West Allis-West Milwaukee School District

Learning that Works

Before & After School
Clubs & Activities - 2020-2021

The following framework is in place to ensure the health and safety of our students and Activity Club Advisors. These guidelines have been prepared with guidance from school leaders and the West Allis Health Department. As health metrics may vary, this plan is subject to change.

Suspended Clubs & Activities for 2020-2021

After careful consideration of the health and safety of our students, staff and community, the following activities are suspended for the 2020-2021 school year:

Elementary

- School sing concerts
- Band or Chorus concerts

Secondary

- School musicals
- Band concerts
- Choral concerts
- Cooking Clubs

Activities Operation

- Meetings may be held at school and are limited to 50 attendees. Social distancing must be in place. Face masks must be worn at all times. Attendance/registration records must be maintained in case of contact tracing.

  Any event/activity/service-learning project must be approved by the principal. The proposal template must be approved by the principal prior to implementation. **PROPOSAL TEMPLATE**

Expectations for Activities Operation

Arrival to Activities

Club Advisors are responsible for arrival of participants. This means Club Advisors ensure that students have clear expectations regarding arrival to an activity (e.g., room, seat assignment, social distancing, and supervision).

Auditions

Directors must schedule students for audition dates/times to try-out. Registration and attendance records must be kept. Face coverings must be worn and six-foot social distancing must be maintained with participants. Required paperwork (e.g., waiver) must be submitted prior to auditions.

Activity - Arrival

Club Advisors are required to take attendance of participants for contact-tracing purposes. Attendance sheets should be submitted to the Main Office after a meeting/event. Only registered club participants are allowed to attend activity (e.g., no "friends" hang around waiting, etc.). **SAMPLE CHECK-IN/CHECK OUT TEMPLATE**

Activity - Departure

Club Advisors are responsible for the departure of participants. This means Club Advisors ensure that students have pick-up arrangements.

- Students are escorted to parent pick-up or head outside following a club activity. (Students cannot wait to be picked up in any vestibule areas.)

Awards Nights (formerly banquets)

- Award nights should be conducted on-site in school facilities.
- Attendees can consist of two registered attendees for each rostered student.
- Group size should not exceed 50 in a specified location.
- Food and beverages will not be provided.

Building Permits/School Dude

Club Advisors are required to register every activity meeting/event with the Main Office Secretary so that a permit is pulled using School Dude. This way, custodians will have a record of which classrooms/areas must be cleaned and disinfected.

Blood Drives

Blood drives are permitted pending plan approval by the principal. The Blood Drive provider should provide details related to PPE, social distancing, cleaning and disinfecting. A large room should be used. Registration records must be kept.

Collecting Items - Service Projects

- **Collecting in School:** It is permissible to collect items (e.g., cans and dry goods for a Food Drive, used Children's books for a Book drive, etc.) Items must be placed in designated bins by the donor. They must be stored for 24 hours before they can be handled.

- **Drive-Up Option:** Items (e.g., toys for a Toy Drive, School Supplies for a Backpack Drive, etc.) can be

dropped off curbside.

- **Money Collection:** Money should be placed in a designated envelope, jar, or bin by the donor. Money must be stored for 24 hours before handling.

Clubs: Service-Learning

A plan for student-led fundraising and/or service-learning projects (e.g., food drive, toy drive, rake leaves, etc.) **must be approved by the building principal prior to implementation**. The plan must include:

- Dates, times, and place.
- Purpose.
- Overview of event that addresses how these parameters are addressed:
    - Registration and Attendance records must be kept.
    - Face coverings must be worn.
    - Six-feet social distance must be maintained.
    - Cleaning and disinfection if applicable.
    - Group size should not exceed 50 in a specified location.
    - Until further notice, face coverings must be worn by all participants at all times.

Clubs: Social Gatherings

Social events are permitted (e.g., movie night) but cannot exceed 50 participants. Participants must be socially distanced and wear face masks. Activities should be conducted on-site in school facilities. Food and beverages should not be provided.

Dressing Rooms

Dressing rooms remain closed. Make-up and costuming must be done at home prior to a performance.

Equipment & Supplies

Every attempt must be made not to share equipment. For example, if an “Art Club” meets, each student should have an art box with his/her supplies. If equipment is shared (e.g., a drill used in Auto Club, the robot in Robotics Club, etc.) it must be sanitized between uses.

Face Coverings

All students (unless on a specified mask break or approved medical documentation), staff, families, and visitors are required to wear face masks on school grounds (does not include inside of vehicles) in school buildings and on buses. (If an employee is alone in a classroom or an office, with the door closed, the face mask can be removed.)

We currently have inventory to provide each staff member and student with two masks. We will provide clear face shields for students and teachers when educationally necessary. Additional masks will be provided to traveling teachers and staff.

Note: Gators, bandanas, and scarves are not acceptable face masks.

Field Trips

- Field trips are not allowed at this time. We will revisit this on May, 1, 2021 after we are further into Phase 4 and 5: In-person learning.

Group Size

- Until further notice, group size should not exceed 50 in a specified location.

Handwashing and Hygiene

Students and staff will be reminded to wash hands frequently and to avoid touching their eyes, nose and mouth. We will have adequate supplies to support healthy hygiene behaviors including soap, hand sanitizer with at least 60 percent alcohol.

Locker Rooms

Until further notice, locker rooms remain closed unless the activity involves use of the swimming pool.

Parent Group Fundraisers or Activities

For the remainder of the school year, groups are urged to conduct Fundraisers involving school facilities using drive-up pick-up for parents/community members (e.g., t-shirt sales, coupon books, etc.).

Performances

Performances in which participants are six-feet distanced at all times and wear masks are allowable until further notice. Directors **must create a plan that is approved by the building principal prior to implementation**. Live-streaming options should be utilized as the number of spectators is limited to two per rostered student not to exceed 50 in a specified location. The **PROPOSAL TEMPLATE** must include:

- Dates, times, and place.
- Type of Performance/Purpose
- Overview of how these parameters are addressed:
    - Auditions
    - Attendance, arrival and departure tracking at rehearsal and performance.
    - Rehearsal schedule.
    - Performance schedule.
    - How six-foot social distance is maintained.
    - Cleaning and disinfection if applicable.

Proposal Template for Events

All plans for club meetings, activities, events, performances, etc. must be approved by the principal prior to implementation. **PROPOSAL TEMPLATE**

Singing

The West Allis Health Department has approved singing with parameters. Singers must:

- Wear face coverings at all times.
- Maintain social distance.

Activities that involve singing must:

- Be conducted in a large space (e.g. auditorium or gym).
- Not exceed 30 minutes in length in that space.
- Be limited to a maximum of 25 participants.

Spectators

Each student may have two registered spectators attend an event.

Swimming Pool

- Face coverings must be worn while on the pool deck.
- Face coverings should not be while swimming.
- Hands must be sanitized before getting in the pool and when getting out of the pool.
- Towels cannot be shared.
- The use of shared equipment should be limited and if needed, sanitized between use.
- Social distancing must be maintained in the pool, on the pool deck, and in locker rooms.
- Lockers must be assigned and socially distanced.

Try-Outs

Club Advisors must schedule students for dates/times to try-out. Registration and attendance records must be kept. Face coverings must be worn and six-foot social distancing must be maintained with participants. Required paperwork (e.g., waiver) must be submitted prior to try-outs.

Waiver for COVID-19 **HERE**

In addition to the required paperwork for students, the Waiver for COVID-19 must be submitted prior to participation.

West Allis-West Milwaukee School District
RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND HOLD HARMLESS AGREEMENT FOR ATHLETICS, EXTRACURRICULAR ACTIVITIES, AND RECREATION PROGRAMS
2020-2021

Student First Name:_____ Last Name:_____ Date:_____

School:_____ Grade Level:_____

I agree that I am voluntarily participating in the above named activity. I realize that there are numerous risks associated with my participation in this event; including (but are not limited to): injuries caused by falls or contact with other participants, sprains, contusions, broken bones, lacerations, concussions, permanent disability, internal injuries, paralysis and possibly death. I further acknowledge activities sponsored by the District that are held on school district property includes possible exposure to and illness from contagious diseases including but not limited to MRSA, influenza, and COVID-19 and that such exposure presents the risk of serious illness and death. These risks could impair my future ability to earn a living, engage in business, social and recreational activities and to generally enjoy life.

I agree to accept and assume all of the previously mentioned risks both known and unknown and certify that I am in suitable, good physical condition to actively participate in athletics, extracurricular activities, and recreation programs. I willingly agree that I will comply with the stated and customary terms and conditions required by the District for participation in the activity/event covered by this Waiver and Release as regards to protection against contagious diseases and potential injuries. I agree to dress appropriately for the activity and stop if I feel dizziness, shortness of breath, pain or other indicators that suggest it would be unwise to continue participation. I certify that I have adequate health and/or disability insurance that will respond to any illness or injury that may occur during the aforementioned Activity.

I agree to waive, discharge, release, protect, defend, hold harmless and fully indemnify the above named School, School District and Parent Teacher Associations as well as the event sponsors, employees, volunteers and their representatives for any liability, claims, causes of action, or demands, including attorney fees, fines, fees, or other costs (e.g. medical costs) arising out of the above mentioned athletics, extracurricular activities, and recreation programs, which takes place during the above identified dates that is brought against the School, School District and PTA or the event Sponsors, employees, volunteers and representatives by me, or my family members, whether such claim arises from the alleged negligence of the School, School District and/or the PTA, the negligence of its employees, volunteers, representatives, by the negligence of any other athletics, extracurricular activities, and recreation programs participant (known or unknown) or by my own negligence. The exception to this waiver of liability are reckless, or intentional actions or inactions by the District.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I further certify and represent that I have the legal authority to waive, EXONERATE, discharge, release, and hold harmless the released parties on behalf of myself and the above-named student. I INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Printed Name_____
Printed Name of Participant (if 18 years of age or over) or Parent/Guardian (if under 18 years of age):

Signature: _____ Date:_____
Signature of Participant (if 18 years of age or over) or Parent/Guardian (if under 18 years of age):

Template Email to Students & Parents

<<Date>>

Dear <<SCHOOL>> Families:

We are happy to announce that we will be starting practice for <<ACTIVITY>> on <<DATE/TIME>>. We will be meeting <<PLACE>>.

Due to COVID-19 related concerns for the physical health of our students, please note the following:

- Only students will be permitted in the school during this time (e.g., parents/guardians must drop students off, “friends” cannot attend with students, there are no spectators, etc.).
- While participating, both students and staff maintain six (6) feet of social distancing between themselves at all times where possible.
- Students must wear face covering at all times.
- Students should bring their own water bottles. Water fountains will not be available for use.
- Students will be asked to sanitize their area and equipment after use.
- Attendance at meetings/events will be taken.

Activities conducted at facilities/buildings are strictly voluntary. They are open to students enrolled in the West Allis-West Milwaukee School District. While participating in activities can help students develop their interests and talents, it is important to know the risk of COVID-19 so families can make decisions that are best for their families. COVID-19 symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19 and should contact a healthcare professional:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Prior to participation, please complete the West Allis-West Milwaukee School District Release and Waiver of Liability, Assumption of Risk and Hold Harmless Agreement for Athletics, Extracurricular Activities, and Recreation Programs 2020-2021. HERE

We are looking forward to starting up the <<CLUB NAME>>. If you have any questions please contact me. Thank you.

Sincerely,
NAME
Club Advisor

Cc: Principal