

**Western Boone County Community School Corporation
Return to School Plan for 2021-22 School Year**

Subject to Change

A. 2021-22 Master Calendar

WBCCSC Master Calendar can be found here:

<http://www.weboschools.org/information/calendars/school-calendars/813-2021-2022-school-calendar/file>

B. Instructional Day Format

Decisions on the instructional day format will be made in consultation with the Boone County Health Department and using the guidance found here:

https://www.coronavirus.in.gov/files/20_COVID%20color%20level%20recommendations_11-17-20.pdf

<https://www.coronavirus.in.gov/2393.htm>

Western Boone County Community School Corporation will begin the school year on a traditional instructional schedule. The guidelines set forth in this plan will be followed for the 2021-22 school year.

C. Remote Learning

WBCCSC will **not** provide a 100% online instruction option for the 2021-22 school year.

D. Virtual Learning Guidelines

Students participate in virtual learning when at home due to quarantine, classroom closure, or school-wide closure. Virtual Learning indicates synchronous, real-time instruction for all grade-levels. Virtual learning will not be available for absences not related to COVID-19 unless approved by school administration and a corresponding physician's note for absences greater than 3 school days. Teachers will only provide virtual learning when necessitated by COVID-19 protocol. For all other absences, teachers and students will follow the Attendance Policy provided in the student handbook.

Elementary (K-6)

- Students and teachers will maintain the same schedule as when attending school in person.
- Teachers will provide a clear schedule and assignments to parents, so they know when their child must participate in live instruction or small groups. Live sessions will be recorded for Covid absent students who cannot view them at the time presented.
- Students are expected to join via Microsoft Teams at the start of each subject. Lessons will be a mixture of live and recorded sessions. Teachers should have face-to-face interaction with students throughout each day.

- Students will have a designated task or assignment to complete while the teacher meets with small groups during math and literacy blocks. We will maintain the 90-minute literacy block and 75-minute math block.
- Teachers will use a variety of technology tools to demonstrate and present new material rather than simply assigning work to the students to replicate the natural interactions that would occur in the classroom.
- Success Period will meet virtually with groups on schedule.

Junior-Senior High (7-12)

- Virtual learning will be synchronous and real-time during the designated class time. Students will be expected to participate on-line every day from 8:05 a.m. to 2:55 p.m. With a 30-minute lunch break. Live sessions will be recorded for COVID absent students who cannot view them at the time presented.

Virtual Learning Expectations (K-12)

In order for an optimal virtual learning experience, students should adhere to the following expectations:

- Students who are too ill from COVID-related symptoms to participate will be considered absent.
- Students should be appropriately dressed, and in a distraction-free environment.
- Students should be on time and remain engaged the entire class period.
- Students should be prepared to respond when called upon by the teacher.
- Students will complete all work assigned by the teacher in the same timeframe given to in-person students. Students not completing work on time will be subject to the late work policy established by the school.
- Any behavior in violation of the student code of conduct is subject to disciplinary action.

E. Daily Screening

Each day, parents or guardians of students in grades PK-12 will be expected to screen their student(s) prior to sending them to school. The questions will consist of the following:

1. Have you had new onset of loss of taste or smell over the past day?
2. Have you been exposed over the past day to any person who has tested positive for COVID-19?
3. Have you developed a new cough or sore throat over the past day?
4. Have you had a fever greater than 100.4 degrees over the past 24 hours?

Students and staff who answer “Yes” to any of the above questions and are not fully vaccinated (14 days after final dose) will need to remain at home until they can provide a written form by a primary care provider, indicating they have been cleared to return to school after evaluation. Students who opt not to be seen by a primary care provider may return to school once they have been fever free without the use of medication for 24 hours, symptoms have improved, and five calendar days have passed since the symptoms first appeared. The first day symptoms appear is considered “day zero.” If a student answers “Yes” to the screening questions and is fully vaccinated, he/she must stay home five days or provide a negative test result.

See Section J – Re-entry of Negative and Positive Cases for additional clarification

F. **PPE**

Masks are strongly recommended for students and staff unless the Wbccsc Board of Trustees, in conjunction with local and state health officials, determines that they are required due to a local COVID-19 outbreak. If Wbccsc students are participating in co-curricular or extra-curricular activities at other locations, they must adhere to the local mask policy of the host location. Students and staff will be responsible for the care and maintenance of their own mask.

G. **Social Distancing Guidelines**

Wbccsc will consult local health department social distancing guidelines in various educational settings.

1. Classrooms

Size: If possible, classroom sizes will be balanced to allow for equal number of students in grade level sections and/or subject offerings.

Set Up: Classroom furnishings will be arranged to provide appropriate social distancing.

Snacks: With teacher consent, students will provide snacks for their personal consumption.

2. Cafeteria

Students will have an assigned seat and seating charts kept on record.

Extra-Curricular Groups: Will be seated in cohort groups.

3. Weight Room

Frequent sanitation procedures have been implemented.

4. Office Areas

Plexiglass shields may be utilized in school office reception areas to minimize contact with visitors.

5. Clinic

Students presenting with COVID-19 symptoms will be kept separate from students reporting for non-COVID-19 related needs. Within the COVID-19 clinic, students will wear a mask and separate to the fullest extent possible.

6. Media Center

The Media Center will be pre-scheduled by teachers. Furniture will be arranged to encourage appropriate social distancing.

7. Gym

Occupancy may be limited to provide ample space for appropriate social distancing.

8. Auditorium

Occupancy may be limited to provide ample space for appropriate social distancing.

9. Therapy

For all services, providers will follow current mask guidelines.

10. Field Trips

Field trips will be permitted at the discretion of administration.

11. Water Consumption

Students will be encouraged to bring their own water in a clear container for consumption. Each school will provide bottle-filling locations and water at lunch.

12. B.A.S.E.

B.A.S.E. will be in operation in the elementary buildings. State and local safety guidelines will be followed.

H. **Cleaning & Disinfecting**

1. Cleaning Supplies:

- a. CDC Approved Disinfectant will be used.

2. Cleaning Protocols

- a. Custodians will clean every area every day with a focus on heavily touched areas.
- b. Student desks will be disinfected at the conclusion of each day.

3. Handwashing/Sanitizing Guidance

- a. Students and staff will be encouraged to wash hands for 20 seconds before meals, after restroom breaks, and after activities outside the classroom.
- b. Hand sanitizer will be available in all classrooms and common areas throughout the school buildings.
- c. Students and staff will sanitize hands after blowing nose, coughing, and/or sneezing.

I. **Staff/Student Training**

Staff Training/School Procedure-

When: First Staff Day

Where: Individual Buildings with school nurse and building administration

How: Presentation with possible use of Safe School Training

Student Training/School Procedures-

When: First student day – shared during first hour (7-12), early on day 1 (elementary)

Where: First hour/homeroom

How: Presentation or locally recorded video

J. **Re-entry of Negative & Positive Cases**

Health Protocol for Schools

It is essential for the school community to work together to prevent the spread of COVID-19 in the school environment and in the community while still providing a quality education program. Please note that WBCSC may be required to close based on county and state health mandates.

According to local, state, and federal health officials, the COVID-19 vaccine is the biggest mitigation and prevention step for individuals, ages five and older. Fully vaccinated individuals will not be subject to quarantine due to close contact of a positive case unless symptoms develop.

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 when taken by mouth and/or chills
- Sore throat
- New uncontrolled cough that causes difficulty (for students with chronic allergic or asthmatic cough, a change in their cough from baseline)
- Shortness of breath and difficulty breathing
- New onset of severe headache, especially with fever
- 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 and documented by a primary care provider. Additionally, unvaccinated students and staff should be kept home from school when any member of the household presents with COVID-19 symptoms until a diagnosis is made by a primary care provider. Without an alternate diagnosis or

negative test result of the symptomatic person, he/she is presumed positive, and those isolation/quarantine guidelines will be followed.

Contact Tracing

Parents and staff members will be contacted by a school representative if they are believed to have been exposed to COVID-19 by another student or staff member. Upon notification, the student or staff member along with any family members in the same household that attend or work at any WBCSC school would be expected to follow the guidelines below.

1. If a student or staff member is considered to be at high risk of COVID-19 due to exposure based on the primary care provider or contact tracing recommendation, the student or staff member must quarantine.
2. Vaccinated students or staff, including booster if eligible, who are a close contact should monitor for symptoms but will not have to quarantine if they remain symptom free. Should they develop symptoms, the affected student or staff will need to either produce a negative COVID-19 test or isolate for five days with “day zero” being the first day symptoms appear.

Quarantine should be used for students, teachers, and staff who have been exposed to COVID-19. Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms. Students, teachers, and staff who are in quarantine should stay home and follow the direction of the local public health department about when it is safe for them to be around others.

Isolation should be used for individuals with COVID-19 illness to separate them from those who are not infected (even at home). At home, anyone sick or infectious should separate from others, stay in a specific “sick room” and use a separate bathroom if available. Stay home for at least five days. “Day Zero” is considered the day symptoms first appear or the day the test was administered, whichever is later. Individuals may return after five days as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications.

Guidance for Quarantine

- All fully vaccinated individuals who remain asymptomatic (even if a close contact) do not need to quarantine but should monitor for symptoms throughout the 10 days following their exposure.
- Close contacts who are partially vaccinated or unvaccinated **MUST** quarantine for five days, with “day zero” being the last day of exposure and may return on Day 6 with enhanced precautions on Days 6-10. Close contacts of a positive household member must quarantine an additional five days and may return to school if they remain asymptomatic on Day 11.

Quarantined students who participate in virtual instruction provided by WBCSC staff will be counted as present.

Return to School After Exclusion

Once a student or employee is excluded from the school environment for symptoms not otherwise explained, they may return if they satisfy the following guidelines:

Untested and Unvaccinated

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms not otherwise explained may return if the following conditions are met: An untested person will need to provide a written form by a primary care provider indicating that the symptoms were not related to COVID-19 or will need to meet the following requirements.

1. Untested person has not had a fever for at least 24 hours without the use of medicine that reduces fever; and
2. Other symptoms have improved (for example, cough or shortness of breath have improved); and
3. At least five calendar days have passed with “day zero” being the first day symptoms appear.

If the symptomatic person is diagnosed with another condition that explains the symptoms, then no quarantine for close contact is necessary.

Vaccinated

Vaccinated students who have COVID-19 symptoms must stay home five days or provide a negative test result with “day zero” being the first day symptoms appear.

Testing – PCR testing provides the most accurate results and may be required for re-entry. Rapid testing is acceptable for a positive result. A symptomatic individual with a negative rapid test result may return to school after 48 hours with improved symptoms and no fever for at least 24 hours without the use of medicine that reduces fever. A positive result from a COVID-19 test administered at home will be accepted for exclusion from school with photo verification sent to a school principal. A negative result from a COVID-19 test administered at home will not be accepted for the purpose of returning to school.

Tested Positive- Symptomatic

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

1. The individual has gone without a fever for 24 hours (without the use of medicine that reduces fevers); and
2. Other symptoms have improved (for example, when your cough or shortness of breath has improved); and
3. At least five calendar days have passed with “day zero” being the day the test was administered.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return to school when the following conditions are met:

1. Asymptomatic person may return in five days with “day zero” being the day the test was administered.

Tested Negative- Symptomatic

Persons who experience symptoms but test negative for COVID-19 may return to school when ALL of the following conditions are met:

1. Fever free for 24 hours without fever-reducing medications;
2. Other symptoms are resolved;
3. AND is not a close contact of a confirmed case.
4. The negative test must have been administered at a medical facility or pharmacy.
5. A rapid negative test result requires all the above plus 48 hours from the test.
6. A doctor's note is not required.

Tested Negative- Asymptomatic

Persons who have not had symptoms and test negative for COVID-19 may return to school when the following conditions are met:

1. An asymptomatic person may return to school immediately unless she/he is a known close contact.

Upon receiving a positive COVID-19 result, it is the responsibility of the parent or staff member to immediately notify a building principal and provide a copy of the positive test.

K. Clinic Guidelines

1. COVID-19 Clinic: Teachers who have students who present with COVID-19 symptoms will call the nurse to report the student's symptoms. The nurse will determine if the student requires further assessment for COVID-19. Student who presents with COVID-19 symptoms will be treated in a separate location from asymptomatic students and keep appropriate social distancing while wearing a mask. Students and adults will follow appropriate social distancing guidelines. Parents will be contacted to pick up their child immediately.
2. Clinic: Students will continue to report to the clinic for treatment of all other health needs not related to COVID-19. While in the clinic students will adhere to appropriate social distancing guidelines to the greatest extent possible.

L. Signage

1. Building Entry signage will document symptoms for COVID-19. Signage will require individuals who have symptoms or have been exposed to COVID-19 to not enter.
2. Posted signage will encourage handwashing, hand sanitizing, social distancing when possible.
3. Food Service signage will promote proper sanitation and serving guidelines in the cafeteria.

M. Community Usage of Buildings & Visitors

- Any person with COVID-19 symptoms should not enter our school buildings.
- Permitted visitors will be required to wear a mask at all times while in WBCCSC facilities during school hours.
- During the school day, visitors will not be allowed in the cafeteria and not allowed to eat with students.

1. Outside Organizations/Community Use of School Facilities

To help mitigate risks associated with the spread of COVID-19, community use of school facilities will require prior approval from administration.

2. Parent Volunteers and Classroom Helpers

To help mitigate risks associated with the spread of COVID-19, parent volunteers, classroom helpers, will be required to wear a mask in the building.

N. Food Service

Food Service Staff

Food service staff will self-screen daily before reporting to work. Food service staff will follow HACCP guidelines and procedures to minimize the spread of all infectious diseases, including COVID-19.

O. Transportation

1. Bus drivers will self-screen each morning answering the screening questions.
2. Any driver answering "YES" to any question in the screening will be required to see a healthcare provider before returning to work.
3. Bus drivers and students will follow the mask guidance in effect for school and classroom settings.
4. Students will be assigned seats and spaced as far apart as possible. Seating charts will be maintained to assist with contact tracing as needed.

P. At-Risk/Medically Fragile

1. Staff members who believe themselves to be medically fragile will be required to fill out a medical history form.
2. Staff members with pre-existing health conditions and/or are 65 years of age will be encouraged to be vaccinated.
3. Students having a medical condition which increases the risk for complications as a result of COVID-19 will be encouraged to take extra precautions such as wearing a mask, frequent hand washing, no face touching, and social distancing when possible.
4. Students and staff members who are at high risk for contracting COVID-19 should provide a list of health recommendations from their primary care provider. Once the plan is developed, the plan should be shared with the building administrator and the school nurse.

Q. Corporation Reporting Guidelines

All positive COVID-19 test results will be reported to county health department. All positive COVID-19 test results will be reported to Principal or school nurse by county health department. Guardians/Family of all students and staff members who are deemed to be high risk for COVID-19 exposure will be contacted directly by building administration as per contact tracing protocols. Names of students or staff members deemed at high risk of documented COVID-19 exposure will be reported to county health department/state health department by the school nurse, appropriate health care system representative, and/or school administration.

R. Special Education Students

Student services, annual case reviews, and evaluation timelines will be observed and provided as required by law and written in Individual Education Plans and Consent for Evaluation forms, either in person or remotely.

S. **Professional Development Plan/Staff Meetings**

WBCSC will follow social distancing guidelines and sanitation protocol when conducting staff meetings. When necessary, alternative meeting formats will be utilized.

T. **Social-Emotional Needs/Lessons**

1. School-based mental health services will continue in person or remotely to social/emotional needs of students.
2. Staff will be trained to recognize and refer students who need social/emotional support
3. Teachers and staff will continue to employ neuroscience strategies to address acute social/emotional needs in the classroom.