiding touching surfaces often touched by passengers, avoid touching your face, proper handwashing techniques, and how to properly cover coughs and sneezes