

**Western School Corporation's  
Reopening Guidelines and Plan  
for the 2020-2021 School Year**

V12.22.20



Western School Corporation strives to provide a safe, healthy learning environment for all students as our schools reopen for the 2020-2021 school year. In order to do this, changes to the traditional school structure are necessary for all students, families, staff, and community. To develop our plan for reopening, a Reopening Task Force was created that consisted of administrators, School Board Members, and teachers. Input was also obtained from our Clinical Coordinator, head custodians, maintenance, and transportation department. The input that was obtained from our parents and caregivers through a survey also gave valuable information that was needed in the development of our plan. In addition, our plan is based primarily on the Indiana Department of Education's reopening framework entitled, "[Indiana's Considerations for Learning and Safe Schools \(IN-CLASS\)](#)". We also used information from the reopening framework published by the Georgia Department of Education entitled, "[Georgia's Path to Recovery for K-12 Schools](#)", information from the Howard County Health Department, and information from other Indiana schools. Our plan has also been shared with the Howard County Health Department and approved by our School Board as the district's plan for the 2020-2021 school year.

It is essential for Western School Corporation to work in unison with our staff, parents, students, and community to prevent the introduction and spread of COVID-19. Our goal in introducing these new rules and regulations is to create a safe and effective learning environment for students and staff, while still providing our students with a quality education.

Western's reopening document serves to outline the precautionary measures and adjustments to be implemented as students and staff return to school. The following pages are organized into sections related to the various aspects of school operations and are subject to change:

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## **Framework for Reopening**

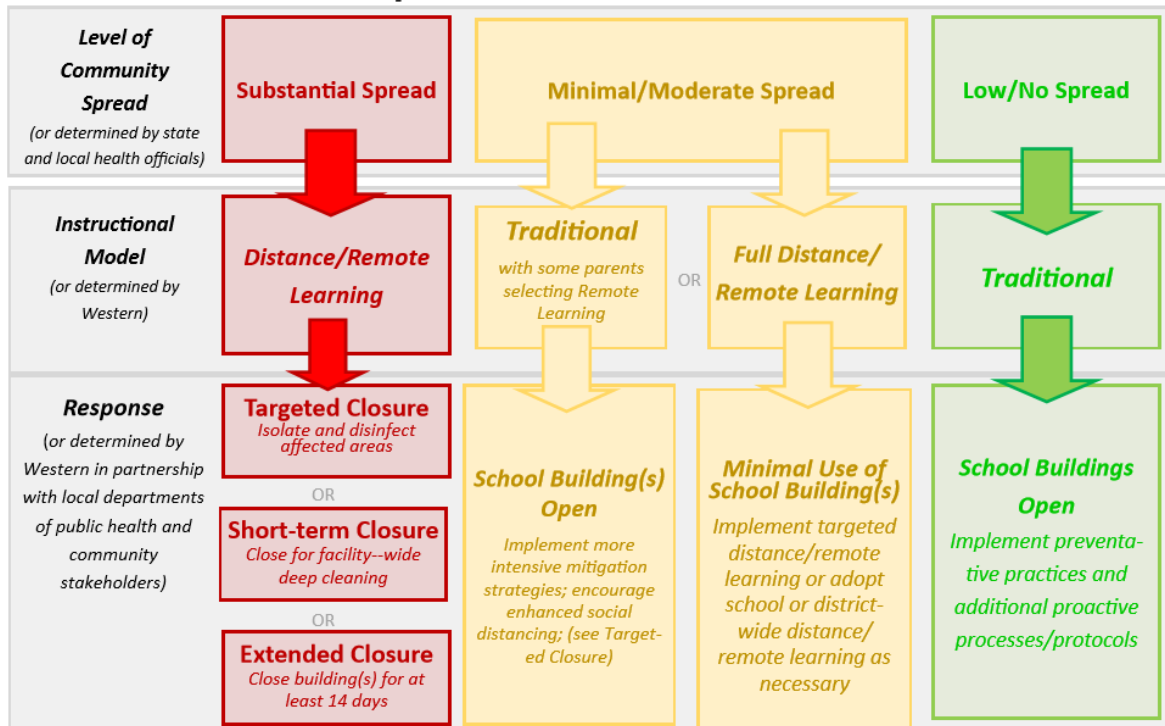
The following is a reopening framework that is based on the Georgia Department of Education’s reopening document ["Georgia's Path to Recovery for K-12 Schools"](#). Based on the current information from Howard County and the State of Indiana, the Western School District and nearby surrounding areas would align with the “Low/No Spread” and “Minimal/Moderate Spread” outlined below.

For Western’s reopening plan for the start of the 2020-2021 school year (August 12, 2020), we will use the minimal/moderate spread, which allows students to be on campus in a traditional setting, along with a remote/distance learning option for those parents who choose not to send their children to campus at the start of the school year. Students will be allowed to make one election change a year (exceptions may be made for medical reasons) with administrative approval. Students can request to move from the remote/distance learning option to the on campus/traditional setting only at the end of the semester. Students can request to move from the on campus/traditional setting to the remote/distance learning option at any time.



## Framework for Reopening

Upon reviewing the level of community spread throughout Western School District and the surrounding area, Howard County aligns within the “Low/No Spread” and “Minimal/Moderate Spread” outlined below.



Western School Corporation understands that the level of community spread may change and require adjustments to our initial plans, as illustrated above. Conditions will be monitored **weekly** with guidance from the state and Howard County Health Departments, and adjusted as needed. Western currently does not anticipate making any adjustments to the 2020-2021 school calendar.

### Pre-K-12 Recommendations Based On Level of Community Spread from the Indiana Department of Health

# PRE-K-12 RECOMMENDATIONS BASED ON LEVEL OF COMMUNITY SPREAD

This information is designed to help local officials make decisions about school operations based on the level of COVID-19 in their counties.

PRE K-12 RECOMMENDATIONS	BLUE (minimal community spread)	YELLOW (moderate community spread)	ORANGE (moderate to high community spread)	RED (high community spread)
<b>SCHOOL RECOMMENDATIONS</b>	<ul style="list-style-type: none"> <li>• Schools may operate all grades in-person school taking all proper precautions including maximizing social distancing, focus on hand hygiene, and masks. *</li> <li>• Limit activities where social distancing is not feasible.</li> </ul>	<ul style="list-style-type: none"> <li>• Schools may continue all grades in-person school but should be vigilant in taking all proper precautions including maximizing social distancing, focus on hand hygiene, and masks. *</li> <li>• No assemblies or activities where social distancing is not feasible.</li> </ul>	<ul style="list-style-type: none"> <li>• Grade schools may remain in-person.</li> <li>• Strong recommendation for hybrid learning for middle and high school students to allow for more social distancing in school. Continue to focus on hand hygiene and masks. *, **</li> <li>• No assemblies or large group activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Grade schools may remain in-person or consider hybrid learning to allow for more social distancing.</li> <li>• Middle and high schools should consider virtual learning or continue with hybrid with strict social distancing and mask guidelines. *, **</li> <li>• No assemblies or large group activities.</li> </ul>
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Extracurricular activities to follow state and local event gathering guidelines with social distancing and masks except when doing strenuous activity.</li> <li>• Limit spectators in accordance with state and local guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Be vigilant about precautions for extra-curricular activities and postpone or cancel activities as warranted.</li> <li>• Athletic and extra-curricular activities should consider permitting parents/ guardians and close family only.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong recommendation to limit extra-curricular activities and consider events with competitors/participants only, no in-person attendees.</li> </ul>	<ul style="list-style-type: none"> <li>• Extracurricular activities should be canceled.</li> </ul>
<b>COMMUNITY ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>• Engage community to actively participate in continued precautions.</li> <li>• Discussion with parents and guardians about limiting social events outside of school.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with parents and guardians about limiting social events outside of school.</li> <li>• Local education leaders work with county health officials to determine if increased precautions and community engagement activities are necessary to prevent escalation of disease.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with parents and guardians about limiting social events outside of school.</li> <li>• Local county education leaders will work collaboratively with local health departments to consider implementation of aggressive precaution measures both in schools and communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Discourage social events.</li> <li>• Local county education leaders will work collaboratively with local health departments to consider implementation of aggressive precaution measures both in schools and communities.</li> </ul>

\* Continue strict contact tracing, education about testing and staying home when ill or a close contact. Be prepared to move to virtual learning and provide virtual options for medically vulnerable children and families who select that option for their children.

\*\* Strong recommendation for all school systems to maintain a building that is open to assist students with remote learning, to ensure safety and food security or to enter into an agreement with community organizations to do the same.



## Health Protocols

(modified from IDOE's In-Class document)

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the Howard County Health Department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

### Symptoms Impacting Consideration for Exclusion from School

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

- A fever of 100.4° F or higher when taken by mouth (or school board policy if threshold is lower)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Loss of taste or smell

Students and employees should be excluded from school if they:

- Test positive for COVID-19, or
- Exhibit **one** of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained, or
- If they have knowingly been exposed to someone who has tested positive for COVID-19.

## Preventative Measures

The number one way to prevent the spread of disease is for sick employees and students to stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

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

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Western will continuously reinforce that employees and students need to wash their hands often, and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol.

Each building will reinforce the healthy habits regarding handwashing at key times, which includes:

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

Water fountains will not be utilized in schools until further notice. Western will make available for purchase bottled water. Bottled water will also be available for purchase during lunch at each building. Water bottles brought to school need to be clearly labeled with the student's name.

## Non – Students Wearing Masks (Cloth Face Coverings), Face Shields, and Other Personal Protective Equipment (PPE)

All non-students are required to wear a mask which covers both the nose and mouth in any circumstance where social distancing is not an option. In a school setting, as outlined in the [Governor's Executive Order 20-39](#), face shields are also allowed. Face coverings will now include face shields when referenced in this document. In addition, transportation personnel are required to wear masks when students are onboard the bus, food service personnel are required to wear masks when preparing and serving meals, and some personnel may be required to wear additional PPE (i.e. health-related, custodial staff, specialized positions, etc.) when directed to do so by district/school



protocol or the employee's supervisor. Western will establish individual health plans for high-risk non-students to ensure additional accommodations are made as necessary. Clear masks will be available to staff as needed as it relates to their specific interactions with students.

## Students Wearing Masks (Cloth Face Coverings), Face Shields, and other Personal Protective Equipment (PPE)

The current CDC guidelines recommend that all students wear cloth face coverings which covers both the nose and mouth. The [Governor's Executive Order 20-39](#) also allows face shields, which will now be included in this document as a face covering. As a result, all students are required to wear personal protective equipment in any circumstance where social distancing is not an option (i.e. on school buses, while entering and exiting the school building, while picking up food in the cafeteria line, in the halls, during passing periods, in small group/close proximity instructional settings, and as requested by staff). Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans. Additional accommodations may need to be made for students based on their individual health plan. The school will have a limited number of masks for those who are unable to supply their own mask. Face coverings must be school appropriate.

### Additional information from the CDC:

CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Note: Cloth face coverings should **not** be placed on:

- Children younger than 2 years of age
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings (**parents should provide the school with a medical note from the healthcare provider indicating the inability of the student to wear a mask/face covering, and if he/she cannot, if it is safe for the student to return to school**).

Western School Corporation recommends working with your child(ren) now to practice wearing a mask. Here are just a few resources that may help:

<https://docs.google.com/presentation/d/1s0r9fCI31cEx-gwXxy3xIFULNIGNUUPVNXOI9H6gTFc/mobile-present?slide=id.p>

<https://www.autismresourcecentral.org/social-stories-for-young-and-old-on-covid-19/>

<https://www.nationwidechildrens.org/family-resources-education/700childrens/2020/05/masks-and-new-routines-helping-children-with-special-needs-during-covid-19>

<https://www.autismnj.org/article/helping-individuals-with-autism-wear-face-masks/>

[https://www.doe.in.gov/sites/default/files/news/face-coverings-family-guidance-updated.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.doe.in.gov/sites/default/files/news/face-coverings-family-guidance-updated.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

## Social Distancing in the School Environment

In order to maintain social distancing to the best of our ability, our Corporation will put in to place the following practices:

- Families will be offered both on campus/traditional instruction and remote/distance learning based on each student's needs and parents' concerns.
- Alternate recess schedules will be utilized to minimize the number of students on the playground. Each class will have a designated location with rotation schedule while outside. Students will use hand sanitizer before and after using playground equipment. Playground equipment will be disinfected daily. Space between students will be increased as much as possible during in-person instruction.
- Classes may be moved outdoors when possible.
- Desks/tables will be rearranged to increase space between students.
- Desks/tables will face in the same direction.
- Students will be asked to remain seated in the classroom as much as possible, and seats will be assigned.
- Students will be required to wear a mask in small group settings when social distancing is not possible.
- There will be little to no extra classroom activities that combine classes or grade levels.
- Whole staff gatherings/meetings will be minimized. Weekly PLC meetings will be by grade, subject, or PLC grouping in separate areas.
- We will minimize students traveling to different buildings to receive services.
- Employees traveling between buildings will be minimized.
- Visitors will be limited by necessity and will be screened prior to entering.
- Teachers will have access to extra materials for students who might need them in order to minimize sharing of high touch materials (pencils, art supplies, equipment, etc.) and items will be cleaned and disinfected between uses.

## Return to School After Exclusion

Once a student or employee is excluded from the school environment, he/she may return if they satisfy the most recent [recommendations of the CDC](#). The state [website](#) has a list of over 200 testing facilities, their locations, and hours of operation. This list is updated frequently.

The following chart provided by the Indiana State Department of Health outlines when a student, faculty or staff member can return to school:

# COVID-19:

## When a student, faculty or staff member can return to school



**Purpose:** The purpose of this document is to assist school healthcare staff and public health officials in determining if a student or faculty/staff member needs to be excluded from the facility for COVID-19 **quarantine** or **isolation**. The chart uses three criteria to determine this: close contact, symptoms, and COVID-19 test status.

**How to use:** The first step is to determine if the individual was a close contact to a COVID-19 case based on the definition below and then selecting the appropriate chart on the next page. The second step is to determine if the individual is showing symptoms of COVID-19 (symptomatic) or not. Finally, determine if the person was tested for COVID-19 and the result of the test. Key definitions are provided below.

### Definitions:

**Isolation** means keeping sick people away from healthy ones. This usually means that the sick person rests in his or her own bedroom or area of your home and stays away from others. This includes staying home from school.

**Quarantine** means separating people who were around someone who was sick, just in case they get sick. Since people who were around other sick people are more likely to get sick themselves, quarantine prevents them from unintentionally spreading the virus to other people even before they realize they are sick. Usually, people who are in **quarantine** stay at home and avoid going out or being around other people. This includes staying home from school.

**Close contact:** An individual is considered a close contact if any of following is true:

- Was within 6 feet of a positive person for more than 15 minutes total in a day.
- Had physical contact with the person.
- Had direct contact with the respiratory secretions of the person (i.e., from coughing, sneezing, contact with dirty tissue, shared drinking glass, food, or other personal items).
- Lives with or stayed overnight for at least one night in a household with the person. These close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers. The only exception is if a healthcare worker in a school setting is wearing the proper personal protective equipment. When an individual's symptom, contact, or test status changes, the **quarantine** or **isolation** requirements should be reassessed.

### Symptoms of COVID-19 (Does not include all possible symptoms)

- Temperature 100.4 degrees Fahrenheit or higher (or school board policy if threshold is lower)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
- Diarrhea, nausea or vomiting, abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell



Updated: 9/3/20



**Individual is NOT a known close contact to a COVID-19 case:**



Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>If diagnosed with another condition that explains the symptoms, such as ear or bladder infection, individual does not need to isolate, doctor's note required to return to school.</li> <li>Consider quarantine for siblings and household members if you have significant concern for COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must be fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms, unless otherwise advised by a healthcare provider.</li> <li>If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease.</li> <li>Please provide proof of negative COVID-19 test (not antibody).</li> </ul>	<ul style="list-style-type: none"> <li>May attend school.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow the close contact chart below.</li> </ul>

**Individual IS a known close contact to a COVID-19 case:**

Individual	Symptomatic	No Symptoms
<b>Not tested for COVID-19</b>	<ul style="list-style-type: none"> <li>Because the individual is a close contact of a COVID-19 case, the individual must <b>quarantine</b> for at least 14 days after the last contact with the COVID-19-positive person.</li> <li>Because the individual has developed symptoms and has not been tested or have an alternate diagnosis, the individual is likely a case and must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.</li> <li>The criteria in both of the above bullets must be met before returning to school whichever is longer.</li> <li>If the individual cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>Since the individual is a close contact who is now symptomatic, siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care. Siblings do not need to <b>quarantine</b>.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and negative for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>quarantine</b> for 14 days after contact with the COVID-19-positive person, even if the student has an alternate diagnosis for symptoms.</li> <li>If still symptomatic after the 14 days, individual must wait to return to school until fever free for 24 hours without the use of fever-reducing medications and improvement of symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>quarantine</b> for 14 days from the date of last exposure before returning to school or day care.</li> <li>If the exposure is to a household member and the case cannot properly <b>isolate</b> away from others at home, the last date of contact may be the last day of <b>isolation</b> for the positive person.</li> <li>If an individual who is a close contact becomes symptomatic, refer to the symptomatic scenarios.</li> </ul>
<b>Tested and positive for COVID-19</b>	<ul style="list-style-type: none"> <li>The individual must <b>isolate</b> at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms.</li> <li>Repeat testing is NOT recommended for making decisions about when people can return to work or school.</li> <li>Siblings, household members, and other close contacts should also follow this chart to determine <b>quarantine</b> length.</li> <li>If the close contact tests positive, <b>isolation</b> starts on the day of symptom onset and <b>isolation</b> may end prior to the last day of <b>quarantine</b> or after the 14 days of quarantine.</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>isolate</b> at home for 10 days after the day the sample was collected.</li> <li>Siblings, household members, and other close contacts should follow this chart.</li> </ul>

Updated: 9/3/20

# COVID-19 Screening for Parents

Every morning before you send your child to school please check for signs of illness:



FEVER 100.4\* OR CHILLS  
\*or school board policy if threshold is lower



SORE THROAT



COUGH\* OR SHORTNESS OF BREATH  
\*especially new onset, uncontrolled cough



DIARRHEA, NAUSEA OR VOMITING, ABDOMINAL PAIN



HEADACHE\*  
\*particularly new onset of severe headache, especially with fever



NEW LOSS OF TASTE OR SMELL

*\*May present with more than one symptom. This list does not include all possible symptoms.*

- 1 Does your child have any sign of illness above?
  - 2 Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19?
  - 3 If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Have you been tested for COVID-19? Only a positive test or provider diagnosis can confirm if someone has a current infection.
  - 4 Please keep your student home until they meet the criteria on the chart on back of the page.
- If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face **CALL 911!**



# GUIDANCE ON INTERPRETING COVID-19 TEST RESULTS

	RESULT	INTERPRETATION	RECOMMENDED ACTION
<b>VIRAL TESTING:</b> (testing for current infection)	<b>Positive</b>	<i>Most likely*</i> you DO <u>currently</u> have an active COVID-19 infection and can give the virus to others.	<u>Stay home*</u> and follow CDC guidance on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Negative</b>	<i>Most likely*</i> you DO NOT <u>currently</u> have an active COVID-19 infection.	If you have symptoms, you should keep monitoring symptoms and seek medical advice about staying home and if you need to get tested again.  If you don't have symptoms, you should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>
<b>ANTIBODY TESTING:</b> (testing for past infection with the virus)	<b>Positive:</b>	You <i>likely*</i> have HAD a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. <u>Take steps to protect yourself and others.</u>
	<b>Negative</b>	You <i>likely*</i> NEVER HAD (or have not yet developed antibodies to) COVID-19 infection.	You could still get COVID-19. <u>Take steps to protect yourself and others.</u>
<b>BOTH</b> (antibody and viral testing)	<b>Viral Positive, Antibody Positive:</b>	<i>Most likely*</i> you DO <u>currently</u> have an active COVID-19 infection and can give the virus to others.	<u>Stay home*</u> and follow CDC guidance on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Viral Positive, Antibody Negative</b>	<i>Most likely*</i> you DO <u>currently</u> have an active COVID-19 infection and can give the virus to others.	<u>Stay home*</u> and follow CDC guidance on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Viral Negative, Antibody Positive</b>	You <i>likely*</i> have HAD and RECOVERED FROM a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. You should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>
	<b>Viral Negative, Antibody Negative</b>	You <i>likely*</i> have NEVER HAD a COVID-19 infection.	You could still get COVID-19. You should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>

\*No test is ever perfect. All tests occasionally result in false positive results (the test result should be negative because you DO NOT have COVID-19 but comes back positive) or false negative results (the test result should be positive because you DO have COVID-19, but comes back negative). Sometimes the results are not definitive (the result is unclear, and you don't know if it is positive or negative). For this and other reasons, results should always be reviewed by a healthcare professional.

† Viral tests are typically performed on respiratory specimens such as nasal swabs or throat swabs. They test for the presence of the virus, usually by testing for the virus's RNA or sometimes by testing for the virus's proteins ("antigen testing"). Antigen testing may be less sensitive than tests for the virus's RNA. If your antigen test is negative, please ask your healthcare provider if additional testing with an RNA test is needed and how long you should stay home.

‡ Antibody testing, also called "serologic testing" or "serology", is typically performed on a blood sample. Ideally, the results show whether you have ever been infected with the virus in the past or may be currently infected. Antibody tests check for antibodies that appear in the blood between about one and three weeks after symptom onset and may remain as long as a lifetime. Antibody tests may be positive while a person is infected. It is not yet known whether these antibodies protect against reinfection with the COVID-19 virus. For many other similar viruses, antibodies are protective for years or longer, but we do not yet have adequate data to know for COVID-19.

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

8/21/20

# COVID-19 SCHOOL ATTENDANCE QUICK REFERENCE

Close Contact	Symptoms	Test status*	GUIDANCE
YES	YES	POSITIVE**	10 days Isolation + 24 hours fever free without without fever-reducing medication and symptoms improved. Quarantine siblings, household members and close contacts
YES	YES	NEGATIVE*	Quarantine for 14 days from last date of exposure to + person AND 24 hours fever free with symptoms improved. If new symptoms, need reevaluation. Consider quarantine for siblings and household members if there is suspicion for COVID-19.
YES	YES	PENDING	Isolate at home until results back AND Quarantine for 14 days from last date of exposure to + person.^ Consider quarantine for siblings and household members if there is suspicion for COVID-19.
YES	YES	NOT TESTING†	Quarantine for 14 days from last date of exposure to + person or isolate for 10 days until fever free with symptoms improved, whichever is longer.
YES	YES	ALT DX w/note***	Quarantine for 14 days from last date of exposure to + person^^ AND 24 hours fever free with symptoms improved AND any additional criteria by healthcare provider.
YES	NO	POSITIVE**	10 days Isolation from date test was collected + 24 hours fever free without fever-reducing medication and symptoms improved. Quarantine siblings, household members and close contacts.
YES	NO	NEGATIVE*	Quarantine for 14 days from last date of exposure to + person^^
YES	NO	PENDING	Quarantine for 14 days from last date of exposure to + person^^
YES	NO	NOT TESTING†	Quarantine for 14 days from last date of exposure to + person^^
NO	NO	PENDING	No exclusion unless test becomes positive
NO	NO	NEGATIVE	No exclusion
NO	NO	POSITIVE**	10 days Isolation from date test was collected + 24 hours fever free without fever-reducing medication and symptoms improved. Quarantine siblings, household members and close contacts.
NO	YES	ALT DX w/note***	May return after 24 hours fever free and symptoms improved AND any additional criteria by health care provider in note.
NO	YES	NOT TESTING†	10 days Isolation + 24 hours fever free without meds and symptoms improved.
NO	YES	PENDING	Isolate at home until results back Once have results, refer to appropriate guidance.
NO	YES	NEGATIVE*	May return after 24 hours fever free and symptoms improved AND any additional criteria by healthcare provider. <u>Provide test results before entry to school</u>
NO	YES	POSITIVE	10 days Isolation + 24 hours fever free without meds and symptoms improved. Quarantine siblings, household members and close contacts.

\*Test status: documentation of negative test results must be provided before entry to school.

\*\*People with positive test results will be contacted by the state Department of Health and contact tracing will be done.

\*\*\* If an alternate diagnosis has been determined by a health care provider, a note that includes the date and contact information for the provider must be provided before entry to school.

^^Start date of quarantine is determined by last date of exposure to a positive or untested person. For families who are not able to isolate from everyone else at home, this may be after the ill person completes their 10 days of isolation.

†For persons opting to not get tested, they will be treated the same as the scenario for a person who has tested positive. Do not need to quarantine if tested positive in the last 90 days unless new symptoms appear.

Shalom SBC Attendance/Exclusion chart and testing site links. 2020-09-04



Updated: 9/17/20

## Self-Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure **DAILY**.

All students and employees are required to self-screen **DAILY** before coming to school. Students and employees exhibiting symptoms of COVID-19 (see above), without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

## Covid-19 Daily Self Checklist

Review this COVID-19 Daily Self Checklist each day before reporting to school.

If you reply YES to any question from the questions below and/or have a fever, STAY HOME and follow the steps below:

Parent/Student

Step 1: Call your school office to report an absence

Step 2: Call your health care provider for additional guidance

If you start feeling sick during the school day, report to the school nurse for evaluation and follow step 2 if you are sent home.

**Do you have a fever (temperature over 100.4 degrees Fahrenheit) without having taken any fever reducing medications?**

- Yes
- No

**Have you experienced any of the following symptoms such as:**

Loss of Smell or Taste	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Uncontrolled Cough that causes difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Severe Headache	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Vomiting	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Abdominal Pain	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No



**Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

- Yes
- No

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

- Yes
- No

**Do you have a known close contact within the household that is not tested or tested positive for COVID-19?**

- Yes
- No

**Do you have a member of your household that is symptomatic that has not been tested or tested positive for COVID-19?**

- Yes
- No

**Have you stayed overnight for at least one night in a household with a person that is symptomatic or is a confirmed close contact and has not been tested or tested positive for COVID-19?**

- Yes
- No

## Medical Inquiries

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

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

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

## Clinical Space COVID-19 Symptomatic

Each Western school will have a room or space separate from the nurse’s clinic where students or employees who are feeling ill are evaluated or can wait for pick up. The school nurse will screen students and employees to determine location. All waiting staff and students will wear a cloth face covering in the designated area. Only essential staff assigned to the room may enter.

- Primary and Intermediate – The room adjacent to the nurse’s office, directly behind the reception desk. Copiers will be moved to the foyer areas.
- Middle School – First office on the west side of the main entrance.

- High School – Conference room next to the nurse’s clinic.

Each school will maintain a record of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.

If a student or staff member has a fever, for any reason, it is required that the student or staff member be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school.

Additionally, all staff and students with fevers or symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

### **Clinic Space Non-COVID-19**

Students who do not display symptoms of COVID-19 will be seen and treated in the nurse’s clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments, and those with individual health plans. Suctioning and the use of nebulizers are not recommended in close proximity of others due to the particles that aerosol into the air. The PCP (Primary Care Provider may change the nebulizer treatment to a MDI (Multi Dose Inhaler). Qualified personnel who do the suctioning and or nebulizer treatments are recommended to be wearing PPE (gloves, mask, etc.).

### **Reporting Positive COVID-19 Cases**

All teachers, administrators, staff, and students (parents/guardians) are required to report any documented positive cases of COVID-19 to their school. All reports should be made to the building principal to share with the Superintendent and Corporation Clinical Coordinator. The Corporation Clinical Coordinator will work with the Special Projects Administrator and will give all reported positive COVID-19 case findings to the Howard County Health Department and to the Indiana Department of Education.

### **Confirmed Case of COVID-19 on School Property**

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

It is the responsibility of the Howard County Health Department in conjunction with the Indiana State Department of Health (ISDH) to contact the person confirmed with COVID-19, inform direct contacts of

their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the ISDH and the Howard County Health Department.

If a closure is determined necessary, Western will consult with the Howard County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as Western becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed so the impacted building, buses, furnishings, and equipment can be thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting with approved disinfectants. However, if that is not possible or school is in session, the cleaning will occur immediately.

## **Immunizations**

Immunization requirements at this time will remain unchanged. Western's Clinical Coordinator will continue to coordinate with the Howard County Health Department and state health department as needed.

## **Exchange of Resources to and from School**

Western's schools will make efforts to reduce the amount of materials, supplies, and personal belongings going to and from school. In addition, Western will have the same considerations to reduce student exposure to high-touch, shared resources at school.

Students attending Western Primary and Intermediate School will be allowed to bring a backpack and/or lunch box. Backpacks and lunchboxes are to be placed in the designated closet space upon arrival. All materials inside the backpack will be limited to what is on the school supply list. No extra items will be allowed unless otherwise agreed upon by the building principal. All personal belongings will remain with the student, at the student's desk, or in the closet for students' personal belongings at all times throughout the day. Teachers who choose to utilize closet spaces will be required to only allow one student in that space at a time.

Students attending Western Middle School and Western High School will be allowed to bring a backpack and/or lunch box. Backpacks and lunchboxes are to be placed in the student's locker upon arrival. All materials inside the backpack will be limited to what is on the school supply list. No extra items will be allowed unless otherwise agreed upon by the building principal. Lockers will only be used at the beginning of the day, at lunch, and at the end of the day. Lockers will not be used at other times throughout the day in order to promote social distancing and to discourage gathering.

## Student Expectations

Western Students are expected to adhere to all existing student handbook policies and procedures. In addition, students are to follow social distancing guidelines whenever possible.

In the event of a quarantine period or school closure, Western students are expected to continue the educational process through the combined support of teachers, instructional assistants, and technology. Western will utilize remote/distance learning during any quarantine period or school closure. Remote/distance learning is a change from the traditional eLearning practices as students will be expected to participate in the educational environment in real-time.

Western defines remote/distance learning as consisting of timely, active participation in the learning process via technology and video conferencing. Students will be expected to attend the remote/distance classroom using the same time structure of a traditional day of school. For example, a high school student will be expected to remotely connect to each class period to participate in real-time, live instruction provided by teachers and instructional assistants. Individual situations that may prevent a student from attending remote/distance learning sessions will be addressed on a case-by-case basis by building administration.

## Western School Corporation Remote/Distance Learning

Western School Corporation will offer remote/distance learning options for all interested students for the 2020-2021 school year. The options will be available during registration, beginning July 13, 2020, **and prior to the beginning of the second semester**. Students who choose to enroll in a remote/distance learning option will have the ability to attend the school year electronically. The student must have a reliable internet connection to participate in this program and there are specific guidelines that must be met in order to be classified as a remote/distance learner. Parents selecting the remote/distance learning option for their child are to let us know by July 27, 2020 and November 1, 2020.

Online learning with instruction and/or supervision with a Western School Corporation teacher and administrator will be available for students that elect to participate in remote/distance (online) learning.

To manage staffing and scheduling, students must commit to in-person or remote/distance learning for an established period of time and will not be permitted to move back and forth during this commitment. **Requests for changing programs will not be honored after the first two weeks of the second semester (January 19, 2021). Any exceptions will be determined by a committee of the building principal, Special Projects Administrator, counselor, and assigned teacher(s).**

Students will have the option to select online learning on a semester basis.

Please see the information below as we **are continuing to update our** plan for the 2020-2021 school year. The two paragraphs in italics are from the IDOE information that is hyperlinked in the first paragraph.

Since the reopening document was released on July 9, 2020, we have received additional questions regarding the time-requirements of our remote/distance learning option, and some concerns with having to follow the regular school hours in the remote/distance learning setting. Taking the comments and concerns in to consideration, we developed the table below to try to cover and communicate each possible need, especially knowing that some parents may want remote/distance learning because of work schedules and child care during our regular school hours. The paragraphs in italics are from the Indiana Department of Education (IDOE).

*As a result of the recent shifts to virtual, online, or remote learning options, and predictive increases in mobility in response to the COVID-19 pandemic, IDOE recognized the potential for miscommunication regarding expectations around instructional time and attendance requirements. This document aims to clearly translate legal requirements and general expectations for instructional programming and obligations related to reporting attendance across instructional environments for the 2020-2021 school year.*

### Western School Corporation Instructional Program Options

<b>Learning Options</b>	<b>Option 1 Traditional On Campus</b>	<b>Option 2 Remote Learning</b>	<b>Option 3 Remote- Online through Edmentum</b>
<b>Grade Level</b>	K-12	K-8	6-12
<b>Schedule</b>	7:30am-2:30pm HS/MS 9:00am-3:30pm Elementary	7:30am-2:30pm HS/MS 9:00am-3:30pm Elementary	<b>6-8:</b> Option for students who cannot log on to Live Remote schedule <b>9-12:</b> For students not participating with on campus courses
<b>Level of Support</b>	Most Support	Mildly Independent	Mostly Independent with Intermittent Teacher Oversight
<b>Time Commitment</b>	K-5 (5 hours of instructional time) 6-12 (6 hours of instructional time)	K-5 (5 hours of instructional time) 6-8 (6 hours of instructional time)	(1 hour of instructional time daily per course)
<b>Yearly Day Requirements</b>	180	180	1 semester commitment (18 week program)
<b>Program Description</b>	Students attend classes on campus and are given instruction by certified teachers. Additional support provided by certified and classified staff.	<b>K-2:</b> Students access recorded lessons from teachers, receive live small group instruction and intervention via Zoom, recorded lessons and materials available in Google Classroom. <b>3-5:</b> Students access live instruction via Zoom, individual small group interventions scheduled	Students access tutorials, mastery and posttests within the Edmentum program. Lessons are given a suggested pace and required to be completed by the end of the semester. A certified staff member is available to answer questions and direct students to the appropriate teacher for

		via Zoom, recorded lessons and materials available in Google Classroom <b>6-8:</b> Students access live instruction via Zoom for each class period, recorded lessons and materials available in Google Classroom	further assistance.
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Note: When considering instructional time requirements for content delivered through the off-site context (Options 2 & 3, and **Remote Learning due to a school weather related or emergency closing**), it is important to extract and focus on the time during which students are academically engaged. For example, a five (5) hour instructional day where content is delivered on-site consists of both academically engaged time as well as non-academically engaged time, such as passing time. As such, a day of off-site, virtual instruction may consist of less than five (5) hours, but correspond to the amount of academically engaged time provided in a non-remote, in-person instructional day.

**Option 2 - What is Remote Learning? (Grades K-8 Only)**

Remote education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered in an off-campus environment via the internet following the Western School Corporation’s established school schedule (Grades K-5 9:00am-3:30pm, Grades 6-12 7:30am-2:30pm). Students are assigned to a remote class with other remote learners and are expected to follow a modified daily schedule as if they were in attendance on campus. Students will receive instruction and support from Western School Corporation’s certified staff as if they were on campus. Instruction will be delivered via Zoom with students following the same curricular content of the students who are on campus. With trained and certified teachers, students receive instruction, support and communications on an ongoing basis throughout the course. Students get upfront attention from their online instructor and are supported by the Special Projects Administrator (765-883-5576 ext. 5116 [pquillen@western.k12.in.us](mailto:pquillen@western.k12.in.us)). **Live sessions are also recorded for students to access after school hours. Lesson materials are available on the teacher’s Google Classroom page.**

Additionally, students have the support of our technology department, school counseling staff, administration, and pupil services. Only Western School residents and accepted transfer students are eligible for admission to the Western School Corporation Remote/Distance Learning Program.

**Option 3 - What is Remote – Online through Edmentum or other online programs? (Grades 6-12)**

When a student is unable to follow the remote, live schedule option as outlined in Option 2 due to location and supervision constraints, he/she may participate in Remote – Online learning through Edmentum or other online programs offered by Western (with administrative approval). This program option is also available when a teacher is not available to cover a particular course for students in grades 6-12 who are selecting Option 2. Students access lesson materials provided through the online program offered by Western and work at their own pace. A certified teacher will be assigned to that particular course to supervise, monitor, and provide support for the individual student. Support services and communication will be based according to the availability of the student and teacher(s) and provided through email, phone calls, and scheduled Zoom sessions.

## Remote Learning for Quarantined Students

Learning Options	Remote-Format for Quarantined Students	Remote-Format for Quarantined Students	Remote-Format for Quarantined Students	Remote-Format for Quarantined Students
<b>Building</b>	Western Primary K-2	Western Intermediate 3-5	Western Middle 6-8	Western High 9-12
<b>Schedule</b>	9:00am-3:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences	9:00am-3:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences	7:30am-2:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences	7:30am-2:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences
<b>Level of Support</b>	Mildly Independent with Limited Scheduled Support	Mildly Independent with Limited Scheduled Support	Mildly Independent with Limited Scheduled Support	Mildly Independent with Limited Scheduled Support
<b>Time Commitment</b>	5 hours of instructional time	5 hours of instructional time)	6 hours of instructional time	6 hours of instructional time
<b>Yearly Day Requirements</b>	As Needed	As Needed	As Needed	As Needed
<b>Program Description</b>	<p>Students access recorded videos of the live instruction and may have live Zoom sessions scheduled for intervention, lesson materials are available on their teacher's specific Google Classroom pages</p> <p><b>*** See individual building plans</b></p>	<p>Students access live Zoom sessions, and/or recorded videos of the live sessions, for their classes, lesson materials are available on their teacher's specific Google Classroom pages</p> <p><b>*** See individual building plans</b></p>	<p>Students join live Zoom sessions for their classes and/or access recorded videos of the live sessions, lesson materials are available on their teacher's specific Google Classroom pages</p> <p><b>*** See individual building plans</b></p>	<p>Students join live Zoom sessions for their classes and/or access recorded videos of the live sessions, lesson materials are available on their teacher's specific Google Classroom pages</p> <p><b>*** See individual building plans</b></p>

## Remote Learning due to a Weather or Emergency Closing

Remote Learning Due to a School Closure	
<b>Grade Level</b>	K-12
<b>Schedule</b>	To be utilized when school is closed/cancelled due to inclement weather, or emergency circumstances
<b>Level of Support</b>	Mildly Independent with Limited Scheduled Support
<b>Time Commitment</b>	K-5 (5 hours of instructional time) 6-12 (6 hours of instructional time)
<b>Yearly Day Requirements</b>	As Needed
<b>Program Description</b>	<p><b>K-5:</b> Students may access live Zoom sessions for their classes and/or recorded videos of the live sessions, lesson materials are available on their teacher's specific Google Classroom pages</p> <p><b>6-12:</b> Students may join live Zoom sessions for their</p>

	classes and/or access recorded videos of the live sessions, lesson materials are available on their teacher's specific Google Classroom pages
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\*\*\*See individual building plans

## Attendance Policy

Attendance bonuses and reward programs will be suspended to avoid encouraging employees and students to come to school when they are sick. Students who are out of school for an extended period of time due to COVID-19 (individuals who have tested positive, individuals who have been in direct contact with a person who has tested positive, or individuals who are symptomatic) will be required to utilize remote/distance learning to meet attendance requirements. Remote/distance learning guidelines can be adjusted based on the needs of each student.

## Student Attendance

A Western student absent from school due to COVID-19 related symptoms will be recorded as a student illness/medical absence. If a student is not ill but circumstances require the student to quarantine, the student's attendance will be recorded as "quarantine absence". An absence due to quarantining will be considered an "excused" absence from school. If the student is able to participate in remote/distance learning while quarantined, the student's attendance will be recorded as "Remote/distance attendance".

Western parents may opt for remote/distance learning (as defined above in the Student Expectations section) in lieu of students attending school physically. Tardies, absences, and trancies will be recorded for remote/distance learners in the same manner as traditional classroom attendance.

## Social and Emotional Learning

Lessons will be provided by the school social worker and counselors according to the IDOE framework. Community's therapists and skills clinicians will also work and reinforce the social and emotional needs of their student clients.

## Special Education

Western School Corporation will continue to conduct annual case reviews within the one- year timeline, regardless of school closure status. As school reopens, case conference meetings with parents may be scheduled to review the provision of services and the educational progress of each student. These discussions will determine whether or not there is a need for an IEP revision.

Educational needs will be measured by considering:

- Whether the student participated in continuous learning opportunities provided by the school and district during the COVID-19 school building closure.
- Parent observations of the student's learning during the continuous learning opportunities provided by the school.



- Teacher observations of the student's learning in the continuous learning opportunities provided by the school.
- Whether there were services identified in the student's IEP prior to the school closure that the school or district was unable to provide during the building closure due to restrictions on in-person services.
- Whether the student continued making progress toward meeting his/her IEP Goals.
- Whether the student experienced any additional or new social-emotional health issues during building closure.
- Whether the student experienced any regression during the period of school building closure.

### **Future Services/Compensatory Services**

Western School Corporation will be required to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements. This does not mean that the school must immediately offer compensatory services to all students with IEPs; rather, it requires the case conference committee to lead a discussion on the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC may consider the appropriateness of collecting data for an agreed-upon time following the student's return to school and subsequently reconvening to discuss the need for future services at that time.

### **Transition IEPs**

Transition assessments will continue to be updated annually. When updating transition assessments, teachers of record (TORs) may conduct assessments remotely or in person. Assessments may be administered prior to or during the meeting. In all cases, assessment information will be documented within the Summary of Findings utilizing the SPIN method -Strengths, Preferences, Interests, and Needs. Transition services will be created with both in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

### **Evaluations**

Requirements for evaluations remain unchanged. Evaluations may be conducted remotely if the evaluator has been appropriately trained in conducting remote assessments and has access to the digital assessments.

### **Medically Fragile Students**

The determination of the services to be provided must be made by the CCC (Case Conference Committee) based upon the individual student's medical and educational needs. Special education and related services determined by the CCC for a student with a physician's statement could be provided online or in a remote instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or remote/distance instruction, technological competency and the need for additional assistive technology will be considered.

## Homebound Services

Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel will follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19.

## Homebound Timelines

The CCC will continue to reconvene at least every 60 instructional days (this instructional day count includes remote/distance learning days used pursuant to our Continuous Learning Plan) when a student is receiving services in a homebound setting. Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes.

## Special Transportation

If a student is being provided in-person services and requires transportation, then the IEP will reflect this service. An administrator will collaborate with the school transportation director to implement a busing plan that meets social distancing recommendations (including pick-up, in-transit, and drop off).

## Therapy

By following the provision of IEP-required therapies in accordance with the CDC community-level guidance for schools, our corporation will implement the following:

- Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions
- Class and therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids.
- Instruction about and observance of frequent handwashing and face covering recommendations.
- Remote/distance therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings.
- Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures.
- Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies.
- Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.

## Classroom Environment

Each Western school will address modifications to the classroom on a building-by-building and classroom-by-classroom basis. Whenever possible, Western schools will:

- Increase space between student desks, tables, etc.;
- Face desks in the same direction;
- Use assigned seating arrangements;

- Encourage educational activities that keep students seated in the classroom;
- Limit activities that combine classes or grade levels;
- Limit, or control, student transitions from room to room;
- Limit sharing of high touch materials (art supplies, equipment, etc);
- Avoid sharing of electronic devices;
- Increase opportunities for student hygiene activities;
- Encourage the use of outdoor spaces for instruction;
- Encourage the use of larger classroom spaces (gym, cafeteria, etc).; and
- Schedule restroom breaks to avoid overcrowding

## Field Trips During the School Day

Western School Corporation will not have academic field trips for the students at the beginning of the 2020-2021 school year. This will be assessed on a 9-week basis (see Modifications for Academic Field Trips under Transportation).

## Cafeterias, Common Areas, Offices, and Hallways

Each Western school will address modifications to cafeterias, common areas, and hallways on a building-by-building basis. Additional lunch periods, staggered lunch periods and additional eating areas will also be utilized, as well as staggering classes when possible in the hallways.

## Cafeteria and Food Service

Students will continue to eat lunch by grade level (grades K-8) and as scheduled for the high school, and social distancing guidelines will be encouraged. Each building will utilize additional spaces outside of the cafeteria to allow students more room to space out.

Whenever possible, Western schools will:

- Eliminate self-serve food items;
- Eliminate communal access to napkins and silverware;
  - Napkins and silverware will be provided and will be disposable.
- Serve medically fragile students separately from other students;
- Reduce seating capacities at lunch tables to promote social distancing;
- Prohibit food-sharing;
- Discourage cash transactions;
- Ensure personnel handling cash do not also handle food;
- Schedule handwashing for students and employees prior to food service times;
- Provide access to hand sanitizer;
- Use floor markings and various signage to indicate appropriate social distancing for student lines;
- Require food service personnel to wear personal protective equipment including masks while preparing and serving food; and
- Install engineering controls such as sneeze guards in cafeteria serving lines.
- Students who require their teeth to be brushed after eating will visit a designated area which will

be disinfected after each use.

## Additional School Procedures and Protocols

Whenever possible, Western schools will:

- Implement measures to decrease students congregating in one location by doing the following:
  - Use directional signage to indicate walk patterns;
  - Use signage to promote social distancing;
  - Schedule restroom breaks to avoid overcrowding and limit the number of students in a restroom at one time;
  - Rearrange furniture to avoid clustering of students;
  - Use floor markings as needed to promote social distancing
  - Limit students to sections of the playground and a daily rotation.
- Adjust Special Area Classes (Primary and Intermediate) to reduce the weekly number of students in an area.
- Postpone swimming instruction (K-8) to minimize students traveling to different buildings to receive services.
- Western School Corporation will not allow non-student vendors and visitors in the buildings at the beginning of the 2020-2021 school year. This will be assessed on a 9-week basis.
- Western School Corporation will not allow building utilization rentals at the beginning of the 2020-2021 school year. This will be assessed on a 9-week basis.
- Once building utilization rentals are allowed, Western will require parties renting building spaces for an activity to comply with all of Western's health protocols.
- Post lowered, revised maximum occupancy numbers.
- Install engineering controls such as sneeze guards.
- Promote social distancing through ongoing verbal and visual messaging.
- Schedule students to be dropped off and picked up at specific times and locations determined by each individual building.
- Stagger release times of students from buses.
- Implement measures to decrease employees congregating in one location.
- Limit usage of the staff/teacher's lounge.
- Encourage remote meetings when possible.
- Make alternate plans for whole staff gatherings.
- Rearrange workstations to encourage social distancing.
- Use assigned seating when possible.
- Use sign-in sheets for in-person meetings to document attendees.
- Keep accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel.
- Restrict vendor access to the school to times when students are not present.

## Extracurriculars and Co-curriculars

All State and local guidelines for group limitations will be followed

- Any student who prefers to wear a face covering for activities will be allowed, so long as doing so will not cause a health risk.
- Students, when not engaging in vigorous activity and when practical, will wear face coverings.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc.

- will wear face coverings at all times unless under rigorous activity or when posing a health risk.
- Consideration will be given to vulnerable individuals, and it is encouraged for those individuals to seek medical guidance regarding their individual level of participation.
  - An alternate command structure for coaching staff will be established in case of illness.
  - Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSAA pre-participation physical, but should provide a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.
  - All students and staff will be required to self-screen for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.
    - Any person with COVID-19-related symptoms will not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
    - Any person with a positive COVID-19 test must report to their school, "When a confirmed case has entered a school, regardless of community transmission."
    - Coaches must track COVID-19 impacted attendance and report to district/school administration.
    - Follow specific return-to-school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19 (see Return to School After Exclusion).
  - Individuals must wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer will be available to individuals as they transfer from place to place.
  - Beginning July 20, 2020, Locker rooms and meeting rooms will operate at 50 percent capacity. \*If the restriction to 50 percent capacity at competitive events creates hardship and impacts the hygiene or safety of students, a 50 percent or greater capacity is allowed.
  - The athletic directors will create scheduling adjustments to reduce the number of events, duration, and/or participants present.
  - Workouts will be conducted in defined, smaller groups of students with the same students always together.
  - Fieldhouse and Weight Room Procedures - Unfortunately, we must restrict all school visitors to promote health, safety, and social distancing. The Western Fieldhouse and weight room will be closed to the public. Students utilizing the facility will be closely monitored by a Western staff member. Students will work in small groups while socially distancing themselves. When students are not participating in vigorous physical activity, they will be required to wear a mask. Students using equipment will use sanitizer spray before and after any use. They will use microfiber cloths to wipe up the sanitizer spray. This procedure will be followed and repeated by all students on all equipment. Between group rotations, Western staff will use disinfectant spray on all of the equipment and allow it to dry according to manufacturer guidelines.
  - Hospitality rooms for officials will no longer include shared food service and will allow space for social distancing. Individual waters and pre-packaged snacks may be made available.
  - Cleaning schedules will be created and implemented for all facilities and equipment to mitigate any communicable diseases.
  - Appropriate clothing/shoes must be worn at all times to minimize transmission.

- No sharing of clothing, shoes, towels, or water bottles.
- Contact will be limited to only contact necessary to compete as defined by IHSAA. Modified sportsmanship practices will be observed.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment must be cleaned prior to use and immediately following usage.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered or discarded.
- Students should report to their activity in proper gear and should immediately return home at the conclusion to shower and wash their workout clothing immediately. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- Water fountains will be closed. Individuals should bring their own drink from home. Water bottles will be available to those who need one.
- Spectators, media, and vendors can be present but must implement social distancing and follow established mass gathering guidelines.
- Concessions will be open, and all food handlers and cashiers will utilize appropriate PPE and only prepared, prepackaged food is available.

## Transportation

### Transportation Preparation and Cleaning

Staff will inspect all buses and transport vehicles for cleanliness and safety before and after routes. Masks/face coverings will be required on buses for students and staff, and provided for those who do not have one. It will be required to wait 24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tested positive for COVID-19. Affected buses can be used immediately after cleaning and disinfection.

Additionally, the following protocols will be made starting August 12, 2020:

- Drivers will be assigned to a single bus and/or a specific route to establish consistency for Driver assignments for extracurricular activities.
- Students will be assigned to an a.m. bus route and to an assigned seat, and a p.m. bus route and an assigned seat. Meaning students will have the ability to ride one bus in the morning from one location and then to a different location in the afternoon.
- Students will be limited to one route unless otherwise decided by administrative staff.
- There will be no eating and drinking by passengers on the bus unless medically necessary. This includes SPV's and other School Corporation vehicles.
- All personal items including school supplies (iPads) must remain in school bags and not shared with other passengers.

### Transportation Training

All drivers and maintenance/cleaning staff will be properly trained on the following:

- Correct information about COVID-19, how it spreads, symptoms, and risk of exposure.
- Who to contact if a student or the driver exhibits symptoms of COVID-19.
- The appropriate methods, tools, and products for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.

- The location of and how to use sanitation stations.
- The hygiene expectations of staff.
- Avoiding touching surfaces often touched by passengers.
- Using universal precautions when handling bodily fluids or disposing of trash.

### General transportation Services

The following lists the changes to Western School Corporation's transportation system:

- All persons who board or ride on the school bus are required to wear a face covering unless medically exempt with physician's documentation;
- At the time of enrollment, parents will notify WSC of their intention to use school bus transportation to and/or from school;
- WSC bus drivers will contact parents to inform them of their student(s) specific bus arrangements;
- Students will be assigned a single school bus number, bus stop, and seat;
- Bus seat assignments will be designated on a "bus stop basis" meaning students will be grouped together in bus seats;
- Students will not be permitted to change bus arrangements;
  - If a parent/guardian needs to change a child's transportation method on a given day, s/he will only be allowed to change to a car rider. Students are not permitted to switch to a different bus as all seats are assigned ahead of time in an effort to limit student contact as well as enhance contact tracing, if necessary.
- Students will not be permitted to eat or drink on the bus unless medically necessary with a physician's documentation;
- Students will be required to remain in their assigned seats for the duration of the school bus trip. All students must remain facing forward and remain seated. Failure to comply with seating requirements will result in the loss of bus privileges for a student.
- Transfer students will be given assigned bus stops and seats if possible;
- Buses will be filled as minimally as possible with ideally no more than 2 students per seat.

### Modifications for Extracurricular Transportation Services

The following lists the changes to WSC's extracurricular transportation services:

- All passengers riding on the school bus are required to wear a face covering;
- Encourage custodial or arranged, reimbursable transportation for McKinney-Vento, foster, and medically fragile students decided by a case conference committee;
- Assign drivers to a single bus and/or a specific route and establish consistent driver assignments for extracurricular activities;
- Assign students to a single bus and to a specific seat;
- Reinforce social distancing whenever possible;
- Students will not be permitted to eat or drink on the bus unless medically necessary with a physician's documentation; and
- Failure to comply with seating requirements will result in the loss of bus privileges for a student.

### Modifications for Academic Field Trips

Western School Corporation will not have academic field trips for the students at the beginning of the 2020-2021 school year. This will be assessed on a 9-week basis. Once field trips are allowed, the following lists the changes to WSC's academic field trips:

- All passengers riding on the school bus are required to wear a face covering;
- Limit the number of field trips;

- Assign drivers to a single bus and/or a specific route and establish consistent driver assignments for field trips;
- Assign students to a single bus and to a specific seat;
- Reinforce social distancing whenever possible;
- Students will not be permitted to eat or drink on the bus unless medically necessary with a physician's documentation; and
- Failure to comply with seating requirements will result in the loss of bus privileges for a student.

## Student Drop-off and Pick-up

In order to limit access to the buildings, we are making changes to traffic patterns and drop off locations to accommodate this need. All student pick-up and drop-off will be curbside. For the safety of everyone, all drivers will remain in their vehicles and students will be loaded and unloaded on the curbside by Western staff without crossing traffic or vehicles. Maps of the changes specific to each building will be communicated.

Unfortunately, we must restrict all school visitors to promote health, safety, and social distancing. If you are in need of picking-up or dropping-off your child during the school day, we will not be allowing individuals into the building for pick-up or drop-off. You will need to contact the office staff by buzzing the door entrance intercom. You will need to communicate to the office staff what you need and we will make proper arrangements to meet your needs.

We will be providing more details on these procedures in the near future.

## Visitors and Volunteers

Visitors to Western will not be permitted beyond the main office of the school building. Volunteers will be limited to only individuals providing substantial educational benefits to the students and school, in general. The building principal will maintain a listing of all approved volunteers. Volunteers are required to wear personal protective equipment whenever social distancing is not an option.

## Vending Machines

All vending machines will be closed in each building until further notice.

## Personnel and Service Vendors

### Western School Employees

**Teachers, Instructional Assistants, Student-Teachers, Nurses, Administration, Guidance Staff, Technology Staff, Office Personnel, Maintenance Staff, Custodial Staff, Food Service Staff, Bus Drivers, Liaison Officers and Substitute Teachers**

#### Safety Procedures and Protocols

All Western School Employees will:

- Follow social distancing guidelines whenever possible;



- Wear appropriate personal protective equipment (including masks) when social distancing is not possible;
- Facilitate the cleaning of student desks, tables, and other high-touch areas prior to the new student groups entering the classroom (Teachers and Aides);
- Provide access to hand sanitizer;
- Promote social distancing and healthy hygiene practices;
- Adhere to the Western's Health Protocols outlined above;
- Address all existing employment functions outlined within job description; and
- Adhere to all Western existing policies and procedures.

Special Education Teachers, Special Education Aides, School Nurses, and Custodial Staff will:

- In addition to the requirements for all employees, will wear appropriate personal protective equipment (including mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. assisting students with daily functions such as toileting, dressing, grooming, eating, etc.);

Custodial and Maintenance Staff will:

- In addition to the requirements for all employees, will prioritize the cleaning of high-touch areas throughout the school building.

Food Service Staff will:

- In addition to the requirements for all employees, will prioritize the cleaning of high-touch areas throughout school kitchen and cafeteria area;
- Wear appropriate personal protective equipment (including mask) when engaging in food preparation and serving
- Complete all necessary, ongoing professional development training regarding meal preparation and serving.

Bus Drivers will:

- In addition to the requirements for all employees, will prioritize the cleaning of high-touch areas school bus;
- Wear appropriate personal protective equipment (including mask) when transporting riders on the school bus;
- Facilitate the cleaning of school bus seats and high-touch areas prior to the start of each bus trip.
- All transportation personnel will complete all necessary, ongoing professional development training regarding school bus transportation services.

Service Vendors and Outside Providers will:

- Follow social distancing guidelines whenever possible;
- Promote social distancing and healthy hygiene practices;
- Adhere to the WESTERN's Health Protocols outlined above; and
- Adhere to all WESTERN's existing policies and procedures.

### Professional Development

All Western staff, student-teachers, and substitute teachers will complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to working with students in the school building.

Western, in coordination with the IDOE, Howard County Health Department, and other expert resources, will provide a formalized training system to ensure all Western teachers, instructional assistants, student-teachers, and substitute teachers are properly trained.

## Professional Development Training

Western will provide professional development training to address the following topics related to COVID-19.

- Western Health Protocols as outlined above including;
  - Who to contact if a student or the driver exhibits symptoms of COVID-19;
  - How to appropriately wear personal protective equipment;
  - How to maintain and dispose of personal protective equipment;
  - Hygiene expectations and general day-to-day healthy practices;
  - The appropriate methods, tools, and products for cleaning surfaces and other high-touch areas;
  - General occupational safety trainings including the location of eye wash stations, AED, first-aid supplies, etc.;
  - Universal precautions when handling bodily fluids; and
  - Proper handling techniques for higher-risk items (waste bins, trash bags, etc.).

The following link from the Indiana Department of Education provides professional development on COVID-19 and the above items.

[COVID-19 Information for Staff](#)

## Professional Development Training

- Online Trainings and Resources
- Zoom Trainings
- Webinars
- Professional Learning Communities
- Small Group Meetings

## Personnel Leave in Regards to COVID-19

Western will comply with all local, state, and federal legislation in regards to COVID-19 related personnel leave. Specifically, Western will comply with regulation stipulated in the Family First Coronavirus Response Act (FFCRA) and the Americans with Disabilities Act (ADA). The following information aims to clarify personnel leave situations related to COVID-19:

### Quarantine Leave

Western personnel are not entitled to self-quarantine merely because they are in a high risk category, or live with someone in a high risk category, and are thus more fearful that he or she may contract COVID-19. However, if an employee is disabled under the ADA, an employer may need to discuss and possibly offer the employee a reasonable accommodation.

By way of background, the FFCRA establishes, among other things, paid sick leave (under a new law known as the Paid Sick Leave Act "PSLA") and temporarily expands the existing federal Family and Medical Leave Act of 1993 (the "FMLA"). Under the PSLA, employers must provide paid sick time to the extent that an employee is unable to work (or telework) because the employee:

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine due to COVID-19 concerns.
3. Is experiencing symptoms of COVID-19 and seeking medical diagnosis.

4. Is caring for an individual subject to a quarantine or isolation order, or who has been advised to self-quarantine.
5. Is caring for a child whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
6. Is experiencing any other substantially similar condition specified by Health and Human Services ("HHS") in consultation with the Department of Treasury and Department of Labor.

The applicable DOL and IRS regulations require employees to provide particular information to support their leave request. Specifically, WESTERN personnel must provide:

- The name of your employee requesting leave;
- The date(s) for which leave is requested;
- The reason for leave; and
- A statement from the employee that he or she is unable to work or telework because of the reason.

Also according to the Department of Labor, in order to self-quarantine, or to care for an individual subject to a quarantine, the employee must also provide the name of the healthcare provider who recommended the quarantine. Without a medical recommendation from a healthcare provider, the employee is not entitled to leave under the PSLA.

### Leave Request Process

Western will utilize specific forms for personnel leave requests under the PSLA and the Emergency FMLA.

Western will continue to engage in an interactive process to determine if there are reasonable accommodations that might help a disabled employee to continue working. However, specifically in regards to COVID-19, the EEOC also recently stated:

There may be reasonable accommodations that could offer protection to an individual whose disability puts him at greater risk from COVID-19 and who therefore requests such actions to eliminate possible exposure. Even with the constraints imposed by a pandemic, some accommodations may meet an employee's needs on a temporary basis without causing undue hardship on the employer.

Low-cost solutions achieved with materials already on hand or easily obtained may be effective. If not already implemented for all employees, accommodations for those who request reduced contact with others due to a disability may include changes to the work environment such as designating one-way hallways; using plexiglass, tables, or other barriers to ensure minimum distances between students and employees whenever feasible per CDC guidance or other accommodations that reduce chances of exposure.

Flexibility by employers and employees is important in determining if some accommodation is possible in the circumstances. Temporary job restructuring of marginal job duties, temporary transfers to a different position, or modifying a work schedule or shift assignment may also permit an individual with a disability to perform safely the essential functions of the job while reducing exposure to others in the workplace or while commuting.

According to the EEOC, an employer and employee can discuss:

1. What is the employee's disability;

2. What about the employee's disability necessitates an accommodation;
3. How the employee's requested accommodation will effectively address his limitation;
4. Whether another form of accommodation could effectively address the issue; and
5. How a proposed accommodation will enable the employee to continue performing the "essential functions" of the job (that is, the fundamental job duties.)

Therefore, employees that self-quarantine without the advice of a health care provider is not protected under the FFCRA. However, under the ADA requirements, WESTERN will engage with the employee to determine what their specific concerns are and whether a reasonable accommodation exists.

## Mitigation Strategies

Western will continue to work closely with the Howard County Health Department to help prevent the spread of COVID-19 among students, staff and teachers. School officials will maintain direct lines of communication with the Howard County Health Department liaison to ensure consultation and expertise is readily available.

Although evidence shows that most children infected with COVID-19 have mild symptoms, some children will develop serious illness, especially those children at risk because of underlying health issues. Western encourages all families to discuss with their child's health care provider to determine whether continued remote/distance learning is an appropriate option until adequate immunization can occur. Also, Western personnel who are 65 years and older or who have underlying health conditions are encouraged to consult with a health care provider.

Western continues to prepare to respond to COVID-19 cases when they occur in our school buildings. A mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-19 in their school is in place as part of the district's Health Protocol.

Any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website [www.coronavirus.in.gov](http://www.coronavirus.in.gov) has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.

If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic.

In the event of a documented positive case, the Howard County Health Department or the Indiana State Department of Health will engage with Western administration to assess school closings and recommend further testing, cleaning etc.

Recommendations about prolonged closure will depend on the level of cohorting the school has been adhering to, the community level of disease, and the current burden of infection impacting area hospital systems.

## Custodial Cleaning Plan and Procedures

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening Western School Corporation that will require careful planning. It is everyone's responsibility to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if using the right products and procedures. The EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. **DETERMINE WHAT NEEDS TO BE CLEANED.**

Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

2. **DETERMINE HOW AREAS WILL BE DISINFECTED.**

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

3. **USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.**

Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

4. **ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.**

The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

5. **PRIORITIZE DISINFECTING FREQUENTLY TOUCHED SURFACES.**

Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are: • tables, • doorknobs, • light switches, • countertops, • handles, • desks, • phones, • keyboards, • toilets, • faucets and sinks

6. **CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.**

Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

7. **CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Utilize up-to-date information provided by the CDC, WHO, and local health officials on best practices. [Link to CDC Guidelines](#)

**8. CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.**

Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects. Maintain safe practices such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**9. CONSIDER SHIFTING CUSTODIAL HOURS TO MEET CLEANING NEEDS.**

Custodial hours will be shifted to help maintain routine, supplemental, and emergency cleaning.

1. Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks.
2. Supplemental cleaning is performed by custodial staff over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease
3. Emergency cleaning: The emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by County or State health authorities.

**10. UTILIZE SUPPLEMENTAL CLEANING WITH ALL STAFF**

Teachers and support staff will participate in supplemental cleaning and disinfecting high traffic areas and frequently touched surfaces.

1. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease.
2. Examples of frequently touched surfaces and objects that will need cleaning and disinfection following reopening are: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, and personal work areas

**11. CLEANING AND DISINFECTING YOUR BUILDING OR FACILITY IF SOMEONE IS SICK.**

1. Close off areas used by the person who is sick.
2. Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
3. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and controls.
4. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - a. Continue routing cleaning and disinfection.

**Custodial Checklist**

Room # / Location \_\_\_\_\_  
Initials \_\_\_\_\_

Date \_\_\_\_\_

<b>DAILY CLEANING DUTIES</b>	<b>MO N</b>	<b>TU E</b>	<b>WE D</b>	<b>TH U</b>	<b>FR I</b>
<b>Restrooms (All public and employee):</b>					
Clean, sanitize fixtures, horizontal surfaces and surrounding areas					
Clean, sanitize toilets and sinks					
Clean, sanitize stall doors and hardware					
Empty wastebaskets - (sanitize exterior, change liners if needed)					
Stock dispensers - (sanitize exterior)					
Replace fresheners as needed					
Sweep and wet mop floors					
Clean mirrors					
Other:					
<b>Classrooms/Office Areas:</b>					
Clean, sanitize door knobs, fixtures, desks, horizontal surfaces, high contact areas					
Empty wastebaskets (disinfect exterior, change liners as needed)					
Sweep and wet mop floors					
Vacuum high traffic areas					
Clean, sanitize sinks and tables					
Change light bulbs					
Other:					
<b>Hallway and other non-classroom areas:</b>					
Drinking fountains - clean and sanitize					
Clean, sanitize handrails, door knobs and fixtures					
Clean, sanitize entry windows, doors, and hardware					

Vacuum high traffic carpets/rugs					
Spot clean low traffic carpets/rugs as needed					
Dry / wet mop floor / scrub floor					
Other:					
<b>WEEKLY CLEANING DUTIES</b>					
Clean, sanitize restroom vertical surfaces (especially near fixtures)					
Spot clean, sanitize classroom walls/vertical surfaces					
Spot clean hallway walls and cove base/vertical and horizontal surfaces					
Spot clean and vacuum low traffic carpets/rugs					
Dust desks, countertops, and office furniture					
Dust window sills and surrounding areas					
Clean kitchen sinks					
Sweep walkways, decks, and stairways					
Remove mineral deposits in sinks, toilets urinals					
Hallway, classroom, and restroom vertical and horizontal surfaces					
Change lightbulbs in nonessential areas (daily if essential)					
Other:					
<b>QUARTERLY CLEANING DUTIES</b>					
Deep clean restroom floors and walls with ultra clean vac					
Dust air vents					
Drain maintenance					
Dust light fixtures					
Other:					



<b>BREAK CLEANING DUTIES (Spring, Fall, Winter)</b>					
Change classroom air filters					
<b>IMPORTANT ATTENTION</b>					
<b>Vandalism: (Remove or report within 24 hours)</b>					
<b>Fixtures: (Report any non-working within 24 hours)</b>					

## [Western Building and Program Specific Reopening Plans](#)

### Indiana Department of Education Resources

#### [COVID-19 Resources for Indiana Schools](#)

[https://www.doe.in.gov/covid-19/re-entry-resources?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.doe.in.gov/covid-19/re-entry-resources?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

[https://www.doe.in.gov/covid-19?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.doe.in.gov/covid-19?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

### Indiana State Department of Health

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