

BOARD MINUTES
BOARD MEETING
WESTERN BOONE JR-SR HIGH SCHOOL COMMUNITY ROOM
1205 N. ST. RD. 75, THORNTOWN, IN 46071
June 8, 2020
7:00 P.M.

Call to Order: Rick Davis, Phil Foster, Brian Gott, Mike Martin, Dennis Reagan, Melissa Smith, and Shane Steimel
Pledge of Allegiance
Prayer

- **MINUTES**

- The Chair entertained a motion to approve the minutes of the May 11, 2020, School Board Meeting.

Motion: Dennis Reagan, Second: Melissa Smith, (Discussion) Vote: 7-0

- The Chair entertained a motion to approve the Executive Session on May 20, 2020.

Motion: Mike Martin, Second: Brian Gott, (Discussion) Vote: 7-0

- **SPECIAL PRESENTATIONS/RECOGNITIONS**

- Mike Thompson, Development Director, presented an update about the Western Boone Education Foundation.

- **REPORT**

- Joe Keith, Director of Maintenance, provided an update on the pool project at Western Boone Jr-Sr High School.
- Athletic Director Jeremy Dexter & Dr. Dan Kraft presented guidelines for Summer Re-Entry for Athletics.

ACTION ITEMS

By individual motions, the Board approved/adopted the following items or action.

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Granville Wells**
 - Brittany Fitzgerald – Resignation – 4th grade teacher – effective May 22, 2020
 - David Mathis – Substitute Custodian – effective May 29, 2020
 - Krystal Smith – Substitute Custodian – effective May 27, 2020
- **Thorntown**
 - Natasha Ford – FMLA – Nurse effective August 6, 2020 to October 13, 2020
- **Western Boone**
 - Sarah Scott – FMLA – 8th Grade English effective August 5, 2020 to September 8, 2020
 - Andrew Meyer – Hiring – Special Education Teacher (7-12) effective 2020-21 school year
 - Krista Marconett – Hiring – Language Arts/ELL Teacher (6/7 of contract) effective 2020-21 school year
 - Clayton Houck – Hiring – Chemistry Teacher effective 2020-21 school year
 - Justin Pelley – Change in Position – Jr. High Guidance Counselor/Assistant Athletic Director
 - Caroline Gregerson – Resignation – Chemistry effective May 22, 2020
 - Radamany Apaseuth – Resignation - Custodian – effective May 14, 2020

ECA

Meghan Farris – Musical Director
Julie Hill – Senior Class Sponsor
Terra Query – Senior Class Sponsor
Colin Haney – Junior Class Sponsor
Whitney Weber – Junior Class Sponsor
Ryan Hawkins – Sophomore Class Sponsor
Daniel Pierce – Freshman Class Sponsor
Ryan Hawkins – 8th Grade Class Sponsor
Beth Walker – 7th Grade Class Sponsor
Matt Foxworthy – Vocational Department Coordinator
Terri Gavin – Fine Arts Department Coordinator
Whitney Weber – English Department Coordinator
Jennifer Brunty – Foreign Language Department Coordinator
Julie Hill – Guidance Department Coordinator
John Brunty – Math Department Coordinator
Katie Swisher – PE Department Coordinator
Ryan Hawkins – Science Department Coordinator
Mark Riggins – Social Studies Department Coordinator
Holli Butler – Special Education Department Coordinator
Matt Foxworthy – Auditorium Manager
Meghan Farris – Choral Senior High School
Meghan Farris – Choral Junior High School
Leslie Baker – Band Director (School Year)
Katie George – Pep Club Sponsor
Ashley Sanders – Pep Club Sponsor
Terri Gavin – Art Club Sponsor
John Brunty – Ecology Club Sponsor
Travis Terhaar – FFA Club Sponsor
Beth Walker – FCA Club Sponsor
Riley Lerch – FCCLA Club Sponsor
Terri Gavin – Gamers Guild Club Sponsor
Tricia Skibbe – Gamers Guild Club Sponsor
Katie Gutierrez – National Honor Society
Julie Hill – National Honor Society
Amanda Plunkett – Key Club Sponsor
Jennifer Brunty – Foreign Interest Club Sponsor
Riley Lerch – Student Council – Senior High Club Sponsor
Jennifer Foxworthy – Student Council – Junior High Club Sponsor
Susan Neese – Student Council – Junior High Club Sponsor
Amy Morrison – Sunshine Society Club Sponsor
Janet Hayden – Sunshine Society Club Sponsor
Hope Martin – AMP Club Sponsor
Alison Owens – AMP Club Sponsor
Jennifer Foxworthy – Brain Game Club Sponsor
Tricia Skibbe – Brain Game Club Sponsor
Matt Foxworthy – Radio/TV Production Sponsor
Susan Neese – National Junior Honor Society Club Sponsor
Terri Gavin – Junior High Art Club Sponsor
Jennifer Foxworthy – Junior High Quiz Bowl Club Sponsor
Beth Walker – Junior High FCA Club Sponsor
Susan Neese – Junior High FCA Club Sponsor
Don Gray – Robotics Club Sponsor
Daniel Pierce – Robotics Club Sponsor

John Dale – Chess Club Sponsor
Tricia Skibbe – Junior High Book Club Sponsor
Dustin Cunningham – Kiwanis Leadership Group Club Sponsor
Andy Hoskins – Bowling Club Sponsor
Karen Copeland – Bowling Club Sponsor
AJ Mohringer – Bowling Club Sponsor
Daniel Pierce – Ping Pong Club Sponsor
Jody Garst – FFA Volunteer

- **Western Boone Athletics**

- Fall Junior High Coaches

- Cross Country:
 - Junior High Cross Country Head Coach: Alan Miller
 - Volleyball:
 - 8th Grade Volleyball Head Coach: Mark Ransom
 - Football:
 - 7th Grade Football Head Coach: Kurt Baird
 - 7th Grade Football Assistant Coach: Neil Randolph
 - 8th Grade Football Head Coach: Philip Webb
 - 8th Grade Football Assistant Coach: Jonah Marsh
 - Boys Tennis:
 - Junior High Boys Tennis Head Coach: Colin Haney
 - JH Cheerleading
 - Junior High Cheer Head Coach: Taylor Miller

- Fall High School Coaches

- Cross Country
 - Varsity Girls and Boys Cross Country Head Coach: Keith Lively
 - Volleyball:
 - Varsity Volleyball Head Coach: Laura Lawson
 - Varsity Volleyball Assistant Coach: Katie Whitaker
 - Junior Varsity Volleyball Head Coach: Lexi Raby
 - Football:
 - Varsity Football Head Coach: Justin Pelley
 - Varsity Football Assistant Coach: Nate Birk
 - Varsity Football Assistant Coach: Travis Brunes
 - Varsity Football Assistant Coach: Matthan Gadbury
 - Varsity Football Assistant Coach: Tom Garrity
 - Varsity Football Assistant Coach: Ryan Baird
 - Varsity Football Assistant Coach: Kaleb McCloskey
 - Varsity Football Volunteer Assistant Coach: Nathaniel Bye
 - Varsity Football Volunteer Assistant Coach: Denny Pelley
 - Varsity Football Volunteer Assistant Coach: Clay Biesecker
 - Boys Tennis:
 - Boys Varsity Tennis Head Coach: Dustin Cunningham
 - Boys Varsity Tennis Assistant Coach: Colin Haney
 - Boys Varsity Tennis Assistant Coach: Dylan Hamerin
 - Girls Golf
 - Girls Varsity Golf Head Coach: Katie Swisher
 - Girls Varsity Golf Assistant Coach: Scott Swisher
 - Boys Soccer
 - Boys Varsity Soccer Head Coach: Shane Conner
 - Cheerleading
 - Varsity Cheer Head Coach: Devon Eadie

- **Western Boone Transportation**

- Jason Latham – Termination – Bus Mechanic – effective May 8, 2020

Motion: Rick Davis, Second: Melissa Smith, (Discussion) Vote: 7-0

- **BUSINESS**

- **2016 Bond Refund Expenditures**

- Superintendent Ramey recommended the Board approve \$130,290.00 from the 2016 Bond Refund money to complete capital improvement projects.

Motion: Brian Gott, Second: Melissa Smith, (Discussion) Vote: 7-0

- **Uniform Conflict of Interest Disclosure Statement**

- Superintendent Ramey recommended the Board to approve the Conflict of Interest Disclosure with Phillip Foster and North Salem State Bank.

Motion: Dennis Reagan, Second: Rick Davis, (Discussion) Vote: 7-0; Phil Foster abstained.

- **Speech and Language Pathologist**

- Director of Curriculum, Tricia Reed, recommended the Board to approve the contract with Absolute Therapy to provide a Speech Language Pathologist for the 2020-2021 school year.

Motion: Rick Davis, Second: Dennis Reagan, (Discussion) Vote: 7-0

- **Non-Resident Students**

- Superintendent Ramey recommended the Board approve the following Non-Resident Student:
 - Levi Shirley – Granville Wells, Kindergarten, 2020-21 school year.
 - Rease Pugh – Granville Wells, PK, 2020-21 school year.
 - Holden Smith – Granville Wells, PK, 2020-2021 school year.
 - Graham Murray – Granville Wells, Grade 1, 2020-2021 school year.
 - Madeline Murray – Granville Wells, Grade 4, 2020-2021 school year.
 - Mallory Hayden – Western Boone, Grade 7, 2020-2021 school year.
 - Boden Rust – Western Boone, Grade 8, 2020-2021 school year.
 - Lily Shirley – Western Boone, Grade 8, 2020-2021 school year.
 - Hannah Hayden – Western Boone, Grade 9, 2020-2021 school year.
 - Emma Shirley – Western Boone, Grade 9, 2020-2021 school year.
 - Garrett Neff – Western Boone, Grade 11, 2020-2021 school year.
 - Josalyn Lewis – Western Boone, Grade 11, 2020-2021 school year.
 - Gabriella Lewis – Western Boone, Grade 9, 2020-2021 school year.

Motion: Melissa Smith, Second: Phil Foster, (Discussion) Vote: 7-0

- **Donations**

- Superintendent Ramey recommended the Board approve the following donations:
 - Western Boone FFA received \$10,081.74 for the Milk and Meat for Boone County Fundraiser from May 6, 2020 to June 1, 2020.

Motion: Mike Martin, Second: Dennis Reagan, (Discussion) Vote: 7-0

- **CLAIMS**

- The Chair entertained a motion to approve the claims for the period of May 11, 2020, through June 8, 2020, as submitted.

Motion: Mike Martin, Second: Brian Gott, (Discussion) Vote: 7-0

- **MONTHLY FINANCIAL REPORTS**

- Kristen Dunn, Corporation Treasurer, provided an update on the financial reports of the corporation.

- **OTHER**

- Superintendent Ramey recommended the Board approve the Athletic Summer Re-Entry guidelines as presented by Athletic Director Jeremy Dexter and Dr. Dan Kraft. The guidelines are subject to change as the Western Boone Administration staff works in cooperation with the Boone County Health Department.

Motion: Brian Gott, Second: Dennis Reagan, (Discussion) Vote: 7-0

- **ADJOURNMENT**

Motion: Melissa Smith, Second: Phil Foster, (Discussion) Vote: 7-0

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

To: Mr. Ramey, Superintendent
 From: Brent Miller
 Re: 2020 – 2021 ECA Recommendations
 Date: June 3, 2020

With your permission, I recommend that the school board approve the extra-curricular positions listed below:

Position	Staff Member
Play Director	
Play – Assistant	
Musical Director	Meghan Farris
Musical - Assistant	
Senior Class Sponsor (2)	Julie Hill, T. Query
Junior Class Sponsor (2)	C. Haney, W. Weber
Sophomore Class Sponsor (2)	R. Hawkins
Freshman Class Sponsor (2)	D. Pierce
8 th Class Sponsor (2)	R. Hawkins
7 th Class Sponsor (2)	Beth Walker
Department Coordinator/No Prep	
Vocational	Matt Foxworthy
Fine Arts	T. Gavin
English	W. Weber
Foreign Language	Jen Brunty
Guidance	Julie Hill
Math	John Brunty
P.E.	Katie Swisher
Science	R. Hawkins
Social Studies	M. Riggins
Special Education	H. Butler
Music	
Auditorium Manager	M. Foxworthy
Summer Band Assistant	
Choral Senior High School	Meghan Farris
Choral Junior High School	Meghan Farris
Band Director (School Year)	L. Baker
Pep Club Sponsor (1)	K. George, Ashley Sanders

Club Sponsors	
Art	T. Gavin
Dance - High School	
Dance - Junior High	
Ecology	John Brunty
FFA	T. Terhaar
FCA	B. Walker
FCCLA	Riley Lerch
Gamers Guild	T. Gavin, T. Skibbe
National Honor Society	Katie Gutierrez, Julie Hill
Key Club	Amanda Plunkett
Foreign Interest Club	Je. Brunty
Student Council - Sr. High	R. Lerch
Student Council - Jr. High	J. Foxworthy, S. Neese
Sunshine Society	A. Morrison, Janet Hayden
AMP (2)	H. Martin, A. Owens
Brain Game (2)	Je. Foxworthy, T. Skibbe
Radio/T.V. Production Sponsor	M. Foxworthy
National Junior Honor Society	Susan Neese
Junior High Art Club	T. Gavin
Junior High Quiz Bowl	J. Foxworthy
Junior High FCA	Beth Walker, Susan Neese
Robotics Club	Don Gray, Daniel Pierce
Non-Paid	
Chess Club	J. Dale
Junior High Book Club	T. Skibbe
Kiwanis Leadership Group	Dustin Cunningham
Bowling Club	Andy Hoskins, Karen Copeland, AJ Mohringer
Ping Pong	Daniel Pierce
Band Volunteers (Summer)	
FFA Volunteers	Jody Garst



Western Boone Jr.-Sr. High School Athletics

Athletic Director, Jeremy Dexter

To: Mr. Rob Ramey
From: Jeremy Dexter, Athletic Director
RE: Coaching Staff Recommendations
Date: June 2, 2020

I am seeking board approval for coaching/ECA positions listed below. Please accept the following recommendations to the athletic department coaching staff.

Western Boone Jr.-Sr. High School Coaching Staff Recommendations

Fall Junior High Coaches

Cross Country:

- Junior High Cross Country Head Coach: Alan Miller

Volleyball:

- 8th Grade Volleyball Head Coach: Mark Ransom

Football:

- 7th Grade Football Head Coach: Kurt Baird
- 7th Grade Football Assistant Coach: Neil Randolph
- 8th Grade Football Head Coach: Philip Webb
- 8th Grade Football Assistant Coach: Jonah Marsh

Boys Tennis:

- Junior High Boys Tennis Head Coach: Colin Haney

JH Cheerleading

- Junior High Cheer Head Coach: Taylor Miller

Fall High School Coaches

Cross Country

- Varsity Girls and Boys Cross Country Head Coach: Keith Lively

Volleyball:

- Varsity Volleyball Head Coach: Laura Lawson
- Varsity Volleyball Assistant Coach: Katie Whitaker
- Junior Varsity Volleyball Head Coach: Lexi Raby

Football:

- Varsity Football Head Coach: Justin Pelley
- Varsity Football Assistant Coach: Nate Birk
- Varsity Football Assistant Coach: Travis Brunes
- Varsity Football Assistant Coach: Marthan Gadbury
- Varsity Football Assistant Coach: Tom Garrity
- Varsity Football Assistant Coach: Ryan Baird
- Varsity Football Assistant Coach: Kaleb McCloskey
- Varsity Football Volunteer Assistant Coach: Nathaniel Bye
- Varsity Football Volunteer Assistant Coach: Denny Pelley
- Varsity Football Volunteer Assistant Coach: Clay Biesecker

Boys Tennis:

- Boys Varsity Tennis Head Coach: Dustin Cunningham
- Boys Varsity Tennis Assistant Coach: Colin Haney
- Boys Varsity Tennis Assistant Coach: Dylan Hamerin

Girls Golf

- Girls Varsity Golf Head Coach: Katie Swisher
- Girls Varsity Golf Assistant Coach: Scott Swisher

Boys Soccer

- Boys Varsity Soccer Head Coach: Shane Conner

Cheerleading

- Varsity Cheer Head Coach: Devon Eadie

Previously Approved Overnight Trips - Cancelled

- Girls Basketball: Purdue Team Camp: June 26-28
- Volleyball: Purdue Team Camp: July 17-19



Western Boone County Community School Corporation
1201 North State Road 75
Thorntown, IN 46071
765.482.6333 o.
765.482.0890 f.
www.webschools.org

To: WBOCCSC Board of Trustees

From: Rob Ramey, Superintendent *RR*

Re: 2016 Bond Refund Expenditures

Date: May 22, 2020

I recommend the board approve \$130,290.00 from the 2016 Bond Refund Money to complete the following capital improvement projects:

Granville Wells

- Les Hawkins Installations - \$37,655.00
- Connor Fine Painting - \$7,542.00
- Reece Seal Coating - \$39,262.00

Thorntown

- Reece Seal Coating - \$8,219.00

Western Boone

- Reece Seal Coating - \$37,612.00



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT
 State Form 54298 (R2 / 8-15) / Form 238
 STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. Name and Address of Public Servant Submitting Statement: Phillip J. Foster
6541 South Darlington Road, Jamestown, IN 46147
2. Title or Position With Governmental Entity: Member, Board of School Trustees
3. a. Governmental Entity: Western Boone County Community School Corporation
 b. County: Boone
4. This statement is submitted (check one):
 a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. Name(s) of Contractor(s) or Vendor(s): North Salem State Bank

6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):
On May 11, 2020, the school board approved taking out an operating line of credit from North Salem State Bank
for cash flow needs from time to time.

7. **Description of My Financial Interest** *(Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):*

Mr. Foster is employed by the Bank

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** *(To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):*

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** *(Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):*

May 11, 2020
Date Submitted (month, day, year)

May 11, 2020
Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date: May 11, 2020
(month, day, year)

Printed Name: Phillip J. Foster
(Please print legibly.)

Email Address: foster.fam@embarqmail.com

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifonline.org/sboa_co/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.



Western Boone County Community School Corporation
1201 North State Road 75
Thorntown, IN 46071
765.482.6333 o.
765.482.0890 f.
www.weboschools.org

To: Mr. Ramey and Members of Western Boone School Board
From: Mrs. Tricia Reed, Director of Curriculum *TR*
Re: Recommendation for 2020-2021 Speech and Language Pathologist

Date: June 8, 2020

I recommend that the Board renew the contract with Absolute Therapy to provide a Speech Language Pathologist for the 2020-2021 school year. Absolute Therapy is based in Carmel, Indiana and has provided speech and language therapy for students at Thorntown and Western Boone since 2013. The position will continue to be part time with the therapist providing services at Thorntown approximately three days per week and Western Boone Jr./Sr. High for one day per week.

EDUCATION & OPERATION FUND COMPARISON REPORT

As of May 31, 2020, the Education Fund cash balance was \$2,813,603. The Education Fund expenditures for May 2020 were \$827,466. As of the end of May 2020, a total of 38% of the 2020 appropriation was expended.

As of May 31, 2020, the Operation Fund cash balance was \$326,758. The Operation Fund expenditures for May 2020 were \$288,947. As of the end of May 2020, a total of 31% of the 2020 appropriation was expended.

On Tuesday, June 2, 2020, with the authority of the Board of Trustees granted by a resolution on January 13, 2020, the corporation treasurer transferred \$797,618.77 from the Education Fund to the Operations Fund for Operation Fund expenditures during the period of January 2020 through May 2020, that, in prior years were General Fund Expenditures.

FYI: The May 2020 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site

WESTERN BOONE 3 PHASE PLAN FOR RE-OPENING EXTRA CURRICULAR ACTIVITIES

The following document was created by the Western Boone School Athletic Facilities Entry (SAFE) Committee utilizing the following resources:

- Indiana Department of Education (IDOE) "Consideration for Learning and Safe-Schools Re-Entry" guidance document
- National Federation of High School Sports (NFHS) "Guidance for Opening Up Athletics Activities" guidance document
- Witham Hospital Sports Medicine Director
- Indiana High School Athletic Association (IHSAA) guidance.

SPORTS PARTICIPATION

All guidelines listed below are meant to be an extension of the guidance put out previously by the NFHS, State of Indiana, IDOE, and IHSAA. NFHS, State of Indiana and IDOE has recommended phased return to school sports which will gradually increase risk of exposure for student athletes to Covid-19.

CONSISTENT GUIDELINES FOR ALL 3 PHASES AND COMPETITION

- All State and WBOCCSC guidelines for group size limitations must be followed, including every effort to social distance.
- Any student who prefers to wear a face covering for activities while participating will be allowed, if doing so does not appear to cause a health risk.
- Students, when not engaging in vigorous activity and when practical, (i.e., social distancing is difficult) face coverings are recommended, but optional. See training room section for face covering requirement in training room.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. who prefer to wear face coverings may do so. Face coverings are recommended, but optional. See training room section for face covering requirement in training room.
- Only essential student athletes, student participants, coaches, medical staff, related supervisors, directors, and security should be in attendance at scheduled practices or meetings.
- An alternate command structure for coaching staff will be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSAA pre-participation physical but should register on Final Forms online software program to complete a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.
- All students will be trained to identify signs and symptoms of the Covid-19 virus along with the coaching staff prior to participating in workouts, rehearsals, or practices.
- All students and staff will be pre-screened for signs/symptoms of Covid-19 prior to participating in workouts, rehearsals, or practices by answering online Final Forms questions and temperatures will be checked by a certified athletic trainer (AT) or school personnel once per day at school prior to starting practice. The use of an infrared forehead scanning thermometer will be used for all screenings. Each coach and athlete's daily screening will be documented.
- If athlete is found to be practicing without receiving daily screening, the athlete should be suspended from rest of that practice.

- Any person with Covid-19-related symptoms should not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
- Coaches must track Covid-19 impacted attendance and report to WBCSC district/school administration. Follow specific return to school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19.
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer will be plentiful and available to individuals as they transfer from place to place.
- Group sizes will be reduced as much as possible to reduce risk. Workouts will be conducted in defined, smaller groups of students with the intention that the same students are always together. Group sizes will be reduced by half capacity in large areas (weight room, band rooms, wrestling rooms, etc.).
- The goal of social distancing is defined by the CDC. If it is not possible to follow these guidelines indoors or outdoors, supervisors will work to create as much distance as possible.
- Cleaning and disinfecting will be scheduled prior to and after usage following CDC, EPA, and OSHA guidelines. This schedule will be created and implemented for all facilities and equipment to mitigate any communicable diseases. The plan will be clear on who cleans and appropriate training and what PPE is provided for such.
- Appropriate clothing/shoes will be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Sports equipment and balls should be cleaned with CDC-approved anti-viral cleaner at the end of each practice/workout session.
- Sports equipment can be used by multiple individuals. If equipment is shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment will be cleaned prior to use and immediately following usage. Responsibility for cleaning will be clearly outlined and appropriate training on how to accomplish this task along with and PPE will be provided.
- Equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered or discarded.
- Hand sanitizer should be readily available to student athletes and coaches during practice.
- Students must be expected to shower at home and wash workout clothing immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- If Western Boone launders student gear or uniforms, PPE will be available for the person in charge of laundering.
- Athletes should have no celebratory contact (high five, fist bump, elbow bump, etc.) between athlete-athlete, athlete-coach, or athlete-medical staff.

PHASE 1: JULY 6 - JULY 19

- Summer activities are not mandatory.
- Student athletes will be limited to 15 hours per week on campus. The IHSAA no Contact Sunday Rule will be enforced.
- School contact activity will include conditioning and sport-specific activities.
- Sport-specific activities will be conducted for Fall Sports only.
- No contact is allowed for contact sports and no physical contact between student athletes should occur with any conditioning activities or drills.
- No competition with other schools is allowed.

- Groups for sport-specific work outs will be limited to no more than 20 athletes at a time in one location/facility for outdoor and indoor activities based on available space to allow appropriate social distancing principles.
- Conditioning work outs can be of a larger size if able to follow social distancing principles.
- Workouts should be individually focused initially and move to small group focused. Athletes should maintain 6-foot distance between individuals whenever possible. Focus should be on conditioning and allowing student athletes to become comfortable in current sports environment.
- No sport may have more than two activity days per calendar week. A schedule will be provided to follow by WBHS Athletic Department. Schedules must be provided 10 days prior to activity. Sport-specific activity days may not occur on consecutive days.
- Sport-specific activity days are limited to three hours per day. (Six hours per calendar week.)
- Conditioning is limited to four days per week. Conditioning sessions may be held multiple times each day, each session limited to two hours. Student athletes may attend only one conditioning session per day.
- Locker rooms will not be utilized in Phase 1. Students should report to their activity in proper gear and immediately return home to shower at the conclusion. Restrooms will remain available for student athletes and athletic staff; however social distancing will be encouraged.
- Free weight exercises requiring a spotter will not be conducted. Safety measures in all forms will be strictly enforced in the weight room.
- School will not provide any transportation to and from activities.

PHASE 2: July 20 – August 15

- Contact is allowed as defined by Indiana High School Athletic Association (IHSAA).
- No competition with other schools is allowed, with the exception of girl's golf.
- Sports-specific activities will be conducted for Fall Sports only.
- Locker rooms will not be used prior to August 3rd. See Locker Room Guidelines below.
- School activities using off-site, non-school owned facilities and equipment for related activities should work with the off-site facility provider to ensure the associated and relevant safety measures are in place. If transporting to-and-from workouts, rehearsals, or practices, transportation safety measures and cleaning regarding team transportation must be followed.
- Free weight exercises requiring a spotter can be conducted. Safety measures in all forms must be strictly enforced in the weight room. See Weight Room Guidelines below.
- Sports may advance activities to include intra-squad scrimmages.
- Indoor groups may be restricted to a smaller group size due to limited space available.
- Workouts should be based on small groups within each team. Teams may use position and grade to help determine smaller groups. Small group activities within team should still be used as much as possible. Full team activities will increase possible Covid-19 exposure and could increase number of student athletes quarantined if positive Covid-19 test occurs on team.
- School will not provide any transportation to and from activities until after August 3. All trips must be approved by Western Boone administration.

PHASE 3: AUGUST 15

- Teams can return to full team practices. Small group activities within team should still be used as much as possible. Full team activities will increase possible Covid-19 exposure and could increase number of student athletes quarantined if positive Covid-19 test occurs on team.
- IHSAA contest competition may begin for remaining Fall Sports.
- Locker Rooms: See Locker Room Guidelines below.
- Consider dressing or traveling only necessary athletes and personnel for and to events.
- Cleaning processes regarding transportation must be followed. See Transportation Guidelines below.
- Contact should be limited to only contact necessary to compete as defined by IHSAA.
- Spectators, media, and vendors can be present but should implement social distancing and follow established mass gathering guidelines. Reference WBCSC spectator guidance.

COMPETITION

- Any student who prefers to wear a face covering while sitting on the bench or sideline for indoor or outside competition and not participating in competition or warm up will be allowed, if doing so does not appear to cause a health risk.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. who prefer to wear face coverings may do so. Face coverings are recommended, but not required. See training room, transportation and locker room sections for face coverings requirements in those areas.
- All school officials working all competitions such as score keepers, timers, event managers who prefer to wear face coverings may do so. Face coverings are recommended, but not required.
- IHSAA officials should be given the option to wear face coverings during competition.
- Hospitality rooms for officials should not include shared food service and should allow space for social distancing. Individual waters and pre-packaged snacks may be made available.
- Concessions may be sold if food handlers and cashiers use appropriate PPE and only prepared, prepackaged food is available.

BUS TRANSPORTATION

- No transportation will be provided by WBCSC until August 3. All trips must be approved by Western Boone administration.
- It is acknowledged that social distancing principles should be followed as much as possible for bus transportation.
- Face coverings on buses are recommended, but optional.
- Student athletes and coaches should sit no more than 1 person to a seat. If possible, allow an empty row between persons sitting on same side of bus.
- Coaches should prioritize the bus riders to each away event.
- Travel Consent forms will be signed and turned in for athletes traveling with parents or a teammates parents to away events.

- Each seat should be cleaned with CDC-approved sanitizer before initial use for a trip, during the competition, and following return from the trip.

LOCKER ROOMS

- It is acknowledged that social distancing principles will be a challenge for locker room use.
- Face coverings in lockerooms are recommended, but optional.
- Locker rooms should not be used for summer (up to August 3rd) except for restroom purposes.
- During the summer (Phase 1 and part of Phase 2), athletes will be expected to come to school in appropriate practice attire and return home following practice. During the summer (up to August 3rd), all practice clothing will be washed at home.
- When possible, flow patterns should be developed for locker rooms creating separate entrance and exit doors.
- Locker selection should spread student athletes among available lockers with as much distance as possible.
- Different teams should not share locker rooms if possible. If teams do share a locker room, a schedule will be developed by the athletic department, so members of different teams are not in locker room at same time.
- During all entry phases and the school year, athletes will be required to take home all practice clothes and shoes each night for cleaning. Only sport specific equipment will be allowed in lockers overnight.
- All competition uniforms will be washed by school and distributed on game day.
- Athletes will shower at home after all practices and competition.
- All locker room and shower floors will be cleaned with CDC-approved anti-viral cleaner by school custodian.
- All lockers should be completely emptied and cleaned periodically throughout the season.

STUDENT CONTACT

- Athletes should have no celebratory contact (high five, fist bump, elbow bump, etc.) between athlete-athlete, athlete-coach, or athlete-medical staff.
- Any student who prefers to wear a face covering while participating in activities will be allowed, if doing so does not appear to cause a health risk.
- Any student who prefers to wear a face covering while sitting on the bench or sideline for indoor or outside competition and not participating in competition or warm up will be allowed, if doing so does not appear to cause a health risk.
- Students, when not engaging in vigorous activity and when practical, (i.e., social distancing is difficult) face coverings are recommended, but optional. See training room section for face covering requirement in training room.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. who prefer to wear face coverings may do so. Face coverings are recommended, but optional. See training room section for face covering requirement in training room.
- Coaches will limit any physical contact with athletes at all times unless appropriately needed.
- Medical staff will limit physical contact with student athletes to only medically appropriate and needed activities.

EQUIPEMENT HYGIENE

- All sports balls (basketball, footballs, etc.) will be cleaned with CDC-approved cleaner or appropriate cleaning method at the end of each practice/workout session.
- All personal sports equipment (braces, headgear, shoulder pads, etc.) should be cleaned daily by individual athletes prior to practice or competition.
- All athletes will wear appropriate clean clothes for practices and competition.

HYDRATION

- Hydration for athletes is a vitally important aspect of healthy, safe competition. However, hydration can also be considered another higher risk activity for spread of Covid-19. All hydration guidelines should be adhered to in order maintain isolation of an individual student or coach's source of hydration.
- All athletes will have their own individual water bottle. Each water bottle will be clearly marked with athlete's first and last name in permanent marker.
- Athletes will also be able to use appropriately marked plastic bottles or other school approved containers for their source of hydration.
- Athletes will be responsible for keeping their own water bottle. Managers will not transport individual water bottles for athletes. Carrying racks for multiple water bottles will not be used.
- Managers should be responsible for dispensing water/hydration from coolers. Managers will use gloves at all times and will frequently use hand sanitizer on gloves for hygiene. Athletes will be responsible to remove their own water bottle's lid when refilling.
- All athletes will be responsible to maintain a clean water bottle. Water bottles will not be stored in athletic lockers overnight and will be taken home for cleaning each day.
- All coolers will be sanitized daily before and after use with CDC-approved or appropriate manner.
- All coolers that will be used each day will be taken out of the training room prior to athletes being seen in the training room each day.
- No athletes will share water bottle or other source of hydration at any time.
- Hydration stations (water cows, water trough, water fountains) are not recommended.

ATHLETIC TRAINING ROOM AND TRAINER

Athletic training rooms are recognized as heavily used areas by student athletes that in the past have created spaces with poor social distancing, thus, creating a current possible source of spread of Covid-19.

- All student athletes and student trainers should use hand sanitizer before entering training room.
- Only students seeking treatment from ATs will be allowed into training room.
- ATs will use and demonstrate appropriate hand hygiene, by thorough hand washing or the use of approved hand sanitizer, before and after contact with each athlete.

- ATs will use gloves for contact with all athletes in training room, except when performing tasks which are made much more difficult or ineffectual by glove use. (i.e., taping).
- All student athletes, student trainers, coaches, AT, and team physicians will wear face masks at all times while in the training room.
 - Witham Hospital will provide masks (cloth, surgical & N95), gowns, and protective eyewear for AT. Student trainer or school will provide own cloth mask that must be approved by AT. School will provide all cleaning materials for training room. Cleaning materials will be CDC-approved from List N: Disinfectants for use Against SARS-CoV-2 found on the CDC website. Face masks for coaches and athletes will be supplied by school or individuals.
- All exposed surfaces (desks, counter tops, treatment tables, and chairs) will be cleaned with CDC-approved anti-viral and anti-bacterial cleaner at start and end of each day.
- All treatment surfaces will be cleaned with CDC approved anti-viral and anti-bacterial cleaner after any athlete has been treated on that surface.
- All access to the ice machine should be limited to ATs or student trainers, if possible. Ice bags ready for use by athletes should be available to limit athlete access to ice machine and over-all time in the training room.
- Training room will be limited to no more than three student athletes and one student trainer at one time. ATs will create floor spots both inside training room and in adjacent hallway where athletes will stand while waiting to be treated. No athlete will touch treatment surfaces unless instructed by ATs or student trainers.
- Before practice: Training room will be used by only one athletic team at a time. AT or AD will develop schedule for each team to use training room for pre-practice treatments. Once team has finished their pre-practice activities, all treatment surfaces will be cleaned prior to next team entering training room.
- Injuries: If possible, athletes from only 1 team should be allowed in training room at any one time.
- Training room should be closed to student athletes when ATs or student trainers are not present in training room.
- Training room floor will be cleaned at end of each day with CDC-approved anti-viral cleaner by school custodial staff.
- Each team should be thought of as a cohort regarding the training room. Larger teams should be divided into smaller cohort groups based on position or grade or other appropriate means. Cohort groups should remain approximately 10-20 students in size. Athletes from only the same team should be allowed in the training room at any one time. Larger teams should try to limit mixing of cohort groups if possible. Athletes from different teams should not be mixing in the training room. If cohort idea is followed, possible Covid-19 outbreaks will have better chance of being contained to one group.
- ATs should have daily temperature check and screening done by AD or representative, if possible.
- Due to increased responsibilities in training room and with screening athletes, ATs will likely have less availability for practice coverage.

- Administration should be aware of these responsibilities and allow appropriate time from end of school day until start of competition to allow AT time to finish daily responsibilities before competition. This timeline should be determined in open communication between AT and AD.
- ATs will continue to provide multiple competition coverage, as done previously.
- We understand that student trainers could be considered a non-essential aspect to school sports. We also understand that student trainers will increase their risk of Covid-19 exposure as part of the school medical team. However, we recognize the positive role the student trainers play as they help the AT/medical staff with care of athletes. We also recognize the importance of a student training experience for the high school students who are contemplating a career in athletic training.
- Student trainers must show parental permission to participate.
- Student trainers should use cloth masks at all times with interactions with athletes and coaches.
- Student trainers will use gloves at all interactions with athletes or coaches unless instructed by AT.
- Each student trainer will be assigned to one team. Each student trainer will interact only with members of their assigned team. Student trainers will not be in training room when members of other teams are being treated.

WAIVER

- A waiver has been developed by WCCSC to indicate the increased risk of exposure to Covid-19 for athletes and coaches that is inherent in athletic competition. Parents/Guardians will sign this waiver through Final Forms prior to participation.
- Waiver indicates school district and sports medicine team have used due diligence with current information available to develop guidelines to help mitigate spread of Covid-19 and provide safety for athletes and coaches as currently possible.

COVID TESTING PROCESS AND PROCEDURES

- Student or coach with symptoms will be held out of all practices or completion until cleared by primary care physician (PCP). The student or coach must provide a written form signed by PCP indicating student or coach has been cleared to return to play after evaluation for Covid-19. Student or coach must also be cleared by school AT or team physician prior to return to practice or competition.
- Any student or coach with positive screening findings for Covid-19 symptoms is recommended to have Covid-19 testing. If no testing or PCP clearance is completed, then the student or coach will be assumed to be positive for covid-19 and will undergo management as noted below. Team physician or school AT can hold students from returning to sports and activity even with PCP clearance, if medical staff believes athlete or coach warrants further Covid-19 testing.
- If student or coach tests positive for Covid-19 through any testing, that student or coach will be held out of all practices and competition until at least 10 days from start of symptoms and must have improvement of symptoms and must have at least 3 days of no fever without

fever-reducing medicine. The student or coach must provide copy of original positive test results for documentation by school. In addition, the student must have written clearance from PCP stating student or coach can return to athletics after Covid-19 diagnosis. Finally, student or coach must also be cleared by AT or team physician prior to return to practice or competition.

- If student or coach tests positive for Covid-19 and has NO symptoms during entire quarantine, student or coach will be held out of all practices and competition until 10 days from date of positive Covid-19 test. The student or coach must provide copy of original positive test results for documentation by school. In addition, the student must have written clearance from PCP stating student or coach can return from Covid-19. Finally, student or coach must also be cleared by AT or team physician prior to return to practice or competition.
- If student or coach is considered to be at high risk of Covid-19 exposure based on team physician or contact tracing recommendation, student or coach must quarantine for 14 days with no symptoms or have negative Covid-19 testing. Covid-19 PCR testing cannot occur prior to 5 days after last exposure. Covid-19 antigen testing cannot occur prior to 7 days from last exposure. Student or coach will not be allowed to practice or compete during waiting time for Covid-19 testing and are recommended to quarantine during that time. If student or coach chooses to test, copy of test report of a negative test must be provided to team physician before student or coach can return to team activities. Student or coach must be cleared by school AT or team physician prior to return to practice or competition.
- All positive Covid-19 test results will be reported to county health department. All positive Covid-19 test results will be reported to AD and school nurse. Guardians/Family of all students or coaches who are deemed to be high risk for Covid-19 exposure will be directly contacted by county health department as per contact tracing protocols. Names of students or coaches deemed at high risk of documented Covid-19 exposure will be reported to county health department/state health department by team physician or appropriate health care system representative.
- ATs will follow appropriate use of PPE when interacting with students. By following appropriate use of PPE, ATs should have less risk for significant exposure to covid-19 from student athletes. ATs should follow current CDC guidelines for health care professionals with possible Covid-19 exposure. The current guidelines indicate that ATs will only be quarantined if they present with symptoms consistent with Covid-19.

Appendix A

Health Protocol for Schools

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, districts/schools are encouraged to work closely with their local health departments.

Symptoms Impacting Consideration for Exclusion from School

Students and employees should be trained to recognize the following COVID-19-related symptoms:

- A fever of 100.4 ° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

- The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

Tested Positive- Impact on School Operations

Establish predetermined thresholds for mitigation strategies by following ISDH's recommendation to work with your local health department in following the CDC guidance which can be found [here](#). Reference page three, "When a confirmed case has entered a school, regardless of community transmission."

Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening can consist of self-screening, school-based screening, and/or medical inquiries. The type and extent of screening is at the discretion of the district/school.

- ***Self-Screening***
At a minimum, districts/schools are strongly encouraged to communicate information to parents and employees about the symptoms of COVID-19 and require them to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 (See Appendix A-Symptoms Impacting Consideration for Exclusion from School) without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately.
- ***School-Based Screening***

Temperature Screening

Using temperature checks for screening purposes can present challenges. Most districts/schools do not have enough staff and equipment to screen temperatures as students and staff are entering the building and/or

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Observational/Self-Reported Screening

Districts/schools are encouraged to provide professional development regarding the recognition of COVID-19 symptoms and screening. (See page seven - Review and Revise Districts Professional; Development Plan) Students and employees exhibiting symptoms of COVID-19 (See Appendix A- Symptoms Impacting Consideration for Exclusion from School) without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately.

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Wearing Masks and Other Personal Protective Equipment (PPE) - Non-students

Mask-wearing requirements or recommendations in schools should be consistent with state and local guidelines. The current CDC guidelines recommend that all employees wear cloth face

coverings.

- Some non-students may be required to wear additional PPE (i.e. health-related, custodial staff, specialized positions, etc.) when directed to do so by district/school protocol or the employee's supervisor.
- It may be necessary for schools to provide masks.
- Additional accommodations may need to be made for staff based on their individual health plan.
- If districts are unable to provide masks and/or additional necessary PPE, administration will work with non-students to meet the requirements.

Wearing Masks and other Personal Protective Equipment (PPE) - Students

Mask-wearing requirements or recommendations in schools should be consistent with state and local guidelines. The current CDC guidelines recommend that all students wear cloth face coverings.

- Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans.
- It may be necessary for schools to provide masks for those students.
- Additional accommodations may need to be made for students based on their individual health plan.

-

Clinical Space COVID -19 Symptomatic

It is recommended that each school have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever, for any reason, it is recommended that the district/school adjust their school policy to require staff and students to be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider.

Clinic Space Non-COVID-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately. It is important to also notify the Indiana Department of Education. Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those

involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

If a closure is determined necessary, schools should consult with their local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student

and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Immunizations

Immunization requirements should remain. Assistance through local health departments and health systems will be provided.

Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Sharing this message with the school community and having a policy in place that ill persons must stay home for a minimum of 72 hours before returning to school is the first and most important step district/schools should take. It is recommended that schools review any attendance bonus or similar attendance reward programs and consider modifying or suspending such programs to avoid encouraging employees and students to come to school when they are sick. As a reminder, schools need to ensure they are complying with Indiana's collective bargaining laws with respect to certificated staff under Indiana Code 20-29-6.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate PPE.

Social distancing can be accomplished in many different ways and it is up to the district/school to determine which strategies would work best in their unique situation. Suggestions and guidance regarding social distancing can be found in Appendix B.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Districts/schools should

insist that employees and students wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Districts/schools should incorporate key times into the school day when all persons should wash their hands. Reinforcing healthy habits regarding handwashing is expected and guidance can be found here. These key times should be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Water fountains should not be utilized in schools until further notice. Water should be accessible. More information regarding preventative measures can be found below.

- Signs and Symptoms of COVID-19
- Social Distancing
- Handwashing
- How COVID-19 Spreads
- Cleaning Procedures and Considerations
- Proper Use of Cloth Face Coverings
- Parent Checklist
- Symptoms of COVID-19

Exchange of Resources to and From School

Every effort should be made to reduce the amount of materials, supplies, and personal belongings going to and from school. The same consideration should be given to reducing student exposure to high-touch, shared resources at school.

Social Distancing in the School Environment

The following are measures that districts/schools can take to increase social distancing while still maintaining a level of face-to-face instruction. Once the district/school creates protocols, they should be communicated to parents, students, staff and the public. The district/school should note these protocols may evolve as they are implemented, and more information is obtained about COVID-19.

Review optional educational programming for alternatives that meet the needs of all students:

- Schedule specified groups of students to attend in-person school on alternate days or half days to minimize the number of students in the building. Those students not attending in-person should be expected to engage in remote/continuous learning.
- Consider year-round schooling with alternating breaks to minimize the numbers of students in the building at any time.
- Provide in-person instruction to elementary students and increase distance learning opportunities for secondary grade levels.
- Offer both in-person and remote instruction based on student need and parent concerns.

Review course sizes, structure, and classrooms to decrease infection:

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff as much as possible.
- Close communal use spaces such as dining halls and playgrounds if possible. Otherwise, stagger use and disinfect in between use.
- Reorganize P.E., choir, band, orchestra, and other large classes to allow for smaller classes, social distancing, and other precautions.
- Eliminate or reorganize assemblies, field trips, registrations, orientations, round-ups, and other large gatherings to allow for social distancing.
- Alternate recess to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between uses.
- Increase space between students during in-person instruction.
- Move classes outdoors whenever possible.
- Rearrange desks to increase space between students.
- Face desks in the same direction.

- **Require students to remain seated in the classroom and assign seats.**
- **Eliminate activities that combine classes or grade levels.**
- **Eliminate or minimize whole staff gatherings/meetings.**