

**Family Guide:
COVID-19
WAUSAU SCHOOL DISTRICT**



September 2020

THIS DOCUMENT IS IN DRAFT FORM. GUIDELINES AND PLANS CAN CHANGE WITH LITTLE NOTICE.

Daily Operations

Visitors

- Visitors will be limited - Essential visitors only
- All visitors must abide by the following protocols
 - They must wash their hands upon entry
 - They must be masked at all times
 - They must follow social distancing guidelines (6 feet)

Student interactions

- Limited interactions between students
 - Elementary students will stay in their classrooms
 - Secondary students' transitions between classes will be planned with precautionary measures and may be limited
- The District will maintain social distancing practices in high traffic areas to the best of our abilities by rerouting traffic flow, provide signage and verbal reminders

Field Trips

- None in quarter #1; will reassess throughout the year

Masking Requirement

- All staff, students aged 5 and older, and visitors will be required to wear a face covering that covers the nose and mouth at all times while in Wausau School District buildings except during the following activities:
 - Face coverings can be removed outside as long as 6 feet of distance is maintained.

- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.
 - People who are entering the school building during the day may be required by school staff to briefly remove their face covering for the purposes of checking identification.
 - Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction.
 - When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.
- A letter on letterhead will be required from a Physician or Licensed Mental Health Practitioner in order for any staff, student aged 5 and older or visitor to be exempt from wearing a face covering.
 - The masking requirement will be evaluated each month at the board meeting by the Wausau School Board.

Social Distancing

- 6 feet of social distance must be maintained at all times on Wausau School District property.
- A six foot area will be marked off around the teacher desk to discourage students from approaching the desk unless directed to do so by the teacher.
- Student desks will be six feet apart. All desks, including the teacher's desk, will be arranged so that students and teachers are not facing each other.

Close Contact Guidelines

- [Close Contact](#) is defined as 15 cumulative minutes of contact in 24 hours with someone less than six feet away. Whether a face covering is worn or not, no one should be within six feet of another person, except household members, for more than 15 minutes to avoid potential exposure to COVID-19. Students at desks may sit no closer than six feet. Teachers will have a six foot area designated around a desk or at the white board as a no crossing zone.

Health Guidelines

- Staff and students **must stay home from school if they are ill** or go home if symptoms appear while at school. If families have questions about whether their child should be in school, they should contact their school nurse or their health care provider.
- An ill individual should contact a health care provider immediately for instructions and possible COVID-19 testing.
 - If a COVID-19 test is positive, the Marathon County Department of Health will provide instructions.
 - If a COVID-19 test is negative, the individual must stay home until the fever has resolved (fever-free for 24 hours without medication) and other symptoms have improved.
 - If a COVID-19 test is not done, the individual should stay home at least 10 days from the onset of symptoms or be fever-free for 24 hours without medication AND have improvement of other symptoms, whichever is longer.
- Siblings and household members must stay home for 14 days after their exposure to the original contact person diagnosed with COVID-19. If they then become symptomatic, they will need to continue to stay home at least 10 additional days from the onset of their symptoms or be fever-free for 24 hours without medication AND have improvement of other symptoms, whichever is longer.

Management of Ill children

- Health paras will check the temperature of every student who enters the health office, regardless of reason for visit.
- If a student has a temperature of 100.4 degrees or more or other symptoms of COVID-19, s/he will be isolated from others.
- If a child meets the screening for possible COVID-19, families/guardians will be immediately contacted and told to pick up their child within an hour or less. If a family member or emergency contact is unable to be reached, school personnel may go to a family's home or workplace to notify the family member of the need to pick up the ill child.
- When the family arrives for pick-up, the ill child will be escorted to the school entrance.
- Families will be advised to contact their health care provider for advice and possible testing for COVID-19.
- Isolation rooms have been designated in each school. If more than one student must be isolated at the same time, they will be kept six feet apart. There will be two chairs set apart in each isolation room or a curtain divider between students.
- If a child or a staff member tests positive for COVID-19, the Health Department will notify the school and direct further action. Other students in the class and teachers may be required to quarantine for 14 days, on recommendation of the Health Department.
- Family phone numbers must be kept updated and there should be at least three emergency contacts.
- A student with non-COVID symptoms, such as a headache, will be permitted to rest in the health office for only ten minutes unless they have a health plan that states otherwise.

- Students will not be permitted to “take a rest” in the health office.
- Teachers will be supplied with first aid supplies for minor injuries to decrease visits to the health office

Students with Health Concerns

- The school nurse will collaborate with the child's family and physician on safety precautions to take at school or whether the child should attend in-person school.
- Families will be asked for their child's symptoms when calling the child in ill. A [symptom monitoring form](#) will be provided to all attendance secretaries/health paras to document.

Cleaning and sanitization

Personal Sanitization

- Hand sanitizer provided in all rooms lacking a sink and soap
- Routine cleaning continues as normal
- Daily sanitization of frequently touched surfaces
- Sneeze guards at desks where 6' separation is not physically possible
- Sanitizing wipes provided as needed for intermittent cleaning
- Athletic coaches trained on sanitization and social distancing measures

Air filtration

- Building air handling equipment is supplied with MERV 11 filtration, changed as needed based on operating parameters
- Air supplied to all areas with a minimum of 6 air changes per hour
- Areas with higher pupil density or activities are supplied with additional air changes, up to 10 changes per hour
- Depending on the specific design, most systems exchange 100% of the return air with fresh, outside air and do not re-circulate air returning from the school
- Due to quantity of air changes, we are not employing “air sanitizers” as the building supplies more fresh air than these units are capable of “sanitizing”.

Enhanced Cleaning and Sanitizing standards - COVID case in a building

- Close off areas used by the case(s), if possible
- Open outside doors and windows to increase air circulation

- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle
- Clean and disinfect all the areas visited by the case(s), such as school buses, classrooms, bathrooms, offices, and common areas
- Start with areas of a lower likelihood of contamination, moving to areas with highly contaminated surfaces (for example, frequently handled items). This includes cleaning rooms of non affected areas of the school before rooms where the case(s) were present
- Focus on objects that are frequently touched, such as doorknobs, light switches, bathroom sink and flush handles, desks, chairs, lockers, and playground structures.

Protocol if there is a COVID case in a building

- If a staff member or student is diagnosed with COVID-19, Marathon County Public Health will do contact tracing to determine what other students or staff have been in [close contact](#) with the infected person. Those determined to be in close contact will be quarantined for 14 days.
- It is possible that staff or students in other classrooms will be quarantined if they have been in close contact.
- Family members of the person diagnosed will be quarantined for 14 days.
- It is reasonable for families to expect that their child's school will close at some point during the 2020-2021 school year.

Transportation

- Drivers and monitors will be required to wear a mask when it does not interfere with driving and students are required to wear a mask or follow the same rules in place while they are at school.
- Loading protocol - students will remain at least 6' apart while loading and unloading the bus. Students will sit nearest the window and in separate seats whenever possible. Students from the same family will be asked to share seats.
- Emergency procedures and unloading will be rehearsed with proper social distancing precautions in mind.
- Buses will be routinely cleaned and disinfected.
- All necessary training for drivers and monitors will take place before the start of the school year.
- All extra curricular trips and field trips will carry similar restrictions as home to school transportation. Trip requestors will need to be mindful of these limitations as availability of buses and cost of transportation may be limiting factors.

- City Metro Ride buses may have different limitations that will need to be accommodated. Longer pickup wait times may occur.

Mental Health and Emotional Well-Being of Students

- Please contact your building administrator, school counselor, school social worker or health aid to seek mental health services for your child.

Special Education/504's

In Plan A or B:

- Individualized Education Plan (IEP) meetings, special education evaluation meetings, 504 meetings, 504 evaluations, and transition planning conferences will be held virtually.
- Specialized Instruction, related services, modifications, accommodations, and supports will be delivered virtually unless the IEP team determines the need for services in person with safety protocols in place at locations designated by WSD.
 - Alternative methods, virtual, teleconference, hard copy materials, teletherapy, in-person delivery, alternate virtual platforms, neutral site, or any combination thereof, as determined by the IEP team.
- PPE-Specialized equipment will be provided to staff based on level of risk presented within job responsibilities
- Continue to assess specialized individual programming, environments, and procedures to keep all meeting needs ...individuals safe
 - Restructure use of sensory rooms and activities to include sanitizing in between individual student use
 - Frequent sanitization and/or rotation of student adaptive equipment and sensory items
 - Designated space in each building for delivery of related services
 - Related Service/Specially Designed instruction schedules may be adjusted to limit transitions within the building
 - Professional Development for Special Education Staff
 - Use of specialized PPE
 - Conducting Virtual IEP meetings, Evaluations, Related services

- Delivering high quality specialized instruction, related services, and supports virtually
- All special education services throughout any of the district's pandemic plans will be provided in conjunction with students Individualized Education Plan (IEP) will be monitored and delivered to the greatest extent possible in compliance with Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA) and safety/health guidelines.
- 504 Plan accommodations will take place in the virtual or blended setting.

In Plan C:

- Individualized Education Plan (IEP) meetings, special education evaluation meetings, 504 meetings, 504 evaluations, and transition planning conferences will be held virtually
- Virtual options for the delivery of special education services will be considered first in Plan C.
 - Specialized instruction, related services, modifications, accommodations, and supports will be delivered virtually in conjunction with Individualized Education Plan (IEP) goals and disability related needs.
- The IEP team may consider other options for individuals, in accordance with district safety protocols and Individuals with Disabilities Act (IDEA). These may include:
 - Alternative methods, virtual, teleconference, hard copy materials, teletherapy, in-person delivery, alternate virtual platforms, neutral site, or any combination thereof, as determined by the IEP team.
 - Continued monitoring of student progress, specialized individual programming, environments, and adherence to safety procedures
 - Professional Development for Special Education Staff
 - Use of specialized PPE
 - Conducting Virtual IEP meetings, Evaluations, Related services
 - Providing high quality specialized instruction and related services virtually
 - All special education services throughout any of the district's pandemic plans will be provided in conjunction with students Individualized Education Plan (IEP) will be monitored and delivered to the greatest extent possible in compliance with Individuals with Disabilities Education Act (IDEA), Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), and safety/health guidelines..
 - 504 Plan accommodations will take place in the virtual setting.
 - Parents/guardians will have the option to maintain current accommodations and/or conduct a reeva

Extra and Co-Curricular Activities

- Athletics, clubs and organizations will follow the recommendations of State associations, and State and local government.
- Determination for viable activities will rely on current health risks assessments.
- Assessments of high, medium and low will determine what level of engagement activities may assume.
- [WIAA Guidelines](#)

Childcare

- Families can contact [Childcaring](#) or [Wisconsin Department for Children and Families](#) for assistance with finding a child care provider.

