

Smart Start 2020

Health and Safety Guidance

Feb. 2021

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INTRODUCTION TO THE COVID-19 PANDEMIC PLAN

The Racine Unified School District has a Pandemic Plan that was written initially in response to H1N1, a novel influenza virus that caused a large outbreak of influenza around the world in 2009. This plan was updated in early 2020 by the RUSD Safety Workgroup to make appropriate adaptations for a new virus that was starting to spread around the world. This virus has affected millions of individuals in the United States alone. The scientific understanding of the virus SARS-CoV-2 that causes coronavirus disease, COVID-19, is growing exponentially and guidance from government agencies and public health is rapidly changing considering new research and developments. This requires a level of flexibility and a need for plans to shift as needed as new information comes to light.

The key priority when planning for school operations during a pandemic is the protection of the physical and mental health and safety of staff, students, and their families while delivering high-quality education to our community's students. Balancing the need for virus mitigation measures with quality instruction, providing access to technology and internet service, as well as the provision of food, special education services, and mental health services are just some of the challenges requiring cooperative approaches in planning and implementation.

RUSD has designated the district's Chief Operations Officer to serve on the Racine County Emergency Operations Center team with other local authorities to support a coordinated COVID-19 community response. The District's COVID Response Team is made up of the RUSD Health Services Supervisor and specifically trained District School Health Services staff who support local health department contact tracing efforts.

DISTRICT AND COMMUNITY GUIDELINES FOR RETURNING TO SCHOOL

RUSD assembled a cross-sectional representation of staff and community after schools were required to close in March of 2020. This team worked together to develop the [Smart Start 2020](#) plan, which was shared with staff, families, and the community in August 2020, and updated in January 2021..

Smart Start 2020 was designed to be flexible and adjustable based on the prevalence of such factors as the level of virus activity in the community (case numbers and percent positive tests) and the impact not only on the health of the population but also the ability of healthcare systems to meet any increased demand for health care services and the capacity of the local public health departments and schools to conduct timely contact tracing and isolation and quarantining of infected and exposed individuals. It also allowed for adjustment on smaller scales such as a closing of a classroom, a grade, or a school-based on numbers of cases and their distribution in schools.

Smart Start 2020 outlined the CDC chart for reopening and the Central Racine County Health Department's (CRCHD) guidance for schools [CRCHD Reopening our Community](#). Guidance on whether to re-open buildings or bring back students is based on the level of community spread, case incidence of COVID-19, and prevailing CDC guidance.

Decisions regarding instructional delivery (i.e., remote, blended learning, in-person) will be made after considering the advice of local Public Health Department officials.

The Re-entry Planning Team developed protocols based on CDC Coronavirus Disease guidance, DPI COVID-19 information, WI Department of Health Services COVID-19 information and local health departments' input from the City of Racine Public Health Department and Central Racine County Health Department.

The District developed its gating criteria in the fall of 2020, based upon guidance from the Center for Disease Control (CDC). After the original recommendations were released, additional research emerged regarding the safe reopening of schools. Consequently, the latest findings from the CDC and other reputable scientific sources were collected, studied and considered relative to the return to in-person learning. As a result, when navigating its reopening decisions, the District adjusted its recommendations to reflect the newly discovered science based guidance. Ultimately, the decision to reopen schools was made by the District's senior leadership team, based upon its gating criteria as well as the latest scientific research available. While you have been critical about the District's fluidity, using a rigid set of parameters in contrast to sound scientific learning processes, would be irresponsible. Please be assured that if COVID-19 cases significantly worsen in Racine after its reopening, the District would seek assistance from its local public health partners to help guide its decisions relative to necessary mitigation strategies up to and including school closures.

RUSD has worked closely with our local health departments (Central Racine County and City of Racine) consistently since March 2020. With their guidance, we have developed re-entry plans for schools, re-entry plans for student athletics and activities, re-entry plans for our special education students who required in-person instruction beginning in September as well as plans for implementing events and activities including graduation, technology distribution, homework pick-up, meal distribution, etc. Health department staff also provided input as RUSD developed our [gating criteria](#) based on CDC guidance for returning to in-person instruction. As Racine has trended toward the moderate (yellow) risk category, we have continued to prepare for reopening our schools for in-person instruction beginning March 1, 2021.

EXPECTATION FOR STUDENTS AND STAFF WHEN COMING TO SCHOOL

Staff and students are to self-monitor for symptoms and **stay home when ill.**

Staff and students/families must look at and consider whether it is safe to enter buildings whenever they are experiencing any signs of illness or have had contact with anyone with COVID-19. Health Services recommends printing and posting this sign at home.

DAILY SELF SCREENING

Student self-screening tools [Can my Student go to School Today? \(en español\)](#)

Staff self-screening tools [Can I go to Work Today? \(en español\)](#)

Major criteria for staying home are <u>any one</u> of the following:	Or	Criteria for staying home are <u>any two</u> of the following:
Cough		Fatigue
New loss of taste or smell		Muscle/body aches
Shortness of breath or difficulty breathing		Headache
Temp of 100.4 F or greater and/or chills		Sore throat
		Congestion or runny nose
	Nausea, vomiting or diarrhea	

If you have been tested for COVID in the past 14 days or if someone in your household has been tested for COVID in the past 14 days **or** if you have been identified as a close contact to a positive case of COVID-19, you must stay home and contact the Health Services COVID Response Team for advice by emailing covid.reporting@rusd.org. RUSD families are asked to contact their School Nurse or they may leave a message on the attendance line with student's name and parent/guardian name and phone number. The Health Services department will call back to gather the necessary information and advise the family.

If diagnosed with COVID-19, staff and students may not return to buildings until cleared by Public Health AND must be fever AND symptom-free without the use of fever-reducing medication in the 24 hours prior to returning to buildings. Since the loss of taste and smell and an occasional dry cough may persist for weeks after the virus is no longer infectious, staff and students may be cleared by Public Health with these minor symptoms.

BEFORE ENTERING THE BUILDING

Use hand sanitizer and put on a clean face covering. Ensure that your nose and mouth are completely covered, and the sides of the mask are snug. Adjust the nosepiece as needed, do not touch the outside of the mask. If you do, wash your hands or use hand sanitizer. Handle the mask by the ear loops or ties.

UPON ENTERING THE BUILDING

Everyone entering RUSD buildings must first STOP and read the stop sign on the entrance door and self-assess whether they are safe to enter. Enter at the designated door as determined by the principal. Students will see visual reminders. Use the hand sanitizer at building entrances or wash hands with soap and water. Stay six feet apart while entering and exiting buildings as well as in hallways.

EXPECTATIONS WHILE IN RUSD BUILDINGS

All RUSD staff and students are expected to follow SMART Start 2020 Health and Safety Guidelines while in RUSD Buildings.

SOCIAL DISTANCING

You must remain a minimum of six feet apart from others, when possible.

FACE MASKS

A face mask must always be worn unless you are alone in your classroom or workspace. If you are not alone in a room, you must keep your mask on. Some employees may have accommodations that are approved through HR to not wear a mask, but typically will have another type of face covering. Students who have a medical reason to not wear a mask will be required to have a note from their health care provider on file with the School Nurse. A notation will be made in Infinite Campus that the student has a medical exemption. Students may need time to adjust to wearing a mask and staff are encouraged to work with them on this especially as students first return to school.

- [RUSD Face Mask Expectations](#)

HAND HYGIENE

Use hand sanitizer or wash your hands often throughout the day. Scrub your hands vigorously with soap and water for at least 20 seconds. Hand sanitizer should contain at least 60% alcohol. Use enough to wet all surfaces of the hands. Rub hands vigorously until dry. Soap and water washes are needed before and after eating; after using the bathroom or assisting a student in the restroom; and after blowing your nose or helping wipe a child's nose, mouth, or eyes.

Handwashing is necessary and expected:

- Before and after putting on or taking off face masks or another PPE.
- Before and after touching commonly used items (Punching in or out, copier, microwaves, refrigerators, phones, etc.).
- After touching your face or face mask.
- After blowing your nose, coughing, sneezing, or caring for someone who is ill or injured.
- Before and after assisting with feeding, preparing food, or eating.
- Before and after assisting a student in the restroom, changing a diaper, or using the restroom.

FACE MASK DO'S

- Apply a clean face mask daily and replace with a clean mask if it becomes wet or soiled.
- Always wear a mask unless you are alone in a room.
- Wear masks with two or more layers to stop the spread of COVID-19.
[CDC guidance on improving how your mask protects you](#)
- The nose and mouth must always be covered by a mask that fits snugly against the face.
- Wash fabric masks daily with warm soapy water and dry on high heat.
- Dispose of used or soiled surgical/medical facemasks in the nearest trash receptacle whenever wet or soiled and at least once a day.

FACE MASK DON'TS

- Don't touch the outside of the face mask. If accidental touch occurs, wash hands or use hand sanitizer.
- Don't use a face mask for multiple days in a row.
- Do NOT wear masks intended for healthcare workers, for example, N95 respirators, as there continue to be shortages for essential hospital workers.
- The Center for Disease Control (CDC) does not recommend and RUSD does not allow the use of gaiters, valved masks, or face shields without masks.
- Do not combine two disposable masks
- Do not combine a KN95 with any other type of mask

LEAVING THE BUILDING

- Exit at designated doors.
- Keep your face mask on until entering your vehicle.
- Always maintain social distancing and do not congregate in common areas.
- Students need to keep their masks on until arriving at home or entering their personal vehicle.

RUSD COVID RESPONSE TEAM AND COVID.REPORTING@RUSD.ORG

The District's COVID Response Team is made up of the RUSD Health Services Supervisor (Kim Granger) and specifically trained District Health Services Staff. Staff members should email covid.reporting@rusd.org with any COVID-related concerns and test results if applicable. RUSD families are to contact their School Nurse or the attendance office at their student's school and a message will be given to the School Nurse who will then return the call to discuss all COVID-related concerns and to advise on appropriate recommendations per public health guidance.

- The COVID Response Team will complete the investigation for all positive cases.
- The COVID Response Team follows up on all calls and emails from RUSD employees.
- The Nurse triages every person that contacts covid.reporting@rusd.org to determine the best course of action for that staff member to take. That advice may be to come to work, stay at home and monitor symptoms, or get tested for COVID.
- We have combined our resources with the Health departments by creating an RUSD database of possible and positive cases and contacts. Part of this database is also shared with the Human Resources benefits department to assist with appropriate allocation of personal sick pay and the facilitation of remote working with the staff person's supervisor
- The COVID Response Team will assist staff in obtaining appropriate documentation regarding dates to safely return to work. Public health departments or the staff's medical provider may provide the clearance date when staff may return to buildings. Documentation must be sent to covid.reporting@rusd.org and to benefits@rusd.org.

EXCLUSION FROM WORK OR SCHOOL (QUARANTINE AND ISOLATION)

Staff and families are expected to follow the self-screening guidelines on page 2. Definitions of quarantine and isolation are on page 7.

Planning for coverage of regular absences and COVID-19 related absences can be found here:

- [Learning Scenarios and Guidance for Absence](#)

SCREENING UPON ARRIVAL AT RUSD FACILITY

Employees and all building visitors/parents with appointments must review posted COVID-19 symptoms and answer all questions. If the employee or visitor is unable to meet criteria to enter buildings based on the questions on the doors, then the employee/visitor or parent with an appointment is to immediately leave the property and notify the building principal. Staff are to also contact covid.reporting@rusd.org for follow-up.

What happens when someone is ill or exposed to a positive case?

- All health services staff have been certified in contact tracing after completing a course offered by John Hopkins University. Staff are working to assist the Health Services Supervisor with these efforts on the COVID Response team.
- The Health Service Supervisor and the COVID Response Team will triage reported symptoms and advise on testing per public health guidelines. If symptoms have been ongoing for a couple of days or are severe or worsening, then testing is recommended. Locations are provided to staff/families where they can go for testing . [Testing Sites for COVID-19](#)
- Depending on where the staff person chooses to go, return time for results will vary from 15 min after testing (quick tests), 12-24 hours, or 2-5 days or sometimes even longer.
- Once staff receive their results, they are asked to notify the COVID Response Team at covid.reporting@rusd.org right away. If positive, the employee is asked to remain home and is excluded from returning until public health has cleared the employee and it is safe to return. The COVID Response team then contacts all RUSD close contacts to the positive case as soon as possible (same day typically) and they are excluded from school/work for 10 days from the last day of contact with the positive case. Since RUSD has opted to use the 10 days of quarantine, it is an expectation that staff will self-monitor closely and follow all District Health and Safety guidelines closely for the next four days and remain home and seek testing if symptoms develop at any point. The COVID Response team then lets the Facilities Supervisors know of the location in buildings where a positive case has been working and those areas are deep cleaned, further disinfected, and the long acting antibacterial/antiviral product is reapplied.
- RUSD Health Services is working collaboratively with the local health departments. The COVID Response team provides them with names of any close contacts in our buildings when a positive case is identified. They also alert us when a positive case is identified as working in RUSD buildings.
- The District has also published a dashboard that identifies all new positive cases, new quarantined cases and new recovered cases on a daily basis and provides a weekly summary of those numbers.
- RUSD Health Services staff will follow these same procedures for cases identified with students.

WHAT IS A CLOSE CONTACT?

- Anyone living in the same home or spending at least one night under the same roof as a positive case
- Anyone with direct contact with the case (handshake, hug, kiss)
- Anyone who has been within six feet of a positive case for more than 15 minutes in a single day when the positive case is considered infectious
- Anyone having contact with the positive individual's respiratory secretions (for example, coughed or sneezed on; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items)

The contact must occur sometime in the 48 hours before a person develops symptoms to their last day in buildings for a building contact to be asked to be excluded from school. This is the time when the individual is considered contagious. If an asymptomatic person tests positive, their close contacts are determined from the 48 hours prior to the test through their last day in buildings.

For this reason, any time a staff person or RUSD student is tested, even for a routine procedure, they are asked to remain home until they have results. If there is a reason to get tested, then there is enough concern to stay home while waiting for results.

What is quarantine?

For close contacts with someone who is positive for COVID-19. The purpose is to stay away from others during the time when symptoms could develop (10 days from last contact with the positive case, plus 4 days of close monitoring and agreement to remain home and be tested if symptoms develop).

What is isolation?

For persons who test positive for COVID-19 with or without symptoms. The purpose is to stay away from others, even home contacts during the time when the virus is being shed (10 days from onset of symptoms or from date of test if asymptomatic). Some individuals with a more prolonged course of illness may shed virus for up to 20 days.

Who determines when someone can leave isolation or quarantine?

Public health officials.

Have you been identified by Public Health as being a close contact of someone who tested positive?

If the answer is YES, you will need to quarantine and stay home for a minimum of 10 days after your last contact with the person diagnosed. If you are tested during your quarantine period and the results are negative, you still need to complete your full 10-day quarantine before going back to work or being around others. Because it can take up to 14 days from exposure to development of symptoms, you must agree to continue self-monitoring and following all Health and Safety guidance closely for days 10 - 14 and to remain home and seek testing if symptoms develop.

Have you been diagnosed with COVID-19?

If the answer is YES, you will need to remain in isolation at home until cleared by public health.

When will my isolation period end?

For the isolation to end you need to be fever free (without fever-reducing medication) and symptom free for 24 hours AND at least 10 days have passed since symptoms began. It is possible to return if a slight, occasional dry cough is present after the tenth day or before the sense of smell/taste has fully returned as that can sometimes take weeks.

Have you been diagnosed with COVID-19, but never felt sick?

If the answer is YES, you will need to remain in isolation at home for a minimum of 10 days after your test day.

What if the positive case lives in the same household and I am not able to separate from them?

In this case, the quarantine period does not start until the positive individual is no longer considered infectious (at least ten days from the onset of symptoms or date of the test if asymptomatic PLUS at least 24 hours of being symptom-free). The quarantine would run for an additional 10 days AFTER the positive case has fully recovered and been cleared by public health. If symptoms should develop at any time in the 14 days after the last day of exposure, then the employee/student would be expected to remain home and get tested.

What if I have had both doses of the COVID-19 vaccine?

At this time the CDC and WI DHS do not require quarantine as long as it has been 14-90 days after the last dose of vaccine and the individual remains asymptomatic. If any symptoms develop in the 14 days after exposure, then the employee/student would need to remain home and seek testing. They would remain in quarantine until test results were received. The COVID response team or School Nurse will coordinate with public health on the date of return following DHS guidance based on test results.

BUILDING SAFETY AND ENVIRONMENTAL CONTROLS

RUSD is implementing mitigation strategies in line with OSHA's infection prevention recommendations, [Guidance on Preparing Workplaces for COVID-19](#), following the hierarchy of controls, including using engineering and administrative controls and safe work practices to protect workers from exposure to COVID-19, [Guidance on Returning to work](#).

ENGINEERING CONTROLS

Engineering controls are controls that isolate people from a hazard. RUSD has implemented several mitigation strategies to reduce the risk of COVID-19.

ADEQUATE SUPPLIES

RUSD has ensured that all District facilities have accessible sinks and enough supplies for people to clean their hands and cover their coughs and sneezes. Supplies include soap, a way to dry hands (e.g., paper towels, hand dryer), tissues, hand sanitizer with at least 60 percent alcohol, cleaning supplies, masks and no-touch tools for using copy/fax machine, bathroom and/or other door handles. All young children using alcohol based hand sanitizer will be supervised.

FOOD SERVICE

Schools are essential to meeting the nutritional needs of children with many consuming up to half their daily calories at school. RUSD will serve individually plated or pre-packaged [meals](#) while ensuring the [safety of children with food allergies](#). As feasible, some students may eat meals in classrooms while maintaining social distance as much as possible to reduce the number of students eating in communal dining hall or cafeteria. Students must wash their hands with soap and water for 20 seconds before and after eating. Students may not share food or utensils, either brought from home or from the food service. If communal dining halls or cafeterias will be used, students will be socially distanced to the extent possible both in food service lines and at tables while eating. Tables and chairs will be disinfected between each use. Families and staff will not be allowed to bring in any food for sharing until further notice.

MODIFIED LAYOUTS

The District has worked to reassign spaces to support increased capacity to social distance removing non-essential furniture and asking staff to take home personal belongings to facilitate spacing desks out to the extent possible. Desks have been or will be turned when face-to-face instruction resumes in the same direction (rather than facing each other) and students will be asked to sit on only one side of tables spaced apart to the extent possible. Learning stations and activities have been or will be modified as applicable so there are fewer students per group, placed at least six feet apart to the extent possible. Cleaning procedures have been put into place for learning centers and manipulatives will not be shared without appropriate cleaning and disinfection.

PHYSICAL BARRIERS AND SOCIAL DISTANCING

Staff are socially distanced to create individual work areas to the extent possible. Minor building modifications are being made and physical barriers have been installed as needed in school offices throughout the District to mitigate the risk of exposure and spread. Face shields have been provided in addition to face masks to ensure safety when social distancing to six feet or more is not possible. A “no touch” tool was provided to staff for copy/fax machine and bathroom or other door handles. Students and staff are expected to wash hands with the provided hand sanitizer when entering and leaving a room.

SIGNS AND MESSAGES

Signage has been posted in highly visible locations that [promote everyday protective measures](#) and describe how to [stop the spread of germs](#) (such as by [properly washing hands](#) and properly wearing a mask). Signs include visual cues to ensure age-appropriate messaging. Resources and information about Smart Start 2020 and COVID-19 resources are available on the District’s website. the RUSD Office of Communication and Family Engagement and building principals will be sending regular safety communications to families and staff.

VENTILATION

Following the CDC recommendations, RUSD is operating all HVAC systems in the mode for an occupied building 24/7. The district has opened system dampers for the HVAC systems to allow for maximum outdoor intake. The district increased the intake of air to above the ASHRAE minimum, to promote health while maintaining indoor comfort for people in the building, as defined by the design temperature and relative humidity. The district has minimized re-circulation of air within the building and is instead bringing in more air from outside. Demand control ventilation (DCV) has been disabled during the pandemic. Engineers and custodians are regularly inspecting filters as part of the district’s preventative maintenance process and are changing filters a minimum of every 60 days. The district is testing filters with a minimum Efficiency Reporting Value (MERV) rating of 13 or higher for SARS-CoV-2. Current RUSD HVAC systems were not designed to run using this level of filter and are running using the highest MERV-rated filter that the school’s HVAC system allows. In addition to surface cleaning and disinfecting, the CDC recommends that schools consider ventilation system upgrades or improvements to increase clean air delivery. Currently, the Office of Operations is working with Nexus Solutions to evaluate each school’s existing air distribution systems against national COVID operational guidance provided by ASHRAE (American Society of Refrigeration and Air Conditioning Engineers) to determine how they are performing against the guidance and what if anything needs to be done to comply with these higher air quality standards. An RFP was released by the district to gather information on ionization, a tool being used across the country to improve air quality in schools. We are still reviewing responses and evaluating the efficacy of pursuing this strategy.

WATER SYSTEMS

To minimize risk, we regularly flushed water systems before the start of school to ensure that all water systems and features were safe after the prolonged facility shutdown. Regular flushing after reopening is taking place while most students are learning remotely to ensure continued safety. Drinking fountains have been locked out and bottle fillers have been installed at every school. Staff and students are asked to bring in a clean water bottle every day for their personal use. Single-use disposable cups will also be available.

ADMINISTRATIVE CONTROLS

Administrative controls are controls that mean changing the way people work. RUSD has implemented several administrative control strategies to reduce the risk of COVID-19.

BUILDING CLEANING

All classrooms, common areas and restrooms are cleaned and disinfected nightly. Additionally, an antibacterial/antiviral 90-day extended cleaner disinfectant product, Omnisshield, is applied every week to restrooms and frequently touched surfaces and monthly to all other areas to ensure ongoing protection. Cleaning buckets with supplies for daily use have been distributed to classrooms and office spaces in the buildings. There is a separate cleaner for technology and another for other nonporous surfaces. To support this work, all staff are asked to place their trash cans outside their offices or classrooms daily. This assistance will provide additional time for engineers and custodians to clean and disinfect throughout the building. Building hours are limited from 7:00 a.m. - 5:00 p.m. to allow for thorough cleaning.

COLLABORATION WITH LOCAL PUBLIC HEALTH

By continuing dialogue with both local public health departments and the Racine County Emergency Management System RUSD is monitoring the level of risk in the community and disease transmission rates. Utilizing Health Services staff to monitor and advise staff on illness symptoms, allows the prevention of possible exposures, and removal of positive cases as quickly as possible from work areas. Following quarantine and isolation timelines with the collaboration of public health further reduces the risk of person to person spread in RUSD buildings.

EDUCATION

The RUSD Office of Communication and Family Engagement will continue to share information with families and staff regarding District plans and guidance. Professional learning will continue throughout the school year. Staff should continue to monitor their email for updates. Additionally, SPEDICS blasts, Tuesday Updates, and Friday Focuses will continue to include a reiteration of policy and updates when necessary. School principals will provide regular reminders on building specific information with their staff and families. This guidance will be updated as guidance evolves over time.

HAND HYGIENE AND RESPIRATORY HYGIENE

Hand washing at regular intervals throughout the day is encouraged and hand sanitizer stations are located in various locations throughout the buildings. Teaching students appropriate techniques for handwashing as well as when and where in their day they should make time for handwashing is an important control measure to reduce the spread of all germs. Teachers may utilize the school nurse for helpful demonstrations in the classroom. One example is Henry the Hand [Classroom Presentation](#). The school nurse will be able to assist teachers in developing "hands on" lessons on handwashing and respiratory etiquette.

Hand sanitizer is available throughout RUSD buildings in easily accessible locations. Paper towels and hand soap are also available in restrooms and monitored by building engineers and custodians. The temperature of the water is not critical for appropriate disinfection of hands during handwashing. The friction in washing is what aids in removal of virus and bacteria from the skin.

LIMITING SHARING OF EQUIPMENT/TECHNOLOGY

Use of shared equipment (phones, desks, etc.) is discouraged. If you must share, clean common items both before and after use.

LIMITING VISITORS AND BUILDING ACCESS

No visitors are allowed in the building without prior approval and are allowed only for essential business at this time. A single visitor entrance is designated at every RUSD facility. Depending on the phase we are in, various degrees of visitation will be allowed. See [gating criteria](#) for more information regarding at what point visitors may be allowed.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) protects the worker. Masks are mandatory. PPE is discussed separately in this document. Face shields are provided for all teachers and staff with direct interaction with students. Masks and shields are also provided for students.

SOCIAL DISTANCING

A social distance protocol of six feet is advised when possible. School principals have been provided with a six-foot measuring stick for anyone who has concerns about measuring proper distance. If you cannot work alone in a room, distance yourself a minimum of six feet, and wear a mask at all times. In-person group meetings are restricted at this time. Employees are to refrain from group/team gatherings within the school. Virtual meetings are encouraged.

STAYING HOME WHEN ILL

A self-screening tool (page 2) was developed for all staff and families to check in the morning to ensure they are safe to come into work/school. Employees and students are directed to stay home if potential symptoms of COVID are present. Posters listing COVID symptoms are placed at entrances to buildings. Anyone who cannot safely enter according to the questions on the entrance doors must leave the building and call the office to reschedule their visit. Staff must notify their supervisor and covid.reporting@rusd.org when too ill to come to school.

HEALTH ROOM AND PRECAUTIONARY ROOM PROCEDURES

Health and precautionary room procedures support the maintenance of healthy school environments.

HEALTH ROOM PROCEDURES

Sending Students with Non-COVID Related Issues to the Health Room

- [What to treat in the classroom](#)
- Utilize the universal health room pass that is REQUIRED to be used when sending students to the Health room. RNs will educate all building staff on the new process with a video. Each classroom will be provided with a first aid kit. Necessary refills can be requested through the Health Room. Band-aids, gloves, and gauze for the first aid kits may be requested for the 2020-21 school year as long as supplies last.

COVID-19 Symptoms

- Please call the school health room if you are sending a student to the health room with COVID-like symptoms so that the staff can put on appropriate PPE and prepare for the possible use of the precautionary room.

COVID-19 Case Management

- Health Services staff will work in coordination with Public Health officials to conduct contact tracing of positive cases and any need for quarantine.
- Each School Nurse will be the school's COVID-19 contact person for families and students. The School Nurse will notify the Head Engineer whenever the precautionary room is used.
- Staff should email the COVID Response Team at covid.reporting@rusd.org when they have COVID-19 related symptoms, exposures, or concerns. The COVID Response Team will follow up with all positive cases and notify the building's Facilities Supervisor regarding additional cleaning and disinfection.

High-risk Medical Procedures

- Suctioning, administration of high flow oxygen, and nebulizer procedures are known to be possible sources of aerosolization of viral particles. Since RUSD does not have any negative pressure rooms available in every school, we are not allowing any nebulizer treatments, high flow oxygen, or suctioning to be done in school this school year. This need will be a consideration when newer schools are constructed and designed in the future.

IEP/504 Plans and Individualized Health Care Plans

- An addendum to a student's Plan of Care (IEPs, 504s, Individualized Health care plans, Emergency Plans, etc.) will be written to identify special needs/concerns related to COVID-19.

PRECAUTIONARY ROOM PROCEDURES

Staffing

Staffing of the precautionary rooms is to be assigned by the building principal. EAs are recommended and will be trained by the School Nurse in putting on and taking off PPE as well as other safety practices in the room. Gowns, gloves and surgical masks will be provided. Precautionary room attendants are required to bring their face shields.

Cleaning and Disinfection Procedures

There will be a cleaning bucket for every precautionary room with needed supplies, including appropriate cleaning and disinfection products. Surfaces that an ill student comes into contact with will be cleaned by the attendant and then disinfected with Alpha HP. The precautionary rooms will be cleaned and disinfected nightly according to district cleaning protocols.

PPE for Precautionary Rooms and Nurses

[Use of PPE in Precautionary Rooms CDC document](#)

Supplies for Precautionary Rooms

- Supplies will be housed in the health rooms so health room staff can ensure appropriate techniques used when putting on and taking off the PPE. The equipment always needs to be kept clean and accessible.

Procedures for Precautionary Rooms

- [Student Illness guidelines](#)
- [Precautionary Room expectations](#)
- Parents will be contacted immediately after the student is placed in a precautionary room to arrange to pick up the student within 30 minutes of the call. Families will be asked to keep their contact information current and to identify alternative options for picking up students when they are ill.
- Students will leave the precautionary room by the closest outdoor exit.
- The school nurse will provide parent/guardian or emergency contact with written instructions regarding the necessary time to remain home and/or visit their primary care provider or urgent care clinic. The nurse will provide guidance around when testing would be considered appropriate.
- If multiple students are in the precautionary room space at the same time they should maintain six feet or greater distance from each other.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment, commonly referred to as PPE, is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full bodysuits.

When to Use PPE

- [PPE Considerations for Schools July 14, 2020](#)
- [NASN Guidance for use of PPE in Schools](#)

FACE MASKS/COVERINGS

Face masks/coverings can help stop the spread of COVID-19. This is because COVID-19 is spread through respiratory droplets when someone speaks, coughs or sneezes and cloth face coverings create a barrier for those droplets. This reduces the chance that you will spread the disease to others if you are sick and do not realize it. Wearing a cloth face covering is an important step in protecting each other from COVID-19.

CLOTH FACE MASKS

- Cloth face coverings can help prevent the wearer from spreading disease if they are asymptomatic, pre-symptomatic, or do not realize they are sick. However, there are valid concerns that may prevent an individual from wearing one safely.
- Cloth face coverings should NOT be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Medical considerations, including sensory concerns and respiratory conditions, mean some individuals are not able to wear a face-covering safely. Wearing a cloth face covering may be dangerous or stressful for individuals with intellectual or developmental disabilities. IEP teams will need to discuss appropriate accommodations for student and staff safety.
- Cloth face coverings are worn in public over the nose and mouth to contain the wearer's potentially infectious respiratory droplets produced when an infected person coughs, sneezes, or talks and to limit the spread of SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), to others.
- The CDC recommends a layered mask. When using a cloth mask, make sure it has at least 2 layers of fabric. A mask with layers will stop more respiratory droplets getting inside your mask or escaping from your mask if you are sick.
- Choose a mask with a nose wire. Do not pinch the wire but gently press on either side of your nose to ensure a tight fit.
- Consider using a mask fitter or a brace to prevent air from leaking around the edges of the mask.
- Make sure you can see and breathe easily.

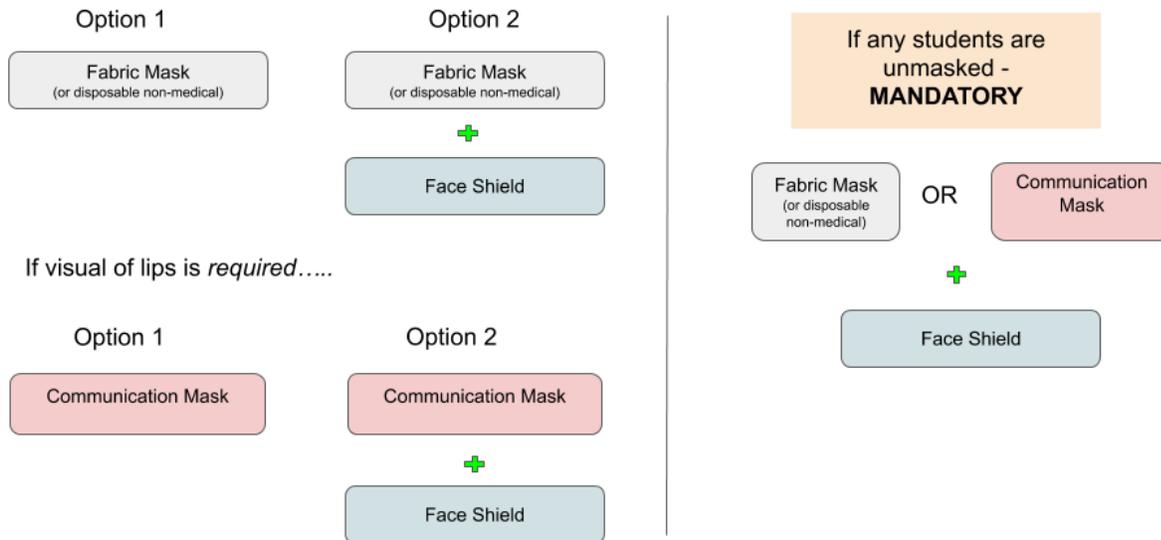
SURGICAL MASKS

- Surgical masks are used to protect workers against splashes and sprays (i.e., droplets) containing potentially infectious materials. In this capacity, surgical masks are considered PPE.
- Surgical masks may also be worn to contain the wearer's respiratory droplets. Surgical masks will be used in this fashion when a sick individual is given a surgical mask.
- There are levels of protection for surgical masks. A level 1 mask is appropriate for all school staff except for high-risk situations such as precautionary room attendants and Health Services staff in regular contact with sick students. In those cases, a level 3 mask is recommended.
- Tie a knot in the ear loops (Knot and Tuck technique) close to the mask and fold (tuck) in the sides of the mask to make a better fitting disposable mask. [Video demonstration of Knot and Tuck](#)
- Consider wearing a cloth mask over a surgical mask to increase layers and improve the fit.
- DO NOT combine 2 disposable masks
- DO NOT combine a KN95 mask with any other kind of mask.

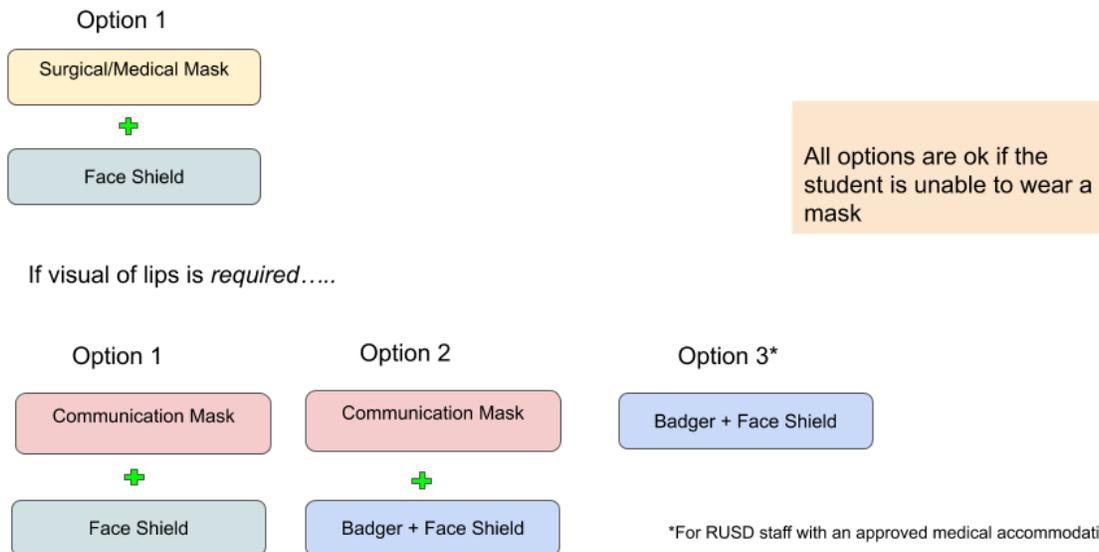
ADEQUATE SUPPLIES

- Cleaning supplies are available in red cleaning buckets in each classroom and in key areas throughout the building. When the red bucket needs replenishment of supplies, the bucket should be placed in the hallway along with the trash. Custodial staff will resupply the bucket and place it back in the classroom or office.
 - Schools are responsible for ordering Kleenex. Schools may order through RUSD approved vendors.
 - Staff should alert the engineer when hand sanitizer hanging in the classroom needs to be replaced. The building engineer can request more.
 - Paper towels and hand soap will be refilled by building engineers and custodians.
-

**If 6 or more feet distance can be maintained from a student OR
If less than 6 ft for *less than 15 minutes total in a day***



If less than 6 ft apart from a student for more than 15 minutes *in a day*



SPECIAL EDUCATION

Every child and adolescent with a disability is entitled to a free and appropriate education and is entitled to special education services based on their individualized education program (IEP). Students receiving special education services may be more negatively affected by distance-learning and may be disproportionately impacted by interruptions in regular education. It may not be feasible, depending on the needs of the individual child and adolescent, to adhere both to distancing guidelines and the criteria outlined in a specific IEP.

Attempts to meet physical distancing guidelines should meet the needs of the individual child and may require creative solutions, often on a case-by-case basis. Additional safety measures for teachers and staff working with students with disabilities may need to be in place to ensure optimal safety for all. Examples may include but are not limited to:

- Using a clear plastic cover over a shared book
- Utilizing a separate bucket of manipulatives or supplies for different cohorts and cleaning in between sessions with the students
- Using a pointer to increase the distance between student and staff
- Providing services in smaller time chunks (less than 15 min/session, more days per week rather than one long session in a single day)

What happens to IEPs if in-person learning is prohibited by a health order?

If the student's IEP includes a contingency plan that covers this situation, then the LEA may implement the contingency plan, and provide notice to the parent that they are doing so. The LEA continues to be required to provide FAPE that allows the student to make appropriate progress both in the general education curriculum and toward their IEP goals. LEAs must consider the change on the impact of FAPE and if changes to the IEP are needed, the LEA must conduct an IEP team meeting, or with parent agreement, use the I-10 form, Notice of Changes to IEP Without An IEP Meeting.

Evaluations

All efforts must be made to complete evaluation/assessments remotely to the maximum extent appropriate. If an in-person assessment is required, they shall be completed on site when it is determined that it can be done safely (i.e., the student is not under a quarantine, school not ordered to close due to quarantine, etc.). Each school must designate a location (or locations) in which the student in person assessments can be administered. There will be a central location available for certain sites (such as non-public evaluations, Early Childhood).

All in person assessments must be by appointment only. Unless required for completion of the assessment, only the student will be allowed into the assessment area and parents must wait in an area designated by the building (or parents may leave and return within the timeline provided by the practitioner). All expectations for social distancing and the wearing of PPE apply as outlined above.

When scheduling the appointment, the practitioner must remind the parent of the health and safety considerations before coming in and let them know that if any of the following situations apply, they should not come in for the assessment. These considerations include:

- Any household member with signs or symptoms of a respiratory infection, such as any one of the following symptoms: fever and/or chills (subjective or confirmed >100.4 degrees F), cough, sudden loss of taste or smell, shortness of breath or difficulty breathing. OR any two of the following symptoms: fatigue, achiness or muscle pain, headache, sore throat, congestion or runny nose, or nausea, vomiting or diarrhea.
- Contact, within the last 14 days, with someone with or under investigation for COVID-19, or ill with respiratory illness.
- The immune status/risk of household members; those who have a weakened immune system, over the age of 60 years, have chronic health conditions (e.g. heart disease, lung disease, diabetes), or other COVID-19 risk factors.

The parent and student will be expected to self-monitor symptoms prior to coming in. They should be referred to the Daily Self Screening for Students and Families guidance found on page 2.

It is encouraged that contact is made with the parent the morning of the scheduled assessment to confirm prior to coming in. If unable to connect with the parent/guardian prior, the same considerations should be asked upon arrival for the testing session. If the response to any of the above are yes, then the session should be immediately canceled and rescheduled for a later date/time. All visitor requirements for masks and social distancing apply to both the parent and student.

How can data be collected virtually when completing an evaluation?

If an IEP team determines it cannot safely collect data in person, informal and formal data collection can be completed in a variety of ways if the LEA is utilizing virtual learning. It is important to document how and when data was collected. For formal data collection tools and standardized assessments, IEP teams must discuss and document whether the results may have been impacted by adaptations to how a data collection tool was designed to be administered. It is also important to note how a student performed in a traditional classroom setting, and how they have adapted to a virtual setting.

Possible ways to collect data include:

- Observing the child during a whole class virtual instruction live or recorded;
- Provide parents with a behavioral data collection tool and coach them how to use it;
- Provide student with a behavioral self-monitoring tool and coach them how to use it;
- Present information to the student from the assessment virtually; and
- Conduct parent and teacher checklists, questionnaires, and interviews via phone, mail, or online. IEP teams must consider multiple sources of data when conducting a comprehensive evaluation.

USE AND CARE OF MANIPULATIVES IN CLASSROOMS/HOMES

Defining Instructional vs. Disability-Related Manipulatives

IN-PERSON LEARNING	HYBRID LEARNING	REMOTE LEARNING
<ol style="list-style-type: none"> 1. Students wash hands with soap and water or use hand sanitizer prior to using classroom manipulatives. 2. Ideally, each student has his/her own in the classroom. 3. Stored in student's own tote/bucket/baggie. 4. Classroom sets can be used by the same group and then cleaned and disinfected before use by another group. 5. Cleaned and disinfected daily. 6. Remove manipulatives that cannot be cleaned and sanitized/disinfected; NO cloth or porous materials students/groups. (Classroom library bins) 7. Secondary: science lab materials, CTE materials, calculators, art, etc. are also considered manipulatives. 8. Library: Provide containers for book return that can be dated and placed in quarantine for at least 24 hours before being handled by staff. 	<p>NO sharing of supplies due to a higher number of community COVID cases, each student will need their own.</p> <p>Remote days:</p> <p>There is an expectation that work done at home does not require the same types of materials or manipulatives.</p> <p>If a subject requires the same types of manipulatives or materials, then a "home" set must be provided.</p>	<p>There is an expectation that work done at home does not require the same types of materials or manipulatives.</p> <p>If a subject requires the same types of manipulatives or materials, then a "home" set must be provided.</p>

HOME VISITATION FOR SERVICE DELIVERY

RUSD staff who need to conduct a home visit for service delivery must follow the following safety protocols.

BEFORE A HOME VISIT OCCURS

RUSD staff needing to conduct a home visit should first contact families (e.g. by telephone, email, text) prior to the home visit and ask about the following:

- Any household member with signs or symptoms of a respiratory infection, such as any one of the following symptoms: fever and/or chills (subjective or confirmed >100.4 degrees F), cough, sudden loss of taste or smell, or shortness of breath or difficulty breathing. OR any two of the following symptoms: fatigue, achiness or muscle pain, headache, sore throat, congestion or runny nose, or nausea, vomiting or diarrhea.

- Contact, within the last 14 days, with someone with or under investigation for COVID-19, or ill with respiratory illness.
- The immune status/risk of household members; those who have a weakened immune system, over the age of 60 years, have chronic health conditions (e.g. heart disease, lung disease, diabetes), or other COVID-19 risk factors (e.g. inability to wear a face covering).
- The parent and student and RUSD staff will be expected to self-monitor symptoms prior to the home visit. The family should be referred to the Daily Self Screening for Students and Families guidance found on page 2.

If the response is yes to any of the questions above or the family refuses to answer, the RUSD staff person should cancel the face-to-face visit and proceed with an alternative mode for the visit (i.e. telephone and/or video communication).

HOME VISIT PROTOCOL

During the COVID-19 Pandemic, the following steps and precautions will be taken during and after all home visit interactions:

- Employee must wear RUSD identification.
- Employee must wear a face covering during visit.
- Employee must practice social distancing during the visit, whenever possible.
- Home visit interactions will occur outside, whenever possible, so social distancing can be practiced.
- If weather or other special circumstances does not allow for the home visit to occur outside, visit will then occur at an inside location previously determined by all participants in rooms with adequate space to ensure social distancing of six feet when possible.
- Hand washing/sanitizing is required before and after visits (and during the visit if contact is occurring). Avoid touching frequently touched surfaces in the home.
- Avoid touching face, eyes and nose.
- If signatures are required for any reason, pens are single-use only and must be sanitized when employees return to the building.
- Exit the home visit as soon as possible if someone in the home is found to be ill. Report this immediately to covid.reporting@rusd.org as well as your supervisor. Inform the family that the visit will need to be rescheduled.
- All RUSD staff will be required to wear a fabric face covering at all times when working with students and moving about in the home. If services must be provided closer than six feet due to the nature of the service, then staff will be in a surgical mask and will be expected to wear a face shield.
- If a RUSD staff member is working with a student who cannot wear a mask for medical reasons, the staff member will be required to wear a face shield in addition to a facial mask when in the same room with an unmasked student.

Parents/Guardians

- Should notify the applicable RUSD staff member to cancel the scheduled appointment if any member of the household is sick or experiencing any symptoms related to COVID-19.
- Should notify the applicable RUSD staff member if anyone in the household is in quarantine due to an exposure to a positive case or if anyone in the household has been diagnosed with COVID-19.
- RUSD requests that all person(s) in the house wear a mask when in the presence of an RUSD staff member.
- To the extent possible, provide an appropriate socially distanced space for the staff member to provide services or conduct assessments. There should be at least 6 feet between adults at all times.

WORKING IN NON-PUBLIC SCHOOLS OR DAYCARES WITH FACE-TO-FACE INSTRUCTION

The following guidelines apply to RUSD staff interacting with students attending a Non-Public School or Daycare/Community Site:

- RUSD requested that daycares, early education facilities and non-public schools provide documentation that outlines their safety protocols in regard to COVID. Protocols provided have been reviewed by the Health Services Supervisor prior to RUSD staff entering those outside non-public school facilities.
- Please reference the PPE guidelines above to determine appropriate PPE depending on the level of student interaction.
- Staff is always required to wear a fabric face covering when working with students and moving about in the school buildings. Medical/surgical masks are required when working closer than six feet.
- Frequent hand washing is required and hand sanitizer or sinks with soap and water should be readily available to staff and students. RUSD asks that staff utilize hand sanitizer before exiting their vehicles and applying their face covering.
- If RUSD staff is working with students who are unable to wear a mask for medical reasons, they are required to wear a face shield in addition to a medical/surgical mask when in the same room, distanced more than six feet from unmasked students whenever possible.
- For staff who require visibility of their mouth for services, clear face masks will be provided to staff for their use and used in combination with a face shield. An alternative would be the use of the Badger Shield+ in combination with the clear mask.
- If services must be provided closer than six feet due to the nature of the service, not the size of the room, then staff will be provided with medical/surgical masks to be worn under their face shield.
- We ask that RUSD staff are provided with a separate area or room that is socially distanced from other students. For direct instruction, the number of students that can be served at a time will be determined by the size of the room.
- All related service times (i.e. PT/OT/ST for 15-minute sessions) should be strictly adhered to and six feet of social distance should be maintained as much as possible. It is understood that this is not always going to be possible so use of PPE is required when working more closely for longer periods of time.
- If these guidelines cannot be followed, then services will be provided remotely when possible.
- If RUSD goes remote, all sectors including daycares, Birth-to-3, and non-public facilities, etc. will be serviced remotely unless it is determined by the IEP team that in-person services are needed for the student to make progress towards their IEP goals.
- If public health or state or local governmental bodies mandate school closures all locations will educate and assess students remotely.
- If RUSD employees have questions or concerns regarding providing services to non-public students, they should report them to Rosalie.daca@rusd.org.

ELECTRONIC RESOURCES

[Caring for People with Disabilities | COVID-19](#)

[CDC Coronavirus](#)

[CDC Guidance on Toys](#)

[Coronavirus Disease 2019 \(COVID-19\) | CDC](#)

[COVID-19 Infection Control Checklist for K-12 Schools](#)

[COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[COVID-19 Special Education Question and Answer Document \(Revised 10/8/2020\)](#)

[DHS face coverings Q&A for families](#)

[Duration of COVID on surfaces](#)

[Guidelines for the Prevention, Investigation, and Control of COVID-19 Outbreaks in K-12 Schools in Wisconsin](#)

[Home | Occupational Safety and Health Administration](#)

[Interim COVID-19 Infection Control and Mitigation Measures for Schools](#)

[Mask Exemptions During the COVID-19 Pandemic—A New Frontier for Clinicians](#)

[National Association of School Nurses: Home](#)

[Occupational Safety and Health Administration](#)

[Operating schools during COVID-19: CDC's Considerations](#)

[OSHA Respiratory Protection/PPD\)](#)

[People with Disabilities | COVID-19](#)

[PPE Considerations for Schools July 14, 2020](#)

[School Guidelines for the Prevention, Investigation, and Control of COVID-19 Outbreaks in K-12 Schools in Wisconsin 8.19.20.pdf](#)

[School Health Services Interim COVID-19 Infection Control and Mitigation: Toolkit](#)

[Strategies for Protecting K-12 School Staff from COVID-19](#)

[The National Institute for Occupational Safety and Health \(NIOSH\)](#)

[DPI COVID-19 Information](#)

[WI Department of Health Services COVID-19 Information](#)

[City of Racine Public Health Department COVID-19 Information](#)

[Central Racine County Health Department COVID-19 Information](#)

[CDC's Operational Strategy for K-12 Schools through Phased Mitigation](#)

[Transmission of SARS-CoV-2 in K-12 Schools](#)