



STAY-IN-SCHOOL GAMEPLAN

IN RESPONSE TO COVID-19

Dr. Johnson is working on a coordinated effort with other Wayne County Schools with regard to updating the draft plan.

What she knows for now:

Buses: Still have the Federal mandate to wear masks

No social distancing is required

No mask is required

Masks can be provided if students or teachers want a mask

It is a fluid document and will be updated as necessary.

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Overview- Return-To-School-Gameplan

This plan outlines our plans to facilitate a safe return-to-school.

Our goals are:

1. Limit/eliminate the spread of COVID-19 upon returning to school
2. Create conditions where employees, students, and families feel safe about returning to school
3. Provide high-quality learning experiences, regardless of the setting
4. Plan precautionary measures to decrease the likelihood of whole-district/school closure
5. Design systems that position us to adjust and adapt as our circumstances change (flexibility)

Regular updates will be made to this plan based on information provided by the Wayne County and Indiana Health Departments, Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Indiana Department of Education, Indiana's Governor, and other applicable federal, state, and local agencies.

We will formally re-assess the situation and review this plan at the end of each quarter. Updates will be communicated with families as soon as possible.

Education Options for Families

Families will have three options for their students' education in the 2020-21 school year at Western Wayne Schools.

Option #1 - In-Person At-School Learning

- Our schools will reopen to all students on August 5th for at school learning. The remainder of this document will describe the health and safety protocols that will be in place.

Option #2 - At-Home Learning

- Reliable at home internet access is required for this option.
- Families who are interested in receiving their education from home, can choose to enroll in Western Wayne's At-Home Learning Option that will be available during the 2020-21 school year. This option is available to any family.
- Western Wayne's At-Home Learning Option will be significantly different than students and parents experienced during the remote-learning period in the spring. Unlike the spring remote-learning period, students who choose At-Home Learning for the 20-21 will attend a full day of instruction. Attendance will be required, and students will be expected (by IDOE Statute) to be academically engaged in school for 5 hours a day (elementary) or 6 hours a day (Jr.-Sr. HS).

Option #3 - Hybrid (In-Person and At-Home Combined)

- In some cases, there may be circumstances (for example, childcare) where a family would need a hybrid schedule consisting of both at-school and at-home learning options. We will work with families to accommodate their needs.

Students of families who choose an at-home option will be able to take advantage of the in-person opportunities available at Western Wayne Schools.

Grade K-5 At-Home Learning Details

- Students will be provided a Chromebook from the school.
- Students will be assigned a team and a classroom teacher (just as they would if they were at-school)
- Instruction will be provided in the following areas and a student will receive quarterly report cards with feedback about learning targets (just as they would if they were at school)
 - English/Language Arts
 - Social Studies
 - Math
 - Science
- Instruction in related-arts classes (physical education, art, and music) will not be available for families who choose the at-home learning option. However, activities in these areas that can be done from home will be provided. Related-arts classes will not be on report cards for students who choose at-home learning.
- Students will utilize technology to take part in the traditional classroom environment for these core areas. This will provide them with the opportunity to build relationships with and collaborate with their at-school peers.
- Remote instruction may come from a teacher other than your assigned classroom teacher and depending upon student need.
- Students must attend video class sessions (Zoom) in order to be counted as "present," and attendance will be required each day (same expectations as at-school).
- Students can return to their classroom (in-person) at any point during the school year. Upon their return, students will continue with the same assigned teacher/team.

Grade 6-8 At-Home Learning Details

- Students learning At-Home will be assigned a schedule as if they were attending school in-person.
- Related-arts classes may not be available remotely.
- Students will be expected to attend video class sessions (Zoom) following a bell schedule in order to be counted as “present” and on time, and attendance will be required each day (same expectations as at-school).
- All assignments will be submitted electronically.
- Students can return to their classroom (in-person) at any point during the school year. Upon their return, students will continue with their assigned schedule.
- Students can participate in after-school activities including athletics.

Grade 9-12 At-Home Learning Details

- Students learning At-Home will be assigned a schedule as if they were attending school in-person.
- Certain electives may not be available remotely. If families elect the at-home learning option during registration, their initial schedule may need to be changed.
- Students will be expected to attend video class sessions (Zoom) following our bell schedule in order to be counted as “present” and on time and attendance will be required each day (same expectations as at-school).
- All assignments will be submitted electronically.
- Students can return to their classroom (in-person) at any point during the school year. Upon their return, students will continue with their assigned schedule.
- Students can participate in after-school activities including athletics.

Exemplars

At Western Wayne Schools we focus as much on who our students are becoming as we do the things they are learning. In order to help with this, we worked with community partners to develop a Profile of a Graduate. This framework outlines the attributes our stakeholders believe are important. We have also developed performance tasks for each grade level to showcase these characteristics (We call this our Eagle Exemplars). Our Profile of a Graduate and Exemplars can be found [HERE](#) and will be utilized with all students, regardless of the learning setting.

Technology

- All students (K-12) who participate in remote learning beginning in the fall, 2020 will receive a Chromebook, which can be used at home to complete assignments.
- Device distribution for students in grades K-5 will take place prior to the school year for those participating in remote learning.
- At-home internet is needed for remote learning. Families will receive a survey about their at-home internet capacity.
- Technology staff will be available to help solve technical issues. They may be reached via email bburris@wwayne.k12.in.us. By phone at 765-478-6318.
- Technology staff will be available to assist with device repair. Loaner devices will be made available as needed. Devices will be traded as needed after technical support has been requested via the information above.

Special Education Support

All students who have an IEP will continue to work with their assigned Teacher of Record. This teacher will work with students and their families to ensure their needs are being met.

Safety of Students, Staff, and Visitors

Students will return to school on August 5th, 2020. The guidelines below will be put in place.

Summary of Guidance from Wayne County Health Department

It is not required for the Wayne County Health Department to sign off on or endorse our plan. However, they have the authority to intervene and potentially close our schools. Because of this, it is important that we collaborate with these medical professionals as we develop our plan for returning to school. We have submitted our plan to the Wayne County Health Department and have incorporated their feedback in this plan.

We are also anticipating that this situation will continue to change, so we plan to remain in contact with the Wayne County Health Department so that we can adjust our plan as the situation evolves.

Below is a summary of their recommendations.

- School should be open every day. There are risks, but it is important for students to be in school with appropriate precautions.
- Students and staff should work to ensure social distancing practices.
- Classroom seats facing the same direction.
- Students and staff are recommended they wear masks, it is imperative that masks are required to be worn when the 6 ft physical social distancing cannot be achieved and maintained.
- Assigned seats should be utilized in all locations (school bus, classrooms, cafeteria, etc.) to assist with contact tracing.

Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be asking employees and students (with help from parents/guardians) to complete self-screening by answering a set of questions related to COVID-19 symptoms before arriving at school each day. We ask everyone to stay home if they experience the symptoms below:

- ☐ Measured temperature greater than or equal to 100.4 degrees Fahrenheit or Chills
- ☐ Cough or Shortness of Breath (especially new onset, uncontrolled cough)
- ☐ Headache
- ☐ Sore throat
- ☐ Nausea, diarrhea or vomiting, abdominal pain
- ☐ Headache (particularly new onset of severe headache, especially with fever)
- ☐ Loss of taste or smell
- ☐ Known close contact with a person who is lab confirmed to have COVID-19

Western Wayne School staff will not be conducting daily temperature checks on all students, but may conduct screenings at school if we believe it would be best to do so. Touch-free thermometers will be utilized when temperature is taken at school.

Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE will be needed to prevent certain exposures.

Face Coverings/Masks

All students and staff are asked to bring a face covering to school with them each day (WWS will provide masks for those who are not able to). Students will be asked to have a mask or a face covering with them

at all times, and will wear masks when social distancing cannot be achieved and maintained. This includes, but is not limited to:

- During passing periods and while in the hallways
- On the school bus (including to/from athletic events).
- Certain classroom situations may also exist where a teacher will require a face covering to be worn. (Possible examples could include small group work, demonstrations, and student collaborative activities.) Students are expected to follow all reasonable directives of a classroom teacher.

We understand that not all students can comfortably wear a mask. A variety of face coverings (including face shields) will be permissible, but will not be provided by the district. All face coverings brought to school from home must comply with the school's dress code guidelines. Any mask that is offensive, insensitive, or inappropriate will be confiscated, and the student will be given an alternative mask to be worn.

Gloves- Certain staff members or departments who are at risk of high exposure will be required to wear gloves.

Please note that social distancing should still be practiced even with the use of gloves and masks. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

Social Distancing

Social distancing is an effective way to prevent potential infection. We understand that it is impossible to guarantee social distancing in a school setting. However, we will implement the following to ensure that we limit the amount of time students are within 6 feet of others.

- Students will remain in a limited number of classrooms during the day to limit transitions as much as possible.
- Students will transition in small groups when necessary to increase the likelihood of pro-social distance behavior.
- Large-group gatherings for staff will be limited and will take place in spaces large enough for social distance practices to occur. An option to engage virtually (from a remote location in the school building) may be provided.
- All student seats will face the same direction and will be arranged a safe distance from each other.
- Because classrooms accommodate a limited number of students when this is done, we will utilize all available spaces to decrease the number of students in each classroom.
- Students will work in assigned seats.
- Items in the classroom that take up seating space in rooms will be removed.
- All shared furniture spaces (couches, etc.) will be removed from classrooms prior to the first teacher work day.
- All teachers and students will be asked not to visit another classroom outside of their team or grade level.
- There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety including conference rooms, break rooms, and lounges.
- Capacity– Western Wayne Schools will establish the maximum capacity for each common space (including all restrooms) to allow for social distancing.
- Signage indicating closure/capacity limits will be placed on doors of these shared spaces.

Teachers will spend time during the first days of school reviewing social distancing measures.

Contract Tracing

In order to contact trace any possible positive cases of COVID-19 in our school and on our school buses, seating charts and assigned seats will be mandatory in all classrooms, cafeterias, and on the school buses in all grade levels. The Wayne County Health Department has advised that the inability to contact trace positive COVID-19 cases would result in additional and potentially longer school closures.

Supplies

We will not utilize community school supplies. All students must have their own school supplies, which will be kept in student's desks or backpack.

Handwashing

- Teachers will spend time during the first days of school reviewing proper handwashing techniques.
- Time will be built into the schedule to allow students to wash their hands and/or use hand sanitizer before and after recess, lunch, music classes, and other times throughout the day.
- Hand sanitizer stations have been strategically placed throughout each school building to allow frequent and convenient use during transitions in and out of the buildings.

Breakfast, Lunch, and The Cafeteria

- At Western Wayne Elementary, students will eat breakfast and lunch in their classrooms.
- At Lincoln Middle/High School students can not be adequately supervised if the cafeteria were not used. Therefore, the cafeteria will be open at a limited capacity. Lunch periods will be adjusted (staggered) and alternative locations will be utilized to allow social distancing during lunch. Lunch rooms will also be disinfected between groups.
- Students in Grade 6 will eat lunch in their classrooms.

Health Clinic

The school health clinic will have additional procedures and precautions in place to keep students and staff safe. The nurse's office will be located in 2 locations in each school building.

1. One location will be set up for handling non-COVID health/sickness situations.
 2. One (isolation room) location will additionally be set up near an exit with access to outside ventilation for suspected COVID situations. This location will be for those individuals who visit the nurses office with symptoms of COVID-19.
 - a. At LMHS this will be located in the old middle school area
 - b. At WWES this will be located in the current latchkey room
- Health clinics will be sanitized after each visit from a student or staff member.
 - The school nurse will wear appropriate PPE at any time a student or staff member is present.

We ask families who have students with morning or afternoon medications to give them at home if possible. This will decrease student traffic in the clinics and reduce the number of otherwise healthy students from interacting with students who are ill.

Visitor Restrictions

- Western Wayne School will not allow normal visitation to our campuses. Only Western Wayne School students and staff will be allowed in our school buildings.
- A space will be made available outside of each office area for family members (and others) to drop off materials. Office staff will be located near the door to meet those who need to drop off materials.

- Students who need to leave the building will be escorted to the door by office staff. Parents will remain outside the building.
- Case conference and parent-teacher meetings will be conducted virtually if possible. When this is not possible, they will take place in the boardroom at the administration office.
- All deliveries will be sent to the administration office or will be coordinated with maintenance, custodial, or food services staff to ensure safety precautions are followed.
- An area will be set up to safely accommodate families for new student registration (this can be done remotely, but we understand that this may not be possible for all families)
- Families/community members will be notified once we are able to allow visitors to our buildings. Once we allow visitors, it is likely that we will be conducting a simple screening questionnaire to help prevent the spread of the virus and reduce the risk of exposure to our staff and students.

Student Arrival/Dismissal

- Students will report to their assigned classroom (homeroom at WWS; first class at LMHS) upon arriving in the school building
- Breakfast will be available and will be able to be picked upon arrival and can be eaten in the classroom.
- Staff members will be expected to be in their assigned classroom as students arrive.
- Students will be dismissed from the building in small groups (by building location) in order to assist with social distancing.
- Students will be dismissed to and from buses sequentially to provide proper social distancing.
- All parents must use the car rider line for student pickup and drop off. Walking students to the front door during arrival or dismissal will not be permitted.

Outside Food

- Snacks will only be dispersed by staff members.
- Only individually wrapped and prepackaged snacks will be allowable.
- Students are encouraged to eat a school lunch (free for everyone starting in August 2020.) Those who choose to bring their lunch are not permitted to share food.
- Microwaves and refrigerators will not be available to students.
- Parents will not be permitted to bring in outside food or drinks for students during the school day. Students will need to bring all food with them at the beginning of the day. If a student forgets their lunch they will be provided a free school lunch.
- Students will be encouraged to bring in a water bottle.
- Food should be kept at your assigned space.
- Shared refrigerators will not be in use in the staff lounge.
- Teachers should not keep students' food in refrigerators in their classrooms.

Travel Restrictions

- Western Wayne School will limit staff travel to conferences and workshops until further notice unless pre-approved by the office of the Superintendent.
- Any student or staff member who travels out of state (and greater than 100 miles away), should notify the office of the Superintendent. Those traveling to hot spots may be asked to quarantine prior to returning to school/work.

Drinking Fountains

All drinking fountains will not be in use until further notice. Students are encouraged to bring a bottle for water to school with them, which they are able to refill at school.

Recess

- Recess will take place outside as weather permits.
- Recess schedules will be staggered.
- The use of outside standing play equipment as well as toys that students use outside will be cleaned routinely.
- Students should not bring toys from home.
- Students will wash their hands before and after recess. Additional time will be provided before and after recess for handwashing.

Physical Education

- Social distance practices will remain in place during physical education.
- Physical education classes will take place outside as much as weather permits.
- Students will not share PE equipment that cannot be washed between uses.

Locker Rooms

- Locker Rooms will only be used for restroom use and numbers allowed in this space will be limited to the capacity of those spaces.
- Guidelines provided by the IHSAA and Indiana Department of Education will be followed for athletic activities.
- Students will not be required to change into PE attire to participate in physical education classes and should plan accordingly as they get ready for school each day.

Library

- Visitors to the library will be limited to allow social distancing.
- Students will select their books without removing them from the shelves, and will be assisted by the librarian or the library assistant.
- Books will be cleaned prior to being reshelfed as well as when students are checking them out.

Lockers

- Lockers for students at LMHS will not be available to students during the first 9 weeks. This will be re-evaluated at the end of the first 9 weeks.
- Students will be permitted to carry a bag to carry their materials for class.
- Bells will not be in operation and the traditional passing period will not take place. Students will not be permitted to congregate in the hall during any transitions between classes.
- Classroom lockers at Western Wayne Elementary will not be used. Student coats/backpacks will be kept on the back of their chairs.

Band/Choir/Music

- These courses require more than 6 feet for social distancing. Because of this, additional guidelines are being developed.
- Additional time will be provided before and after music classes for hand sanitizing.

Latchkey

- Before/after school care will take place in the Western Wayne Elementary cafeteria.

- Parents will pick up students on the north end of the cafeteria exit (Door ES8).

COVID-19 Symptoms, Positive Diagnosis, and Exposure

Symptoms

Employees or Students who become ill at work or exhibit symptoms of COVID19 should report to the nurse's office immediately. Students and staff who have symptoms of COVID-19 will be sent home and will be encouraged to contact their health provider. Individuals with symptoms of COVID-19 should remain home for 10 days, (AND) be fever free for 24 hours without fever-reducing medications, (AND) symptoms have improved. Staff and students can return prior to the 10 day isolation period if the following criteria are met:

1. If diagnosed with another condition that explains the symptoms. A doctor's note is required to return to school.
2. If tested for COVID-19 and the test is negative, the individual may return to school with proof of the negative COVID-19 test (not antibody) and must be fever free for 24 hours without the use of fever-reducing medications and symptoms must be improved.

Positive Diagnosis

If you have been diagnosed with COVID19, you may return to work/school when all 3 criteria are met:

1. Have been at home in isolation for at least ten days from the date symptoms began.
2. Have been 24-hours fever-free.
3. Symptoms have improved.

If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

If a parent reports a positive case of COVID-19, the Wayne County Health Department will be contacted and contact tracing information will be provided.

Employees and students that may have been in contact with an infected person will be notified so that they can carry out self-screening every morning, and based on the results, contact the superintendent's office.

Returning to School after Medical Leave/Absence

Employees and students returning to work from an approved medical leave should contact the office of the superintendent prior to their return. Employees and students may be asked to submit a healthcare provider's note before returning to work.

If Exposed to COVID19

If you are within 6 feet for more than 15 minutes of someone with confirmed COVID-19 you are considered a close contact please do the following:

1. Quarantine for 14 days before returning to school.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Western Wayne School Superintendent's Office (765-478-5375)
3. WWS school staff will help determine appropriate next steps.
4. You must remain symptom-free.

5. If you do develop symptoms, you will then remain home for an additional ten days from the first day of your symptoms AND have an improvement in your symptoms AND be fever-free without fever-reducing medication for 24 hours.
6. IF the positive individual you have had direct contact with lives in your household and cannot be completely isolated from others (in a separate bedroom with separate bathroom and does not leave the bedroom for meals or other reasons) the quarantine period is extended. The 14-day quarantine period begins from the last date of exposure to the positive person. If unable to completely isolate, the 14-day quarantine begins on the positive person's 10th day of isolation (providing that person has been fever-free for 24 hours without fever-reducing medication and symptoms have improved, whichever is longer).

Plan for Shutdown and Reopening of School/District During the School Year

We know that it is possible that we may experience periodic shutdowns during the 2020-21 school year due to the COVID-19 pandemic. The Wayne County Health Department has the authority to close school due to a COVID-19 outbreak or to deep clean the schools. There is also a possibility that we could again experience state-wide closure through a directive from Governor Holcomb.

As explained on page 5 of this plan, our goal is to create a plan that allows us flexibility as we consider the likelihood that we may be forced to transition between in-school and at-home learning over the next several months. As this plan was created, responses from parents and teacher surveys were taken into consideration. Much of the feedback we received was focused on a reduction of coursework and improved communication between teachers and students.

If we are forced to close on or more of our schools during the school year, all students will move to at-home learning (as described above). Parents/guardians should make alternative child care plans for potential school closures.

When school resumes, those students who have chosen to attend school in-person will return to the classroom to the greatest extent possible. The scenarios below outline all of the potential formats for school upon a return to school. Scenarios may be skipped or adjusted, depending upon the recommendations we receive. Scenario implementation may also not follow a sequential order and may revert to a previous/prior scenario if conditions necessitate more restrictions.

Scenario	Items
Scenario #1	<ul style="list-style-type: none"> • Building open to essential staff only • Other staff members (including teachers) work from home • All students remote learning • Our goal will be to avoid this scenario if possible.
Scenario #2	<ul style="list-style-type: none"> • Open facilities to teaching staff • All students work from home • Maintain social distancing protocols
	<ul style="list-style-type: none"> • Open facilities to students for limited use to assist with childcare issues for families.

Scenario #3	<ul style="list-style-type: none"> • Availability will be determined by administration and preference for childcare will be given to those without internet access, children of staff members who provide online instruction, and younger students. • Non-teaching staff will be needed on-campus to assist with student supervision • Remote learning is the primary instructional mode (even for kids on campus) • Maintain social distancing protocols
Scenario #4	<ul style="list-style-type: none"> • Limit number of students who attend each day • Could include adjusting schedules or classroom layouts to allow social distancing • Students will attend school every other week and will participate remotely on other weeks. • At-Home Learning Options will remain in place to families who choose
Scenario #5	<ul style="list-style-type: none"> • All students eligible to attend every day • Adjust schedules and/or classroom layouts to allow social distancing • At-Home/Blended Learning Options will remain in place to families who choose • This is the scenario we plan to begin school in the fall, 2020 and will be our goal for re-entry if we were forced to close a building or the district as a whole.
Scenario #6	<ul style="list-style-type: none"> • Open school fully with normal schedules and classroom layout • Relax social distancing • Determine what restrictions/guidelines stay in place in perpetuity • At-Home/Blended Learning Options will remain in place to families who choose

Bus Drivers and School Buses

Bus drivers must disinfect the buses before and after each route.

All bus drivers will wear a mask. Students will be expected to wear a mask on the bus since social distancing will not be possible. (This includes athletic travel.) WWS will provide masks for these students who are not able to. Each bus will be equipped with a supply of masks. If a student does not have a mask or face covering when they board the bus, the student will be provided with a face mask to wear and will be permitted to board.

- When possible, students will sit with siblings or other students who live in their house
- All buses will have a seating chart and drivers will take attendance each day

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness following the guidelines above.

Cafeteria and Meal Preparation

- All cafeteria staff will wear appropriate PPE and will take recommended safety steps during meal preparation.

- Breakfast will operate as grab and go until restrictions are lifted and students will eat breakfast in their classrooms.
- Students in grades K-6 will eat in their classrooms.
- When the cafeteria is utilized seating charts will be used.
- Alternative eating areas will be utilized for lunch.
- Meal pick-up will still be available for students who are learning remotely.
- Additional time will be provided before and after lunch for hand sanitizing.

Operations (Registration, Schedules, and Evening Events)

As the district begins the process of reopening school, there will be new procedures in place to support the operations of the district. These procedures are intended to create a safe re-entry into school and respect social distancing measures.

Registration

Registration will be fully online for the 2020-21 school year. There will be no in-person registration. Registration will open July 13. Parents will be required to choose at-school, at-home, or a combination of these options during registration.

School Schedules

Schedules are being modified in all buildings to reduce the frequency and length of time where students are in hallways or other common areas.

Evening Events

Student orientations and many traditions that surround back to school time will take different forms during the 2020-21 school year. Events like “Meet the Teacher”/”Back to School” night and student orientations will not take place as usual. Additionally, parents of kindergarteners are not going to be able to accompany their children into the school building on the first day of school. Each school building is working to provide modified back to school events. Parents should monitor their email for back to school information from their school.

Extracurricular and Athletics

- We will follow guidelines from the IHSAA for all sporting events.
- Because we know that social distancing is difficult (if not impossible) in some activities, parents of student athletes and those who participate in extracurricular activities will sign a waiver prior to their student participating in extracurricular activities.

Facilities (Cleaning and Disinfecting Procedures)

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

Deep cleaning will be triggered when an active employee or student is identified as positive for COVID 19 based on testing.

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Western Wayne School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Western Wayne School Custodial Team will clean all workspaces at their designated cleaning time. (Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.)

Student/Staff Self-Screening

Daily self-screening should be completed at home and prior to entering the school building each day:

Symptoms Impacting Consideration for Exclusion from School:

- _____ Fever of 100.4 or greater or Chills
- _____ Cough (especially new onset, uncontrolled cough) or Shortness of Breath
- _____ Sore Throat
- _____ Headache (particularly new onset of severe headache, especially with fever)
- _____ Diarrhea, Nausea or Vomiting, Abdominal pain
- _____ New loss of taste or smell
- _____ You were in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks.

*If the answer is **YES** to any of the above, **DO NOT** send your student to school (or yourself, if you are a staff member). Instead begin isolation of your student/yourself and contact your healthcare provider.

***Please notify the school:**

- If you test positive for the COVID- 19 virus.
- Have had contact with an individual who has received a positive test result for the COVID-19 virus.

Alternative Command Structure

