

# **District Re-Entry Procedures and Guidelines for Staff and Students**



**Wellsville-Middletown R-1 School District Summer  
2020**

*\*\* These procedures and guidelines are based on current recommendations from MCHD at time of publication and adapted from the guidance provided by MSBA. Updates will be made out of necessity to meet ever-changing recommendations.*

Developed Summer 2020

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## Plan Development Guidance Documents

[MSBA Re-entry and Re-opening of Schools](#)

[Montgomery County Health Department](#)

[Missouri Department of Health and Senior Services](#)

[Missouri Department of Elementary and Secondary Education COVID-19 Information  
Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)

[Reopening Schools Decision Tree](#)

[Return to School Roadmap](#)

[CDC Framework for Mitigation](#)

[CDC Guidelines](#)

[Guidance For Opening Up High School Athletics and Activities](#)

[CDC Covid-19 Seminars](#)

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## District Mission

Learning today for a successful tomorrow!

## Team Purpose

School re-entry and re-opening provides an opportunity to review practices and policies. This document offers guidance on how Wellsville-Middletown R-1 can consider approaching the many components of “opening up” or re-entering our schools and facilities. The recommendations presented in this document are intended as guidelines to consider, and to address coordinated approaches, to *safely* return to academic, extracurricular and athletic activities. Aligning these with district strategic goal areas allows for encompassing all planning aspects. This document is intended to hold hope for the best and provide a plan for managing risk, and will be adjusted as conditions change, in order to do our best for this learning community.

The Wellsville-Middletown R-1 School District is excited to see students return to the buildings on August 25th, 2020, and will make every effort to minimize contact to COVID-19 and other communicable diseases; however, attending school will inherently introduce a greater risk of exposure.

The Wellsville-Middletown R-1 School District plans on moving forward with school on August 25th, 2020 unless the federal, state, county, or local health departments require us to close. Procedures may or can be modified at any time. It is impossible to plan for every scenario and situation. Wellsville-Middletown R-1 School District collaborates with the Montgomery County Health Department, Missouri Department of Health and Senior Services, the Missouri Department of Elementary and Secondary Education, the Governor’s Office, and Center for Disease Control.

Students return to school for traditional face-to-face classes. There will be several safety measures in place when students return. Wellsville-Middletown R-1 will make every effort to minimize contact to COVID-19 and other communicable diseases; however, attending school will inherently introduce a greater risk of exposure.

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## **Required Re-entry Criteria For Any District Program**

- ❑ Employees may complete the [2020 Daily Staff Sign-in Sheet](#) and students will complete the [2020 Daily Student Sign-in Sheet](#) prior to entering any Wellsville-Middletown R-1 facilities per the current recommended guidelines. This sign-in sheet includes a COVID-19 symptom checklist. Any answer of yes will exclude an employee or student from district facilities until they are cleared by a healthcare provider. This practice will take place when recommended by the MCHD.
- ❑ The district may convene students in group sizes predetermined by the local health department for the purposes of academics and noncontact extra-curricular activities. Physical distancing of at least six (6) feet will be practiced as recommended.
- ❑ Each employee and student may have their temperature taken when entering any campus facility when recommended by MCHD. Employee/students with a temperature above 100 degrees will be asked to return home per guidance from MCHD and CDC.
- ❑ Employees/students with an undiagnosed fever must be fever free without medication for 72 hours before returning to work unless you have been cleared by a healthcare provider.
- ❑ An employee/student who has been exposed to Covid-19 should not come to work before checking with their local health department for recommendations.
- ❑ Employees are required to wear a face mask or other PPE when engaging with students or in the presence of students per the current guidelines from MCHD (unable to social distance). Students are not required to wear masks; however, if it is parent preference or doctor recommended it will be allowed. (Parent provided)
- ❑ Employees/students should use hand sanitizer or wash hands immediately after entry into the district facility and use hand sanitizer or wash hands frequently per guidance from MCHD and CDC.
- ❑ A district employee will be responsible for communicating with parents/guardians when a student driver is sent home with a temperature over 100 degrees or when they are demonstrating any of the COVID-19 symptoms that exclude a student from participating in the activity entered the facility to attend.

## **Re-entry Requirements for Athletics and Activities**

- ❑ Coaches, sponsors, and athletes will complete the athletic/activity sheet prior to entering any Wellsville-Middletown R-1 facility facilities per the current recommended guidelines. This sign-in sheet includes name, date, activity, and temperature (Athletics - no higher than 100.5 degrees, Activities - no higher than 100 degrees). Any answer of yes will

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exclude an employee from district facilities until they are cleared by a healthcare provider.

- ❑ Any student-athlete that is sent home due to showing symptoms of COVID-19, the coach/sponsor must notify the student-athlete's parents and Principal/AD.
- ❑ All athletic and activities groups need to meet the additional district re-entry requirements in addition to the required re-entry criteria for any district program (listed above)
- ❑ Contact Sports- Practice or training with no contact is allowed. Controlled practice size is limited to stable groups of 15 plus the sponsor.
- ❑ Locker Rooms--No locker room use until further guidance. Students should arrive with proper gear and immediately return home to shower.
- ❑ Weight Rooms--Closed until further guidance. Resistance training should be emphasized as body weight and resistance bands.
- ❑ Hydration--All students should bring their own water bottle or the coach/instructor should provide water bottles for each athlete/student. No shared water coolers.
- ❑ Physical Activity (Contact/Non-contact- See chart below)
- ❑ Equipment Use--There should be no shared athletic equipment between students. All equipment, including balls, should be cleaned after each use and prior to next
- ❑ Physical Distancing--There must be a minimum of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distance can occur.
- ❑ Group Size and Limitations--Workouts or activities should be conducted in "pods" of students with the same students always working together. Smaller pods should be used for weight training outside of the weight room. This ensures more limited exposure if someone develops an infection.
- ❑ Facility and Equipment Cleaning and Sanitizing Procedures--Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate communicable diseases. Individuals should wash hands for a minimum of 20 seconds with soap and warm water before touching surfaces or participating in workouts/activities. Hand sanitizer should be available. All equipment should be wiped down thoroughly before and after individual use.

## **Level 4: High Risk Re-Entry**

### **Re-Entry Requirements for Athletics and Activities**

- ❑ All athletic and activities groups need to meet the additional district re-entry requirements in addition to the required re-entry criteria for any district program (listed above).
- ❑ Contact Sports-*Practice or training with no contact is allowed. Controlled practice size is limited to stable groups of 12-15 plus the sponsor.*
- ❑ Locker Rooms--No locker room use until further guidance. Students will arrive with proper gear and immediately return home to shower.

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- ❑ Weight Rooms--Closed until further guidance. Resistance training should be emphasized as body weight and resistance bands.
- ❑ Hydration--All students should bring their own water bottle or the coach/instructor will provide water bottles for each athlete/student if needed. No shared water coolers.
- ❑ Physical Activity (Contact/Non-contact- See chart below)
- ❑ Equipment Use--Team-shared equipment should be avoided, if possible. If equipment must be shared, clean and disinfect between use
- ❑ Physical Distancing--There must be a minimum of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distance can occur. Masks are required by staff at all times when inside and anytime you cannot social distance while outside. (If students/adults are very active and breathing heavy they should maintain a 10' distance when not wearing a mask because the heavier you breathe the further respiratory droplets can go.)
- ❑ Group Size and Limitations--Workouts or activities will be conducted in "pods" of students with the same students always working together. Smaller pods will be used for weight training outside of the weight room. This ensures more limited exposure if someone develops an infection.
- ❑ Facility and Equipment Cleaning and Sanitizing Procedures--Adequate cleaning schedules will be created and implemented for all athletic facilities to mitigate communicable diseases. Individuals should wash hands for a minimum of 20 seconds with soap and warm water before touching surfaces or participating in workouts/activities. Hand sanitizer should be available. All equipment will be wiped down thoroughly before and after individual use.

LEVEL 4 HIGH RISK	Individual or Controlled small group training	Controlled Clinics and Camps	Controlled Practices	Modified Rule Games	Modified Rule Tournaments
Activities	Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Basketball	Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Baseball & Softball	Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Cheerleading	Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Track/Cross Country	Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed

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## Level 3: Medium Risk Re-Entry

### **Re-Entry Requirements for Athletics and Activities**

- ❑ All athletic and activities groups need to meet the additional district re-entry requirements in addition to the required re-entry criteria for any district program (listed above)
- ❑ Contact Sports--Contact Sports are limited. There are to be no contests or scrimmages. Live action drills, or small group/partner drills will be permitted. Instructors may convene athletes in groups predetermined by the local health department for the purposes of *individual* strength, conditioning, or skill development. Physical distancing of at least 6 feet must be practiced at all times. *Controlled practice size is limited to stable groups of 15 plus the sponsor.*
- ❑ Locker Rooms--No locker room use until further guidance. Students will arrive with proper gear and immediately return home to shower
- ❑ Weight Rooms--The weight room will be open with limitations. Limitations will include but not limited to: limited number of participants will be allowed, based on the recommendation from local health officials; lifts may need to be modified to individual lifts only, no spotter shall be used; physical distancing must be practiced at all times; clean and disinfect equipment after every use.
- ❑ Hydration--All students should bring their own water bottle or the coach/instructor will provide water bottles for each athlete/student if needed. No shared water coolers
- ❑ Physical Activity (Contact/Non-contact- See chart below)
- ❑ Equipment Use--Team-shared equipment should be avoided, if possible. If equipment must be shared, clean and disinfect between use
- ❑ Physical Distancing--There must be a minimum of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distance can occur.
- ❑ Group Size and Limitations--Workouts or activities may be conducted in “pods” of students with the same students always working together. Smaller pods will be used for weight training outside of the weight room. This ensures more limited exposure if someone develops an infection.
- ❑ Facility and Equipment Cleaning and Sanitizing Procedures--Adequate cleaning schedules will be created and implemented for all athletic facilities to mitigate communicable diseases. Individuals should wash hands for a minimum of 20 seconds with soap and warm water before touching surfaces or participating in workouts/activities. Hand sanitizer should be available. All equipment will be wiped down thoroughly before and after individual use.

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LEVEL 3 MEDIUM RISK	Individual or Controlled small group training	Controlled Clinics and Camps	Controlled Practices	Modified Rule Games	Modified Rule Tournaments
Activities	Allowed	Allowed	Allowed	Allowed	Allowed
Basketball	Allowed	Allowed	Allowed	Not Allowed	Not Allowed
Baseball & Softball	Allowed	Allowed	Allowed	Not Allowed	Not Allowed
Cheerleading	Allowed	Allowed	Allowed	Not Allowed	Not Allowed
Track/Cross Country	Allowed	Allowed	Allowed	Not Allowed	Not Allowed

## Level 2: Low Risk Re-Entry

### **Additional District Re-Entry Requirements for Athletics and Activities**

- All athletic and activities groups need to meet the additional district re-entry requirements in addition to the required re-entry criteria for any district program (listed above)
- Contact Sports-Contact Sports may engage in competitions and practices. Only authorized individuals will be present in the facility during contact days and competitions (which may include participating athletes, instructors, coaches, and officials only).
- High School and middle school (7-8) camps are allowable while following the above guidelines set by the school district and local health officials.
- Instructors may convene athletes in groups predetermined by the local health department for the purposes of *individual* strength, conditioning, or skill development. *Controlled practice size is limited to stable groups of 15 plus the sponsor.*
- Locker Rooms--Open for minimal use. Students will practice social distancing.
- Weight Rooms-The weight room will be open with limitations. Limitations will include but not limited to: limited number of participants will be allowed, based on the recommendation from local health officials; lifts will need to be modified; spotters can be used on a limited basis; physical distancing will still be practiced; clean and disinfect equipment after every use
- Hydration--All students should bring their own water bottle or the coach/instructor will provide water bottles for each athlete/student if needed. No shared water coolers
- Physical Activity (Contact/Non-contact- See chart below)

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- ❑ Equipment Use--Team-shared equipment should be avoided, if possible. If equipment must be shared, clean and disinfect between use
- ❑ Physical Distancing--is encouraged.
- ❑ Group Size and Limitations--Workouts or activities will be conducted in “pods” of students with the same students always working together. Smaller pods will be used for weight training outside of the weight room. This ensures more limited exposure if someone develops an infection.
- ❑ Facility and Equipment Cleaning and Sanitizing Procedures--Adequate cleaning schedules will be created and implemented for all athletic facilities to mitigate communicable diseases. Individuals should wash hands for a minimum of 20 seconds with soap and warm water before touching surfaces or participating in workouts/activities. Hand sanitizer should be available. All equipment will be wiped down thoroughly before and after individual use.

LEVEL 2 LOW RISK	Individual or Controlled small group training	Controlled Clinics and Camps	Controlled Practices	Modified Rule Games	Modified Rule Tournaments
Activities	Allowed	Allowed	Allowed	Allowed	Allowed
Basketball	Allowed	Allowed	Allowed	Allowed	Allowed
Baseball & Softball	Allowed	Allowed	Allowed	Allowed	Allowed
Cheerleading	Allowed	Allowed	Allowed	Allowed	Allowed
Track/Cross Country	Allowed	Allowed	Allowed	Allowed	Allowed

## Level 1: Minimal Risk Re-Entry

### **Re-Entry Requirements for Athletics and Activities**

- ❑ All athletic and activities groups need to meet the additional district re-entry requirements in addition to the required re-entry criteria for any district program (listed above)

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- ❑ Contact Sports-No restriction for Contact or Non-Contact Sports/Activities. Only authorized individuals will be present in the facility during contact days and competitions (which may include participating athletes, instructors, coaches, and officials only).
- ❑ Schools may begin to host summer camps at all levels while following the above guidelines set by the school district and local health officials.
- ❑ Locker Rooms will be open.
- ❑ Weight Rooms-The weight room will be open with no limitations; clean and disinfect equipment after every use.
- ❑ Hydration--All students should bring their own water bottle or the coach/instructor will provide water bottles for each athlete/student if needed. No shared water coolers
- ❑ Physical Activity (Contact/Non-contact- See chart below)
- ❑ Equipment Use--Team-shared equipment should be avoided, if possible. If equipment must be shared, clean and disinfect between use
- ❑ Physical Distancing--is encouraged.
- ❑ Group Size and Limitations--Workouts or activities will be conducted in “pods” of students with the same students always working together. Smaller pods will be used for weight training outside of the weight room. This ensures more limited exposure if someone develops an infection.
- ❑ Facility and Equipment Cleaning and Sanitizing Procedures--Adequate cleaning schedules will be created and implemented for all athletic facilities to mitigate communicable diseases. Individuals should wash hands for a minimum of 20 seconds with soap and warm water before touching surfaces or participating in workouts/activities. Hand sanitizer should be available. All equipment will be wiped down thoroughly before and after individual use.

LEVEL 1 MINIMAL RISK	Individual or Controlled small group training	Controlled Clinics and Camps	Controlled Practices	Modified Rule Games	Modified Rule Tournaments
Activities	Allowed	Allowed	Allowed	Allowed	Allowed
Basketball	Allowed	Allowed	Allowed	Allowed	Allowed
Baseball & Softball	Allowed	Allowed	Allowed	Allowed	Allowed
Cheerleading	Allowed	Allowed	Allowed	Allowed	Allowed
Track/Cross Country	Allowed	Allowed	Allowed	Allowed	Allowed

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### **Additional MSHSAA Requirements**

As we are learning more about the virus and its impact on people that have a confirmed positive test. MSHSAA has developed a return to play flow chart

(<https://www.mshsaa.org/resources/PDF/MSHSAA%20COVID-19%20RTP%20Flow%20Chart.pdf>) for any student-athlete that tests positive for COVID. One aspect coming to light is that it

can impact the heart, and because of this and the 14-day quarantine, there will be a MSHSAA **COVID Return To Play Form**

(<https://www.mshsaa.org/resources/PDF/MSHSAA%20COVID-19%20RTP%20Form.pdf>) that **MUST** be used for any confirmed positive test prior to a student returning to participation. This requirement is for the safety of the student to ensure they are prepared to return to participation.

## **August 25th Staff and Students Return to School\*\***

In collaboration with the Montgomery County Health Department, our district re-entry team, as well as guidance from the Center for Disease Control (CDC), the American Academy of Pediatrics, and the Missouri Department of Elementary and Secondary Education, this plan was developed for re-opening our school on August 25th. The safety of our students and staff is our top priority, and implementation of this plan was developed by what is feasible, practical, acceptable, and tailored to the needs of the Wellsville-Middletown R-1 School District.

As health experts learn more about COVID-19, this plan will evolve to better prevent the spread of the virus. This guidance pertains specifically to school settings and operations and may differ from guidance provided to the general public. The recommendations included in this document are endorsed by the Montgomery County Health Department and the Wellsville-Middletown R-1 School District and are subject to adjustments as conditions change.

This document reflects the guidance to the extent possible when established with the current known factors as of July 2020.

### **Introduction:**

School in our community was impacted in an unprecedented way by the emergence of the novel coronavirus (SARS-CoV-2), the causative agent of COVID-19. Moving through this pandemic, we have learned that children are less vulnerable to infection and are unlikely to become seriously ill with COVID-19. The profound negative impact of loss of in-person school on the well-being of children has been well documented and thus we are preparing for the return to school for the 2020-2021 school year.

We, however, must be attentive that this public health crisis has not ended. Adults, particularly those who are older and those with underlying health conditions, are at increased risk of serious illness from COVID-19. Our school needs to be prepared to reduce the chance that anyone will

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acquire this infection during the school day and armed with a protocol to respond to a case of infection. Schools must be poised to adapt to new and emerging information in order to create a safe and robust educational experience. Although planning for this “new normal” may create some inconveniences, if we work together as a community we will help ensure that our students and staff will stay healthy and reduce the chance of significant educational disruptions.

## **District Wellness/Health**

### **General Parameters:**

- Student screening process and protocols- Students should be screened at home before coming to school. Please ask yourself and your student the questions provided by the Montgomery County Health Department every morning before school. Questions will be posted and distributed to families prior to the beginning of school. If the answer to any of the questions is yes, students will be required to be kept home. (Appendix A)
- If your child is sick for any reason, please call the office or send an email alerting the school that your child is sick.
- Any adults entering the school must have their temperature recorded due to the virus being more prevalent in adults and this practice is a layer of protection to help prevent the spread.
- Minimize interactions- The school district has added many provisions to minimize interactions. These will be addressed throughout the remainder of this document.
- Avoid large gatherings that mix multiple groups and do not allow for social distancing. For the short-term avoid indoor assemblies and pep assemblies.
- Develop contingency plans to respond to changing levels of transmission within the community. Academic protocols will be addressed in this document.
- Wellsville-Middletown R-1 will work with the MCHD to determine if it is necessary to take employee/student temperatures upon arrival.
- If a student is deemed to be symptomatic, a family member will be asked to pick-up the student within 30 minutes of notification.
- Students will be in a safe space to limit contact with other individuals until picked-up.
- School health professionals will provide guidance if students need to be seen by their medical professional for further examination.
- When a family member arrives at school to pick up the student, please do not enter the building.
- Staff will walk the student outside to meet the family member picking them up.
- School will request the parent provide a note from their medical provider approving return to school. If this is not possible, the staff/student may return after being fever free for 24 hours without the use of fever reducing medications.

### **If a student or staff member tests positive for COVID-19**

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- Notification will be made to the Montgomery County Health Department (MCHD).
- Montgomery County will conduct contact tracing to identify possible exposure to others.
- Wellsville-Middletown R-1 will follow recommendations for closure and contact tracing performed by MCHD.
- A notification will be sent to all families in the district.
- School will be closed according to the recommendations of the MCHD.
- Staff will perform a deep targeted clean and disinfection of exposed areas.
- Work with MCHD on reopening and reentry plans.
- Employees/students who test positive for COVID-19 must be cleared by the MCHD prior to returning to work/school.
- Close contacts of a positive COVID-19 case must be cleared by Montgomery County Health Department prior to returning to work/school.

## Students returning to school from COVID-19 like symptoms

- School will request the parent provide a note from their medical provider approving return to school. If this is not possible, the staff/student may return after being fever free for 24 hours without the use of fever reducing medications.

### **Social Distancing**

Social distancing of three to six (3-6) feet remains one of the best preventative measures for reducing the spread of COVID-19. It is recognized that this cannot be accomplished at all times, distancing of at least three (3) feet has been shown to reduce infections. While children are unlikely to exhibit serious symptoms from COVID-19, social distancing helps prevent the spread to adults- especially those who may be at high risk. Note that all individuals who spend more than 15 minutes within six (6) feet of an individual tested positive for COVID-19 will be asked to quarantine.

- Classrooms that have desks, students will all be facing in the same direction.
- Classrooms with tables will have plexiglass dividers installed.
- Staff working one-on-one with students or with small groups will be required to wear a PPE (face shields will be provided to all staff). Masks or face shields will not be required if staff are able to maintain social distancing.
- Students are not required to wear face masks; however, if it is parent preference or doctor recommended it will be allowed. (Parent provided)
- There may be times a student will be asked to wear a mask {i.e. A+ tutor working with elementary students, students traveling with students from other school districts (Hart Career Center), students experiencing symptoms of COVID-19 waiting for parent pick-up. etc.}

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- JH/HS students will not have access to lockers. Students will be able to carry book bags from class to class. More information will be provided at registration.
- Breakfast will be served in the classroom. Breakfast for elementary students will be from 7:40- 8:05. JH/HS breakfast will be served between 1st and 2nd hour. Students will have a choice of a hot or cold option. All breakfast items will be served in individual containers.
- Lunch will be served in the cafeteria. There will be three lunch shifts 11:00, 11:30, and 12:00. This will allow for principals to create a schedule to minimize mixing of different students. Students will have a choice of a hot lunch, cold lunch, or salad. All lunch items will be served in individual containers.
- Non-essential visitors will not be allowed in the school.
- Physical activity during recess and physical education class is important for a child's physical, mental, and emotional health. Students should engage in these activities with their primary cohorts (to the extent possible) to reduce the number of contacts.
- The risk of transmitting the virus outdoors is much lower, so the school may consider using outdoor learning spaces more often.

#### **Health Services Inventory/Supplies**

- PPE (gloves, masks/face shields)
- Touch-free thermometers
- Sanitizers, cleansers, hand soap, tissues
- Face shields will be provided to all employees

#### **Health Services and Facility**

- A separate space for students who might have COVID-19 or other communicable disease and are waiting for pickup as recommended. The room needs to be disinfected frequently and restricted to authorized staff and students.
- The school nurse will be responsible for the following:
  - Use the flowchart provided by the MCHD to determine if students or staff are experiencing COVID-19 related symptoms. (Appendix B)
  - Examine equipment such as thermometers to determine if adjustments need to be made to increase sterilization and minimize chances of reinfection or if new equipment is needed.
  - Update standing orders and nursing office procedures as recommended by MO DHSS, MCHD and CDC.
  - Review procedures for inhalers and nebulizers in the school setting per MO DHSS and CDC recommendations.
  - Review health screening procedures per recommendations by MO DHSS.
  - Review immunization records.

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- Notify all parents of students who are not immunized or do not have a legal exemption on file that the student will not be allowed to attend school until those immunizations have been completed or the first dose of an ongoing immunization is received.
- Contact all parents with students on health plans as indicated and determine if they need to be revised to address minimizing infection.
- Revise medication schedules to minimize the number of students in the nurse's office at one time as indicated.
- A daily health report/attendance report will be prepared and submitted to the superintendent and MCHD.
- Communicate with state and local health departments.
- Verify where staff and students can be tested for COVID-19.

## **District Communication**

Effective and ongoing communication is a critical component before, during and after any school crisis. Implementing specific communication procedures and protocols will allow staff, students, families and the community to safely re-engage in the education process.

### **Communication Procedures Development:**

- The superintendent or designee will provide up-to-date information as it becomes available.
  - Information will be shared in a variety of ways.
    - Website
    - Email
    - Text Alert(s); possibly one with COVID-designated information
    - Social media
    - Voice and/or video messaging
    - Traditional media outlets
  - The school will work with the MCHD to provide consistent and factual messaging that reaches a broad audience.
  - Parents/students and employees should email building principals outside regular business hours when they have symptoms of or have been exposed to COVID-19.

### **Internal District Communication**

- Building Administrators
  - Ongoing timeline and collaboration for action steps to be completed for procedures and guidelines.

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Developed Summer 2020



- Administrators communicate to appropriate staff necessary updated procedures and guidelines.
  - Superintendent/Building principals are notified of any external communication that will go out to parents/guardians, students, and the public from staff. (In-person or email)
- District Staff
    - Notification to district staff of any external communication that will go out to parents/guardians, students, and the public regarding re-entry procedures or guidelines. (Staff email)

### **Parent/Guardian Communication**

- Information on the health and safety measures the LEA is taking to ensure students can return to facilities and school buildings safely.
- The district, along with the local health department, will develop appropriate safety protocols for students and others entering school facilities
- The expectations of parents and students if the School Building Closure/Distance Learning Plan or the Alternatives to School Building Closure Plan is implemented
- Basic information on COVID-19 and measures families can take to stay safe when not at school, and any follow up procedures after attending a facility or school. (See the Missouri Department of Health and Senior Services (MDH) [COVID-19 Fact Sheet](#))
- Clear direction in student handbooks on when to keep a student home and the process for notifying the school.
- The importance of mandatory immunizations and locations where they can be obtained, as well as the importance of flu vaccinations. (See [167.637, RSMo.](#), applicable to public schools) and the [MDH information on immunizations.](#))
- Information on trauma-informed practices. (See 161.1050, RSMo. (applicable to public schools) and [DESE's Missouri Model for Trauma-Informed Schools: Parent and Caregiver Resource Guide](#))
- Helping children cope with stress and tragedies. (See the National Association of School Psychologists, [Helping Children Cope with Changes Resulting from COVID-19](#))
- Availability of community resources. Examples:
  - Mental health resources
  - Food security
  - Medical/dental providers
  - Health insurance
  - Economic aid
  - Housing assistance

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### **Student Communication**

- Put up posters in all buildings and provide other messaging on hand washing and covering coughs and sneezes. (See [MDH posters on coughs and hand washing](#))
- Clear rules and expectations communicated and taught regarding facility use, extracurricular or academic activity.
- Public schools must ensure child abuse and neglect posters are in a public area of the school and in each student restroom. (See [160.975, RSMo.](#) and the Missouri Department of Social Services (MDSS) [elementary school and secondary school posters](#))
- Provide students information on suicide prevention hotline(s). Examples:
  - [The National Suicide Prevention Lifeline](#)
  - The Crisis Text Line MOSAFE 741741
- Provide students information on the Missouri school safety tip line: [Courage2Report](#)

### **Public Communication**

- Only essential persons will be able to enter the building and will be required to wear a mask. (i.e. contracted therapists)
- Post reminders at entryways not to enter the school if experiencing signs of illness.
- Provide information on district exclusion rules on the district's webpage and in other communications.

## **District Facilities/Physical Plant**

The maintenance and custodial staff will be responsible for the following:

- Fire code/safety inspections of all occupied buildings
- Health department inspections of all cafeterias
- HVAC/air quality inspections
- Water quality inspections for drinking fountains and bathrooms that have not been used recently.

### **Cleaning and Sanitizing**

Thoroughly ventilate, clean and then disinfect all buildings, desks, food preparation/service areas, equipment and other surfaces prior to students returning, using CDC and OSHA guidelines, as well as any guidelines or tips provided by the MCHD.

A time schedule and cleaning schedule (revised maintenance and custodial schedules to focus on high touch/high traffic areas) for effectively cleaning and disinfecting buildings and facilities once students return for extracurricular activities or academic learning. Additionally, a quick

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checklist will be created for building staff to support the maintenance and custodial cleaning schedule. All classrooms will be provided sanitizer and paper towels.

- Clean and disinfect all work areas, counters, restrooms, doorknobs, etc. several times daily.
- Students will not share classroom supplies.
- Clean/disinfect student desks, keyboards as often as possible
- Clean work out equipment/sports equipment frequently and between transitions.
- Create a plan to increase frequency during flu season and if there are increased incidents of COVID-19 exposure in the area or in the school community

### **Transportation:**

Bus maintenance and drivers will be responsible to thoroughly ventilate, clean and disinfect all buses and other district vehicles. On buses, students will be assigned a seat, being grouped by family (*where applicable*), and may load buses from back to front. Buses will be disinfected daily. Parents are encouraged to bring their child(ren) to school. At this time the District will not provide transportation to anyone who has an address within a mile of the school (Wellsville city limits).

### **Increased Prevention Measures**

- Hand-sanitizing stations are installed in classrooms and the hallways to accommodate frequent use. In bathrooms, all faucets and paper towel dispensers will be touchless. Automatic flush will be added to all toilets and urinals in the district.
- Water bottle filling stations will be installed throughout the district. All students will be provided a reusable water bottle.
- Plexiglass dividers will be installed on classroom tables. Classrooms with desks will face all desks in the same direction.

## **District Academics**

Please remember this is a plan to provide guidance for in-seat instruction. As the MCHD is monitoring COVID-19 cases daily, we could go into shutdown at any time. The district will continue to be mindful of that possibility and plan for it accordingly.

### **Academic Services Coordination**

- The school district plan is to return to in-person school on August 25, 2020.
- All students will be assessed to determine academic progress. Teachers will use this information to guide instruction and address the Missouri Learning Standards during the 2020-2021 school year.
- Enrollment of students

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- Students cannot attend school until they have received all required immunizations, unless covered under a legal exemption.
- The district will provide Chromebooks to all students in grades K-12 and teachers beginning in the 2020-2021 school year.
  - Teachers will be provided ongoing professional development in order to facilitate online instruction while in-person or in the event online instruction must be utilized.
  - Students will be provided instruction on use for assignments and classwork.
  - The district has extended Wi-Fi into the school parking lot and partnered with the Middletown Baptist Church to extend Wi-Fi into the church parking lot in order for students to have the ability to complete work online as necessary.
  - The school district will have an Alternative Methods of Instruction Extended Plan on place in the event instruction must go online and school is closed.
    - Public schools provide the plan to DESE for approval by June 15. (See 171.033, RSMo., applicable to public schools.) Include information the district has collected from students and families on household internet access and computer access. An Alternative Methods of Instruction Extended plan will be submitted to DESE for approval in the case learning would have to go to an online format and the school is shut down.
- Special education services- Families will be contacted by a case manager
  - IEPs will be updated with alternative methods of instruction statements in case of short-term or long-term school closures.
  - Case managers will contact parents/guardians at the beginning of the school year. At that time, any necessary amendments, related to the area of eligibility, can be made to prepare for school transitions that have not already been accounted for by the beginning of school.
  - If a long-term school closure were to take place, all special education services and related services would be provided through consultation and documented on the Continuity of Instruction (COI) form in order to provide FAPE to students.
- 504 plans
  - Staff will review student plans, contact parents/guardians as necessary, and provide accommodation plans to all teachers who provide educational services to students with a 504 plan.
- Healthy Habits Education
  - Attendance incentives will not be a district practice during the 2020-2021 school year.
  - Educate students on viruses and the signs of illness,utilizing school and community nurses, when available, and incorporating professional development for the staff in order to assist in efforts.

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- Build in time throughout the day for routine hand washing by both students and employees.
- Require students to wash their desks/workspaces at least once a day.
- Prohibit sharing of pencils and pens and other school supplies.
- Re-teach appropriate social skills encouraging minimal physical contact.

## **District Social/Emotional Health**

### **Social Emotional Response**

- District counselors will be available to students and staff members as needed.
- In grades K-8 counselors will utilize Second Step social emotional learning in their lessons with students.
- Administration, counselors, law enforcement, juvenile office and Children's Division will collaborate to ensure the district has the most recent information on active cases with enrolled students.
- Plan re-engaging activities for all students.

## **District Governance**

### **Strategic Planning**

- 2020-21 school calendar contingencies.
  - Consider an alternative calendar where the start date is delayed.
  - Consider alternative calendars in case the School Building Closure/Distance Learning Plan or the Alternatives to School Building Closure Plan are implemented.
- Approve an Alternative Methods of Instruction Plan and an Alternative Methods of Instruction Extended Plan.
- Review and/or revise the LEA's facilities plan based on recommendations from the superintendent to minimize risk of infection.
- Review the budget and/or revise the budget.
  - Federal COVID-19 funding; federal grants.
  - Ensure appropriate resources are allocated to facilitate the School Building Closure/ Distance Learning Plan and the Alternatives to School Building Closure Plan.
- Consider a change to staff leave policies under quarantine.
- Review student attendance policies to provide more flexibility and remove punitive measures for absences when there is an outbreak of a contagious disease.
- Facilities will be unavailable until further notice to any outside group.

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- Through collaboration the LEA and health department will make the final decision and how it will be communicated to the public. (Note that the health department has the legal authority to close school buildings if it chooses to exercise that authority.)
- Develop a plan for conducting governance board meetings if social distancing is required or there is a stay-put order in effect that complies with the Missouri Open Meetings and Records Act (Sunshine Law).
- Develop an alternative command structure, with recommendations by the superintendent, if the superintendent or other key administrative employees are unable to work.
- Administration will provide communication to keep constituents, stakeholders and the media aware of the LEA's planning efforts.

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# COVID Home Screening Tool

In an effort to keep the students and staff of Wellsville-Middletown R-1 healthy, the Montgomery County Health Department is asking each parent/guardian to screen their children daily. Please check your child's temperature and ask them if they have any of the following symptoms each day before sending them to school.

If your child has a fever of 100.4 or greater . . .



**Do not send your child to school!**

If your child has any of the following symptoms:

- Chills
- Severe muscle aches
- Loss of smell and/or taste
- Severe fatigue
- Difficulty breathing

**OR**

New onset or worsening of the following symptoms:

- Runny nose
- Sore throat
- Headache
- Diarrhea/abdominal pain
- Cough



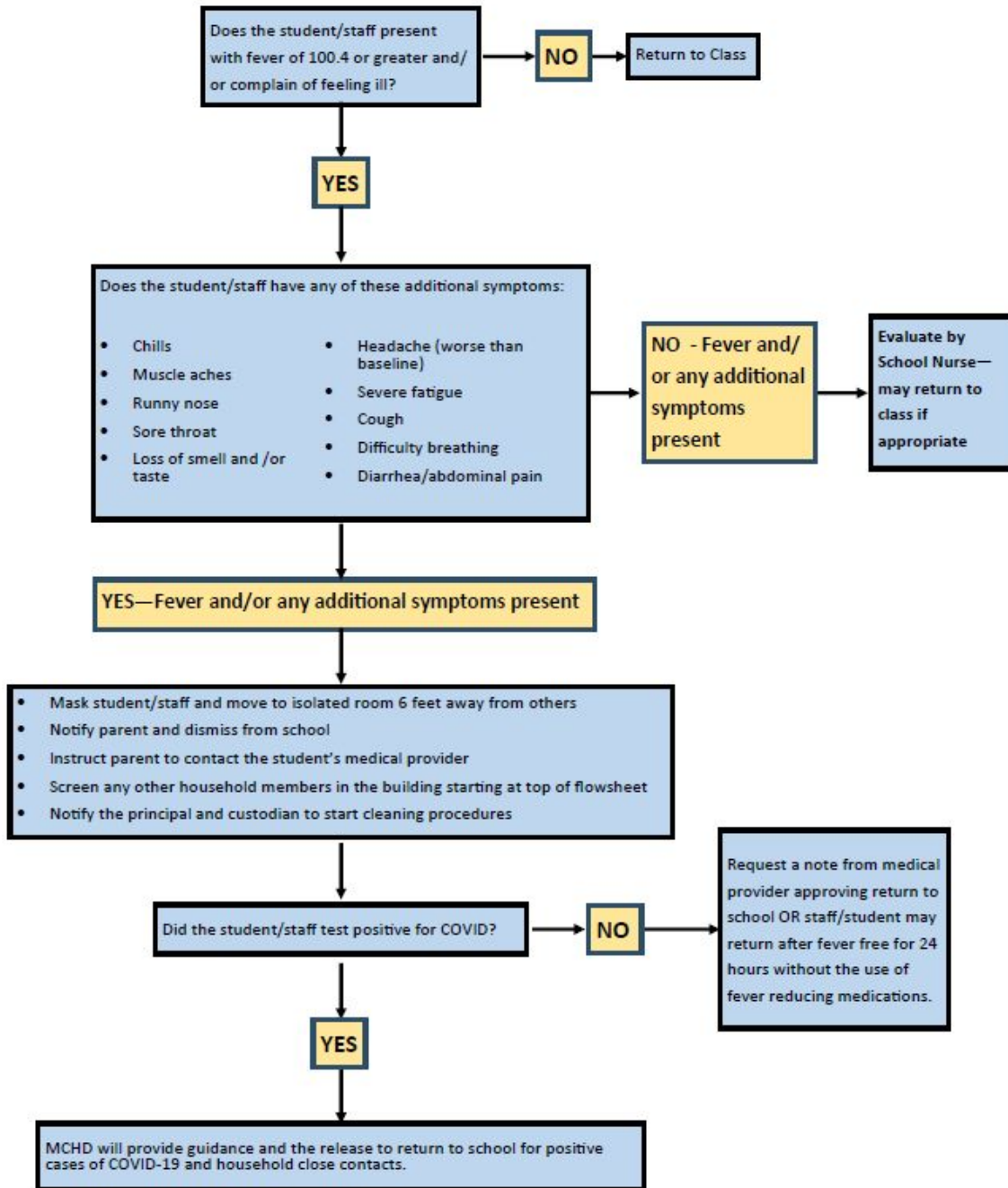
**Do not send your child to school!**

If you answered YES to any of the above

**CONTACT YOUR MEDICAL PROVIDER**

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Wellsville-Middletown R-1 School District  
Flowchart For COVID-19



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